

<b>Management System: Project Management</b>		
<b>Subject Area: Project Reporting</b>		
<b>Procedure: APM Reporting</b>		
<b>Issue Date and Revision Number:</b> Rev. 2 (GENERAL REVISION)	<b>Lead Subject Matter Expert:</b> Paul Lucas	<b>Management System Owner:</b> Terry Brennan

**1.0 Applicability**

This procedure applies to Office of Environmental Management (EM) Federal Project Directors (FPD), Integrated Project Team (IPT) members, and Program Managers who are responsible for the execution of all projects subject to the mandatory project management requirements in U.S. Department of Energy (DOE) O 413.3B, Program and Project Management for the Acquisition of Capital Assets. This procedure was developed by the EM Consolidated Business Center (EMCBC) to assist FPD and project management support personnel at the EM Small Sites with reporting requirements imposed by the Office of Acquisition and Project Management (OAPM). The EMCBC Director serves as the Acquisition Executive (AE) for Small Site capital asset projects with a total project cost (TPC) of less than \$100 million. This procedure is consistent with the EM Enterprise Management System (EMERS) Functional Area Description (FAD) for Project Management.

**2.0 Required Procedure**

<b>Step 1</b>	<p>The FPD, with support from the IPT, must obtain a Project ID Number to be used in the submittal of project performance data in the DOE Project Assessment and Reporting System (PARS).</p> <p><b>NOTE:</b> New projects need to obtain a Project ID Number before project data can be entered into PARS. If the project is for a Major Item of Equipment (MIE), an operating expense, or other type of funding where there is no Project Data Sheet and Line Item Project Number for the project, the EM Headquarters Program Manager or the FPD will develop a Project ID Number in consultation with the cognizant Budget Office and the OAPM.</p>
<b>Step 2</b>	<p>The FPD and the Federal Staff on the IPT must gain access to PARS for the purpose of entering and monitoring project data. The FPD and Federal IPT Staff</p>

	can obtain access to PARS by completing the questions in the PARS.
<b>Step 3</b>	<p>The FPD, with support from the IPT, must enter Project Status/Performance Data, appropriate for the current project standing, into PARS by the last day of each month.</p> <p><b>NOTE:</b> Project data entered into PARS is the project status data for post-CD-0 (Critical Decision 0: Approve Mission Need), or project cost performance data for post-CD-2 (Approve Performance Baseline), for the most recently completed performance monitoring period, typically the previous month. For example, by July 31<sup>st</sup>, status/performance data is entered for the performance period ending June 30<sup>th</sup>). Data entered into PARS must always be traceable to the EM Contractor’s monthly Cost Performance Report (CPR) or other formal reporting tool by which the FPD assesses project status/performance. General guidance on PARS can be found in the PARS User Manual.</p>
<b>Step 4</b>	<p>The designated APM Reporting Lead in the EMCBC Office of Cost Estimating and Project Management Support (OCE&amp;PMS) coordinates FPD/IPT and EM Headquarters Program Office staff review of the Draft Monthly Project Status Report (MPSR) issued by OAPM at approximately the middle of each month, and submits a consolidated set of comments for all projects to OAPM in accordance with the required timeframe established by OAPM.</p> <p><b>NOTE:</b> The designated APM Reporting Lead in the EMCBC OCE&amp;PMS should coordinate feedback to OAPM via the designated APM Reporting Lead in the EM Headquarters Office of Project Assessment (EM-53).</p>
<b>Step 5</b>	<p>The designated APM Reporting Lead in the EMCBC OCE&amp;PMS coordinates with the FPD/IPT and EM Headquarters Program Office staff to prepare a brief summary explaining the causes of project variances and project issues identified in the Draft MPSR, as well as any mitigation actions being taken to address identified variances and/or issues. The narrative summary is provided to OAPM for inclusion in the Final MPSR in accordance with the required timeframe established by OAPM.</p>

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 References

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

3.1.2 DOE Project Assessment and Reporting System (PARS) User Manual

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Cost Estimating and Project Management Support (OCE&PMS) in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime or Non-Permanent)</b>
ENV 01-K-03-[CEA]	ENVIRONMENTAL RECORDS – ADMINISTRATION Environmental Record Case Files. Decontamination and Decommissioning Cleanup and Transitioning Case Files	Office of Cost Estimating and Project Management Support	Not Applicable

## 5.0 EMCBC Record of Revision

### EMCBC RECORD OF REVISION

DOCUMENT TITLE: Subject Area Procedure: APM 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.
- 1 Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial issue		12/16/11
1	GENERAL REVISION		8/1/12
2	GENERAL REVISION (to meet CBC MS format requirements)		