



**Department of Energy
Office of Science
Washington, DC 20585**

MEMORANDUM FOR RONALD J. LUTHA
ACTING DIRECTOR
OFFICE OF PROJECT ASSESSMENT

FROM MICHAEL PROCARIO
DIRECTOR, FACILITIES DIVISION
FOR HIGH ENERGY PHYSICS

SUBJECT Request to conduct an Independent Project Review for Mu2e

I am writing to request that your office conduct an Independent Project Review of the Mu2e Project on December 10–12, 2019, at Fermilab. The purpose of the review is to assess the project's status and progress since the last DOE review, held October 2–4, 2018.

As part of the assessment, your committee should address the following questions:

1. Is the project making adequate technical progress to ensure that the completed project will perform as planned and the key performance parameters will be met?
2. Are the resource-loaded schedule and the estimate-to-complete up-to-date, accurate, and credible?
3. Does the project understand its dependencies on outside resources such as international collaborators, funding from other agencies, and participation by researchers with other funding sources?
4. Are the major procurements being managed successfully?
5. Is Environment Safety and Health being handled appropriately?
6. Has the risk analysis been updated to reflect the real risks for completing the project and are the contingencies acceptable?
7. Has the project satisfactorily responded to the recommendations from previous reviews?
8. Are there any other significant issues that require management attention?

As Program Manager for the Mu2e project, Dr. Theodore Lavine will serve as the contact person for the Office of High Energy Physics for this 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: J. Stephen Binkley, SC-2
James Siegrist, SC-25
Theodore Lavine, SC-25
Paul Philp, FSO
Nigel Lockyer, FNAL
Ron Ray, FNAL
Doug Glenzinski, FNAL
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