

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

Title: Office of Environmental Management Standard Operating Procedure, SOP 014 Rev 0
June 1, 2010: Environmental Management and Office of Engineering and Construction
Management (OECM) Coordination Meeting

EM ORG: EM-11 SOP #: 014

Revision #: 0

Effective Date: 6/01/10

1. **POLICY:** This EM SOP documents the policies and procedures for the monthly meeting between the Office of Project Assistance and Assurance (EM-11) and the Office of Engineering and Construction Management (OECM) to discuss the draft report to the Deputy Secretary. This SOP details the process for coordinating the meeting, preparing responses, and tracking actions from these meetings.
2. **OBJECTIVES:** The purpose of this procedure is to establish the steps EM-11 takes to provide feedback to OECM on their monthly report to the Deputy Secretary.
3. **CANCELLATIONS:** This SOP does not cancel any previous SOPs.
4. **APPLICABILITY:** The provisions of this procedure will apply to all EM-11 Capital Asset Projects.
5. **CONTACT:**
 - a. Lowell Ely, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
6. **DEFINITIONS:**
 - a. Baseline Change Proposal (BCP): A formal proposal to change an element (scope, cost, or schedule end date) of an approved Performance Baseline, as defined in DOE Order 413.3A.
 - b. Cost Performance Index (CPI): Cost Performance Index is determined by dividing Budgeted Cost of Work Planned (BCWP) by Actual Cost of Work Planned (ACWP) ($CPI=BCWP/ACWP$). CPI is the ratio of budgeted costs to actual costs for progress reported for a given period. A quotient of less than 1.0 indicates that performance is worse than planned. A quotient of greater than 1.0 indicates performance better than planned.
 - c. Earned Value Management System (EVMS): EVMS is an integrated set of policies, procedures, and practices to support program and project management as a decision enhancing tool and a critical component of risk management.
 - d. Federal Project Director (FPD): The FPD is the DOE employee assigned the responsibility and accountability for all project management activities

including oversight of the project, and is the single point of contact between the government staff and the contractor staff on all matters relating to the project and its execution, including preparing and presenting requests for change control actions above his/her authority.

- e. Office of Engineering and Construction Management (OECM): The office responsible for establishing Project Management and Real Property Management policy, guidance, and oversight. Other responsibilities include assessing project performance, developing and monitoring corporate performance measures for real property asset management, conducting External Independent Reviews (EIR), reviewing and certifying contractor's EVMS, and managing the Department's Project Assessment and Reporting System (PARS).
- f. Office of Project Assistance & Assurance (EM-11): The office responsible for reporting the status of EM Capital Asset Projects. EM-11 Project Liaisons assess each Capital Asset Project monthly and meet with OECM to discuss the assessment of each project.
- g. Schedule Performance Index (SPI): Schedule Performance Index is calculated by dividing the BCWP by the Budgeted Cost of Work Scheduled (BCWS) ($SPI=BCWP/BCWS$). Schedule Performance Index is the ratio of the physical work performed to the baseline schedule for a given period. A quotient of less than 1.0 indicates that performance is worse than planned. A quotient of greater than 1.0 indicates performance better than planned.

7. PROCEDURES:

- a. OECM drafts the Deputy Secretary of Energy (DepSec) Report for Red/Yellow projects during the first two business weeks of the month. OECM analysts assess EM projects as Red, Yellow, or Green based on EVMS (CPI and SPI) thresholds, outstanding BCPs, or other project issues that determine project performance.
- b. The Draft DepSec Report for Red/Yellow projects is sent to EM-11 by OECM.
- c. EM-11 sends the Draft DepSec Report to FPDs for comment and requests written responses no later than the day of the EM/OECM Coordination Meeting.
- d. An assessment spreadsheet is updated by EM-11 comparing the OECM assessment of projects with EM-11 Project Liaisons' assessment. (This assessment includes project names and descriptions, the assessments, "Get to Green" forecast date and any outstanding actions associated with the project).
- e. Monthly OECM/EM-11 Assessment Meetings are scheduled and conducted via teleconference to allow EM-11 Project Liaisons to validate the OECM assessment or petition for change based on responses from site personnel or EM-11's own assessment. OECM can also request additional information from EM-11.
- f. At the conclusion of the meeting, actions will be assigned as required to satisfy issues raised during the discussion. The EM-11 EM/OECM Meeting

Coordinator will distribute and track these actions to completion after the meeting.

- g. The EM-11 EM/OECM Meeting Coordinator will consolidate written responses to the Draft DepSec Report and send it to OECM the day following the meeting.

8. ROLES & RESPONSIBILITIES:

- a. EM-11 Project Liaisons
 - i. Respond to OECM assessment of his or her projects
 - ii. Communicate assessment of his or her project during the EM / OECM Coordination Meeting
 - iii. Respond to actions requested during the meeting as required
- b. EM-11 EM / OECM Meeting Coordinator
 - i. Updates EM-11 Assessment Comparison spreadsheet and distributes it prior to the meeting
 - ii. Facilitates the discussion of projects during the meeting
 - iii. Tracks actions and distributes action tracking e-mails to all participants after the meeting
 - iv. Coordinates EM's response from sites and headquarters personnel and sends to OECM analysts for incorporation into the Draft DepSec Report

Approved By: Lowell Ely

Signature: 

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

Date: 5/25/10