



Science and
Technology
Facilities Council

ITRF Project

Project Management Plan ITRF WPO

6 Month Design Review (Summary of Progress & Status)

21st March 2023

Neil Bliss, UKRI-STFC-Daresbury Laboratory, Technology Department

Content

1. Key Events in first 6 month period
2. ITRF Documentation Server
3. ITRF Project Management Plan Progress
4. Project Reporting Progress



Key Events during the 6 months

01/10/2022	ITRF Project Start
14/10/2022	LhARA collaboration meeting. Schedule of presentations and agenda at https://indico.stfc.ac.uk/event/628/
19/10/2022	ITRF STFC press release https://www.ukri.org/news/researching-a-new-generation-of-technology-to-treat-cancer/
26/10/2022	LhARA/ITRF international review https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/DesignStudy/Reviews/AugSep22/Review/29-30Sep22
03/11/2022	ITRF Advisory Committee Meeting #7
07/11/2022	ITRF Project Board meeting #1
29/11/2023	LhARA/ITRF international review Feedback. Document LhARA-Gov-Rev-2022-01 https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/LhARA/Documentation/TN/Governance Document reviewed: LhARA R&D proposal for the preliminary, pre-construction phases. CCAP-TN-10.
01/12/2022	ITRF JeS grants approved
05/12/2022	Request to UKRI to re-profile finance
14/12/2022	Novel End Station Consultation Meeting https://indico.stfc.ac.uk/event/668/ Baseline document: LhARA-Gov-PMB-2022-01
18/01/2023	Infrastructure Fund Project Catch-up - Ion Therapy Research Facility
01/02/2023	ITRF updated award letter confirming agreement to ITRF proposed financial re profile
08/02/2023	LhARA Collaboration meeting #3 Vinen Room in Physics West, School of Physics and Astronomy, Birmingham, B15 2TT https://indico.stfc.ac.uk/event/685/
12/03/2023	LhARA collaboration response to international review of LhARA, document LhARA-Gov-PMB-2022-02
21/03/2023	ITRF 6 month Design Review https://indico.stfc.ac.uk/event/722/
23/03/2023	ITRF Project Board Meeting #2

IT Ion Therapy Research Facility

Home + New Page details Analytics

Welcome to the Ion Therapy Research Facility (ITRF) project site.

- Conversations
- Documents**
- Notebook
- Pages
- ITRF Planner
- Site contents
- Recycle bin
- Edit

Activity

See all

Quick links

- Learn about a team site
- Learn how to add a page

ITRF - LhARA
General Facility Infrastructure and Integration
ITRF WP2 & LhARA WP1.6

(1) Month Design Review (Summary of Progress & Status)

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prs - Presentations

1272-pa1-wp2-prs-0004-v1.0-IT...w-WP6-infrastructure-2023-03-21

ITRF Project **LhARA**

DRAFT

ITRF & LhARA 6 month Design Review Report Infrastructure

Bliss, Neil (STFC, DL, TECH)
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rpt - Reports

1272-pa1-pm-rpt-0004-v0.5-six-...gn-review-report-infrastructure

ITRF Project **LhARA**

DRAFT

ITRF & LhARA 6 month Design Review Report Infrastructure

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rpt - Reports

1272-pa1-pm-rpt-0004-v0.5-six-...gn-review-report-infrastructure

Popular

ITRF WP3 Radiobiology Synchrotron Study

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prs - Presentations

1272-pa1-wp3-prs-0001-v0.1-LhARA-fortnightly-14-03-2022

ITRF Project Board Meeting
Monday 7th November 2022, 10:00

AGENDA

Bliss, Neil (STFC, DL, TECH)
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agn - Agenda

1272-pa1-pb-agn-0001-v1.0-AGENDA-2022-11-07

Shared Documents

ITRF Calendar

ITRF Documentation
<https://stfc365.sharepoint.com/sites/ITRF>
 1272-pa1-pm-rpt-0002-v1.0-ITRF-document-naming

Add real-time chat
 Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.
 Add Microsoft Teams

Project Management Plan

Document: [1272-pa1-pm-pmp-0001-v9.0-ITRF-2023-03-09](https://stfc365.sharepoint.com/sites/ITRF)
<https://stfc365.sharepoint.com/sites/ITRF>

1272-pa1-pm-pmp-0004-v1.5-roles-governance

1272-pa1-pm-ppl-0001-v2.0 - ITRF schedule 2022-07-20 - full detail
1272-pa1-pm-ppl-0004-v1.0 - ITRF CDR schedule 2023-03-09
1272-pa1-pm-ppl-0005-v0.4 - ITRF milestones and deliverables 2023-03-209

1272-pa1-pm-fin-0002-v5.1-ITRF resource-breakdown-2022-04-05
1272-pa1-pm-fin-0004-v2.0-ITRF-spend-profile-2022-12-18

1272-pa1-pm-risk-0001-v0.4-ITRF-Risk

1272-pa1-pm-rpt-0001-v3.0-project-reporting-schedule

1272-pa1-pm-rpt-0003-v0.5-business-case

1. Project Description
2. Project Organisation
3. Objectives & Deliverables
4. Project Schedule
5. Finance
6. Resources
7. Procurement Plan
8. Risk Management
9. Stakeholder Communication
10. Monitoring & Reporting
11. Quality Plan
12. Benefits Realisation and Impact Plan
13. SHE Plan
14. Diversity Issues
15. History

Project Reporting Summary

Document: [1272-pa1-pm-rpt-0001-v3.0-project-reporting-schedule](https://stfc365.sharepoint.com/sites/ITRF)
<https://stfc365.sharepoint.com/sites/ITRF>

- ITRF project manager (PM) reports to STFC Project Review Committee (PRC) monthly for the duration of the project
- ITRF requires project reports quarterly, but we agreed to provide monthly reports in the same format as the STFC PRC reports
- Report contains: [1272-pa1-pm-prcr-0005-v1.0-ITRF-PRC-Report-Feb-23](#) March report will be available by 10th April
 - Progress highlights in the last month
 - Anticipated progress highlights for the next month
 - Finance
 - Milestones & Deliverables
 - Risk update
 - Issues update
- LhARA input from the LhARA WP managers
- Colin summarising the LhARA progress in one report
- It's working well in that all 5 reports to date have been on time and well received
- UKRI Infrastructure Fund produces Quarterly Portfolio Reports, the latest March 2023
- UKRI Infrastructure Fund currently has ITRF project as **Green** for **Project Status** and **Finance**