22-Sep-20

Pansophy Team Concerns

1. Projects (Travelers/Procedures)
	1. Authors' responsible for uploading drafts to DocuShare and pulling from drafts when making edits or new revisions
	2. Meetings - Travelers are left to the end often rushed or not discussed at all
	3. Expectations on turnaround time are unrealistic
	4. Priorities are not always certain/expressed (we realize they change daily, sometimes hourly) - we receive emails out of order from what travelers actually need processed first.
2. Projects (Vendor Data)
	1. RI (SNSPPU) - no response to questions asked over 1 month ago, yet constantly asking if Megan is done yet.
	2. Couplers (SNSPPU) - data is emailed directly to bookwalt rather than being uploaded to SharePoint Drive; no traveler yet to attach data to; expectation of us doing this?
3. Projects (Components and Serial Numbers)
	1. Components are not always going through inventory, which is where Serial Numbers are added to the database for Traveler usage.
	2. Leaving components in old project areas is difficult for the system to track or have available in new project areas
	3. Acronyms are being randomly generated
4. Projects (Process Flow)
	1. C75 (Gigi) has a process flow for cavities, we didn't know, nor does it appear that traveler users know, therefore parts may not be advancing as expected.
	2. No process flow for other components - this could be added to travelers
	3. AUP/P1 travelers are all together rather than separated by WCA to handle process flow - is this a standard convention we want to continue? Should we drop separating? Which projects can use? Large projects (production environment) separate travelers by WCA?
5. Projects (SOWs & SQUAPs)
	1. What is being promised to customers for reports, data transfer, NCR reporting, access
6. WCA
	1. Definition and Justification still needed
	2. Decision on usage still needed
7. Communications (1 HS Student until May/June 2021)
	1. SRF Website started by CC
		1. Who should be invovled in designing requirements
		2. What is most important to do first
	2. Pansophy Front Page
		1. Video Viewer for VTRF results
		2. QA Board Stats
		3. Other SRFOPS announcements?
	3. Pansophy HelpFast to be updated (priority?)
	4. Pansophy Training to be updated (priority?)
8. Competency Training
	1. R1 of Traveler released and is to be tested SNSPPU
	2. Already been put on notice that changes will be coming
	3. Expectation of timeframe? Thought this was FY21
9. Calibration Tool
	1. Announced in SRF QA meeting that I would have this completed by Sept 2020.
	2. Larry King still has not informed me of changes needed
	3. Suggested use of Aaron's list for test case
	4. Thought this was FY21
10. R&D SamTraxs Support (2 College Students until Dec 18, 2020)
	1. What priority should this be given?
	2. Is there support from SRFOPS?
11. QA Board Metrics
	1. No Metrics have been identified
	2. Anger over current reports - what needs to change
	3. Monthly emails of Op/Cl are not helpful - what do they want instead?
	4. Numbers between reports don't match - what priority is this compared to other work?