

**U.S. Department of Energy
Office of Project Assistance and Assurance (EM-11)
Standard Operating Procedure (SOP)**

Title: EM-11 Office of Environmental Management Standard Operating Procedure, Monthly Project Input into PARS II and OEEM, EM-11 and FPD Coordination of Project Analysis

EM ORG: EM-11 SOP #: 018

Revision #: 0

Effective Date: 1/14/11

- 1) **POLICY:** This Environmental Management (EM) procedure provides the process for the Office of Project Assistance and Assurance (EM-11) to input Headquarters (HQ) project data and coordination data with the Office of Engineering and Construction Management (OEEM) and the Federal Project Directors (FPD) into the Project Assessment and Reporting System (PARS) II.
- 2) **OBJECTIVES:** The purpose of this procedure is to establish EM-11's roles and responsibilities and process for working with OEEM and the FPDs to ensure the monthly project inputs into PARS II are reflective of the actual project status.
- 3) **CANCELLATIONS:** This Standard Operating Procedure (SOP) cancels SOP 14, Rev 0, June 1, 2010, Environmental Management and Office of Engineering and Construction Management (OEEM) Coordination Meeting.
- 4) **APPLICABILITY:** The provisions of this procedure will apply to all EM-11 Capital Asset Projects.
- 5) **REFERENCES:**
 - a) Department of Energy Order 413.3B, Program and Project Management for the Acquisition of Capital Assets, dated November 29, 2010.
 - b) SOP 011, Office of Environmental Management Standard Operating Procedure, Rev 0 June 1, 2010: Environmental Management Recovery/Get to Green Status Report
- 6) **CONTACT:** Lowell Ely, Director, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
- 7) **ABBREVIATIONS AND ACRONYMS:**
 - a. Acquisition Executive – AE
 - b. Critical Decision – CD
 - c. Environmental Management – EM
 - d. Assistant Secretary for Environmental Management - EM-1
 - e. Office of Project Assistance and Assurance - EM-11
 - f. Federal Project Director – FPD
 - g. Headquarters – HQ
 - h. Integrated Planning, Accountability and Budgeting System - IPABS

- i. Integrated Project Teams (Construction Line Item Projects, and Other than Line Item Projects) - IPTs
- j. Key Performance Parameter – KPP
- k. Office of Engineering and Construction Management – OEMC
- l. Project Assessment Reporting System II – PARS II
- m. Project Liaisons - PLs
- n. Point of Contact – POC
- o. Project Execution Plan – PEP
- p. Quality Assurance – QA
- q. Standard Operating Procedure – SOP

8) **ROLES AND RESPONSIBILITIES:**

- a) Federal Project Director (FPD):
 - i) Input Monthly project assessment into PARS II by the third working day of the month. (NOTE: there is a lag only in EVM data of 1 month and 3 days, but for significant schedule events, milestones, KPPs, etc., the FPD will have more up-to-date status for their assessment)
 - ii) For projects reported as “RED” or “YELLOW” by OEMC or EM-11, FPD will participate in monthly OEMC, EM-11 and FPD coordination call. EM-11 will notify affected FPDs of the time and day of the call.
 - iii) Work with EM-11 and OEMC to resolve any open issues.
- b) Director, Office of Project Assistance and Assurance:
 - i) Approve EM-11 input into PARS II.
 - ii) Chair EM-11, OEMC and FPD Coordination call.
 - iii) Notify EM Senior Management of unsolved project issues with OEMC.
- c) EM-11 Construction Line Item Project Team or Other Than Line Item Capital Asset Integrated Project Team:
 - i) Prepare draft EM-11 monthly PARS II assessment by the fourth working day of the month. These teams are responsible for the comprehensiveness and accurateness of the assessment.
 - ii) Coordinate PARS II input with OEMC and FPD to ensure monthly assessment is reflective of actual project status.
 - iii) Participate in EM-11 monthly meeting on the fifth working day of the month with the Office Director to review
 - iv) Finalize PARS II assessment based on EM-11 Director comments by the sixth working day of the month.
 - v) Prepare response to OEMC assessment and coordinate with FPD in preparation for EM/OEMC/FPD conference call.
 - vi) For projects reported as “red” or “yellow” by OEMC or EM-11, IPT Lead and/or Project Liaison will participate in monthly OEMC, EM-11 and FPD coordination call.
 - vii) Work with OEMC and the FPDs to resolve any open items.

- d) EM-11 Project Management Assistance and Data Management (PADM) Integrated Project Team:
 - i) Provide guidance and templates to the IPT Leads and Project Liaisons for the EM-11 monthly PARS II assessments.
 - ii) Consolidate IPT inputs for EM-11 Director review.
 - iii) Coordinate the EM-11 monthly PARS II assessment meeting with the EM-11 Director on the fifth working day of the month.
 - iv) Input the EM-11 monthly assessments into PARS II by the sixth working day of the month.
 - v) Provide guidance and templates to the IPT Leads and Project Liaisons for the response to the OECM assessment of Red/Yellow projects in preparation for the EM/OECM/FPD conference call.
 - vi) Consolidate EM response to OECM assessment of Red/Yellow projects.
 - vii) Develop agenda and coordinate EM/OECM/FPD conference call

9) PROCEDURES:

(Note: It is imperative that the PARS II input is of high quality. Appendix A outlines the quality assurance process for EM-11 Assessment Input into PARS II.)

- a) FPDs provide monthly assessment into PARS II.
- b) PADM provides guidance and templates with most recent assessments provided by OECM and the FPD for the IPTs to prepare the monthly EM PARS II assessment inputs.
- c) EM-11 Integrated Project Teams (IPTs) develop draft monthly assessment and provide to PADM for consolidation. The following information should be considered in the IPT analysis.
 - i) PARS II project performance and schedule data and trend analysis.
 - ii) FPD monthly project performance analysis in PARS II and IPABS
 - iii) Input resulting from coordination efforts with the FPD and OECM.
 - iv) Data from Quarterly Projects, weekly EM-11 “Red” & “Yellow” Conference Calls and Get-to-Green Reports.
 - v) Previous OECM project assessments.
 - vi) Safety Metrics.
 - vii) Project Reviews, including, Peer Reviews, technology reviews, design reviews, performance baselines reviews, construction ready reviews and other Headquarter or site reviews.
- d) PADM sets up a meeting with IPTs and EM-11 Director to review draft IPT input into PARS II
- e) PADM consolidates monthly project inputs from the IPTs for EM-11 Director review.
- f) EM-11 Director meets with IPTs to review draft PARS II input.
- g) IPTs make all changes based on the EM-11 Director comments and return to PADM.
- h) PADM inputs monthly assessment into PARS II by the sixth working day of the month.
- i) OECM enters monthly assessment into PARS II by the ninth working day of the month.
- j) PADM schedules OECM/EM/FPD Coordination Call between the eleventh and thirteenth working day of the month if possible
- k) IPTs ensure FPD or alternative is available for the call
- l) PADM develops agenda for call.

- m) PADM prepares guidance and template for the IPTs to prepare response to the OEEM assessment.
- n) IPTs prepare responses to the OEEM assessment and coordinates with the FPDs as needed.
- o) PADM consolidates the EM responses to the OEEM assessment.
- p) EM-11 Director chairs OEEM/EM/FPD call with IPTs prepared to address each project.
- q) IPTs work with OEEM, EM-11 Director, FPD and EM Senior Management as necessary to resolve issues.
- r) OEEM publishes monthly report.

10) Appendix

- a) Interim QA Process for EM-11 Assessment Input into PARS II
- b) Timeline - Flow Process for Issuance of OEEM and EM-11 Monthly Project Performance Reports
- c) EM Process Steps for PARS Inputs and EM/OEEM/FPD Coordination

Approved By: Lowell Ely

Signature: 

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

Date: 2/1/11

Appendix A
Office of Project Assistance and Assurance (EM-11)
Interim QA Process for EM-11 Assessment Input into PARS II

Effective Date: January 1, 2011

Objectives: The purpose of this interim procedural guidance is to ensure the quality and consistency of the Office of Environmental Management (EM-11) assessment into PARS II. The EM assessment shall be entered into PARS II by the 6th working day of the month. This Quality Assurance check must be completed on or before the 6th working day of the month.

Applicability: This procedural guidance will be effective immediately.

Pre-Requisite Documents: The following reports should be available when performing Quality Assurance on EM-11 assessment input into PARS II:

- The final spread sheet with EM-11 narrative assessment for all projects. This spread sheet is reviewed and revised by the IPT leads and EM-11 Office Director during a joint monthly meeting.
- Red and Yellow project report with Get-to-Green forecast date.
- PARS II generated parameters check list. (It is not available yet and has been requested from OECM). This will eliminate the need to pull individual projects from PARS II for Quality Assurance. Once PARS II generated parameter check list is available this interim procedure will be revised.

Steps for Quality Assurance:

- In PARS II select the project requiring Quality Assurance checks.
- On the PARS II screen select Oversight and Assessment tab.
- Click on Monthly status, after a few seconds the project screen will show up.
- Confirm that the correct project is displayed on the screen. Confirm the name of the project at the top of the screen. Please note that on this screen in PARS II (see Figure 1) DOE Project number is not displayed.
- The default display is for FPD assessment page (Figure 1)
- Select Program Monthly Status Type from drop down, (see Figure 2). Note that Program Monthly Status is referring to EM Monthly Status. Input into this screen is made by Project Management Assistance and Data Management (PMADM) IPT.

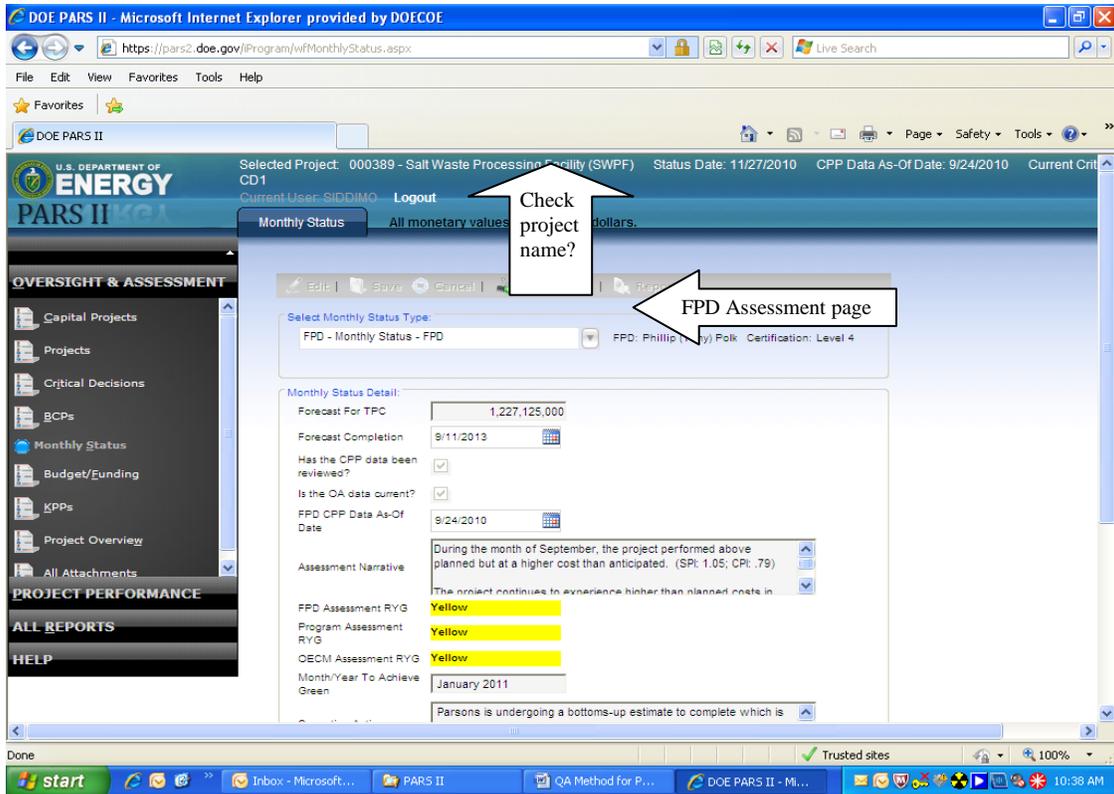


Figure 1

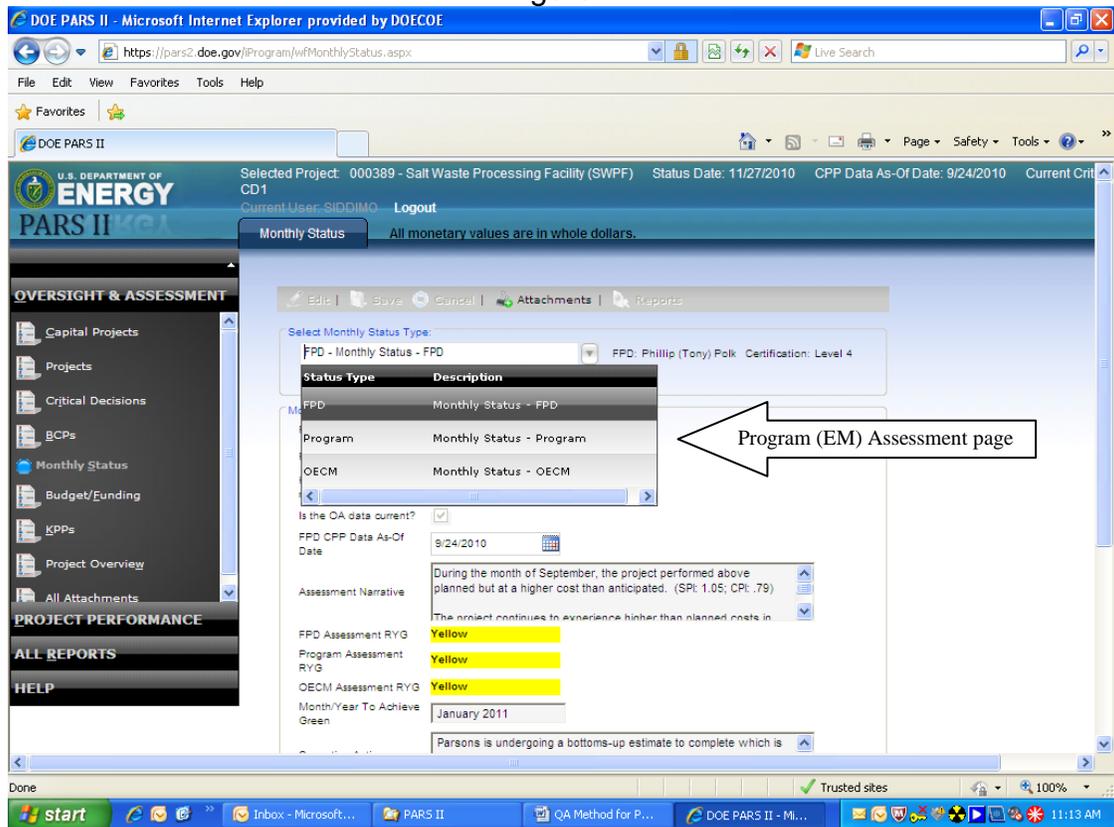


Figure 2

- For Non-narrative checks see Figure 3 and follow the steps below:
 1. Program Assessment RYG, must match the Get to Green report (see Pre-Requisites Documents above).
 2. FPD and OECM RYG Assessments are for reference only and EM cannot edit those fields.
 3. Month/Year to Achieve Green must match the Get to Green report (see Pre-Requisites Documents above). For Green projects populate this field with “NA”. It is a text field.

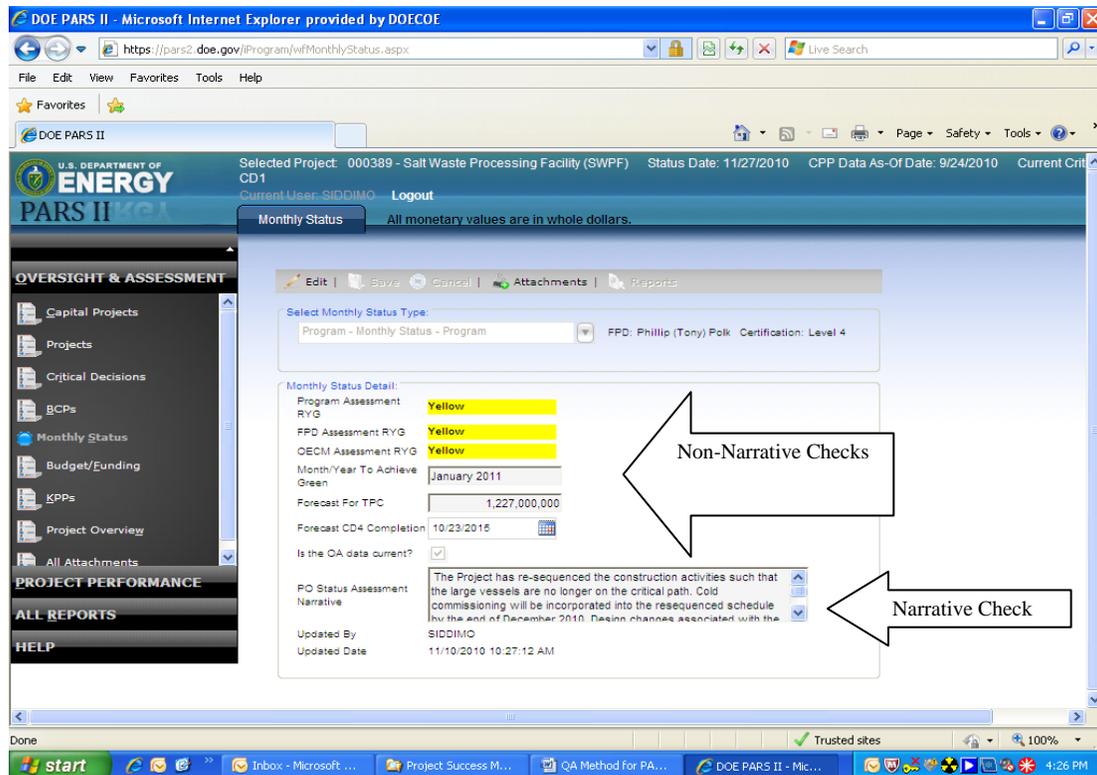


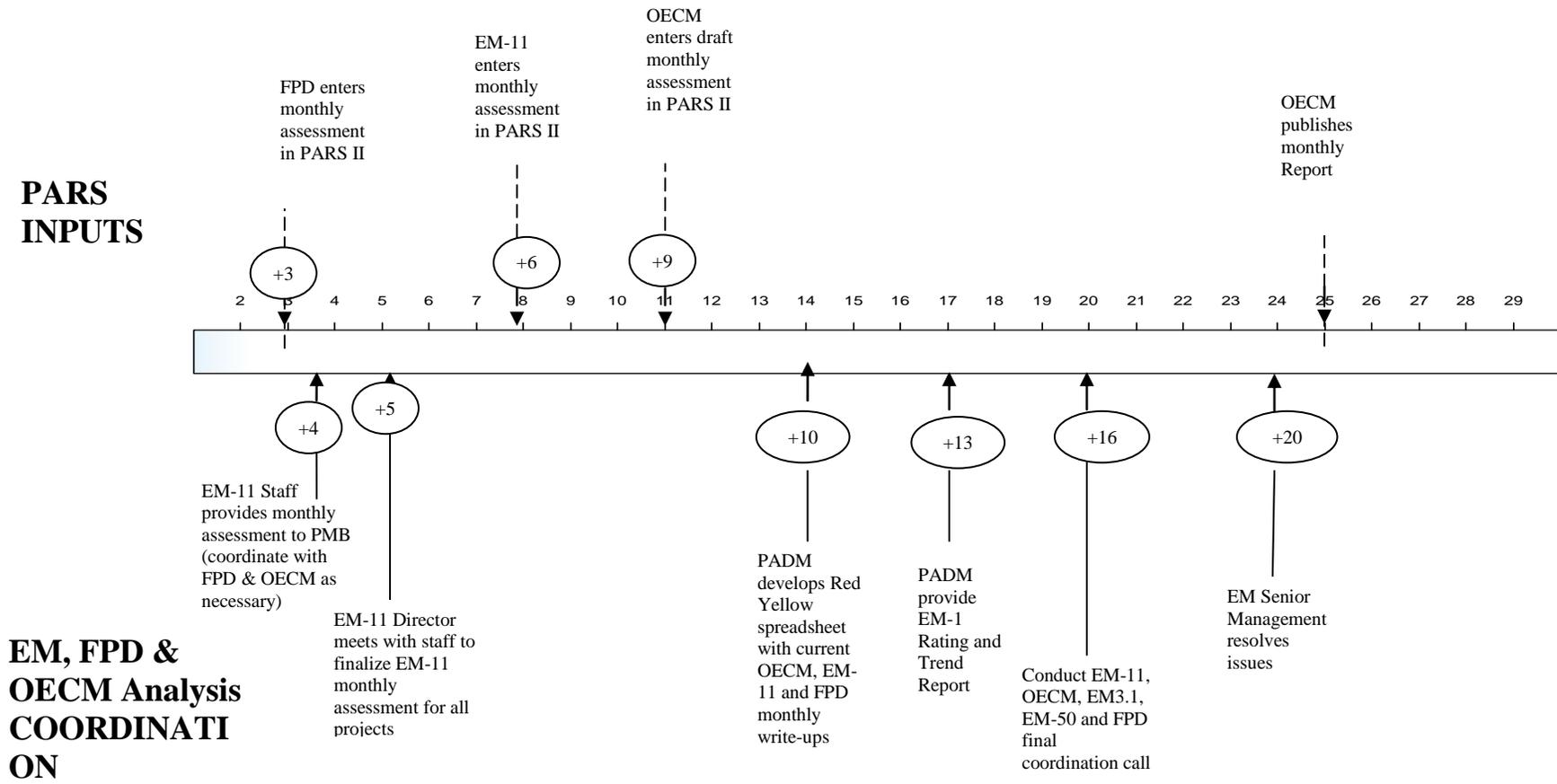
Figure 3

4. Forecast for TPC must match the EAC with FPD PARS II EAC input. Note that EAC may be equal to Total Project Cost (TPC) but it reflects the estimate of cost at project completion by FPD. Forecast CD4 Completion date should match the date with FPD input into PARS II (see figure 1). Once the data is entered the field “Is the OA Data Current” should be checked.
- For EM Narrative checks (PARS II Term: PO Status Narrative, Figure 3) review the narrative against the final spread sheet with EM narrative for all projects (see Pre-Requisites Documents above). For making this review, ensure you verify entire document. Verify specific numbers provided in the text narrative.

Reporting:

- Notify PADM IPT Lead of any incorrect data elements with proposed action for correction.
- Notify PADM IPT Lead by e-mail when QA corrections are completed.

Appendix B Timeline - Flow Process for Issuance of OEMCM and EM-11 Monthly Project Performance Reports



○ Number of Working Days

SOP #: 0018 – APPENDIX C
Monthly Project Input into PARS II and OEMC, EM-11 and FPD Coordination of Project Analysis

