

MLZ internal Sample Environment Meeting

**SE Task planning for the 1st Cycle and
Management for SE projects**

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Task planning for the first Cycle 2024

SE Operation - Next Cycle (2024)

GRAINAU 2023

Near Future (NOW)

- Second half of 2024 we could have thermal neutrons available
- We must be prepared to provide technical assistance: Not only SE equipment in operational state, but a Staff prepared to do the job

MLZ internal Sample Environment Meeting

Monday 27 Nov 2023, 09:00 → 17:00 Europe/Berlin

UYL 04 20 - JCNS Meeting room (MLZ)

Planning

- ✓ Instrument Scientists
- ✓ Users

- ✓ Sample Environment

General task schedule for the Next Cycle (2024)

First of all we must keep in mind that...

After the long break, equipment and systems have not operated for a long period.



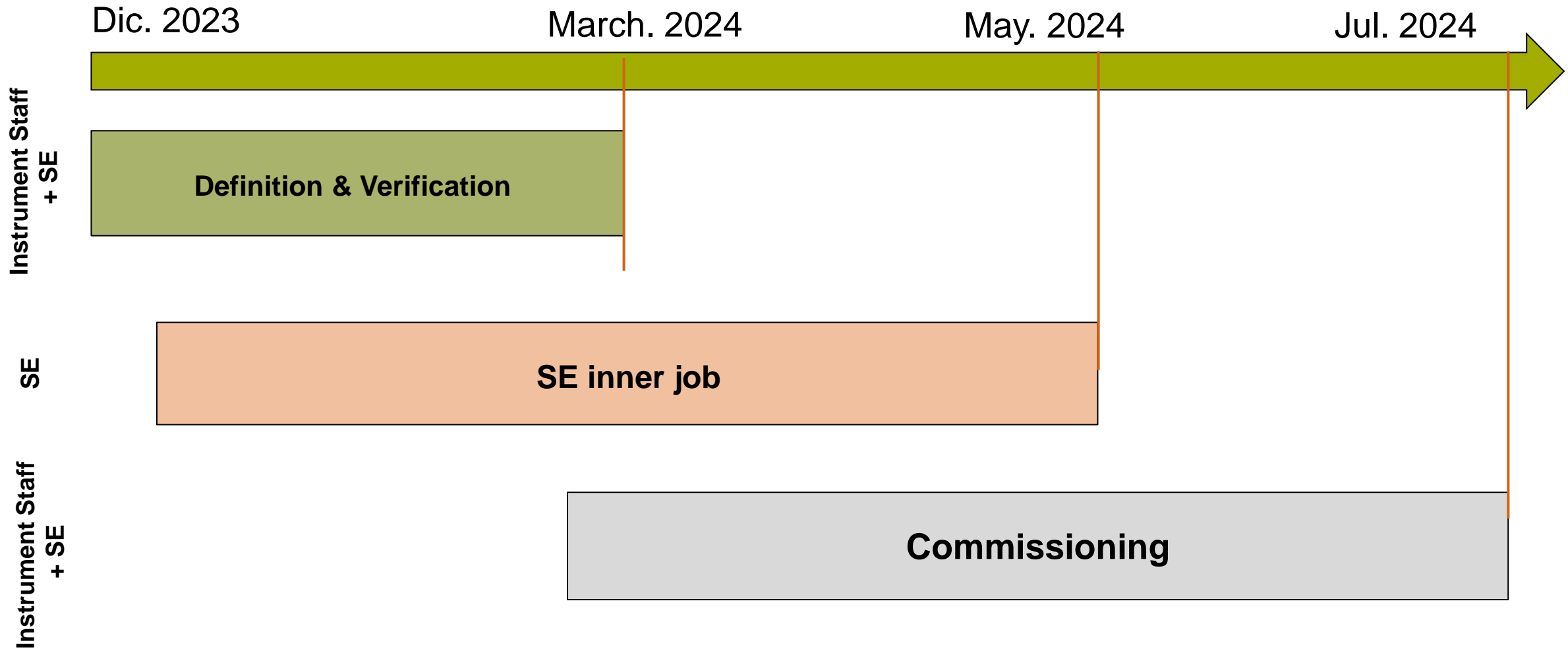
This means that we must consider the time and resources necessary for the **inspection/testing/training** of all the systems that we decide to use.

Furthermore, we must take into account the particular situation of the SE group.



There is a direct relationship between **goals, deadlines and manpower**
“Choose your Battles”

General task schedule for the Next Cycle (2024)



General task schedule for the Next Cycle (2024)

Dic. 2023

Feb. 2024



Instrument Staff
+ SE

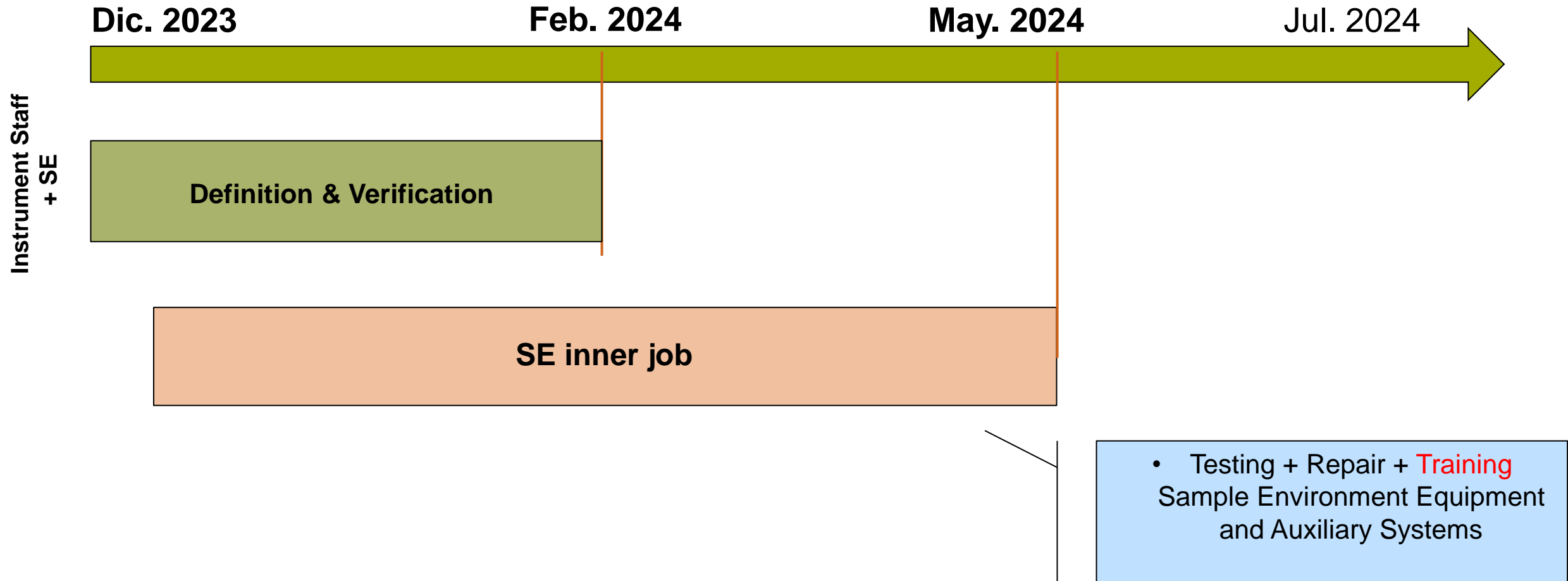
- ✓ **Definition** of SE to be used in the 1st Cycle 2024
- ✓ **Verification** of SE equipment in instrument and/or,

- We need to know the status of:**
- SE at the Instrument
 - Cooling Water, Compress air supply, Data connection, power supply
 - Mechanical interferences
 - ...

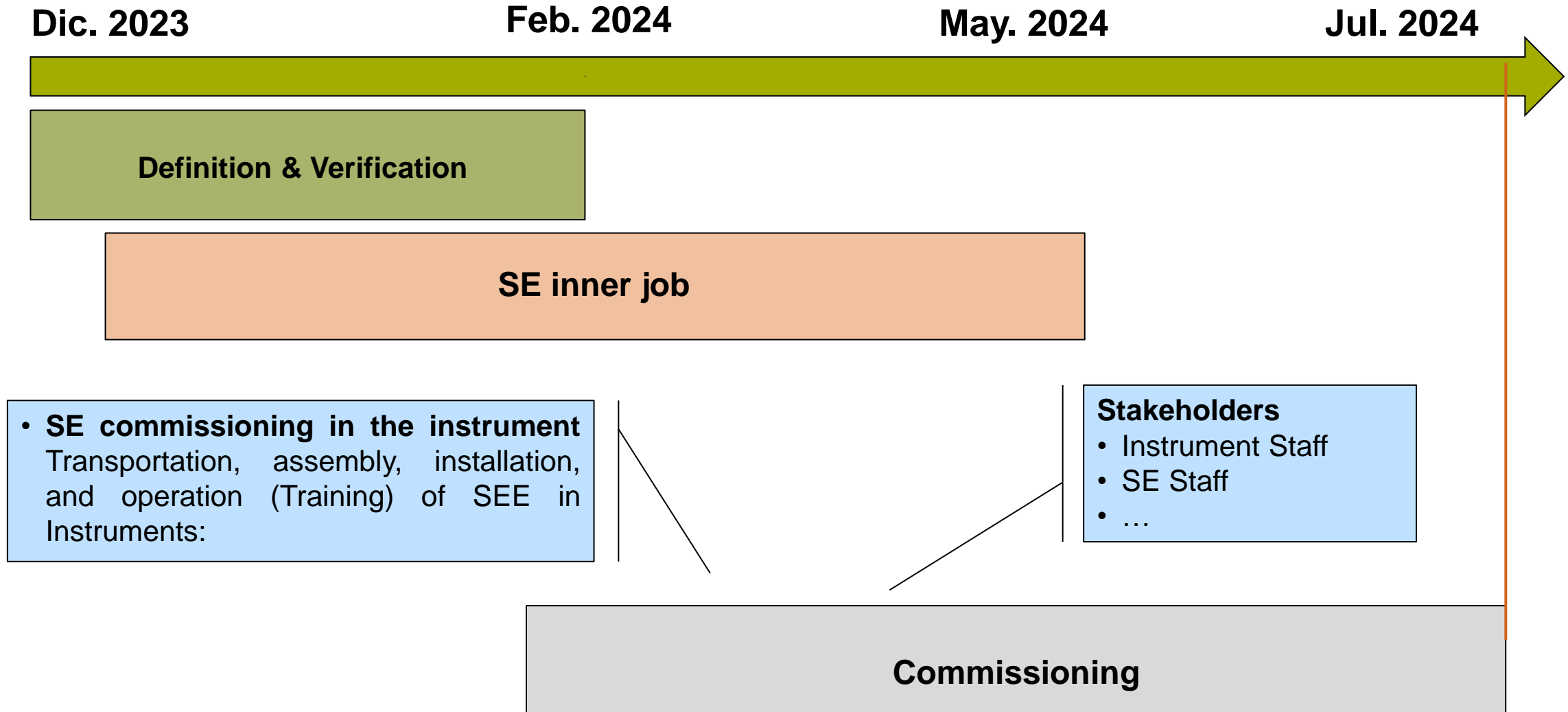
- Definition:**
- Selection of **SE equipment**
 - Nothing complex, something we have and experience (prioritize)
 - Evaluation of available resources for operation
 - ...

- Stakeholders**
- Instrument Staff
 - SE Staff
 - ...

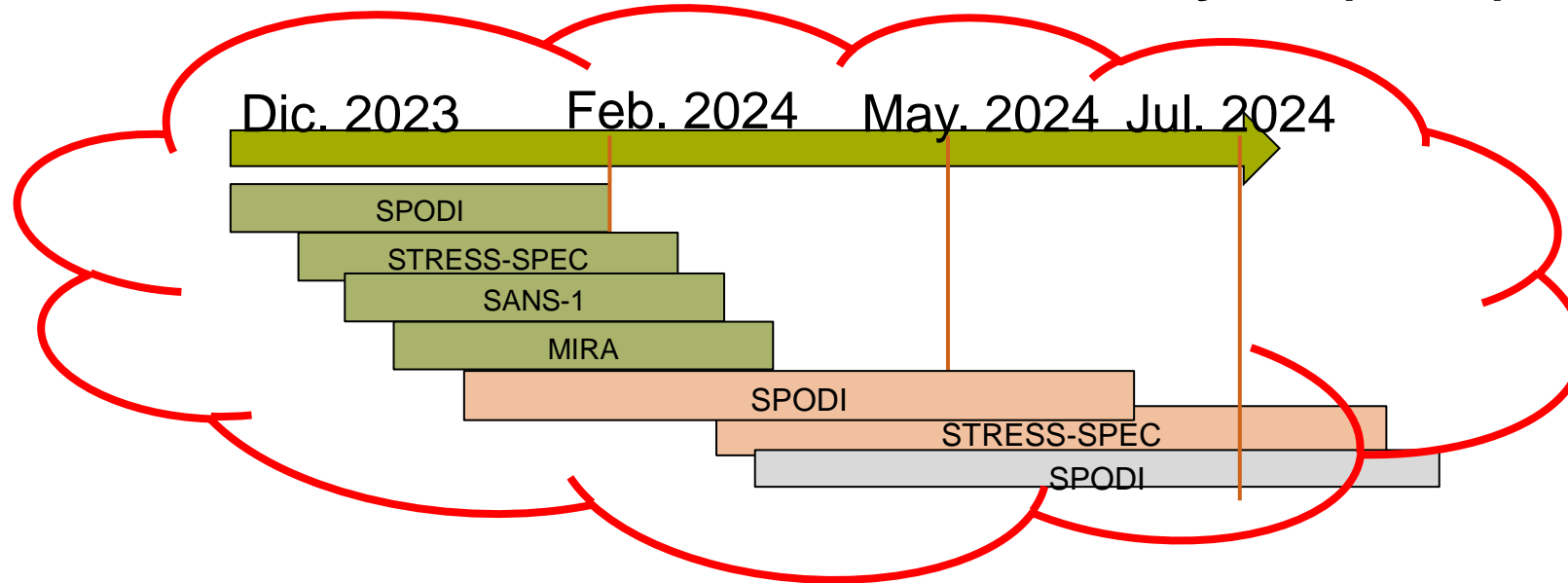
General task schedule for the Next Cycle (2024)



General task schedule for the Next Cycle (2024)



General task schedule for the Next Cycle (2024)



- ❖ Each Instrument is in a unique situation, and an Ad Hoc schedule must be generated
- ❖ The SE group will be in contact with **each INSTRUMENT** to start conversations and planning the following steps

Management for SE projects

Management for projects

Requirements
Wishing list: WHAT DO YOU
REQUIRED

- ✓ Instrument Scientists
- ✓ Users

- What SE do you have?
- What SE are required?
- What physical range do you demand?
- Sample Size
- Special material
- Combine SE
- Automation (e.g. sample changer)
- Other requirement

GRAINAU 2023

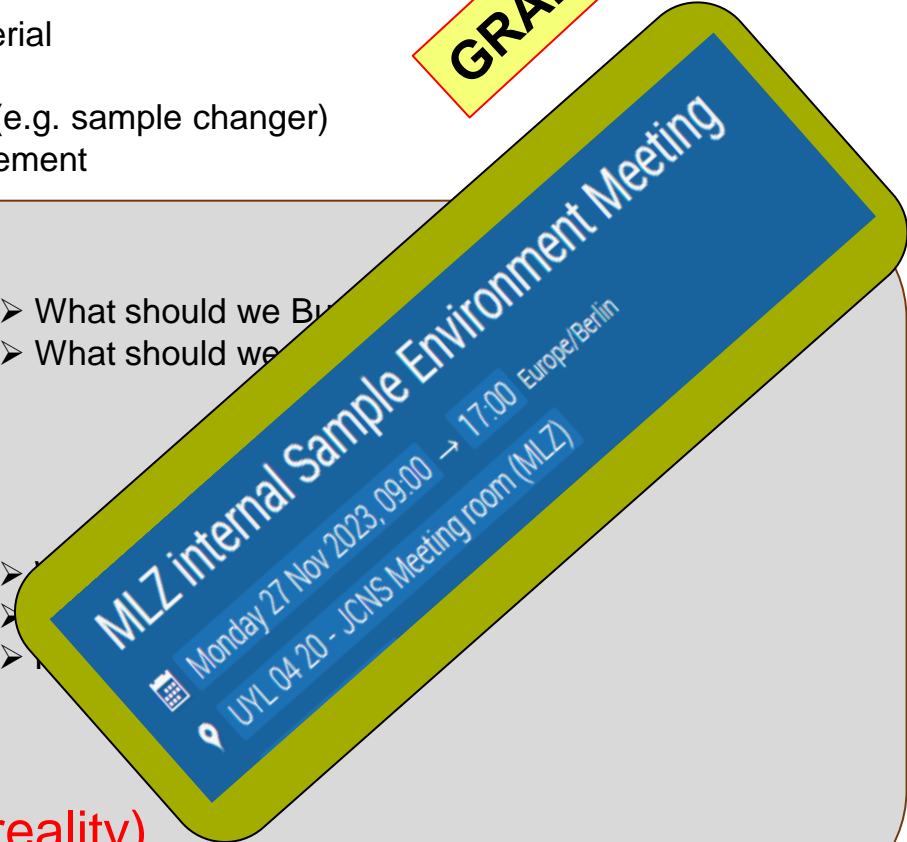
Strategy
Do we have it?
Do we buy and/or develop it?

- What should we Buy
- What should we

Time
when we want these goals

HHRR
Quantity & skills

€
consistent with R&S&T



Planning and schedule (from wishes to reality)

Management for SE projects

Why do we need SE Project Management?

In the current situation:

- It is not possible to know the project status
- It is not possible to track activities by person
- It is not possible to track expenses related to the budget
- Difficult situations to accept new projects and prioritize activities
- Stakeholders that should have been involved from the conception of the project did not participate in the planning.
- ...
 - Projects that have long delays* due to lack of planning, are abandoned**, or no one requests it for use
 - **It turns out to be an unsatisfactory situation for EVERYONE.**

Design, Construction
, Technical specification,
Consulting, Acquisition

Management for SE projects

What are we proposing?

Transparent rules for EVERYONE

Project Management system

- ✓ **SE Project Management**: Design, Construction, Technical specification, Consulting, Acquisition
- ✓ **Budget** management
- ✓ **Activity and time** management
- ✓ **Human resource** management
- ✓ Identification of **stakeholders**
- ✓ A third party that defines the **priority** of the projects
- ✓ **Nothing complex or bureaucratic**
- ✓ Not every project should be managed by PM

Management for SE projects

Basic work scheme

Preliminary project

Instrument Scientist /
User
+
SE

Proposal

Instrument Scientist /
User
+
SE

Evaluation

SE Project Evaluation Board

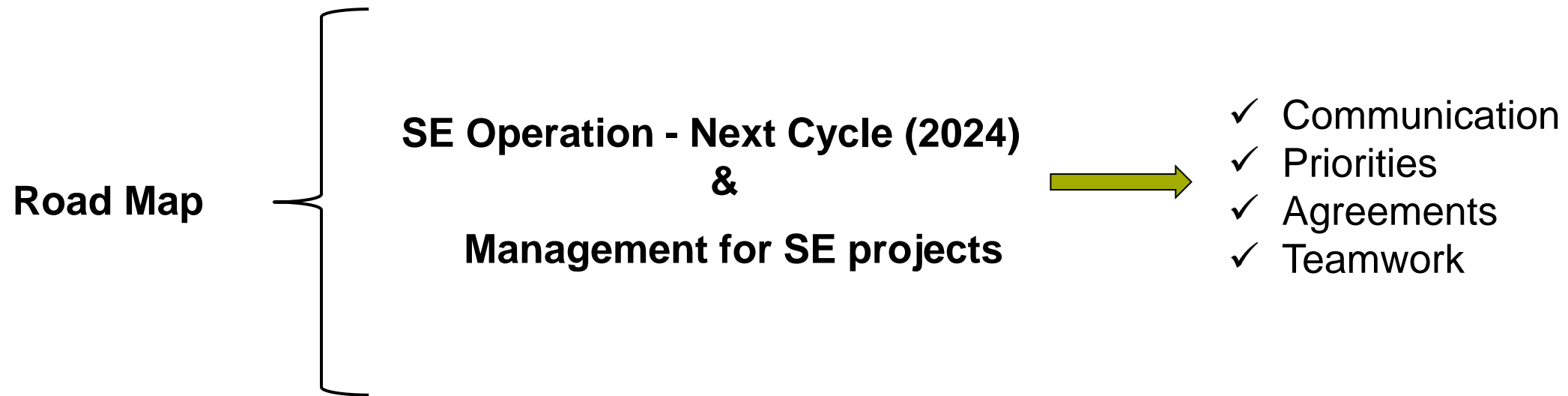
Project programming

Instrument Scientist +
SE + Stakeholders

- ✓ Main goals
- ✓ Technical feasibility
- ✓ Stakeholders
- ✓ Manpower
- ✓ Preliminary budget
- ✓ Preliminary plan timing

- ✓ Reception of proposals
two or three times a year.
Basic project information

Summary



Thank you for your time



MLZ is a cooperation between: