

Department of Energy
Oak Ridge Office of Environmental Management
Procedure

INTEGRATED PLANNING, ACCOUNTABILITY AND BUDGETING
SYSTEM MONTHLY REPORTING

OREM-PC-IP-05
Revision 2

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EM Environmental Management

safety ❖ performance ❖ cleanup ❖ closure

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Revision Log

Revision	Description of the Revision	Issue Date
0	Initial Issue.	05/26/2011
1	Update to reflect HQs Required Reporting Change	05/23/2013
2	Update to ensure procedure complies with OREM Quality Assurance Implementation Plan (OREM-OM-PL-04). Update procedure numbering system EM-1.7 to OREM-PC-IP-05.	12/31/14

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List of Acronyms

DOE	U. S. Department of Energy
EM	Environmental Management
FPD	Federal Project Director
HQ	Headquarters
IPABS	Integrated Planning, Accountability and Budgeting System
MPR	Monthly Project Review
OREM	Oak Ridge Office of Environmental Management
PBMD	Planning and Baseline Management Division
PFPD	Portfolio Federal Project Director
PM	Project Manager
QA	Quality Assurance
QL	Quality Level
QPR	Quarterly Project Review

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1.0 PURPOSE

The purpose of this procedure is to define the process and responsibilities for the development of the monthly data for input into the Integrated Planning, Accountability and Budgeting System (IPABS), and Quarterly Project Review (QPR).

2.0 SCOPE

This procedure applies to all work being managed or coordinated by the Department of Energy (DOE) Oak Ridge Office of Environmental Management (OREM).

3.0 REFERENCES AND DEFINITIONS

3.1 Use References

- DOE Order 413.3, *Program and Project Management for the Acquisition of Capital Assets*, dated November 29, 2010
- 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

- Headquarters (HQ) Environmental Management (EM) QPR Report Package Guidance

3.3 Forms Prescribed

None

3.4 Definitions

None

4.0 RESPONSIBILITIES

The Federal Project Directors (FPD) and Portfolio FPD (PFPD) have overall responsibility to ensure that accurate performance information for their projects is reported in IPABS and is included in QPR packages.

4.1 FPD/PFPD

- 4.1.1 Ensures the accuracy and quality of the QPR package(s) for their project(s) and approves their review package(s). Presents QPR package(s) to DOE HQ and the Acquisition Executive per DOE Order 413.3B.

4.2 Director PBMD

- 4.2.1 Oversees process to develop QPR packages and ensures that a consistent approach is used for each project. Ensures that slides are consistent with EM QPR package guidance.

4.3 Project Managers (PM)

- 4.3.1 Reviews draft QPR package(s) prepared by the Program Analyst to ensure that they accurately reflect project(s) status and provides feedback to the Program Analyst and the FPD/PFPD.

4.4 Planning and Baseline Management Division (PBMD) Lead

- 4.4.1 Establishes delivery dates for the various stages of QPR package development based upon the guidance issued by HQ. Assembles the individual QPR packages developed for each project into one contiguous package and electronically submits the OREM package to the HQ Point-of-Contact by the HQ established due date.

4.5 Program Analyst

- 4.5.1 Analyzes prime contractor monthly reports to ensure that data is reliable and accurate, update IPABS with reviewed and approved data/narratives, and prepare QPR Site Generated Slides based on EM QPR package guidance.

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5.0 PROCEDURE

5.1 IPABS Input and Development of Monthly Project Review (MPR) Package

- 5.1.1 The Program Analyst obtains the project(s) data from the prime contractor monthly progress report(s) or from the integrating technical services contractor. The integrating technical services contractor obtains project performance data from various prime contractors and provides the consolidated data to PBMD.
- 5.1.2 The Program Analyst finalizes the IPABS entries with the PM/FPD/PFPD and updates IPABS by the HQ determined due date. These updates include earned value, project information, and variance explanations for the Earned Value Module; Milestones and Performance Measures Modules of IPABS. The data input into IPABS will be used in preparing the QPR slides.
- 5.1.3 Following IPABS update, the Program Analyst notifies the PBMD Lead by e-mail of which Project Baseline Summary/Summaries are ready for submittal. The PBMD Lead approves the information in IPABS.
- 5.1.4 The PBMD Lead issues an e-mail notification to the Program Analysts for preparation of QPR packages with the HQ guidance attached. The same or subsequent e-mails from the PBMD Lead will establish the due dates for the various phases of package preparation.
- 5.1.5 EM HQ will provide the HQ generated slides. This information will be reviewed by the Program Analyst and any errors identified to EM-HQ.
- 5.1.6 The Program Analyst will prepare all of the Site Generated Slides determined by HQ such as:
- Safety.
 - Contract Status.
 - Risk/Issues.
 - Site Accomplishments.
 - Lessons Learned.

5.2 Approval of QPR Package

- 5.2.1 The draft EM QPR package for each project will be provided to the appropriate PMs, FPDs, PFPDs, and PBMD Director (or designee) for review and comment prior to the submittal of slides to HQ.
- 5.2.2 Comments on the draft report will be provided to the appropriate Program Analyst by the date established by the Program Analyst (prior to the submittal date).

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- 5.2.3 The Program Analyst will revise the EM QPR package(s) based on comments and submit the revised report to the appropriate FPD/PFPD for approval.
- 5.2.4 The FPD/PFPD will approve the EM QPR package(s) and provide notification to the Program Analyst who will submit the report to the PBMD Lead who sends the final version to HQ by the established due date.

5.3 Quarterly Reviews

- 5.3.1 Quarterly EM HQ project reviews will be conducted in accordance with requirements issued by EM HQ. Quarterly data will be briefed by the FPD/PFPD.
- 5.3.2 Internal monthly capital project reviews will be conducted by the ORO Acquisition Executive and operational activities will be conducted by the OREM Manager or his/her designee.
- 5.3.3 The template for these reviews will be issued by the Project Management Division. PBMD personnel are available to assist PMs in preparing briefing materials for the internal project reviews.
- 5.3.4 Internal project reviews will be scheduled by the Chief of Staff ten days prior to the review and notifications sent to the participants on the agenda. The Chief of Staff should consult with the management team when developing the agenda for the MPR, taking into consideration project color coding, trends in project performance, and visibility of project with the regulators, ORO management and EM HQ.

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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
EM QPR (5.2.4)	QL-2	N/A	PBMD Director
Internal Project Reviews (5.3.4)	QL-2	N/A	Designated PFPD

- * Quality Assurance (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