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**Associate Laboratory Director's PD-4 Review
of the sPHENIX MIE
November 18, 2022
Charge to the Review Committee**

Thank you for agreeing to participate as a panel member in the sPHENIX Associate Laboratory Director's Project Decision-4 (PD-4) review that will take place remotely on November 18, 2022.

The sPHENIX Major Item of Equipment (MIE) is a major upgrade to the PHENIX experiment that will enable precision characterization of jets produced in nucleus+nucleus (AA), proton+nucleus (pA) and proton+proton (pp) collisions at the Relativistic Heavy Ion Collider (RHIC) located at BNL prior to the construction of the Electron-Ion Collider (EIC). The sPHENIX MIE includes project management, an outer tracking system with associated electronics, an electromagnetic and hadronic calorimeter with electronics, a data acquisition and trigger system plus a minimum bias detector.

The committee is requested to perform a general assessment of the project's completion as well as addressing the following questions for PD-4:

1. Has the project completed the technical scope as defined in the Project Management Plan and did the project achieve the Key Performance Parameters?
2. Will the project cost and schedule be within the baseline when PD-4 is approved?
3. Is there a draft project closeout report prepared?
4. Does the project meet the PD-4 requirements as per BNL Standards-Based Management System?
5. Is the project ready for PD-4?

The review will take place remotely on November 18, 2022. A closeout will be presented to the sPHENIX project team, and the Laboratory management prior to adjourning. A report should be submitted to my office by close of business on December 2, 2022.

I very much appreciate your willingness to lend your time and expertise to this important step in the sPHENIX review process and look forward to receiving your assessment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Haiyan Gao", with a horizontal line extending to the right.

Haiyan Gao
Associate Laboratory Director for Nuclear and Particle Physics