

The Project Office & the Engineering Department

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The role of the Project Office WP is to set-up a project management environment for the Einstein Telescope construction project. This environment will be supported by consultative and executive bodies equipped with means to monitor, control, coordinate and report on the technical design, the engineering, the technical specifications, the risks, the budget and the schedule. These activities are project-wide and make use of methodologies and tools which are the same across the whole of the Einstein Telescope construction project.

While the requirements, the parameters, the layout of the interferometer are set by the collaboration in charge of the GW observatory, the infrastructure and technical systems associated to the interferometer are designed, procured, installed, commissioned, maintained and eventually dismantled by an Engineering Department yet to be created. The scope, the mandate and the composition of this unit will be defined within WP5.

Holding to the primary constraints which are the scope, the schedule, and the budget, the role of the Project Office is to guarantee, that the as built RI -comprising infrastructure, technical systems and the interferometer itself- fully complies with the requirements, the parameters, the layout detailed in the Technical Design Report without having undergone changes which were not endorsed by the stakeholders.

The architecture of the Project Office will be defined early during the INFRA-DEV project to allow the start-up of the Project Office well before the completion of the project.

1. WP5-D1 A document which defines the structure and the mandate of the Project Office.
2. WP5-D2 A document describing the functionalities required from the tools in support of the project management activity used across all the project units
3. WP5-D3 A document containing the structure and the mandate of the Engineering Department.
4. WP5-D4 The Engineering Department as a functional unit complete with key figures operational, mission statement and budget
5. WP5-D5 The operational Project Office as a functional unit complete with manpower, mission and budget

Staff

The work to set-up a Project Office will be carried-out by personnel hired in the scope of the INFRA-DEV project that will be supervised by engineers and scientists who have been involved in project management in their home institutions.

The leaders of WP5 will constitute the Steering Board which will monitor and take part in the activities of the team until the end of the INFRA-DEV Project.

It is also assumed that both the Head of the Project Office and the Head of the Engineering Department will be picked among the experienced staff in the community of GW observatories.

Timeline

The INFRA-DEV project extends from September 2022 – September 2026 for 4 years and also aims at the selection of the site for 2024/25. The work of WP5 must be completed, or at least well advanced, well before the end of this project in order to allow the project units to adopt the discipline, the methodology and the tools early during the project or even during its definition phase.

Publication	Draft of WP5-D1	The structure of the Project Office
Publication	Draft of WP5-D2	The functionalities required for the tools
Publication	Draft of WP5-D3	The Engineering Department
Review	The proposal for the Project Office	
Review	The proposal for the Engineering Department	
Recruitment	The recruitment of the Project Office team (both junior and senior) and the key figures of the Engineering Department	
Activity	The Project Office starts with reduced functionalities in collaboration with a few project units	
Review	The Project Office with reduced functionalities	
Publication	Final WP5-D1	The structure of the Project Office
Publication	Final WP5-D2	The functionalities required for the tools
Publication	Final WP5-D3	The Engineering Department
Activity	The Engineering Department is created	
Activity	The Project Office starts with full functionalities	