

# TEMPLATE FOR CLOSE OUT NOTE

## GUIDELINE/FORMAT

The following guidelines are intended to provide a template for each job manager to use when preparing their closeout notes. A closeout note is required for each and every job that was in process at the time of NCSX cancellation or will be completed as part of the MIE Project closeout plan. (e.g, items with either yellow or green background). Those jobs already completed and/or closed prior to cancellation, will not require a closeout note, except as specifically requested – such as lessons learned from the VVSA or Modular Coil Winding Form contracts. A draft sample (Job 1601-161 from Paul Goranson) is included for information and to provide a good concept of what is required.

## TEMPLATE

**TO:** RLM and/or Mike Cole for ORNL Scope  
**FROM:** Job Manager

**SUBJECT:** Identify Job Title and Number

**Date:**

### Scope

*This section should describe the scope of the job. Should include the entire scope (whether or not it was completed), including design, key R&D and/or prototyping, procurement, fabrication, and Title III follow-up activities. Should also describe what constitutes “completion” of this job.*

*Should also identify future jobs anticipated related to this WBS.*

### Status

*Provide the status of work completed at the time of closeout. This should be a more general overview status – more details will be provided below.*

### Interfaces

*Define key interfaces and any changes anticipated at time of closeout. Basically, should address the interfaces defined in the SRD and indications of where these interfaces are defined. It is important to define those areas in which interfaces are not yet defined.*

### Specifications

*Identify specifications (BSPEC or CSPEC) completed or in progress at time of closeout. If completed, identify where that is posted. A formal FMECA was not anticipated but a failure mode and mitigation plan was included in the PDR.*

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## **Schematics and PIDs**

Identify schematics and other drawing completed or in progress at closeout. To the extent that these schematics/P&IDs have been converted to drawings, if they are already included no action is needed. *However, if these schematics/P&IDs are represented on sketches or presentations, these should be identified for posting (or reference made to where they already exist on the web).*

## **Models**

Identify what Pro E models were completed and posted – be specific as possible. *Provide name of model and file number in INTRALINK.*

*For those models not yet completed or in process of being updated, please identify their file number for potential retrieval from INTRALINK.*

## **Drawings**

Identify drawings or series of drawings that are completed and posted – be specific as possible. *If all in the PPPL drawing listing for NCSX, merely state that.*

*For those drawings not yet completed or in process of being updated, please identify their file number for potential retrieval from INTRALINK – if possible, identify specific drawing numbers and status (e.g, rev # or in process).*

## **Analyses**

Provide a listing of analyses and their purpose that were completed and fully checked and posted. Also include any draft analyses in progress -- we likely will post these also.

## **Testing**

Identify any testing completed and a summary of the status/results.

## **Costs**

*If there are any pending cost updates, use this section to identify them with a brief description of what you feel this adjustment is necessary.*

## **Remaining Work**

- Pressure drop in the corrugated hosing was based on Manufacturer's estimates but remain un-collaborated; it may well be much higher than the estimates. An R&D program to measure the actual pressure drops in the hoses using both water and LN2 was planned to benchmark the calculations. Changes in pressure drop would not affect the design.
- The G10 breaks were to be pressure tested under actual operating conditions, i.e. LN2 at 10 atmospheres.
- The control valves and pressure gauges had not been chosen. Suggestions for possible choices were made by participants in the PDR.
- Thermal analysis of the MC Lead Blocks was to be performed to determine whether they required cooling. The coolant would be supplied by one or more of the spare bibs included on the PF ring manifolds.

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*Note: Identify any pending work that should be archived in this section.*

**Lessons Learned:** *Identify any things you would have done differently or lessons learned.*

**Conclusion:** *Provide any recommendations you might have for your successor in completing this work.*