

Operations - Feature #40

Operations documentation

23 September 2010 11:42 - Coney, Linda

Status:	In Progress	Start date:	23 September 2010
Priority:	Normal	Due date:	15 February 2012
Assignee:	Coney, Linda	% Done:	50%
Category:		Estimated time:	0.00 hour
Target version:			
Description			
make sure documents on mico page are up to date and move them to document server/wiki			

History

#1 - 12 December 2011 20:36 - Coney, Linda

- Due date set to 16 December 2011
- Status changed from Open to In Progress
- % Done changed from 0 to 50

Operations documentation has been checked and either verified to be up to date or under review by appropriate people. The official repository for Operations documentation is now the micemine Documents area.

All Operations documents (both current and former) have been uploaded to the micemine area and linked in to the MICO/manuals page. We now have two ways to see the documentation, but only one source of the material - thus avoiding confusion.

The documents are separated (roughly) into User guides/checklists/shifter manuals and full, extensive, complete manuals. This separation is clear on the MICO page and in the micemine area.

#2 - 12 December 2011 20:37 - Coney, Linda

Changes/suggestions coming out of today's Operations Procedure discussion will be implemented and the updated documents added to micemine and the MICO page.

Another review of the documentation should be done a few weeks before each designated run period of MICE to allow for easier training/use by shifters, MOMs, and BLOCs.

#3 - 19 January 2012 22:20 - Coney, Linda

- Due date changed from 16 December 2011 to 15 February 2012

Still need to add minutes from Operations meeting in December. Changed due date.