



Fermilab

Date: October 31, 2003

From: Hugh Montgomery

To: L. Edward Temple, Jr.

Subject: Director's Mini-Reviews of CDF and D-Zero Run IIb Detector Upgrades

I'm requesting you to chair mini-Reviews of the CDF and D-Zero Run IIb Detector Upgrades in preparation for submission of baseline change proposals (BCP) to the Department of Energy. The BCP are due in mid-November. Therefore, the mini-Reviews are scheduled in the afternoons of November 4 and 5 for CDF and D-Zero respectively.

The reviews should focus on the reduced (or modified) scope, the schedule, and the cost for going forward through completion of these projects. The committee should assess any updates to the risk and contingency analyses. Finally, general progress against plans on the upgrade efforts should be reviewed. A closeout briefing with Fermilab management and project personnel is requested at the end of each review and a brief written report of the committee's findings, comments, and recommendations is desired by November 12.