

All hands meeting topics

- Modification of the reporting structure
- Broadening staff participation in commissioning activities
- Moving in to the new building

Motivation

- We face lots of challenges in the next year:
 - Completion of commissioning activities
 - Installation of seismic mitigation
 - Staff development to support continuous scientific operation
 - Establishment of formal operating roles in maintenance, calibration, rework, etc.
- Need to clarify the lines of reporting authority to improve staff efficiency when we work around the clock

Mark Coles -- Observatory Head

Mark Coles – Dep Science & Comp

Gerry Stapfer – Dep Eng & Inf

Mark Coles – Dep Int Ops

Science & Computing

Joe Kovalik

Andri Gretarsson

Sary Yoshida .17 fte

Igor Yakushin

Open Sci

Open Sci

Open Sci

Shannon Roddy

C Parameswariah

Ashfaq Khan

Eng & Infrast

Bonnie Wooley

Marcel Hammond

Joe Hanson

James Traylor

Allen Sibley

Rusyl Wooley

Jonathan Kern

Ken Watts

Interferometer Ops

Gary Traylor

Rich Riesen

Mike Fyffe

Doug Lormand

Joe Langdale

Tom Evans

Harry Overmier

Katrina Carter

Org Chart

- Each of the three functional areas is headed by a Deputy.
- At present, Gerry and I are acting in these positions
- Intend to fill these positions as we progress further into operation, possibly with personnel already working in these areas.

Reporting structure...

- Deputy will participate in annual review of performance with each staff member
- Want to eliminate any ambiguity in who everyone reports to.
- Ken Watts re-assigned to Engineering and Infrastructure group to better utilize his electronics design skills
- Combine computing and science functions in a single group to promote interaction and data analysis efforts become significant part of site activity.

Broaden staff support for operations

- Everyone, except Bonnie and James, will take operations shifts as part of rotating schedule
- 2 LLO staff per shift
 - Operations Staff:
 - This make possible about 40% non-control room time for operations staff to handle calibration, maintenance, equipment re-work, property control, etc.
 - All others:
 - One shift per week
 - Increases opportunity to get familiar with the apparatus
 - Allows one defined day for each person when regular duties are not required so you can concentrate on learning the apparatus
- This will broaden the support base at LLO for continuous operation, so we can accommodate illness, vacation, other absences without a crisis.



Excerpt of new schedule, from figure 2

LLO SHIFT SCHEDULE					
Date	OPERATOR SHIFT		STANDBY	STAFF SHIFT	
	Swing	Night		Swing	Night
	12PM-10PM	9PM-7AM			
04/18/2002	Tom	Gary	TBD		
04/19/2002	Mike	Harry	TBD		
04/20/2002	Mike	Harry	Ken		
04/21/2002	Mike	Harry	Ken		
04/22/2002	Mike	Harry	Ken		
04/23/2002	Doug	Tom	Ken		
04/24/2002	Doug	Tom	Ken		
04/25/2002	Doug	Tom	Ken		
04/26/2002	Doug	Tom	Ken		
04/27/2002	Joe	Mike	Gary		
04/28/2002	Joe	Mike	Gary		
04/29/2002	Joe	Mike	Gary		
04/30/2002	Joe	Mike	Gary		
05/01/2002	Doug	Tom	Gary	Mark	Adri
05/02/2002	Doug	Tom	Gary	Marcel	Joe H
05/03/2002	Doug	Tom	Gary	Jonathan	Joe K
05/04/2002	Doug	Tom	Harry	Chethan	Shannon
05/05/2002	Joe	Mike	Harry	Allen	Gerry
05/06/2002	Joe	Mike	Harry	Ken	Rusyl
05/07/2002	Joe	Mike	Harry	Igor	Mark
05/08/2002	Joe	Mike	Harry	Adri	Marcel
05/09/2002	Katrina	Doug	Harry	Joe H	Jonathan
05/10/2002	Katrina	Doug	Harry	Joe K	Chethan
05/11/2002	Katrina	Doug	Tom	Shannon	Allen
05/12/2002	Katrina	Doug	Tom	Gerry	Ken

Relocation to new building

- Goal: hard walled office space for all LLO staff
- Want to relocate people in the least disruptive way and promote staff interaction
- Gerry is developing a floor plan for the new office space now. After review by Barry and Gary, additional hard walled offices will be created in the new building.
- Input from staff on the floor plan layout is welcome.
- Work will commence after present construction contract is complete.

Initial occupants of new building.

Mark Coles

Joe Kovalik

Andri Gretarsson

Sany Yoshida

Igor Yakushin

Shannon Roddy

Chethan Parameswariah

Ashfaq Khan

Other remaining open scientist positions