



Document Management

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Role of Document Managers

- LBNE Document Managers: Amelia Smith and Anne Heavey
- Here to help prepare the documentation for the CD-1 review that will take place later this year
- Our job is to collect content and organize it into the required documentation and then edit it to produce the final set of documents

Amelia's Background

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

Conceptual Design Report

- Describes the overall project and its goals and how the preferred design meets these goals
- Describes each of the 4 sub-projects and how they fit together in the project
- Contains 7 “stand-alone” volumes:
 1. The LBNE Project
 2. The LBNE Neutrino Beamline
 3. The LBNE Near Detectors
 4. A Water Cherenkov Detector for LBNE
 5. A Liquid Argon Detector for LBNE
 6. Conventional Facilities at FNAL
 7. Conventional Facilities at DUSEL

Document Management of CDR

- Amelia is responsible for:
 - Volume 1: The LBNE Project
 - Volume 2: The LBNE Beamline
 - Volume 3: The LBNE Near Detectors
 - Volume 6: Conventional Facilities at FNAL
- Anne is responsible for:
 - The Whitepaper
 - Volume 4: A Water Cherenkov Detector for LBNE
 - Volume 5: A Liquid Argon Detector for LBNE
 - Volume 7: Conventional Facilities at DUSEL

CDR Technical Editors

- Each sub-project has appointed a technical editor who will work closely with the Document Manager to make sure the volume is technically consistent and correct
- CDR contributors will submit drafts to the technical editor who will edit them and send them to the Document Manager
- Technical Editors for each sub-project
 - Beamline: Byron Lundberg
 - Near Detectors: Gerry Garvey
 - Water Cherenkov: Steve Kettell
 - Liquid Argon: Marvin Marshak

Main Goal

- Our main goal is to make it as easy as possible for CD-1 reviewers to find the information they need while reviewing the CDR
 - It needs to be written as clearly as possible and organized in a logical way
- To make things easy to find, the CDR loosely follows the WBS numbering

CDR Outline

- We will now go over the CDR outline...

CDR Length

- Based on the CDRs of other comparable projects, we estimate that the full CDR will be between 750 and 1,000 pages
- This means each volume will be ~100-150 pages
- Which means each chapter in a volume will be ~10-15 pages
- So each section will only be ~2-3 pages

Timeline and Milestones

- **May 10-** Detailed CDR outline posted on DocDb
 - Each section includes the name of the person responsible and at the minimum a brief abstract summarizing the material that will be covered
- **June 25-** CDR intermediate draft due
 - A first draft must be written for each section
- **July 12-** CD-1 readiness check
 - A check-up on what progress has been made and what's left to finish
- **September 13-** Final draft due for editing
 - The final draft of each section must be complete

Timeline and Milestones Continued...

- **Week of September 20-** CD-1 Directors Design Review
- **Week of October 25-** CD-1 Directors Cost, Schedule and Management Review
- **1st half of December-** Lehman Review

CDR DocDb Postings

- At several points throughout the process of putting together the CDR, drafts of the whole CDR will be posted on DocDb
- The DocDb drafts will be updated as significant content changes occur so that everyone can track the progress

CDR Status Chart

- We will now go over the CDR status chart...

Tools

- All content should be submitted as Microsoft Word documents
- To make it easier to work on the documents, we are using an online collaboration tool called Basecamp



About Basecamp

- Basecamp is an online collaboration system to manage teams and organize documents
 - Upload/download documents to share
 - Version files
 - Make to-do lists, set milestones and deadlines
 - Share messages
- It also can serve as a knowledgebase for LBNE CD-1 preparation
 - All files and discussions are in one place, so you have a running history
 - Nothing gets lost in email inboxes
- Basecamp was used successfully for compilation of the P5 report, DOE accelerator workshop, PASAG report

Basecamp Continued...

- We have found it to be a very useful tool so far as we have begun to work on the CDR and other CD-1 documentation
- If you are a CDR contributor, you will receive an email invitation to join Basecamp and create a username and password
- It is not difficult to learn to navigate through
 - Useful tutorials here: <http://basecampHQ.com/tour>
- If you have any questions about Basecamp, please let me know – I'd be glad to help you!

Helpful Files on Basecamp

- Files posted in Basecamp:
 - CDR outline
 - CDR overview chart (a visual of the CDR structure and how the sections fit together)
 - CDR status chart
 - CDR templates for each chapter
 - Contributors just have to fill in the text for each section – all of the fonts/styles are already built in
 - Table template (one for word and one for excel)

Image and Figure Guidelines

- Please provide original vector images saved as PDF or EPS files (Exception: save photographic images as JPEG)
- If any photo-manipulation is required, avoid introducing high-frequency elements (such as lines with gradient-free edges)
 - Save any intermediate results in the native application format and save the final results as JPEG
- Never convert a file from one format to another (the editors will do this if required). This is particularly important if you fail to produce native vector image data and are stuck with raster (aka bitmap)
 - It is preferable to submit the original raster format than to convert it into PDF
- For more info, see the “Image and Figure Guidelines” writeboard on Basecamp

Start ASAP

- Please begin writing your sections as soon as possible
 - The more time the editors have to work on the sections, the higher the quality of the final document
- Want things to trickle in so that all the sections of all the volumes do not all come in at the same time at the end
- Don't worry about fighting with formatting/figures/tables/images – the editors can deal with these things
 - Just focus on getting your text in!

Contact Information

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