

**U.S. Department of Energy (DOE)  
Office of Environmental Management (EM)  
Standard Operating Procedures (SOP)**

Title: Office of Environmental Management Standard Operating Procedure, SOP 010  
Rev 0 June 1, 2010: Environmental Management Secretarial Acquisition Executive  
(SAE) Quarterly Project Review (QPR) Briefing

EM ORG: EM-11 SOP #: 010

Revision #: 0

Effective Date: 6/1/10

1. **POLICY:** This EM process supports the quarterly presentation to the DOE Deputy Secretary.
2. **OBJECTIVES:** The purpose of this procedure is to outline the method for preparing the EM portion of the presentation package for the SAE QPR for DOE Projects
3. **CANCELLATIONS:** This SOP does not cancel any previous SOPs.
4. **APPLICABILITY:** The provisions of this procedure will apply to all Office of Project Assistance and Assurance (EM-11) personnel acting as project liaisons on projects rated Red or Yellow by the Office of Engineering and Construction Management (OECM).
5. **CONTACT:** Lowell Ely, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
6. **DEFINITIONS:**
  - a. SAE QPR: Secretarial Acquisition Executive Quarterly Project Review for the Deputy Secretary of the Department of Energy
  - b. EM-11: EM Office of Project Assistance and Assurance
  - c. OECM: Department of Energy Office of Engineering and Construction Management
  - d. EM-11 Project Liaison: EM-11 Employees (Federal and Contractors) assigned coordination and assistance duties associated with specific projects
  - e. EM-11 Coordinator: EM-11 representative responsible for collecting data from EM-11 project liaisons and editing report
  - f. EM-11 Sponsor: EM-11 Project Management Assistance and Data Management Integrated Project Team (IPT) Lead responsible for publishing report, reviewing content provided by the other EM-11 IPT Leads and project liaisons for consistency with other reports
  - g. EM-11 IPT Leads: Integrated Project Team Leader for any of the EM-11 IPTs as restructured in April 2010
7. **PROCEDURE/REQUIREMENTS:**

**a. Establish date and agenda for SAE QPR briefing.**

1. OECM begins preparation for the SAE QPR meeting by establishing an agenda and identifying projects to be reviewed during the meeting.
  - a) OECM notifies the EM-11 Project Management Assistance & Data Management IPT Lead (sponsor) of the projects that are scheduled to be presented
  - b) OECM may provide the final package from previous SAE QPR meeting for reference
2. OECM notifies EM-11 sponsor of any changes to agenda as it is finalized

**b. Prepare Draft for EM portion of SAE QPR package.**

1. EM-11 sponsor notifies Construction Line Item Projects (CLIP) IPT Lead, Capital Asset Project Execution IPT Lead, project liaisons and sites that will be required to prepare a briefing package for the SAE QPR meeting
2. Project liaisons are responsible for working with their respective sites to develop their portion of the package. The package normally includes briefing slides and a briefing paper.
3. Project liaisons submit their package to their respective IPT lead
4. The Construction Line Item Projects (CLIP) and Capital Asset Project Execution IPT Leads are responsible for reviewing the packages from their respective project liaisons to ensure quality input has been produced before providing the input to the EM-11 coordinator
5. EM-11 sponsor and coordinator work with project liaisons to finish drafts and issue to OECM:
  - a) Project liaisons submit revised briefing material to their respective IPT leads for review and approval
  - b) The CLIP and Capital Asset Project Execution IPT Leads review any project input for their IPT and forward to the EM-11 coordinator
  - c) EM-11 coordinator gathers all briefing material and ensures format, etc. is consistent for all submitted material
  - d) EM-11 coordinator and EM-11 sponsor work with the EM-11 IPT Leads and project liaisons to ensure package and material is complete and professional
6. EM-11 sponsor sends draft package to OECM for review

**c. Complete EM portion of SAE QPR package.**

1. EM-11 sponsor discusses content of SAE QPR briefing package with OECM
2. OECM provides comments to EM-11 sponsor
3. EM-11 sponsor works with EM-11 coordinator, EM-11 IPT Leads and project liaisons to address OECM comments
4. EM-11 coordinator incorporates changes and sends report to EM-11 sponsor for final review

**d. Revise and issue final version of EM portion of SAE QPR package.**

1. EM-11 sponsor provides copies of EM portion of SAE QPR briefing package to the presenters (normally the Office of Project Management, EM-10, Deputy Assistant Secretary or EM-11 Office Director)
2. EM-11 sponsor briefs the content of the package with the presenters and identifies and changes requested
3. EM-11 sponsor and coordinator revise briefing package as necessary
4. EM-11 sponsor issues final EM portion of SAE QPR package to OECM
5. EM representatives present at SAE QPR meeting.

Approved By: Lowell Ely

Signature: 

Name and Title: Lowell Ely, Director of Project Assistance and Assurance, EM-11

Date: 5/25/10