

# RCT-PXP-010

Revision 0

## Project Execution Plan for the Characterization Data Automation

EFFECTIVE DATE: 07/31/2006

  
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Approved for Use

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
0	07/31/2006	Initial issue.

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## 1.0 PROJECT OVERVIEW

The Project Execution Plan (PXP) for the Retrieval, Characterization and Transportation (RCT) Characterization Data Automation Project has been prepared under the guidelines of Washington Group International's (WGI) Project Execution Management Program, in accordance with MP1.42, *WTS Project Execution Management Program*, and WP15-GM.01, *WTS Project Execution Plans*. This plan utilizes a graded approach to address key issues associated with the project.

The Characterization Data Automation Project will define the areas of the overall Central Characterization Project (CCP) characterization process that will provide the most overall gain in production by automating the importing, managing, and export of data generated during characterization operations throughout CCP. The project will then be focused on the automation of these areas in a step-by-step approach.

Washington TRU Solutions (WTS) provides waste characterization, packaging, operations, and transportation services to Department of Energy (DOE) generator sites that require waste characterization and disposal of Contact-Handled (CH) and Remote-Handled (RH) Transuranic (TRU) waste at the Waste Isolation Pilot Plant (WIPP). WTS has experience in permitting, characterization and certification, and transportation of CH and RH wastes.

### 1.1 Project Scope of Work

The following activities will be implemented for the Characterization Data Automation Project:

- 1.1.1 Identify the CCP process areas that would gain the most overall efficiencies by automating the import, management, and/or export of data.

## 2.0 CONTRACT OVERVIEW

### 2.1 Project Goals and Objectives

The Characterization Data Automation Project will define the areas of the overall CCP characterization process that will provide the most overall gain in production by automating the importing, managing, and export of data generated during characterization operations throughout CCP. The project will then be focused on the automation of these areas in a step-by-step approach.

The project schedule is prepared to issue the project documents and software by the end of FY 2006.

### 2.2 Management Overview of the Project Execution

The CCP Manager is the Project Sponsor and is responsible for the execution of the project in accordance with the contract, WIPP procedures, and company policy. The direction and management of project activities are conducted in accordance with WGI/WTS Project Management Policies and approved WIPP procedures. The Project Manager will maintain an active communications program to assure DOE and WTS management and personnel are apprised of performance and other issues affecting as-planned project execution.

### 2.3 Project Management Authority

The Project Manager is responsible for safe and compliant execution and completing authorized scope within approved budget and schedule. Management and Operating (M&O) Contractor project management authority is established to prioritize, direct, and status activities related to the project. WTS first line managers are responsible for allocations of personnel, funds and other resources described therein.

### 3.0 PROJECT ORGANIZATION

The Characterization Data Automation Project will be managed by an assigned Project Manager and will function as the primary interface and point-of-contact between WTS and the Host site on this project.

Key project personnel required for the project include:

- Project Sponsor, [REDACTED]
- Project Manager, [REDACTED]
- Sub-contract Support

### 4.0 PROJECT ADMINISTRATION

The project administration will be the responsibility of the Project Manager with the support from the RCT Project Support group.

5.0 PROJECT BUDGET AND SCHEDULE

5.1 Project Cost Estimate

- Sub-contractor evaluation..... [REDACTED]
- Implement automation changes ..... TBD

5.2 Project Schedule

The following are the milestones identified:

- Complete evaluation by ..... 08-31-2006
- Implement data automation process by ..... 11-17-2006
- Train users on new automation system ..... 12-15-2006

## 6.0 PROJECT RESOURCES

### 6.1 Human Resources

6.1.1 Sub-contract support as determined by evaluation

### 6.2 Computer Requirements

6.2.1 No additional computers, software, and communication lines are necessary at this time.

## 7.0 UNIQUE PROJECT CONSIDERATIONS

### 7.1 Personnel Relations at Host or Satellite Sites

CCP will implement and utilize specific processes and methods to maintain effective and productive relations with personnel located at Host or satellite sites. The methods include: (1) integrated planning and agreement with personnel at these host/satellite sites; (2) regular communications to ensure full understanding of expectations for Characterization Data Automation information; and (3) a team approach to work accomplishment and problem solving.

### 7.2 Strategic Challenges

The only strategic challenge anticipated is the accurate transfer of characterization process data into the CCP Data Center.

## 8.0 ENGINEERING AND DESIGN

CCP will utilize specific processes and procedures to maintain and track. The CCP Data Center follows common, industry-wide conventions and practices such as:

- Using consistent naming conventions across databases and their elements;
- Genericizing code to allow reuse;
- Modularizing functionalities in order to reduce errors;
- Using standard architecture and coding style among modules to improve readability and maintainability;
- Separating data from the applications that use them;
- Using database functionality to the greatest extent reasonable to ensure data integrity, accuracy, and security;
- Following industry standards for UI coding and database schema designs;
- Following CCP-QP-022, *CCP Software Quality Assurance Plan* procedure.

## 9.0 PROCUREMENT AND MATERIALS MANAGEMENT

9.1 Procure evaluation by sub-contract.

9.2 Implement results of evaluation either by sub-contract, CCP resources, or a combination of the two.

9.3 No known materials management necessary at this time.

## 10.0 PROJECT CONTROLS

The following project controls apply:

- Schedule Tracking
- Budget Tracking
- Risk Management

## 11.0 PROJECT QUALITY PLAN

CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan* will be the governing QA Plan for this project.

## 12.0 CONSTRUCTION

This project does not involve construction activities.

## 13.0 COMMISSIONING AND START-UP

If new hardware/software is incorporated into the CCP processes, the hardware/software will be tested and approved prior to actual use for production in accordance with CCP-QP-022.

## 14.0 ENVIRONMENT, SAFETY, AND HEALTH

This project does not involve specific Environment Safety and Health (ES&H) activities.

## 15.0 RISK MANAGEMENT PLAN

WTS managers involved in project execution participate in the identification and assessment of program risks. They review program documents, evaluate Characterization Data Automation, and use brainstorming and their own experience to identify risks. Project risks are identified in the following areas:

- Cost and Schedule
- Technical
- Programmatic (Obtaining and utilizing resources outside the control of the project manager)
- Support
- Safety
- Regulatory/Permitting
- Site-specific (Including alternative site locations)

Once risks are identified, WTS categorizes the identified risks by probability and severity (consequences) of each event. After risks have been identified and categorized, risk management approach and mitigation actions are developed for each high and medium risk. For low risk elements not judged to require documented mitigation actions, WTS Managers assure that they are controlled through the normal management functions and work processes.

Specific risks associated with the Characterization Data Automation Project include:

- Lack of human and monetary resources. Mitigation includes senior management endorsement of this program and ensuring this project has the appropriate level of funding and manpower.
- Lack of management support of the program. Mitigation includes senior management ensuring that management on all levels understands and supports this project.
- Lack of effective implementation of the program. Mitigation includes management ensuring that their personnel understand these program requirements and effectively implementing them.
- The main risk of not implementing this change, will be that CCP resources will not be able to keep up the TRU waste shipping schedules.

## 16.0 PROJECT CLOSEOUT

The Characterization Data Automation Project will be considered closed upon implementation of the software and completion of SQA documentation for changes resulting from the evaluation.

## 17.0 PROJECT PROCEDURES

There are no project-specific procedures identified at this time.