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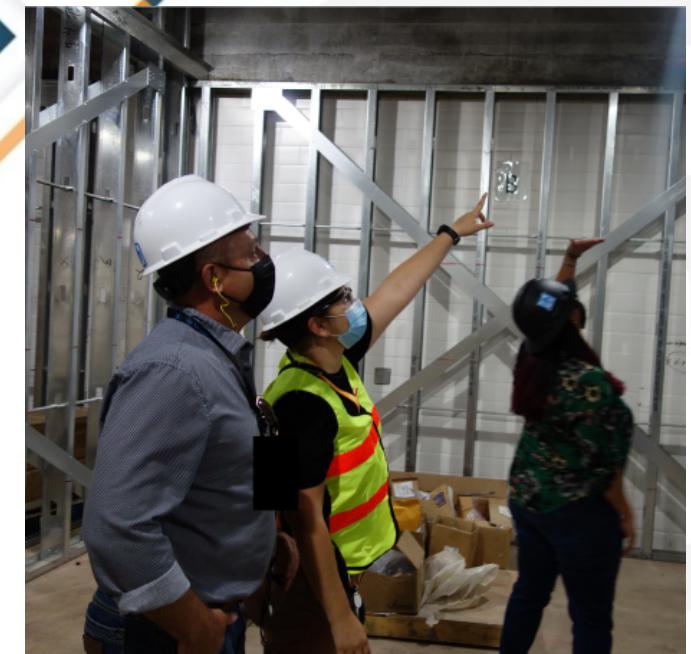
High Security Operations

Summer Undergraduate Internship Program

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MS Project Development & Scheduling



Project Management, Scheduling, and the Field Intelligence Element

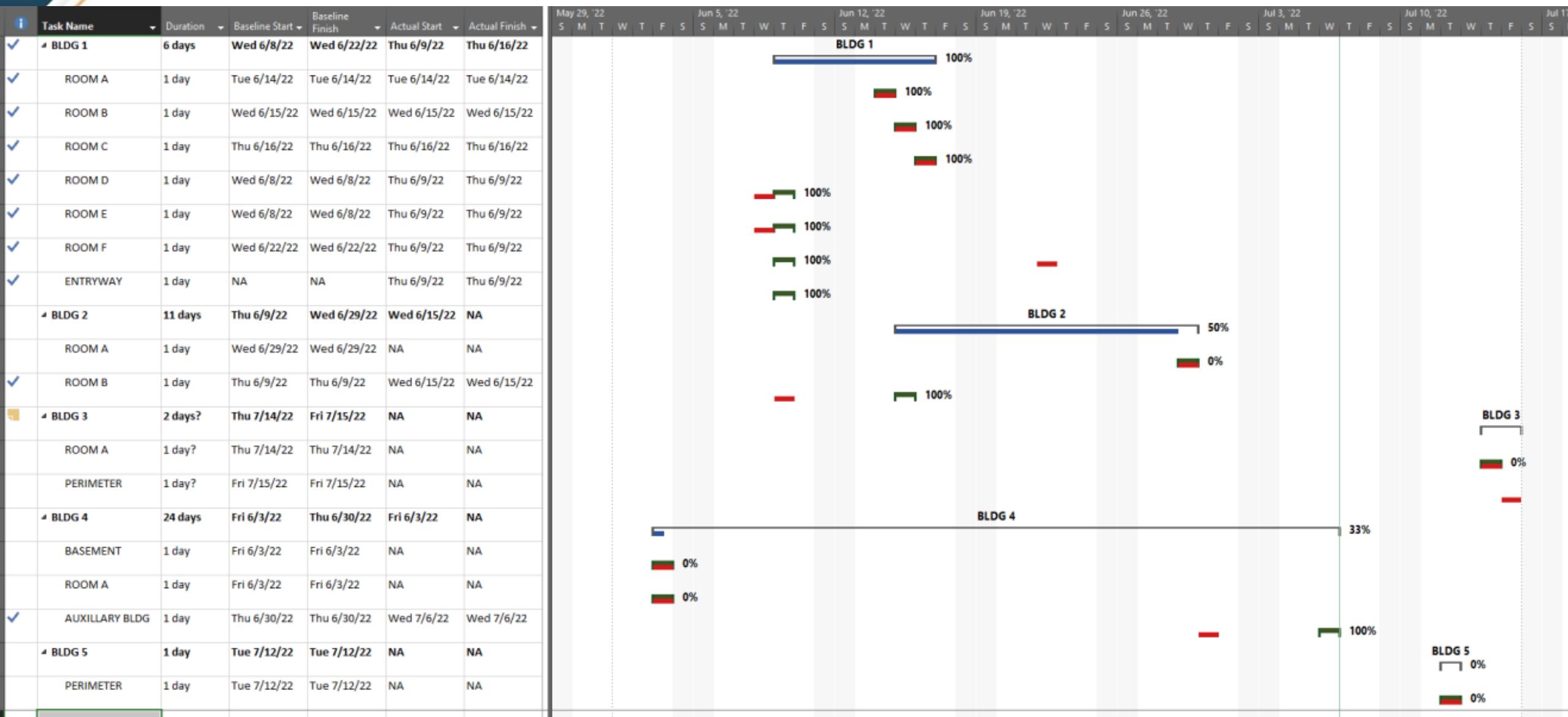
- Identified need for Master Scheduling of all large projects
 - Relevant items for tracking included completed tasks, relevant dates, and duration metrics
- Trained on the Microsoft Project program
- Began identifying, locating, and recording dates for existing projects
 - Struggled with filing, procedures, and the Project design flaws
- Tentatively completed the original deliverable and began working towards other identified scheduling needs



Scheduling projects cont.

- Now developing logic based shells with columns for planned and adjusted dates, graphical depictions of task status, and color coding for submitting metric reports internally and to DOE oversight
- Working to implement that logic shell on a newly started project so we can grow and develop its capabilities to better support future projects
- Developed smaller MS Project based schedules to assist field technologists with meeting deadlines and supporting customers
- Began leading the weekly meetings, filing relevant documentation, and transitioned to maintenance of the master schedule

Task Name	Duration	Start	Finish	Predecessors	Resource Names	Pending Completion/Final Approval	Missing Info	DOE-IN Approval Needed
Project A	788 days	Thu 7/9/20	Mon 7/17/23			+	!	!
Design Phase	521 days	Thu 7/9/20	Thu 7/7/22			+		!
Charter Approved	0 days	Thu 7/9/20	Thu 7/9/20			!		
CSP Submitted	0 days	Wed 3/2/22	Wed 3/2/22			!		
CSP Approved	92 days	Wed 3/2/22	Thu 7/7/22	4	DOE-IN,pending	+		!
30% Design Approved	0 days	Mon 6/21/21	Mon 6/21/21			!		
60% Design Approved	0 days	Mon 8/9/21	Mon 8/9/21			!		
90% Design Approved	0 days	Tue 11/16/21	Tue 11/16/21			!		
100% IFC	0 days	Thu 12/23/21	Thu 12/23/21			!		
Construction Phase	137 days	Thu 7/7/22	Sun 1/15/23			+	!	
Construction out for Bid	3 wks	Thu 7/7/22	Wed 7/27/22		pending	+		
Construction Award	0 days	Thu 7/28/22	Thu 7/28/22	11	pending,missing	+	!	
Construction Start Date	23 days	Thu 7/28/22	Mon 8/29/22	12	pending	+		
Period of Performance	137 days	Sat 7/9/22	Sun 1/15/23		pending	+		





Field Work & Other Contributions



- Collecting and organizing minutes/agendas for DOE-IN
- Developing update lists to present at weekly High Risk Security Professional meetings
- Semi-daily visits to high security space construction facility for record keeping and updating
- Annotating documents for internal use and distribution
- Assisting with sound testing in the field



Door and Frame Schedule

Qty	Opng	Hand	Opng Width	Opng Height	Rating	Frame Information							Door Information							UC/	Hw Hdg		
						Constr	Series	Ga	Anchor	Depth	Type	Mat'l	Fin	Size	Series	Style	Core	Mat'l	Fin	Type	Edge	Thk	
1	SGL	RHR	3- 0	7- 0		FW		14		6 1/2	HMF B	G60	PRI	3- 0		F	STC4 5	SS 16	PRI	HMD A	S	1 3/4	HDWS 01. 1

Fr Note:

6-1/2" door jambs
will not
accommodate
planned 6" stud
with 3x 5/8" gyp
board. Appropriate
jambs would be
7-7/8th" minimum.

Dr Note: RF SHIELDED

1	SGL	LHR	3- 0	7- 0		FW		14		6 1/2						F	STC4 5	SS 16	PRI	HMD A	S	1 3/4	HDWS 01. 1

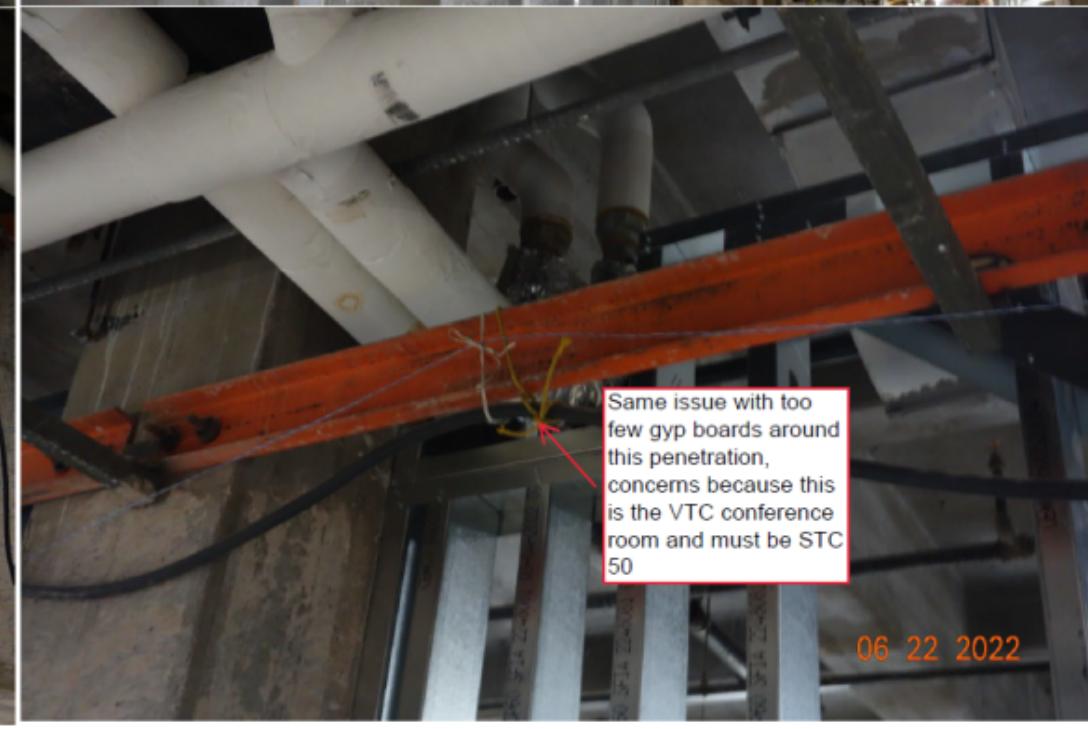
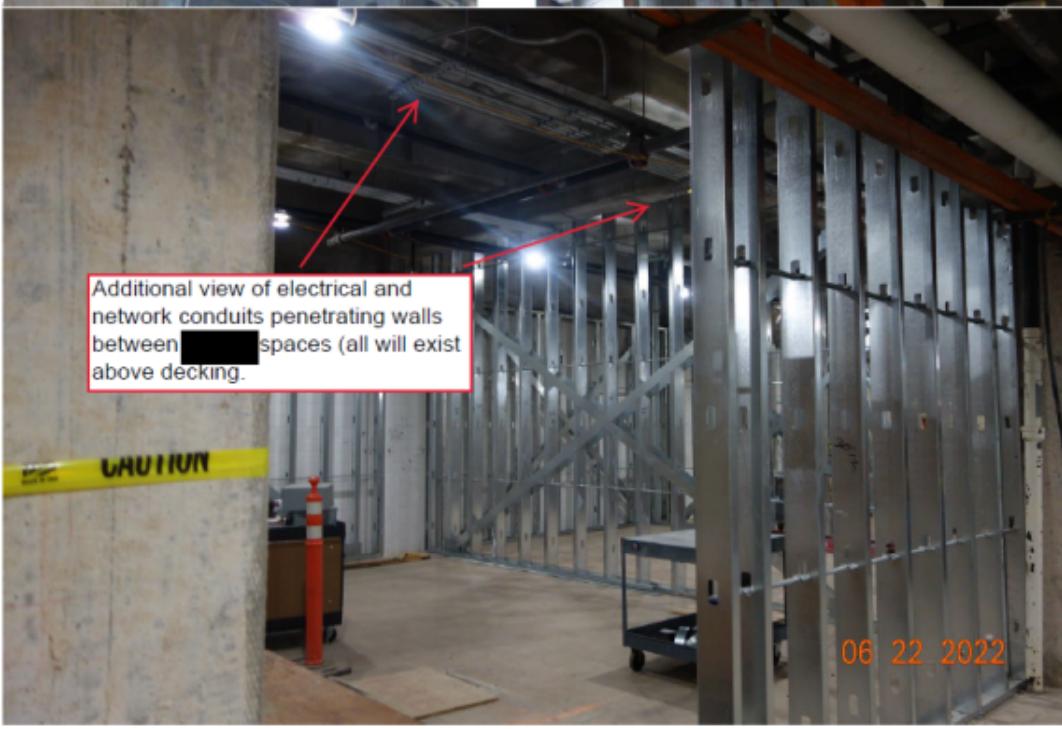
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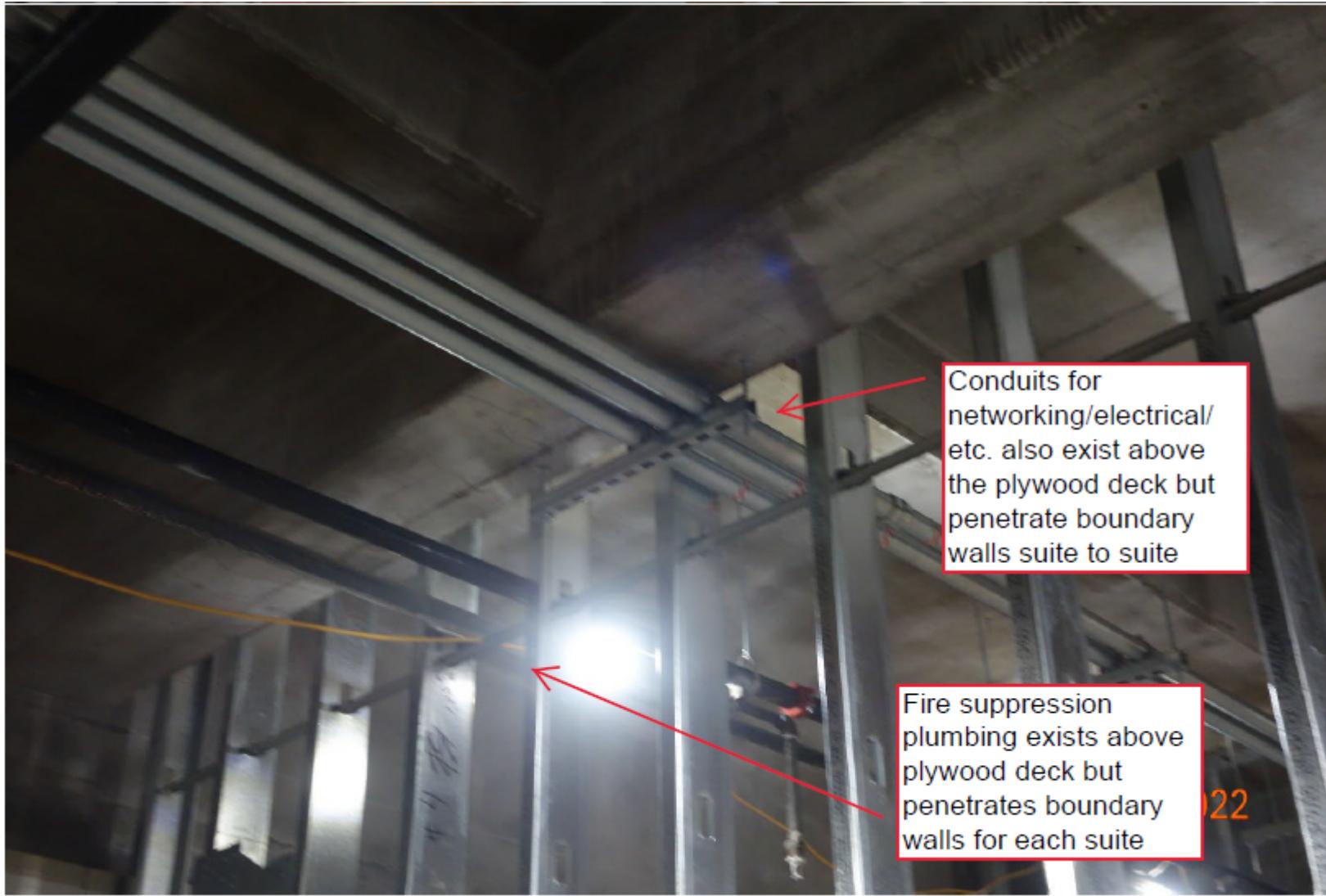
See seq 23 details
A & C

1	SGL	LHR	3- 0	7- 0		FW		14		6 1/2	HMF B	G60	PRI	3- 0		F	STC4 5	SS 16	PRI	HMD A	S	1 3/4	HDWS 01. 1

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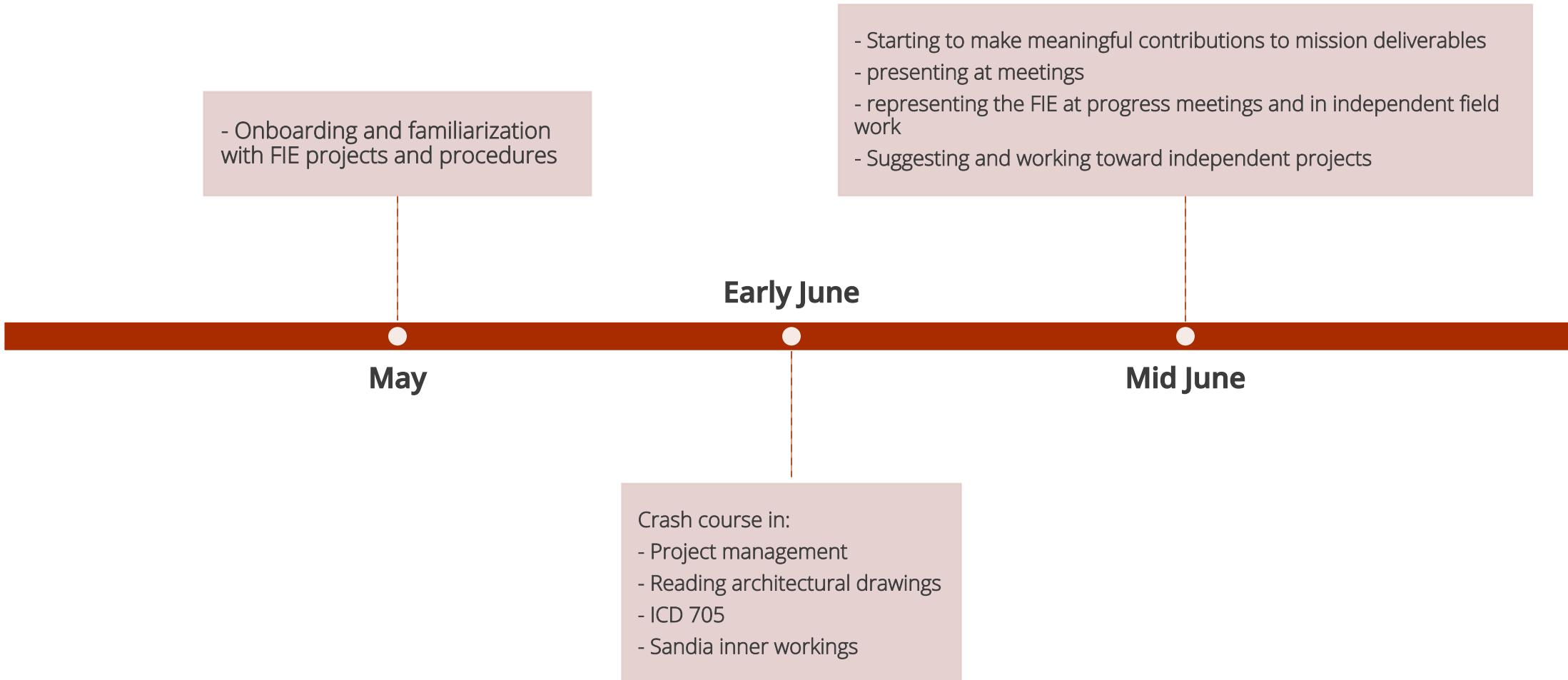
Dr Note: RF SHIELDED







Internship Timeline & Learning Curve



- 
- Leading progress meetings
 - Independently developing and implementing solutions
 - Generating deliverables for peer review
 - Completing delegated tasks with minimal supervision or direction

Late June -
Present

Transition to Year-Round

- Taking on additional responsibilities for meetings and maintenance of records
- Completing additional training to further contribute to deliverables
- Learning about, and contributing to, the overall FIE mission as well as the larger missions of the Labs