

# Introduction kick-off meeting

In-kind project NIK5.3#5  
Test Package for Linear Motion Technology

Project Kick-Off Meeting, FZ Juelich,  
21<sup>st</sup> November 2017

# Kick-off meeting

- The kick-off meeting shall be held at latest 4 weeks after start of the project. The main objective of the meeting is to confirm the mutual understanding of the Scope of Work of the project, including the applicable specifications.
- In particular the partners shall:
  - Present and review the project plan, schedule and work breakdown structure (the baseline proposals),
  - Introduce the key resources and team members,
  - Complete the milestone definition list with weightings (if not present in the TA)
  - Make a technical presentation of the proposed solution,
  - Present management plans as applicable.
- The participants shall take the minutes of the meeting and record the action items.

## **Kick-Off meeting NIK5.3#5 Test Package for Linear Motion Technology**

JCNS, Forschungszentrum Jülich, Building 4.8 , Entrance 14, Room 324,  
Tuesday, 21st November 2017, 9:00

Participants **ESS**: Thomas Gahl, Anders Sandström, Markus Larsson

**FZJ**: Klaus Bussmann, Michael Klein, Frank Suxdorf, Herbert Feilbach,  
Tadeusz Kozielowski, Michael Glum

Optional FZJ: Tania Claudio Weber, Andreas Wischnewski

Details on INDICO page: <https://indico.ess.lu.se/event/938/>

# Agenda - Morning

9:30 Start: Welcome (Andreas), Introduction round (all) 15 min

9:45 JCNS, Facilities + Workshops (Klaus) 30 min

10:15 JCNS quality approach for ESS projects (Herbert, Tadeusz) 10 min

10:25 MCAG context of in-kind contributions, test bench idea (Thomas) 15 min

10:40 JCNS: Motivation for project and first steps (Michael) 10 min

10:50 break 20 min

11:10 Product Breakdown Structure - PBS (Thomas) 15 min

11:25 Discussion: What to test ? (Michael, Thomas) 50 min

12:15 Discussion: How to test? (Klaus, Thomas) 15 min

# Agenda - Afternoon

13:30 Visit Juelich facilities: Central Mech. Workshop, Metrology Lab, Assembly hall, Electrical workshop, E-plan design office, JCNS mech. workshop 120 min

15:30 Use of E-plan in ESS in-kind projects (Markus) 10 min –canceled-

15:40 Project description: WBS, Project plan + milestones, stages definition (Michael) 50 min

16:30 break 15 min

16:45 ESS project tools: documents (CHESS etc.), Risk analysis, IK-Configuration management, Change control, Planning tool + milestones weighting, Quality plan (Thomas) 30 min

17:15 Wrap up, minutes and next steps: action items, projects documents list, next status meeting (Michael, Klaus, Thomas) 45 min

18:00 end