

memorandum

DATE: March 8, 2006

REPLY TO
ATTN OF: SC-25

SUBJECT: Request to Conduct a Review of the B-Factory Operations

TO: Mr. Daniel Lehman, Director, Office of Project Assessment, SC-1.3

The High Energy Physics program supports the B-factory program at Stanford Linear Accelerator Center (SLAC), carrying out the world-class research program. The B-factory program includes the operation and performance improvement of the B-factory accelerator complex and the operation of the BaBar detector.

This memorandum is to request that you organize and conduct a review of the B-factory Operations on April 26-27, 2006 at SLAC. The purpose of this review is to evaluate the past year performance, and the resource requirements and management practices needed to effectively support its research missions for FY2006 – FY2008.

The scope of the review will include an assessment of the performances of the B-factory accelerator complex and BaBar detector over last year and the evaluation of the remaining improvement plans by addressing the following specific items:

1. Has the laboratory successfully executed its plans for the operations of the accelerator and detector and for their improvements during the past year?
2. Have adequate resources (i.e. manpower, funding, etc.) been identified and allocated to carry out the plans?
3. Are there any program risks and has the laboratory developed an adequate risk analysis with identified fallback plans?
4. Is the laboratory management effectively setting priorities, tracking progress, and resolving problems for a successful execution of the proposed plans?

John Kogut is the program manager for SLAC in this office and will serve as the OHEP contact person for the review.

We appreciate your assistance in this matter. As you know, these reviews play an important role in our program. I look forward to receiving your Committee's formal report within 60 days of the review.

/signed/

Robin Staffin
Associate Director
Office of High Energy Physics

cc: R. Orbach, SC-1
J. Decker, SC-2
A. Byon-Wagner, SC-25
N. Sanchez, SSO
J. Dorfan, SLAC