1.0 Introduction

This Subject Area describes the purpose, contents, updates/modifications, and distribution of various Project Reporting documents that are required to be submitted for capital asset projects that are subject to requirements of DOE O 413.3B (Program and Project Management for the Acquisition of Capital Assets). The Office of Environmental Management (EM) Consolidated Business Center (EMCBC), or the sponsoring Program Office or other entities, may request the Federal Project Director (FPD) provide additional project status information on a weekly or monthly basis, depending on the size of the project. While the format and content of such submittals is a matter of negotiation between the affected parties, care must be taken to ensure that any project performance data used in such ancillary reports is consistent with data displayed in the required reporting vehicles identified below in order to ensure consistency in the project status that is presented. This subject area is being developed to ensure a coordinated and integrated approach is used for consistency between various reporting documents, to reduce redundancy in developing project data, and to ensure appropriate level of detail is provided.

This subject area and subsidiary procedures may also be used by the EMCBC to conduct project reporting for EM operations activities, as required by EM Headquarters and/or internal to the EMCBC. The EMCBC Director serves as line manager for all operations activities (and capital asset projects) at the EM Small Sites. As such, the EMCBC Director may, at his/her discretion, employ a variety of project reporting methods in order to maintain cognizance of all EM-funded work at the Small Sites.

This EMCBC subject area is consistent with the EM Enterprise Requirements System (EMERS) Functional Area Description (FAD) for Project Management, which includes several subject areas and subsidiary procedures pertaining to management and oversight of capital asset projects as well as EM operations activities.

2.0 Contents
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| 1. EMCBC Reporting             | • Development and presentation of Monthly Project Assessment Report for all capital asset projects, general plant projects and operations activities at the EM Small Sites, for which the EMCBC Director serves as line manager.  
  • Report template may be tailored to meet specific project/site needs.                                                                                                                                  |
| 2. EM Reporting                | • Reporting monthly project performance data in the EM Integrated Planning, Accountability and Budgeting System (IPABS); reporting required for all capital asset projects, general plant projects and operations activities at the EM Small Sites.  
  • Development and presentation of EM-required Monthly Project Report (MPR) and/or Quarterly Project Report (QPR), in accordance with EM Headquarters’ reporting requirements, guidance and templates.  
  • Review of draft Monthly “Red/Yellow” Project Report issued by EM Headquarters; reporting required for all capital asset projects, general plant projects and operations activities at the EM Small Sites (criteria for Red, Yellow and Green projects are defined in the QPR Module Guidance provided by EM-53). |
| 3. APM Reporting               | • Reporting monthly project performance data in the DOE Project Assessment and Reporting System (PARS); reporting required for capital asset projects and general plant projects, per the requirements of DOE O 413.3B.  
  • Review of draft Monthly Project Status Report (MPSR) issued by Office of Acquisition and Project Management (APM), and entry of additional project information in PARS to address identified issues/concerns (if warranted [e.g., in FPD Assessment section of PARS]). Response to the MPSR is also useful for inclusion in the EM Red/Yellow Project reporting identified in item # 2 above. |
| 4. EMCBC Project Reviews       | • Planning and execution of EMCBC project reviews, including Internal Project Reviews (IPR), of capital asset projects and general plant projects at the EM Small Sites for which the EMCBC Director holds Acquisition Authority (AE).  
  • Procedure may also be used for EMCBC project reviews of any operations activity at the EM Small Sites, where the EMCBC Director serves as line manager.                                                                                   |

3.0 Related Information
3.1 Requirements

- DOE O 413.3B (Program and Project Management for the Acquisition of Capital Assets)

3.2 References

- EM IPABS QPR Module Guidance

3.3 Other Documents

- EMERS Project Management Functional Area Description (FAD), including Section 8.0 (Definitions) and subsidiary Subject Areas and associated Procedures
- DOE Project Assessment and Reporting (PARS) User Manual
- EM Quarterly Project Review (QPR) presentation template (file created January 23, 2014)
- Recent Policy Clarification on PARS Data Quality (EM-2 memorandum dated August 31, 2012)
- PARS II Data Quality (S-2 memorandum dated June 19, 2012)
- DOE G 413.3-2 (Quality Assurance Guide for Project Management)
- DOE G 413.3-6A (High Performance Sustainable Building)
- DOE G 413.3-10 (Earned Value Management System [EVMS])
- DOE G 413.3-13 (Acquisition Strategy Guide for Capital Asset Projects)
- DOE G 413.3-17 (Mission Need Statement Guide)
- OMB Circular A-11, Part 7 (Planning, Budgeting, and Acquisition of Capital Assets) and Supplement to Part 7 (Capital Programming Guide)
- OMB Circular A-109 (Major Systems Acquisition)
- OMB Circular A-123 (Management Accountability and Control)
- OMB Circular A-127 (Financial Management Systems)
- OMB Circular A-130 (Management of Federal Information Resources)

4.0 Definitions

See Section 3.3 above (EMERS Project Management FAD, Section 8.0 [Definitions]).
EMCBC RECORD OF REVISION

DOCUMENT TITLE: Subject Area: Project Reporting

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

1. Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
2. Placing the words GENERAL REVISION at the beginning of the text.

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