

2008/3/12

To: ILC GDE Technical / Area Group Leaders (pmedr@fnal.gov)
From: Nobu Toge, Lars Hagge and Nick Walker
Subject: Our Next Steps for ILC GDE EDMS

We at the GDE Engineering Management Office (EMO) are writing you to request your help in organizing our Engineering Data Management System (EDMS). As we reported to you at Sendai TILC08, we are readying our EDMS for use by you colleagues, and, in our view, the next immediate steps include:

1. Registration of the colleagues on EDMS in accordance with the “Team Members” list.
2. Identification of past design-related documents that have been created for BCD and RDR.
3. Uploading of these documents to EDMS.

Please, refer to

<http://ilcagenda.linearcollider.org/contributionDisplay.py?contribId=38&sessionId=53&confId=2432>

for the material shown at TILC08. The Project Managers, in our TAGL meeting following the close-out session at Sendai TILC08, endorsed this action plan and instructed us to proceed first with 1 and 2.

Therefore, we are seeking the relevant information from you:

please, respond to us at toge@lcdev.kek.jp and lars.hagge@desy.de with the following information:

A. List of “team members”: In the table below, the persons who are labeled as “Primary team leader” should respond to us at toge@lcdev.kek.jp and lars.hagge@desy.de with the list of names and email addresses of colleagues who should be registered as your team members. The initial deadline is the end of **March 28, 2008.**

Team	Primary team leader
ILC_PM_Team	N.Walker
ILC_PMO_Team	N.Walker
ILC_TAG_Leaders_Team	N.Walker
ILC_Cavity_Preparation_Team	L.Lilje
ILC_Cavity_Production_Team	H.Hayano
ILC_Cryomodule_Team	N.Ohuchi
ILC_Cryogenics_Team	T.Peterson
ILC_HLRF_Team	S.Fukuda

ILC_Main_Linac_Integration_Team	C.Adolphsen
ILC_Civil_Eng_Services_Team	J.Osborne
ILC_Conv_Facilities_Process_Team	V. Kuchler
ILC_Controls_Team	M.Votava
ILC_Electron_Source_Team	A.Brachmann
ILC_Positron_Source_Team	J.Clarke
ILC_DR_Team	A.Wolski
ILC_RTML_Team	N.Solyak
ILC_BDS_Team	A.Seryi
ILC_Simulation_Team	K.Kubo

B. Locations / list of “existing design-related document”: In the table above, the persons who are labeled as “Primary team leader” should respond to us at toge@lcdev.kek.jp and lars.hagge@desy.de with the URI information of existing design-related documents from the activities of your team. The initial deadline is the end of April 11, 2008.

Some notes:

- If you wish, please, identify your deputy team leader(s) who would act as Point of Contacts (POCs) with EMO on matters related to EDMS..
- For the inquiry A, the team list should include all key members of your team who are likely to contribute work, as well as members from other teams who are acting or likely to act as point of contacts. We expect that some GDE colleagues end up being registered with a multiple number of teams, so please do not worry much about overlaps.
- For the inquiry B, we do not need a complete exhaustive listing of all documents in existence. In many cases, the main URI addresses of your present document archives would suffice. This is to help the Engineering Management help you on how to organize your Team Workspace on EDMS. The dates of documents to archive may go back to around Snowmass 2005, but probably not much older than that.
- Some of you may feel ready and willing to start designing Bill of Materials (BOMs) of your system with EMO. In that case, please, mention that in your response.
- In case of questions, please, contact us at toge@lcdev.kek.jp and lars.hagge@desy.de.

Thank you in advance for your cooperation and help.

END