## **High School Mentor/Mentee Scope of Work**

Mentor Name: Valerie Bookwalter

Office Location: Test Lab Rm 2208 / Currently Working Offsite

Mentee name: Cole Mathes

Mentee JLab email: TBD

Description of scope of work for mentee:

The Project Support Group provides Software support for the SRF department and is the prime data collection and retrieval product utilizing web/database construction. The cornerstone of the system is the ability to convert MSWord documents (travelers) into CFML and Oracle database configuration files. The complexity of the conversion process and the usage of scripting files will be updated to current software standards and integrated into the Pansophy web interface. The CEBAF Energy Reach Project, containg over 200 Travelers, will be converted into the latest formatting and integrated into the current Pansophy System. This requires coding, scripting and Oracle database work.

Location(s) of mentee's workplace: remote

Does the mentee need to have accelerator site access? NO

Instruments/equipment used by mentee: PC, MFA

Hazards: N/A - remote work

Specific training mentee may nee	ed to be added to JTA: none
Qualified Designated Alternate to Megan McDonald (megan@jlab.org	support mentee in Mentor's absence g)
Other personnel who may work was Mike Dickey (mdickey@jlab.org Allen Samuels (samuels@jlab.org	with the mentee:
Valerie Bookwalter  Mentor Name (printed)	
Valerie Bookwalter	5/24/2021
Mentor's Signature	Date