



Department of Energy
Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM: INÉS R. TRIAY *Inés Triay*
ACTING ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

SUBJECT: Changes to Project Reviews

To ensure we have the most current project status available during the transition over the next several quarters, I have requested several changes to the Quarterly Project Reviews.

To facilitate targeted and more efficient reviews, the project reviews will be divided into three groups – green, yellow/high visibility green, and red. The later two groups will be reviewed monthly beginning January 2009. High visibility green projects are chosen based on high cost, contract changes, or external interest (e.g., Tank-48 and Sludge Treatment); a list of these projects will be maintained by Acquisition and Project Management (EM-50). Included in these monthly reviews, regardless of project performance, will be all capital line-item projects. The remaining green projects will be reviewed quarterly. Only the first two slides of the present format along with a third slide covering “Top Issues and Proposed Solutions” will be required for the reviews. The focus of these reviews will be on cost, schedule, EVMS, technical risks, quality assurance concerns, and other issues that have impacted or will potentially impact the overall project performance. For the monthly reviews, contractors will participate where their input adds to the understanding and resolution of issues, especially in the red projects, capital line-item projects and others with major obstacles.

The red project reviews will be held on the second Wednesday of each month. They will be scheduled by geographic site and the Federal Project Director (FPD) will provide the status covering progress, issues, path forward including major recovery steps, needed assistance and prognosis. Supplemental analysis is expected to be available, as needed, to support the status. For the red projects, the FPD will provide a 20-minute status via video conferencing, or in person. If more time is needed for a red project the review will be continued into the next workday.

The yellow project and the high visibility green project reviews will be held on the second Thursday of each month via video conferencing. They will be scheduled by geographic site and each FPD will provide a 20-minute status covering progress, issues, path forward including major recovery steps, needed assistance and prognosis. Supplemental analysis may be needed to support the status.



All green projects will be reviewed on a quarterly basis via video or telephone conferencing with the next reviews to be scheduled in February 2009. The green projects will be scheduled by geographic site and the FPD will provide a short ten minute status, including progress and emerging issues. If issues require more than the allotted time, the discussion may be taken off-line with the site-leads.

If you have questions as to the purpose, scope or content of any of the reviews please contact Mr. Jack Surash, Deputy Assistant Secretary for Acquisition and Project Management at (202) 586-6382.

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