

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

Title: Office of Environmental Management Standard Operating Procedure, SOP 011
Rev 0 June 1, 2010: Environmental Management Recovery/Get to Green Status Report

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| EM ORG: EM-11 | SOP #: 011 | Revision #: 0 | Effective Date: 6/01/10 |
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1. **POLICY:** This EM process provides a weekly status of projects rated Red or Yellow to senior EM management.
2. **OBJECTIVES:** The purpose of this procedure is to outline the method for updating and issuing the weekly Office of Project Assistance and Assurance (EM-11) Project Recovery/Get to Green Status Report.
3. **CANCELLATIONS:** This SOP does not cancel any previous SOPs.
4. **APPLICABILITY:** The provisions of this procedure will apply to all 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. DepSec: 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. Project Recovery Report: also known as the EM Project Recovery/Get to Green Status Report
 - f. EM-11 Coordinator: EM-11 representative responsible for collecting data from EM-11 project liaisons and editing report
 - g. EM-11 Sponsor: EM-11 Project Management Assistance and Data Management Integrated Project Team (IPT) Lead responsible for publishing report, reviewing content provided by other EM-11 IPT Leads and project liaisons for consistency to other reports
 - h. Green Project: A capital asset project expected to finish within specified criteria of an established baseline that define a successful project
 - i. Yellow Project: A capital asset project at risk of not meeting specified criteria of an established baseline that define a successful project

- j. Red Project: A capital asset project expected not to meet the specified criteria of an established baseline that define a successful project
- k. EM-11 IPT Leads: IPT Leader for any of the EM-11 teams as restructured in April 2010

7. **PROCEDURE/REQUIREMENTS:**

a. Receive and review OECM “DepSec Report” for Red/Yellow projects.

1. The DepSec Report is distributed from OECM to a designated EM-11 representative identified as the coordinator between OECM and EM.
 - a) The EM-11 coordinator distributes the OECM draft DepSec Report to Headquarters and Site personnel in EM
 - b) EM-11 project liaisons coordinate comments with project personnel to validate OECM’s DepSec Report assessment or petition for change
 - c) EM-11 IPT Leads review project input from their respective project liaison team members before the DepSec coordination meeting is held
 - d) EM-11 IPT Leads and project liaisons discuss the status of the projects during the OECM coordination phone call
2. Projects remaining on the current DepSec Report after the coordination meeting with OECM are included on the Project Recovery Report

b. Prepare a draft list of Red/Yellow Projects.

1. An EM-11 representative from the Project Management Assistance and Data Management IPT is identified as the coordinator for the Project Recovery Report
2. The EM-11 coordinator updates a draft of the Project Recovery Report with projects on the DepSec Report
3. A draft of the report is issued to EM-11 IPT Leads and project liaisons from the Construction Line Item Projects and Capital Asset Project Execution teams for input on their respective projects. A draft report for comment will be issued on Tuesday if necessary

c. Revise project data.

1. Individual EM-11 project liaisons are responsible for verifying their project should be included on the report
2. Project liaisons are responsible for verifying that project information is correctly identified:
 - a) Validate/update project, Federal Project Director, and project liaison contact information
 - b) Work with OECM as necessary to ensure correct issue is succinctly and clearly identified
 - c) Coordinate with site to ensure proper actions are included to resolve issue(s) identified by OECM

3. Project liaison to provide input to their respective EM-11 IPT Leads for quality review and approval
4. EM-11 IPT Leads provide their team input to the report coordinator by designated time (currently 4:00 PM on Wednesday)

d. Update Weekly Red/Yellow Project Recovery Report and issue for review.

1. EM-11 coordinator incorporates all comments from project liaisons
2. EM-11 report sponsor (IPT Lead for EM-11 Project Management Assistance and Data Management Integrated Project Team) reviews and discusses comments with the other EM-11 IPT Leads and project liaisons
3. Changes/comments as a result of the EM-11 sponsor reviews are provided to EM-11 coordinator for update
4. EM-11 coordinator incorporates changes and ensures a final formatting/technical review is performed
5. EM-11 coordinator incorporates formatting/technical review comments

e. Issuance of report.

1. EM-11 coordinator prepares an Adobe Acrobat (PDF) version of the report
2. EM-11 coordinator provides report to EM-11 sponsor for approval and issuance to EM-11 Office Director
3. EM-11 Office Director issues report to EM Management on Friday

Approved By: Lowell Ely

Signature: _____



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

Date: _____

5/25/10