

EXAMPLE: Acme Power Station Unit 1 Outage Planning "On Track" Meeting

Agenda - October 15, 2011

Facilitated by:

12:30 Opening Comments - Purpose, Expected Outcomes

tbd

12:40 Review "To Do" List (below)

tbd

<i>"To Do" List from (prior) "On Track" Meeting</i>			
	<u>Who</u>	<u>What</u>	<u>When Due</u>
1	Joe	Assign OPL's	12-Oct
2	Mary	SPOOL	12-Oct
3	Bob	Data / Level 1 Schedule	12-Oct
4	Joe	Proj Mgr List	29-Sep
5	Bill	General Engineering Update	12-Oct
6	Joe	Maint Schedule / SDO	12-Oct
7	Joe	Outage Org Chart	12-Oct
8	Phyllis	Capital Project Work Scopes	7-Oct
9	Phyllis	Coordinate O&M Capital Projects	3-Nov
10	Lonnie	Life Rescue	3-Nov
11	Lonnie	Radios	12-Oct
12	Charles	WBS / Cost Control	29-Sep
13	Joe	Mtg on Outage Mgt Documents	12-Oct

1:00 We're T-Minus 2 Months and Counting Down to the Outage.... Where are we? Where should we be? Each of the following items is fundamental and need to be properly done to ensure outage success. Let's review...

tbd

1 Is the team in place? owner & contractor; OPL's

tbd

2 Is the preliminary safety plan in place for each job? Consider and plan safety into each job.

tbd

3 Is the work scope defined, prioritized and assigned? Is the scope "frozen" (except for discovery work)?

tbd

4 Are the capital jobs planned and ready to go? Are contracts in place?

tbd

5 Are risk mitigation plans in place? Has contingency funding and time been allotted for potential risk events?

tbd

6 Is the Level III schedule in place? Is it complete, except for "discovery" work? Have the critical path, and near-critical paths been identified? Does the budget estimate and CPM schedule consider the inherent inefficiencies of working long-term overtime schedules?

tbd

7 Is the schedule resource-loaded?

tbd

8 Is the resource plan in place? Are adequate resources available and reserved?

tbd

1:50 Break

2:10 9 Are the process tools and training in place and ready to go?

tbd

10 Is the project controls plan in place and ready to go? Have roles & responsibilities been defined and assigned?

tbd

Schedule: *Baseline, Updates, Analysis, Reporting*

Cost: *Tracking, Administration, Analysis, Reporting*

Quality: *Specifications, Tracking, Controlling, Analysis, Reporting*

11 Are all contract agreements completed and ready to go?

tbd

12 Are critical materials scheduled to be on site pre-outage? Any other Supply Chain coordination

tbd

13 Are the site logistic plans complete? Facilities, Electrical, Radios, Elevator(s), Dumpsters, Staging,

tbd

14 Are communications plans ready to go? (What information, to/from whom, what format, etc.)

tbd

15 Are the key people all going to get some time off prior to the "outages"? Given the length of the outages, are there plans to give key people days off during the outage?

tbd

16 What do you expect the "mid-December to mid-January" outage preparation punch list to look like?

Let's add today's "Action Items" to the list.

tbd

4:25 Closing Comments, Schedule Final Planning "On-Track" Meeting

tbd

