Department of Energy
Washington, DC 20585

APR 1 4 2016

MEMORANDUM FOR STEPHEN MEADOR
DIRECTOR
OFFICE OF PROJECT ASSESSMENT

FROM: MICHAEL PROCARIO
DIRECTOR
FACILITIES DIVISION
FOR HIGH ENERGY PHYSICS

SUBJECT: REQUEST TO CONDUCT AN INDEPENDENT PROJECT REVIEW OF THE Mu2e PROJECT

I request that your office conduct an Independent Project Review of the Mu2e Project at Fermilab on June 14-16, 2016. The purpose of this review is to evaluate the project's readiness for Critical Decision CD-3c which will approve the continuation of all procurement and fabrication work to completion.

Your review committee is requested to perform a general assessment of the project's progress, current status, and the identification of potential issues, as well as addressing the following specific questions:

1. Have the Project and the Laboratory responded satisfactorily to the recommendations of the previous DOE review?
2. Is the detailed design sufficiently mature and appropriately reviewed so that the project can continue, as planned, with the procurement and fabrication work?
3. Are the current project cost and schedule projections consistent with the baseline cost and schedule in the Project Execution Plan (PEP). Is the contingency adequate for the risks?
4. Are the management and resources adequate to deliver the proposed technical scope within the baseline budget and schedule as specified in the PEP?
5. Are the ES&H aspects being properly addressed, given the project's current stage of development?
6. Is the documentation required by DOE Order 413.3B for CD-3 complete?
7. Are there any outstanding issues that need to be addressed?

Printed with soy ink on recycled paper

Dr. Theodore Lavine is the program manager for the Mu2e Project in this office and will serve as the DOE Office of High Energy Physics 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 report.

cc: M. Weis, FSO
P. Carolan, FSO
P. Philp, FSO
P. Dehmer, SC-2
J. Siegrist, SC-25
G. Crawford, SC-25
T. Lavine, SC-25
J. Kogut, SC-25
K. Fisher, SC-28
M. Lindgren, FNAL
P. McBride, FNAL
R. Ray, FNAL