

Acme Power Station – Nov. 29, 2011 Unit 1 Outage Kick-off Meetings

8:00 – 9:00 am

Overview and Management Team Alignment (entire outage team)

1. Welcome & Kick-off (Plant Management)
2. Goals & Expectations (facilitated discussion)
3. Overall Contracting Strategy and Alliance (Alliance Manager)
4. Work Scope Overview (Outage Manager)
5. Roles & Responsibilities – Review of Organizational Charts (Outage Managers)

9:00 – 10:00 am

Outage Project Leads (OPL's) session (Owner management & all OPL's)

1. Overview – to educate and prepare OPL's to be successful
2. Distribute and Review the "OPL Role and Responsibilities" document
3. Q & A (e.g., roles, responsibilities, procedures, expectations, etc.)
 - a. Document questions and concerns, followed up with documented responses, answers (categorize appropriately)
4. Confirm understanding of assignment and clarity of expectations

10:00 – 11:30 am

(Joint session with contractor management and OPL counterparts / superintendent(s))

5. Roles & Responsibilities this outage
 6. Review and clarify expectations regarding interaction between OPL's and FW
 7. Q & A - Document key discussion points
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1:00 – 3:30 pm

Management “On-Track” session (Outage management team – owner and contractor)

1. Review and follow up on planning deliverables and action item list from previous “On-Track” meeting:
 - a. Email distribution list for January Outage – complete
 - b. Contractor to send work packages to Owner Outage Manager for distribution to OPLs - complete
 - c. General engineering update - current
 - d. Capital Project Work Scopes - complete
 - e. Outage organizational chart – due “date”
 - f. All work scope defined, prioritized and assigned to OPLs - complete
 - g. Work Scope frozen – complete, pending discovery work
 - h. Level III schedule – complete and status is current
 - i. Process tools and training - complete
 - j. Project Controls plan - complete
 - k. Outage budget approved in advance - complete
 - l. Site logistic preparations – will be completed by “date”
 - m. How will invoicing be done? Is payment processing ready? - complete
 - n. Timesheets process in place - complete
 - o. Outage packages reviewed with OPLs – in process, complete by “date”
 - p. Procurement – Supply Chain – no critical issues
 - q. Administration (accounts, timekeeping, billing, payment processing, Safety (e.g., orientation, air monitoring, PPE, meetings, JSA’s, etc.) – preparations complete
 - r. Communications (e.g., meetings, correspondence, reporting, SharePoint, etc.) – communication plans are in place
 - s. Project controls
 - i. Costs, Schedule, Quality
2. Next “Outage On-Track / Assessment” meeting – “date”