

Statement of Work

by the

D0 Group at <Institution>

for Activities Related to the

D0 Run Iib <SUBSYSTEM> Subsystem

During Fiscal Year 2003

<date submitted>

1. Introduction

This Statement of Work (SOW) is made to provide the yearly details of the work agreed to between the D0 Run Iib Project and the D0 group at <Institution>. It covers the specific period of performance from October 1, 2002 through September 30, 2003.

2. Personnel

2.1. List of Scientific Personnel

Participating scientists with anticipated fraction of their research time committed to D0 during this period of performance are listed below. No support for these individuals comes from project funds.

Name	D0 Run Iib Fraction	Other Research Commitments/Comments

2.2. List of Technical Personnel

Participating technical personnel with the anticipated fraction of their time (time fractions are estimates) committed to D0 Run Iib during this period of performance and their source(s) of support are indicated below. The possible sources are DD0 = DOE, D0 Run Iib Project; DBG = DOE base grant, ND0 = NSF, D0-specific MRI or other NSF non-base grant; NBG = NSF base grant, UID = university infrastructure, DOE-supported group; and UIN = university infrastructure, NSF-supported group as shown in the WBS.

Engineers

Name	D0 Run IIb Fraction (%)	Cost on D0 Run IIb Project this FY (k\$)	Source(s) of Support	WBS #'s	Salary fraction

Designers

Name	D0 Run IIb Fraction (%)	Cost on D0 Run IIb Project this FY (k\$)	Source of Support	WBS #'s	Salary fraction

Technical Specialists

Name	D0 Run IIb Fraction (%)	Cost on D0 Run IIb Project this FY (k\$)	Source of Support	WBS #'s	Salary fraction

Programmers

Name	D0 Run IIb Fraction (%)	Cost on D0 Run IIb Project this FY (k\$)	Source of Support	WBS #'s	Salary fraction

Others

Name	D0 Run IIb Fraction (%)	Cost on D0 Run IIb Project (k\$)	Source of Support	WBS #'s	Salary fraction

3. Responsibilities for this Period of Performance

3.1 WBS Items, Estimated Cost and Deliverables

During this period of performance the D0 group at <Institution> agrees to supply the following deliverables at a cost not to exceed the estimated base cost given in the D0 Run IIb WBS. The following itemized list describes the items (or partial completion of items) provided in this period (Statements of Work).

WBS	Task - Deliverable	WBS Base Cost (FY00\$)	FY02 Cost (FY02\$)	FNAL MPO	OTHER SOURCES
Total	Requested FY01 funds (\$)				

3.2. Coordination and Reporting

The D0 Run Iib Level 2 Manager for the <SUBSYSTEM> subsystem is <name1>. The institution contact person for <SUBSYSTEM> activities at <Institution> is <name2>. The task managers for <SUBSYSTEM> activities carried out by the D0 group at <Institution> are as follows:

Task	Task Manager

3.3. Procurement Authorization

Item purchases exceeding the delegated limit (currently \$10k) must be authorized in advance of obligation by the D0 Run Iib Level 2 Manager. Major procurements (currently \$50k) must in addition have the written authorization of the D0 Run Iib Project Manager.

3.4. Reporting to D0 Run Iib Project Management

The D0 group at <Institution> will report all D0 Run Iib-related expenditures and labor charges together with associated technical progress in each item of work by Work Breakdown Structure (WBS) category.

Technical progress will be reported by WBS element at the appropriate level to the Level 2 Manager and the D0 Run Iib Project Manager on a monthly basis and will cover all items covered in this Statement of Work regardless of the specific nature of the funding support.

The D0 group at <Institution> agrees to furnish complete documentation of the quality control and performance checks which are carried out for the D0 Run Iib upgrade in the performance of this work.

3.5. Collaboration with Other Groups and Institutions

Design, construction and installation related to the <SUBSYSTEM> subsystem will be carried out in close communication and collaboration with other groups working on this and related subsystems.

WBS / Task	Collaborating Group	Responsibility with D0 group at <Institution>

4. Contribution of Effort, Services and Equipment

Subject to adequate funding by DOE or NSF, the D0 group at <Institution> will provide support for the scientific and technical personnel as indicated in section 2 during this period of performance. This contribution refers only to support provided outside the D0 Run Iib Project.

5. Fermilab Effort, Services and Facilities

Tracking of Fermilab D0 Run Iib support, whether provided by Fermilab or paid by the D0 Run Iib Project, will be done using appropriate effort reporting codes. The costs incurred will be reported to the Fermilab Director.

Contributing Fermilab personnel with the anticipated fraction of their time committed to D0 Run Iib during this period of performance and their source(s) of support are:

5.1. Administrative Staff

Name	D0 Run Iib Fraction	Source of Support

5.2. Engineers

Name	D0 Run Iib Fraction	Source of Support

5.3. Designers

Name	D0 Run Iib Fraction	Source of Support

5.4. Technical Specialists

Name	D0 Run Iib Fraction	Source of Support

5.5. Programmers

Name	D0 Run Iib Fraction	Source of Support

5.6. Others

Name	D0 Run Iib Fraction	Source of Support

6. Costs and Funding

A total amount of \$<x,xxx> is detailed above for the full fiscal year. The MPO (Memorandum Purchase Order) portion will be paid by the D0 Run Iib Project Office upon receipt and approval of invoices for the work. Management control requires the review and concurrence of the Level 2 Manager and the Project Office, as needed, for major expenditures, as defined above. The release of funds above the given thresholds will be contingent upon this concurrence.

7. Schedules and Milestones

The D0 group at <Institution> will make every effort to carry out their institutional responsibilities consistent with the overall D0 Run Iib schedule. This Statement of Work contains a list of the program milestones for this period of performance.

The D0 Run Iib program milestones for this period of performance relevant to the D0 group at <Institution> are listed here:

Program Milestones	Baseline Milestone Date	Current Milestone Date

8. Makers and Concurrence

The following persons concur in the terms of this Statement of Work. These terms will be updated as appropriate in later Statements.

Makers of this Memorandum:

Jonathan Kotcher (date)
D0 Run IIb Project Manager

<Name> (date)
D0 Group Principal Investigator
<Institution>

<Name> (date)
Grants/Contracts Officer
<Institution>

<Name> (date)
D0 Run IIb Level 2 Manager
<SUBSYSTEM> Subsystem

<Name> (date)
Procurement/Purchasing
Department Representative
<Institution>

Concurrence:

Hugh Montgomery (date)
Associate Director for Research
Fermilab

Ken Stanfield (date)
Deputy Director
Fermilab

Copy sent to:

Marvin Johnson (date)
D0 Run IIb Technical Coordinator