

16-17 Sep 03: Primary Team Meeting

Date / Time / Location:

16-17 Sep 03 (0800 start each day – travel mon/thu)
Quantico, VA (C/R TBD)

Invitees:

Last Name	First Name	Primary E-mail	Primary Phone	RSVP
Brown	Jere	brownjl@svtcsle.com	703-445-1616 x204	
Clements	Cathy	clementsc@ctcorp.com	407-839-1980 x226	N
Davis	Doug	davisda@davisdefense.com	703-509-4815	
James	Bob	jamesbe@logcom.usmc.mil	229-639-5496	Y
King	Tony	kinga@svtcsle.com	703-445-1616 x110	
Myers	Mike	myersm@ctcorp.com	407-839-1980 x222	Y
Nelson	Jim	nelsonjl@mcsc.usmc.mil		
Litalien	Dennis	litaliendj@lejeune.usmc.mil	910-330-6054	
Redlich	Doug	redlichdc@battelle.org	337-616-1473	Y
Schoolfield	Don	schools@schoolfieldd.com	540-720-3535	

Objectives

Identify separate and distinct tasks

➤ Hub efforts

Task/Subtask Deliverable

Detailed plans for initial receipt of NBCD equipment
white paper detailing NBCD CM facility requirements
Interface report for Task Three
TAV, TOC and asset visibility
Supply Chain Process Improvements
Briefings, white papers, etc
POAM for the way ahead

Frequency

Update monthly
Update Monthly.
Update Monthly
Update Monthly
Update Monthly
As tasked
Update Monthly

Deliverable Due Date

Monthly
1st of each month
1st of each month
1st of each month
1st of each month
As tasked
7th of each Month

*This table from M67854-99-D-3011 TAP NBC OY 02-09 Logistics Strategic Plan July 12, 2002

- Draft Consolidation Marine Corps Bulletin (formerly LOI)
- Develop flow chart supply requisitioning / management
- Develop flow chart maintenance management (EVAC-intermediate / depot, military / vendor)
- Identify / Chart / Review CEMT supply requisitioning customers
- Prepare Road Show Brief

Assign Task Owners

Promote efficient Team communications

Day #1 Agenda:

Time	Item	Presenter	Notes
0800	Welcome & Objectives (Agenda Review)	Redlich	
0815	Administrative Notes – Team Communications	Redlich / Myers	Copies of plan for reference
0830	Collaborative Website Training	Myers	Demonstration will require internet access.
0900	Hub Efforts <ul style="list-style-type: none">> Progress against project milestones (milestone name, original date, and completion date or current forecast date)> Upcoming milestones (milestone name, original date, current forecast date, responsible person)> Changes to Project Vision parameters in last period, and justification> Issues threatening upcoming milestones and/or overall project success	Schoolfield	Detailed plans for initial receipt of NBCD equipment White paper detailing NBCD CM facility requirements Interface report for Task Three TAV, TOC and asset visibility Supply Chain Process Improvements Briefings, white papers, etc POAM for the way ahead
1330	Breakout #1: Supply Requisitioning & Management process flow	??? leader	Work session
1330	Breakout #2: Maintenance Management process flow	??? leader	Work session
1330	Breakout #3: Identify / Chart / Review CEMT supply requisitioning customers	??? leader	Work session
1500	Breakout Summaries	All	
1430	Summary & Forward Plan	Redlich	
1500	Adjourn		

Day #2 Agenda:

Time	Item	Presenter	Notes
0800	Draft Marine Corps Bulletin	Work Session	Core Team
1300	Prepare Road Show Storyboard	Work Session	Core Team
1500	Adjourn		
