

LLE Controls and Electronics Services request form

Date Submitted: _____

Project Name: _____

Task ID: _____

Principal Investigator: _____

Project Coordinator: _____

Account #: _____

Tag#: _____

Completion date(s) desired: _____

Describe scope of work (attach LLE project description sheet if applicable) :
(design, evaluate, repair, fabricate, test, debug, upgrade, other)

Purpose: (lab prototype for evaluation only? Or, OMEGA or Omega EP application?)

List deliverables: (Release documentation required? Quantity of assemblies, fab. drawings? test report? operator manual?)

List reference documents: (exists in PDM?)

Requirements or specifications: (or attach document)

- Diagram all interfaces and cabling
- Inputs, outputs, environment, performance features, connectors
- Communications protocol?, Operator interface?
- Size, weight, cost, precision, op range, power dissipation, timing, etc.

Project Team assigned? Identify engineering liaison. (names of assigned mechanical, optical, software, systems engineers if known)

Design review(s) presentation required? (provide need dates)

For Electronics Shop Use Only

1. Responsible Engineer Name: _____
2. Technician assigned: _____
3. Estimated Spec/Concept/Definition Time: _____ hours. Actual time: _____
4. Estimated Design/Document Time: _____ hours Actual time: _____
5. Estimated Fabrication Time: _____ hours Actual time: _____
6. Estimated Test Time: _____ hours Actual time: _____
7. Estimated Install/Qualify Time: _____ hours Actual time: _____
8. Estimated dates that design reviews can be supported by:
CDR _____ PDR _____ FDR _____
9. Actual design review dates
CDR _____ PDR _____ FDR _____
10. Note reason for commitment slippage, difficulties encountered:

11. Documentation Archive Path
 - a. Shop folder title and location:
 - b. Released top level assembly drawing number: _____
12. Job Closed date: _____