

Check off list and vetting of machine configurations

The goal is to reduce the number of surprises during startup without constraining creativity and development.

It is not useful to simply find more things to do. People are busy enough already, especially during startup.

As a rule I am completely impressed with all aspects of operations.

The strategy appears to be near optimal.

That said I have a few suggestions, many of which came from others.

A check off list could look like this:

1) Lattice Design

- a) Do linear optics have sufficient aperture?
 - i) IBS with absorbing boundary
 - ii) 10 Hz
- b) How strong/dangerous are the nearby resonances?
 - i) Harmonic analysis (perhaps in tracking?)
 - ii) Short term tracking (with noise to enhance diffusion?)
 - iii) To what extent can/do we believe the model?
- c) dispersion and chromaticity
 - i) actually need $Q(\delta)$ for $|\delta| < 0.003$
 - ii) $\beta^*(\delta)$ for $|\delta| < 0.003$
- d)

Each of the sections marked i) etc would correspond to some definite effort.

We have finite resources.

Therefore, it is important to make sure that the list of tasks is well thought out.

To generate a good list I am afraid the only answer is a regular meeting.

At times there is a marked tendency to “Do Something!” This can have the nasty side effect of people staying away because they know someone is going to give them even more to do.

Also, we want to make sure to do the best we can with what we have.

We need to think carefully about giving out assignments. In the best of all worlds everyone would be a volunteer. While that is not practical, it is practical to assign work in a way that allows, even forces, people to be creative.

Contingency planning is difficult but very valuable.
People need days off as well as time to sleep.
We cannot just drop this on the run coordinator.
This should be a regular topic of the 9:00 and 3:30 meeting.
When schedules slip it is the failure of the person who wrote the
schedule.

It seems that writing a good shift summary in the elog actually improves the set-up. This might just be an impression, but it seems reasonable. In fact, I would argue that reserving the last 30 minutes of the shift just for writing the summary would be a plus. Using emacs or some other editor for extended entries makes it easier on others using the elog. Having a separate elog with instructions and other flagged entries would reduce the likelihood of loosing things. It must be possible to make this automatic.

So, what do we do?

I propose the following:

- 1) Schedule a bi-weekly meeting with the express purpose of planning the next run.
- 2) It will be a working meeting. If people have slides that's fine but the main point is to get together and think.
- 3) We need to make a check off list and see that things get checked off.
- 4) With enough forethought and enough people participating we will approach an optimal situation.