

Department of Energy
Oak Ridge Office of Environmental Management
Procedure

PROJECT ASSESSMENT AND REPORTING SYSTEM

OREM-PC-IP-02
Revision 3

Prepared: Alicia Harris 8-19-14
Alicia M. Harris Date

Planning and Baseline Management Division

Approved: Alan Stokes 8-26-14
Alan Stokes, Director Date

Planning and Baseline Management Division



EM Environmental Management

safety ❖ performance ❖ cleanup ❖ closure

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Revision Log

Revision	Description of the Revision	Issue Date
0	Initial Issue.	11/1/2003
1	Update to reflect DOE Order 413.3B	6/21/2011
2	Update to reflect DOE Order 413.3B	03/8/2013
3	Update to ensure procedure complies with OREM Quality Assurance Implementation Plan (OREM-OM-PL-04). Update to new procedure numbering system EM-1.3 to OREM-PC-IP-02.	12/31/14

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List of Acronyms

ACWP	Actual Cost of Work Performed
APB	Acquisition Performance Baseline
APM	Office of Acquisition and Project Management
BCWP	Budgeted Cost of Work Performed
BCWS	Budgeted Cost of Work Scheduled
CAPs	Capital Assets Projects
CV	Cost Variance
DOE	U.S. Department of Energy
EM	Office of Environmental Management
FPD	Federal Project Director
HQ	Headquarters
OREM	Oak Ridge Office of Environmental Management
PA	Program Administrator
PARS II	Project Assessment and Reporting System
PM	Project Manager
QA	Quality Assurance
QL	Quality Level
SCMS	Science Management System
SV	Schedule Variance
TEC	Total Estimated Cost
TPC	Total Project Cost

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1.0 PURPOSE

Existing Oak Ridge contracts and Department of Energy (DOE) Headquarters (HQ) policy require that those Capital Assets Projects (CAPs) that have a Total Project Cost (TPC) of \$10 million or more must report ongoing status using a newly developed computerized reporting system, Project Assessment and Reporting System (PARS II). This Oak Ridge Office of Environmental Management (OREM) procedure is written to formalize the steps that must be taken by EM management and staff to ensure that information related to project performance is provided to HQ promptly and accurately.

2.0 SCOPE

This procedure applies to all OREM management and staff. User access to PARS II will be “Read-Only” except for the EM PARS II Program Administrator. Read-only user will only have access to the system to review system information and will not be authorized to input or edit data in the PARS II database.

The HQ Office of Acquisition and Project Management (APM) PARS II Administrator and EM PARS II Program Administrator are authorized to input, save, accept, and change data in the PARS II database and grant access to new users.

3.0 REFERENCES AND DEFINITIONS

3.1 Use References

- OREM-QA-IP-05, *Quality Records*
- OREM-QA-IP-03, *Graded Approach Program*
- OREM-QA-IP-03-F-01, *QL-1 OREM Work Activity List*

3.2 Source References

- Project Assessment and Reporting System (PARS II) User Manual Version 2.7b
- DOE Order 413.3, *Program and Project Management for the Acquisition of Capital Assets*
- Science Management System (SCMS); Project Management System; Project Reporting Subject Area; Procedure 1, *Managing Project Assessment and Reporting System (PARS) Monthly Project Reporting*

3.3 Forms Prescribed

None

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3.4 Definitions

Acquisition Performance Baseline (APB): Includes all cost, schedule, and performance parameters (both objectives and thresholds) for a program/project. It represents the DOE commitment to Congress to assess Total Project Cost (TPC). Key elements in formulating an APB include the integration and assessment of program/project scope, schedule, and cost baselines; a systematic risk analysis, and the development and inclusion of adequate risk allocation to address factors that might cause technical/schedule/cost growth during project performance. Project completion without an increase in the APB thresholds or extending the schedule, is the primary measure of success in formulating the APB.

Actual Cost of Work Performed (ACWP): Total costs incurred (direct or indirect) in accomplishing an identified element or scope of work during a given time period.

Budgeted Cost of Work Performed (BCWP): The sum of the approved cost estimates (including any overhead allocation) for activities (or portions of activities) completed during a given period (usually project-to-date).

Budgeted Cost of Work Scheduled (BCWS): The sum of the approved cost estimates (including any overhead allocation) for activities (or portions of activities) scheduled to be performed during a given period (usually project-to-date).

Cost Variance (CV): It is the algebraic difference between earned value and actual cost ($\text{Cost Variance} = \text{Earned Value} - \text{Actual Cost}$). A positive value indicated a favorable position and a negative value indicates an unfavorable condition.

Earned Value: A method for measuring project performance. It compares the value of work performed with the value of work scheduled and the cost of performing the work for the reporting period and/or cumulative to date.

PARS II: Project Assessment and Reporting System. PARS II is a web-enabled distributed database. PARS II is a project management tracking and control system.

Schedule Variance (SV): A metric for the schedule performance on a program. It is the algebraic difference between earned value and the budget ($\text{Schedule Variance} = \text{Earned Value} - \text{Budget}$). A positive value is a favorable condition while a negative value is unfavorable. The SV is calculated in dollars or work units and is intended to compliment network analysis, not supersede or replace it.

Total Estimated Cost (TEC): Is the specific cost of the project, whether funded as an operating expense or construction. It includes the cost of land and land rights; engineering, design, and inspection costs; direct and indirect construction costs; and the cost of initial equipment necessary to place the plant or installation in operation, whether funded as an operating expense or construction.

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Total Project Cost (TPC): Consists of all the costs included in the Total Estimated Cost (TEC) of a project plus Other Project Costs (OPC) such as pre-construction costs, that include conceptual design and research and development, as well as costs associated with the pre-operational phase, such as training and startup. In budget terms, it is the sum of the technical baseline, schedule baseline, and cost baseline. It includes all research and development, operating, plant, and capital equipment costs specifically associated with project construction and may, when planned, go up to the point of routine operations.

4.0 RESPONSIBILITIES

4.1 HQ-EM PARS II Point-of-Contact

Provides guidance to EM Field Offices on PARS II requirements and notifies EM Field Offices of changes in requirements.

4.2 HQ APM PARS II Administrator

Grants access by creating new users. Responsible for development of extraction tool that will allow the direct feed of contractor performance data into PARS II.

4.3 Portfolio Federal Project Director and Planning and Baseline Management Deputy Director

Reviews and approves the PARS II data prior to the EM PA submitting data to PARS II.

4.4 Project Manager

Responsible for the planning, controlling, and reporting of the project. Responsible for reviewing and approving project performance data to be input into PARS II.

4.5 EM PARS II Program Administrator (PA)

PA will enter, edit, delete, and accept all projects into PARS II and maintain the Project Contact(s) information in PARS II.

5.0 PROCEDURE

This Procedure provides a detailed process for the generation, input and review of PARS II data.

5.1 Initiate Request for PARS II Update

5.1.1 On the 12th workday of the month, PA will provide each PM with a copy of the previous month's PARS II data and the current month's project performance data.

5.2 Update PARS II Data (Review and Approval)

5.2.1 By the 17th workday of the month, PM will provide required project performance data (approved by FPD) to PA that will include project status information and explanations for variances that are rated yellow or red.

5.3 Submit PARS II Data

5.3.1 By the 18th workday of the month, PA will input the provided project performance data into PARS II.

5.3.2 PA will also at this point initiate a HQs Change Control Form (based on the HQs Change Control Process) for any required changes that are needed for PARS II Projects.

6.0 RECORDS

The following Records are generated during the performance of this procedure:

Record Description (section)	Record Type (QL-1, QL-2, N/A)*	Form Number (if applicable)	Record Owner
None			

* QA records for Quality Level-1 (QL-1) activities shall be processed and submitted per OREM-QA-IP-05, *Quality Records*. OREM-QA-IP-03-F-01, *QL-1 OREM Work Activity List*, contains a listing of OREM QL-1 Activities.

Non QA records and QL-2 Activities Records shall be processed as a Federal Record and submitted following the Office of Science Management System Description Records Management System procedures.

7.0 ATTACHMENTS

None