

# LBNE Documentation

Amelia Smith

Anne Heavey

Document Managers

Jan. 28, 2010



# Role of Document Managers

- Here to help the project and collaboration prepare documentation
  - Whitepaper (the science case)
  - CD-1 (CDR, other documents)
- Our job is to collect content from you, organize it into the required documentation, edit it and produce the final set of documents

# Amelia's Background

- Master's degree in Science and Technology Journalism from Texas A&M University
- Have written for many types of publications: newspapers, magazines, newsletters, textbooks, web sites, press releases, encyclopedias, etc.
- Interned in Fermilab Office of Communication
- Have written for *Fermilab Today*, *Symmetry* magazine, *ILC Newslines*, *DOE Pulse*, and *International Science Grid This Week*

# About Anne

- Technical writer for Computing Division at Fermilab for about 15 years
  - Several large manuals (remember *UNIX at Fermilab?*)
  - Many web pages and sites
  - Open Science Grid, communications and tech writing
  - “International Science Grid this Week”, editor
  - Fermilab’s SC09 exhibit
- Background in physics
- About 50% FTE on LBNE through CD-1

# CD-1 Documentation (I)

- Over the next few months, Amelia will lay the groundwork for the CD-1 documentation and will prepare the documents for you to input content
- We will start with the Project Management Plan, followed by the Key Assumptions document, and continue on with the rest of the CD-1 documents
- Anne will work first on the whitepaper, then transition in to help with the CD-1 documentation
- CD-1 documents will be done using Microsoft Word

# CD-1 Documentation (II)

## NSLS-II (~\$900M) as an example

- Conceptual Design Report – 781 pages
- Preliminary Project Execution Plan – 65 pages
- Acquisition Strategy – 18 pages
- Environmental Assessment – 55 pages
- Preliminary Hazard Analysis – 60 pages
- Quality Assurance Plan – 19 pages
- Risk Management Plan – 15 pages
- WBS – 1 page
- WBS Dictionary – 36 pages
- Summary Schedule – 1 page
- Detailed Schedule – 56 pages with ~20 tasks per page = ~1100 tasks

# CD-1 Documentation (III)

## Conceptual Design Report (CDR)

- CDR in 4 volumes – one per sub-project
  - Sub-project Managers responsible for providing the content for their sub-project's volume
  - Each Doc Manager responsible for 2 of the 4 volumes
- Common front-end material for the volumes (project description, scope, etc.)
  - We will work with the project and collaboration regarding this content

# CD-1 Documentation (IV)

## Workflow

- Doc Managers will communicate with the Project Manager and Sub-project Managers about content that is needed
- Project Manager and Sub-project Managers will communicate with their project members to obtain content and submit it to Doc Managers
- Doc Managers will organize the content into the documents and edit it for grammar, style and consistency
- Project Manager and Sub-project Managers will review documents

# Whitepaper (I)

- Anne will compile the physics whitepaper; working with Milind
  - Using new contributions and existing background material
- Josh Klein will transition out from this responsibility
- Deadlines TBD: Final deadline no later than May
- Whitepaper must be done before CD-1 doc set:
  - Will create different versions of different lengths and detail levels for different audiences
  - Will synthesize it (or parts of it) for the CD-1 document set.
- Will probably use LaTeX to produce whitepaper
- Send your contributions however is easiest for you!

# Whitepaper (II)

- List of contributors provided by Josh:
  - Long Baseline program: Mary Bishai
  - Proton Decay: Ed Kearns
  - Atmospheric Neutrinos: Chris Walter
  - Supernova Neutrinos: Kate Scholberg
  - Solar Neutrinos: Josh Klein/Michael Smy
  - Geo-neutrinos: John Learned
  - Additional physics with Gd: Mark Vagins
  - Ultra-high energy neutrinos: Karle Albrecht
  - Near Detector Physics: Gerry Garvey (coordinating several authors)

# Collaboration tool

The Doc Managers have set up an instance of **Basecamp** for the LBNE documentation project to make it easier to collaborate with each other and to coordinate work with you, the contributors.

You will receive an email with a link to set up a username and password.

<http://basecamphq.com/tour>



**Basecamp**<sup>®</sup>

**The Better Way To Get Projects Done.**

Trusted by millions, Basecamp is the leading web-based project collaboration tool.

Share files, meet deadlines, assign tasks, centralize feedback, make clients smile.

# About Basecamp

- It's very easy to use, much easier than a wiki
- If used consistently by the project and collaboration, it can develop into a knowledge base for this phase of LBNE
  - All files and discussions are in one place, so you have a running history
  - Nothing gets lost
- Used successfully for compilation of P5 report, DOE accelerator workshop, PASAG report
- We will be happy to demo it during a break

# Please come meet us!

- We're at this meeting to
  - Get familiar with the concepts, goals and vocabulary of LBNE,
  - Start to learn how the pieces fit together, and
  - Meet you!
- Please, come introduce yourselves to us during the breaks!
- In particular:
  - Whitepaper contributors, please meet Anne
  - Project contributors, please be sure to meet Amelia

# Contact Info

Amelia Smith, [amelia@fnal.gov](mailto:amelia@fnal.gov)

Office: WH 12 X/W

Cell: 281-851-5213

Anne Heavey, [aheavey@fnal.gov](mailto:aheavey@fnal.gov)

Office: WH 12 X/W and FCC 1W

Fermilab phone: 630-840-8039

Cell: 630-518-6394