

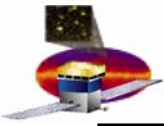
GLAST Large Area Telescope:

I&T Integration Kickoff Meeting Management

March 9th, 2004

**Elliott Bloom
SU-SLAC
Subsystem Manager**

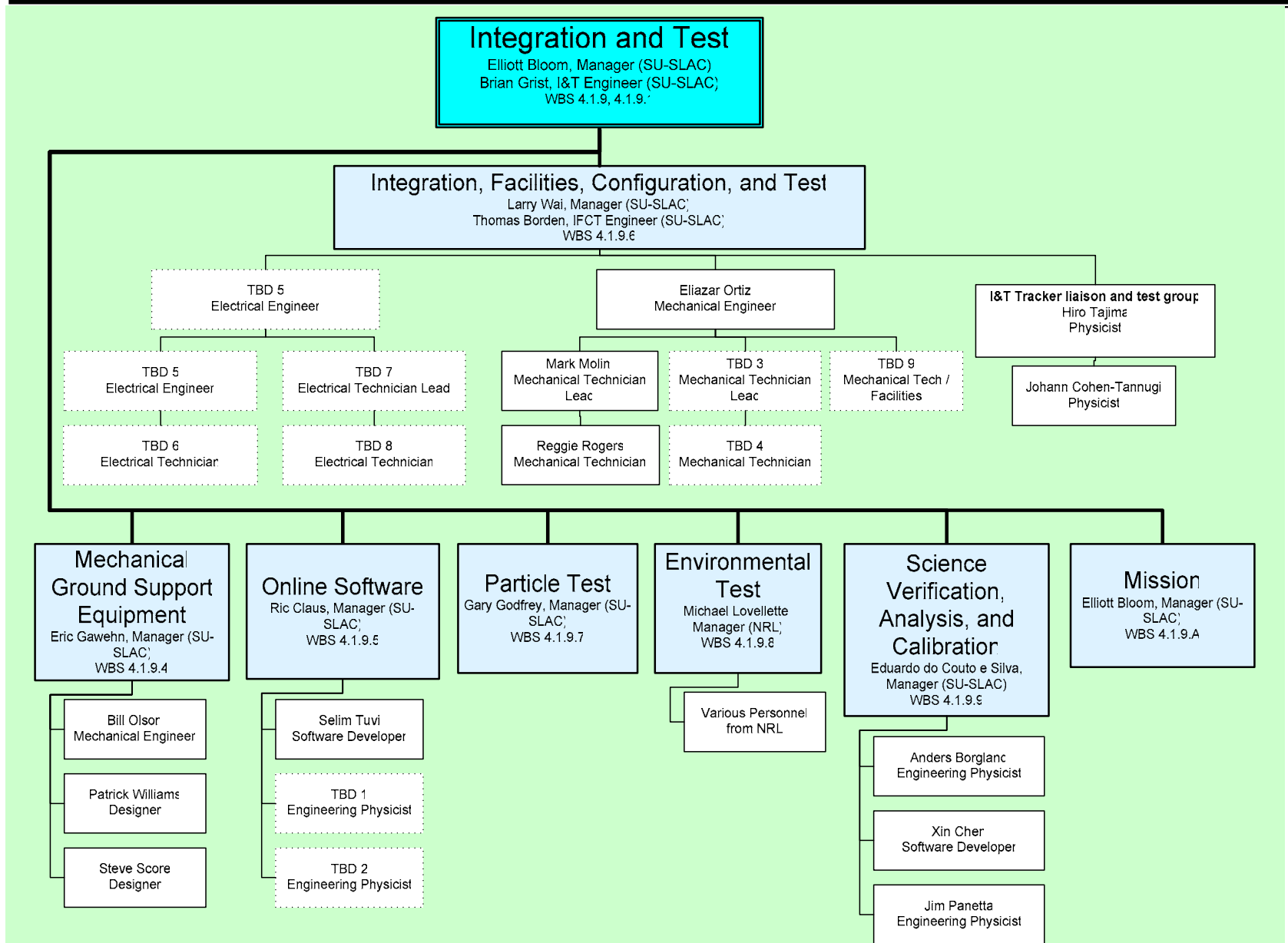
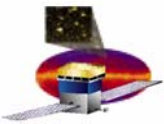
**elliott@slac.stanford.edu
650-926-2998**

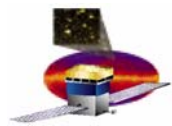


Reviews before Integration

- **Kickoff Meeting** **03/09/04**
- **Lehman Review** **03/31/04 – 04/01/04**
- **Department Peer Reviews** **06/14/04 – 06/18/04.**
- **Integration Readiness Review** **07/08/04**
 - **The IRR will present the completion of the preparation for integration.**
 - **It will be the closure of the subjects that are presented today in the K/O.**

I&T Organization





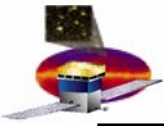
Job hire status

New Position Status

Status as of: 3/8/2004 16:21

Job Req#	Job Title	Req Written	Req. Approved	Job Posted	Interviewees Selected	Interviews Scheduled	Interviews Complete	Hired	Action Needed	Actionee
29264	SVAC, Engineering Physicist	●	●	●	●	●	●	●		
29406	ONLINE, Engineering Physicist	●	●	●	○	○	○	○	Picking interviewees	Ric, Elliott
29420	ONLINE, Engineering Physicist	●	●	●	○	○	○	○	Picking interviewees	Ric, Elliott
22399	IFCT, Mechanical Technician, Lead	●	●	●	●	●	●	○		Tim, Elliott, Eliazar
22400	IFCT, Mechanical Technician	●	●	●	●	●	●	○		Tim, Elliott, Eliazar
24265	IFCT, Mechanical Technician	●	●	●	●	●	●	○		Tim, Elliott, Eliazar
22395	IFCT, Electrical Engineer	●	●	●	○	○	○	○		Tim, Elliott, Brian, Larry
22396	IFCT, Electrical Technician	●	●	●	○	○	○	○	Picking interviewees	Tim, Elliott, Brian, Larry
22397	IFCT, Electrical Technician	●	●	●	○	○	○	○	Picking interviewees	Tim, Elliott, Brian, Larry
22398	IFCT, Electrical Technician	●	●	●	○	○	○	○	Picking interviewees	Tim, Elliott, Brian, Larry

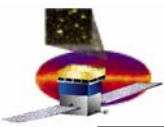
- Not started
- ◐ In-Process
- Complete



Draft NCR Reporting Process

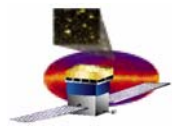
LAT MATERIAL REVIEW BOARD PROCEDURE, LAT-TD-03212-01

Non conformance found by
I&T technician or QA who stops work
and reports NC to QA.



Planned Daily Meetings

- Ongoing weekly I&T meeting, Thursdays 1:30 PM – 3 PM (telecon).
- During integration (prototyped during EM-1 last Fall) daily meetings (5 days/week).
 - **Daily 8 AM meeting in Bldg 33 to define work for the day.**
 - Attended by all technicians on day shift that day.
 - Led by electrical and mechanical floor engineers.
 - Larry Wai and Tom Borden present at this meeting
 - Meeting is 15 minutes long
 - **Daily 4 PM meeting in Bldg 33 to asses progress of the day shift and define work for the swing shift.**
 - Attended by all technicians on day and swing shift that day.
 - Led and organized by Larry Wai.
 - Tom Borden and electrical and mechanical floor engineers present at this meeting.
 - A representative from all other I&T departments present at this meeting.
 - QA representative is present.
 - Electrical and Mechanical floor engineers define work for the swing shift.
 - Short technical presentation relevant to the days work will be made.
 - Meeting is 20 minutes long.



Major Project Milestones

