LIGO Administrative Group
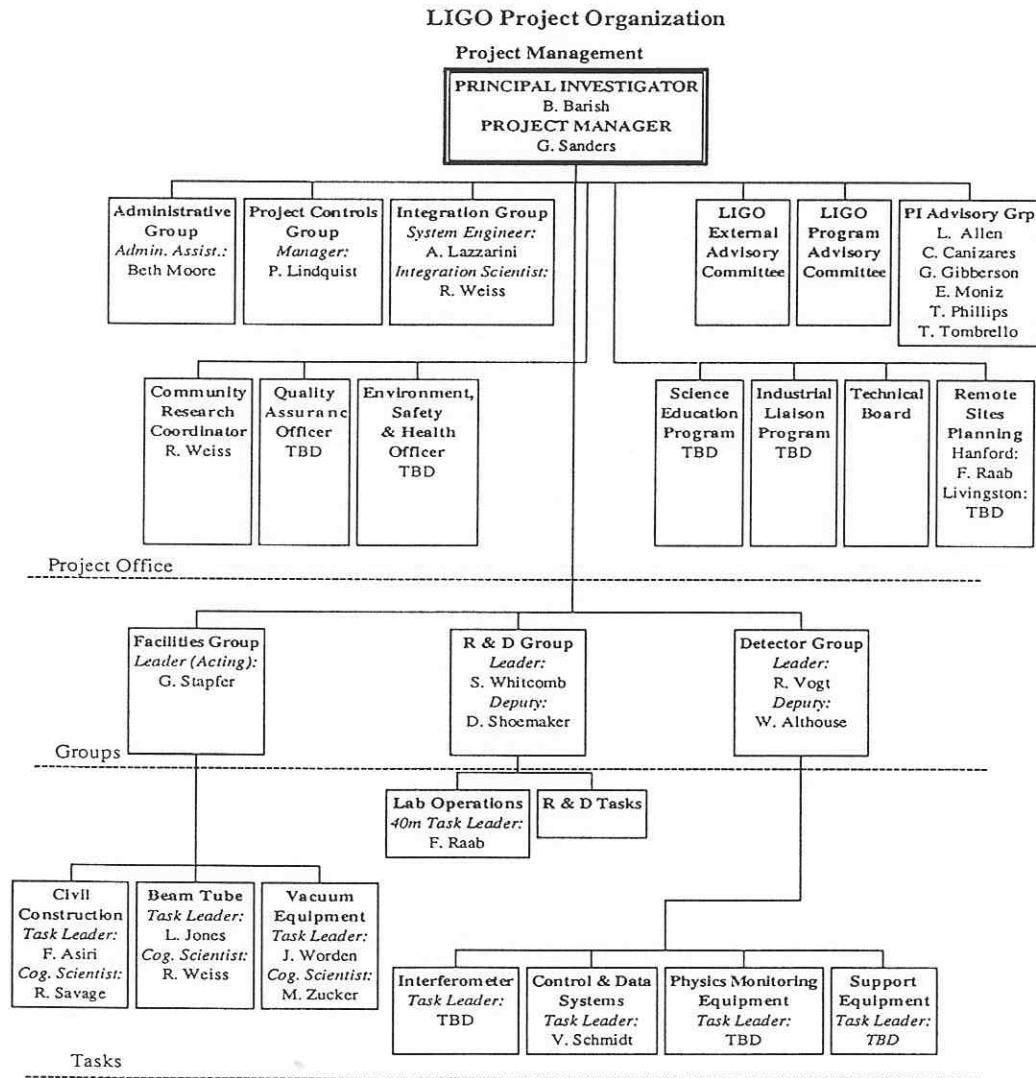
Basic Organization and Procedures

Gary Sanders / Beth Moore

February 14, 1995

LIGO Organization

LIGO Project Organization

Project Management

PRINCIPAL INVESTIGATOR
B. Barish
PROJECT MANAGER
G. Sanders

Administrative Group	Project Controls Group	Integration Group			LIGO External Advisory Committee	LIGO Program Advisory Committee	PI Advisory Grp
Admin. Assist.: Beth Moore	*Manager:* P. Lindquist	*System Engineer:* A. Lazzarini *Integration Scientist:* R. Weiss					L. Allen C. Canizares G. Gibberson E. Moniz T. Phillips T. Tombrello

Project Office

Community Research Coordinator R. Weiss	Quality Assurance Officer TBD	Environment, Safety & Health Officer TBD		Science Education Program TBD	Industrial Liaison Program TBD	Technical Board	Remote Sites Planning Hanford: F. Raab Livingston: TBD

Groups

Facilities Group	R & D Group	Detector Group
Leader (Acting): G. Stapfer	*Leader:* S. Whitcomb *Deputy:* D. Shoemaker	*Leader:* R. Vogt *Deputy:* W. Althouse

Lab Operations	R & D Tasks
40m Task Leader: F. Raab	

Tasks

Civil Construction	Beam Tube	Vacuum Equipment	Interferometer	Control & Data Systems	Physics Monitoring Equipment	Support Equipment
Task Leader: F. Asiri *Cog. Scientist:* R. Savage	*Task Leader:* L. Jones *Cog. Scientist:* R. Weiss	*Task Leader:* J. Worden *Cog. Scientist:* M. Zucker	*Task Leader:* TBD	*Task Leader:* V. Schmidt	*Task Leader:* TBD	*Task Leader:* TBD

Administrative Group

- **Group Leader - B. Moore**
  - » Personnel Actions
  - » Meetings/Scheduling
  - » Facilities/Furniture/Equipment
- **Project Office - I. Baldon**
  - » LIGO Travel
  - » Support for Meetings/Scheduling
- **Science Groups - B. Behnke**
- **Facilities Group - D. Lloyd**
  - » Purchase Requisitions
- **Project Controls - R. Torres**
- **MIT Group - S. Merullo**
  - » L. Vall
- **Barish/HEP - D. Tomlinson**
  - » Barish travel/scheduling/etc.
  - » G. Dunn - Project Office
    - – mail/document distribution
    - – meeting support
    - – special projects for Project Office

Roles and Responsibilities

- **Provide stable, orderly, guaranteed process**
- **Provide organization**
- **Provide "enabling" support**
- **Lift responsibility for process tasks from LIGO staff**
- **Provide stable, orderly contacts outside of LIGO**
- **Communications**
- **Scheduling**
- **Correspondence/Documents**
- **Personnel Actions**
- **Purchasing/Subcontracts**
- **Travel**
- **Facilities/Space/Equipment**

Computers

- **All members of the Administrative Group will use IBM PC's**

  » Access to Sun Unix network through PCNFSPro/Xoftware

- **Documents in FrameMaker**

- **Spreadsheets in MS Excel**

- **Databases in MS Access**

- **Calendars in Sun Calendar Manager with "print" to World Wide Web**

- **Caltech forms in computer**

Communications

- ## Telephones
  - » Phone coverage at all times
    - Positive customer response
    - Awareness of staff location/schedule
    - Responsiveness, get the message to...
    - Positive delivery of messages
    - Person, voicemail, paper message, email, cellular phones, pagers
      - use appropriately (judgement)
    - Fax traffic
      - Awareness of significant faxes
      - Positive confirmation of all faxes

- ## Electronic mail
  - » Control and update of distribution lists (through Greg Hiscott)
  - » Significant messages transmitted through secretary

Scheduling/Meetings

- **Centralized! Coordinated!**
  - » No meetings scheduled except through Administrative Group !
- **Barish/Sanders electronic calendars must be consulted**
- **Meeting rooms and centralized calendars**
  - » Hiscott to arrange Calendar Manager accesses for secretaries maintaining calendars
- **Learn to use Calendar Manager and the World Wide Web Mosaic Browser**

Scheduling a Meeting

- **Initiator to Group Secretary**
  - » or Project if intra-group
- **Group Secretary to coordinate with:**
  - » Other Group Secretaries & Project
  - » Barish/Sanders calendars
- **Group Secretary to <u>assure</u>:**
  - » meeting <u>room</u> through Project Office
  - » <u>presentation</u> materials/equipment
  - » <u>refreshments</u> if applicable
  - » assure <u>agenda</u> distribution in advance and <u>minutes</u> after meeting
- **If Initiator does some of the above tasks, Group Secretary to <u>assure</u> process followed**

Calendar Management

- **Use Sun Calendar Manager**
- **Keep calendars current**
- **Use electronic calendars to inform other Group Secretaries**
  - » essential to keep calendars current
- **Post some calendars on the World Wide Web** (Hiscott/Schmidt)
  - » Barish
  - » Sanders
  - » Meeting rooms
  - » Standing Meetings
  - » Annual Major Calendar
    - – reviews, NSF visits, conferences
  - » Others?

Correspondence

- **Letters, memos, thru memos, faxes**
  - » Only important faxes
- **Initiator does draft in FrameMaker**
- **Draft to Group Secretary for:**
  - » number (L950000-VV-G)
  - » final formatting and checking
  - » distribution list
  - » signature (always!)
  - » distribution
  - » copies to Chron. file/Doc. Ctrl Ctr
- **Computer file of correspondence**
  - » filename is to be number
  - » file emailed to DCC@ligo
- **Assure staff cooperates**

Other Documents

- **Document Control Center**
  - » archive everything significant
    - hard copies
    - backup copies for later distribution
    - electronic copies
  - » provide all non-correspondence document numbers
    - types defined in memo LIGO-L950003
  - » all significant documents sent out and received through DCC
- **Document Flow**
  - » Created Documents
    - Originator -> Secretary -> DCC
  - » Major Received Documents
    - DCC -> Secretary -> Originator
- **Group Secretary processes**

Personnel Actions

- **Process**
  - » Initiator
  - » Group Secretary
    - – Always in the loop
  - » Beth Moore
  - » Human Resources
- **Update Personnel Information**
  - » On World Wide Web also
- **New hires**
  - » Arrange for their arrival
  - » Friendly welcome
  - » Provide organized office
  - » Computer and account
- **Record attendance strictly**
  - » Scheduled absences coordinated

Purchasing (Not Subcontracts)

- **Process**
  - » Requestor writes request
  - » Dot processes, logs into database, checks account
  - » Dot gets approval <u>through Group Secretary</u>
  - » Dot tracks progress actively
  - » All LIGO receiving through DCC
  - » Dot gets invoices paid
  - » Dot transfers paperwork to DCC
  - » Cindy uses Dot's database for accounting reports
  - » Group Secretary always aware of status

Subcontracts

- **Requestor involves Irena (Subcontract Manager) early**
- **Irena provides all paperwork to Rita for:**
  - » Document numbers from DCC
  - » Requisition from Dot
  - » Document editing accomplished by Rita and Group Secretary of Requestor's group
    - – technical part from Requestor group
    - – contractual part from Rita
  - » Coordinate accounting with Cindy
- **Major subcontracts will require a team approach in Admin. Group**

Travel

- **Process of Request**
  - » traveler requests through Group Secretary
  - » Group Secretary works through Irene

- **Reimbursement Process**
  - » Group Secretary encourages traveler to assemble receipts
  - » Group Secretary works through Irene

Major Reviews

- **Administrative Group plans support well in advance**
- **Rooms**
- **Visitors**
- **Supplies**
- **Support of Review Committee**
  - » workspace
  - » communications
  - » computers
- **Presentation Graphics prepared**

In Closing

- **Each member of the Administrative Group "owns" the processes and final quality of work produced by the group they support**

- **This is an active, leading role and not merely a supporting role**

- **Low error rate**

- **Take charge of your group**

- **Team Approach**
  - » Keep each other informed
  - » If Group Secretary is bypassed, send offendor back gently
  - » Help each other