Integrated **P**lanning, **A**ccountability, and **B**udgeting **S**ystem

Guidance Documents

June 2011

Contents

1. Cost Module

1.0 Introduction

The Cost Module is a tool designed to improve the lifecycle cost collection, estimation, documentation, and overall cost management of EM's Clean-Up Projects. Within the Cost Module, sites create change requests proposing cost and schedule changes. EM Headquarters users review all submitted change requests to determine if the proposed changes will have significant regulatory, technical, budgetary and/or other impacts to the project. EM Headquarters users then approve or disapprove the proposed changes. This submission/review process helps ensure that all EM costs remain under configuration control and in accordance with the Environmental Management Acquisition Advisory Board (EMAAB). The Cost Module is a component of the IPABS-IS system, which collects, stores, and reports a variety of information related to EM budgeting, planning, and budget execution.

This guidance document describes all functionality associated with the Cost Module, including viewing summary-level and detailed cost information, viewing and changing escalation rate data, viewing and editing Change Requests, and moving Change Requests through the workflow process to final Approval or Disapproval.

This guidance document serves only as a "user manual" to assist EM staff in operating the system. It does not address substantive issues related to the life cycle cost configuration control process, such as data quality review procedures, the circumstances under which the creation of a cost change request is required, methods for calculating or determining the appropriate planned cost values, guidelines for assigning users particular access rights, etc.

For further assistance with the Cost Module, please contact the IPABS-IS Help Desk at 703-574-6767 or at IPABSSupport@tritonfsi.com.

1.1 Navigation and Screens

The first steps to Cost Module use are accessing the system and using the navigation tree to identify information about a desired entity (Office, Site, PBS, Sub-Project, or Line Item). This section describes both functions.

1.1.1 Accessing the Cost Module

Step 1: Access the IPABS-IS homepage at https://ipabs-is.em.doe.gov

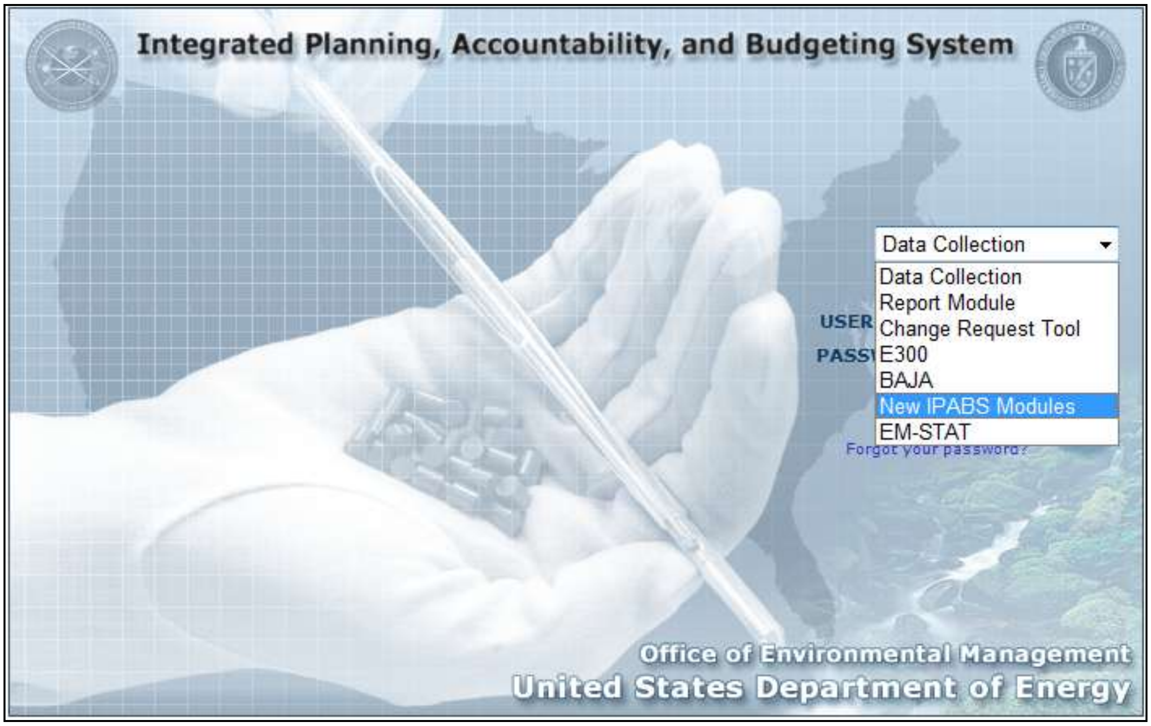


Figure 1: IPABS Home Page

Step 2: Select “New IPABS Modules” from the drop-down menu

Step 3: Enter your login name and password

Step 4: Click “Go.” The system will open the New IPABS Modules Home Page.

1.1.2 Accessing the Cost Module from the New IPABS Modules Home Page

From the New IPABS Modules Home Page, the Cost Module can be accessed by selecting “Cost” from the drop-down menu located in the upper left-hand corner of the page (see Figure 2 below).

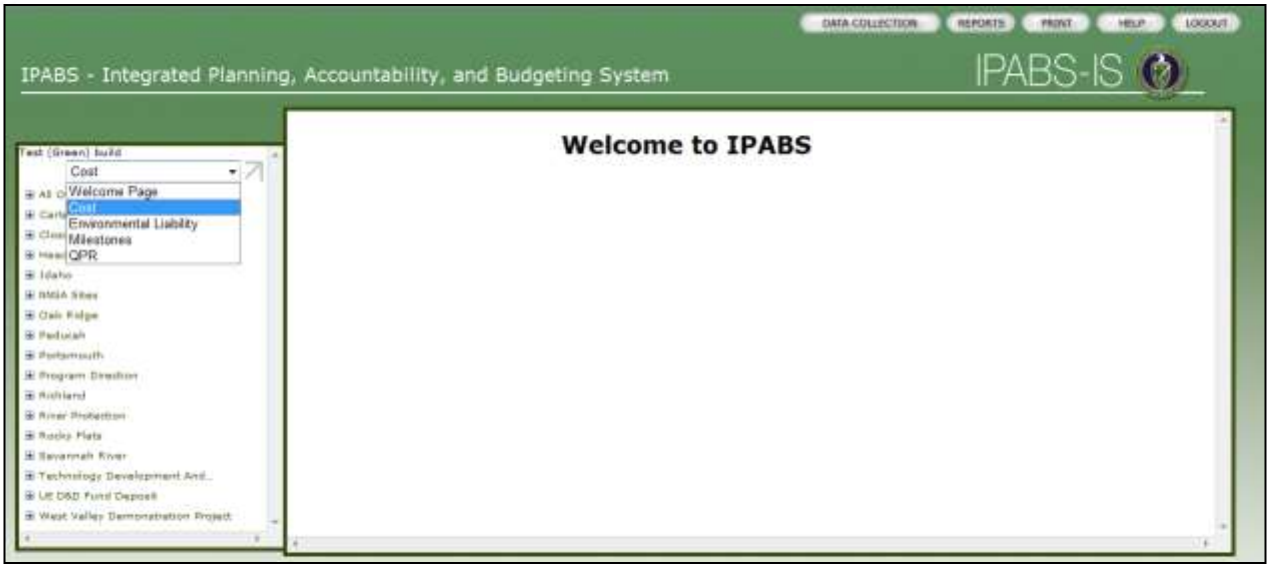


Figure 2: New IPABS Modules Home Page

At the top of the screen, there are Data Collection, Reports, Print, Help and Logout buttons to assist the user with navigation of the application (see detailed image below):

Figure 3: General application buttons

Data Collection – Provides a link back to the IPABS-IS Data Collection main page so the user may access other areas of IPABS-IS.

Reports – Provides a link to the IPABS-IS Report Module.

Print – Provides a print screen of the information currently displayed in the Data Window.

Help –Displays general help documentation about the Milestone, EM EL, and Cost Modules.

Logout – Logs the user out of the New IPABS Modules application and provides a redirect to the main IPABS-IS login page.

1.1.3 Entity Levels and the Lowest Level of Cost

Depending on whether or not an entity in the navigation tree is the Lowest Level of Cost (LLC), the Cost Module will display certain information about the entity. For details, see below:

1) **Office** – The Office is the highest entity level. Offices' costs are the sum of the costs of the Sites under the Office. As such, Offices are never the Lowest Level of Cost (LLC).
2) **Site** – Each Office is made up of one or more Sites. Sites' costs are the sum of the costs of the Projects underneath the Site. As such, Sites are never the Lowest Level of Cost (LLC).

3) **Project** – Each Site is made up of one or more Projects. If a Project has a line item or sub-project then its costs are the sum of the Line Items and Sub-Projects underneath it. In this case, the Project would *not* be the Lowest Level of Cost. However, many Projects do not have Line Items or Sub-Projects and, are thus, the Lowest Level of Cost (LLC).

    - **Long-Term Stewardship (LTS)** – LTS entities exist at the same entity level as Projects. Most sites have one Long-Term Stewardship entity underneath it. LTS entities represent the costs associated with securing and monitoring a site after clean-up has been completed. These activities will not be executed by DOE-EM, however DOE-EM is nonetheless responsible for providing cost estimates for the activities, given DOE-EM's special knowledge of site cleanup end states. Like Projects, LTS entities exist immediately underneath Sites. However, LTS entities never have sub-projects or line items, so, where present, they are always the lowest level of cost.

4) **Line Items/Sub-Projects** – Some Projects are made up of two or more Sub-Projects and/or Line Items. There is no entity smaller than the Sub-Project or Line Item. As such, a Sub-Project or Line Item, where present, always represents the Lowest Level of Cost (LLC).

For a visual mock-up of this information, see Figure 3:

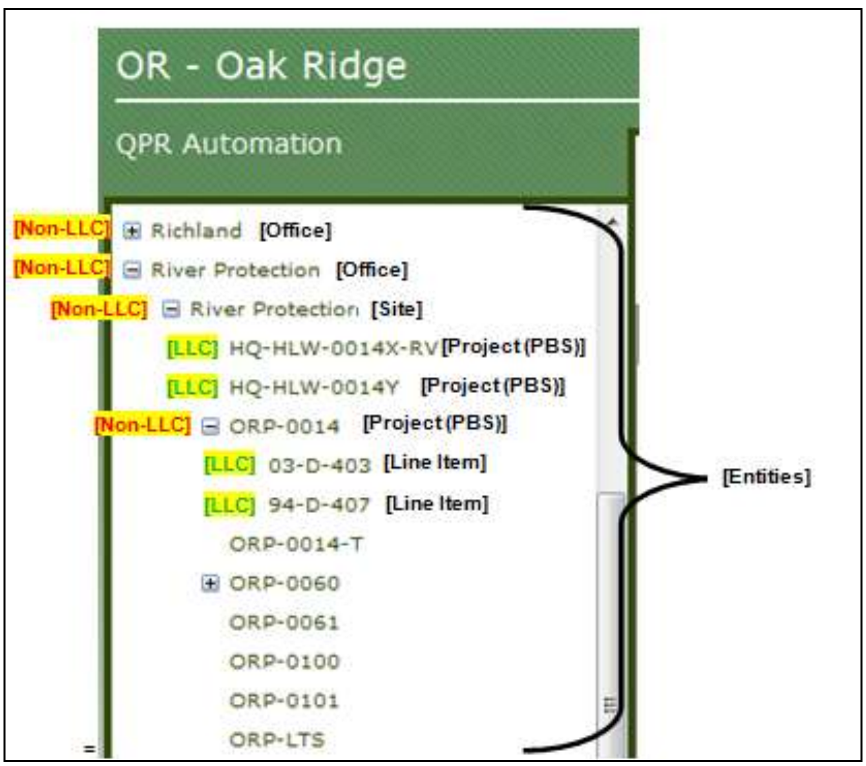


Figure 3: Annotated navigation tree demonstrating entity levels and LLC statuses

1.2 Viewing Cost Summary Information

The Cost Summary Screen displays high level cost data for Offices, Sites, Projects, Line Items, and Sub-Projects. When a user selects an entity from the Navigation tree, the Cost Summary screen will display one of two screens, depending on the user's selection.

a) If the user selects an entity that is not the lowest level of cost (non-LLC), the system will display the Cost Summary screen with lifecycle cost data for the selected entity.

b) If the user selects an entity at the lowest level of cost, the system will display the Cost Summary screen with lifecycle cost data, project start and end data, NTB start and end data, and Critical Decision status for the selected entity.

1.2.1 Cost Summary Screen- Entities Not at the Lowest Level of Cost

At an entity level that is not the lowest level of cost, the Cost Summary Screen displays lifecycle cost in four different data types. It also displays breakdowns of those lifecycle costs into Prior Cost, NTB, and OPER sections, as shown in Figure 4.

Figure 4: Cost Summary Screen at an entity that is not the lowest level of cost

Data Rows Cost Summary Screen - Non-LLC

EM AE Approved LCC – The EM AE Approved LCC represents the cost profile as established in the most recent approved AE CR. Approvals of Site or HQ-Other CRs do not change the AE Approved LCC. The AE Approved LCC exists for reference purposes only and is not the official EM LCC, because it does not represent the relatively small approved changes that occurred subsequent to AE approval of a project baseline.

EM Current Approved Cost – Displays total cost information for the EM projects, sub-projects, and line items associated with the selected entity, based on the most recent CR of any type (AE, HQ-Other, or Site). This row displays a combination of actuals and approved costs.

- *Prior Cost column* – Displays Total Prior Cost actuals.

- *NTB column* – Displays total NTB approved costs at 50% (low) and 80% (high) confidence levels.
- *OPER column* – Displays total OPER approved costs at 50% (low) and 80% (high) confidence levels.
- *Total column* – Displays the sum of the three previous columns at 50% (low) and 80% (high) confidence levels.

EM Pending Change Requests Submitted to HQ – The contents of this row depend on whether or not there is a pending change request:

- When no pending change requests are associated with the Project, Subproject, or Line-Items underneath the selected entity, the EM Pending Change Requests Submitted to HQ row will display the approved cost profile.
- When one or more pending change requests are associated with Projects, Subprojects, and/or Line-Items underneath the selected entity, the EM Pending Change Requests Submitted to HQ row will display cost information for the selected entity (at 50% [low] and 80% [high] confidence levels) as proposed in the pending Change Request (the system only allows one Change Request to be created at a time for any given Project, Subproject, or Line Item).
  - **Note:** The EM Pending Change Requests Submitted to HQ row displays the entire proposed cost profile for the entity, NOT the difference between the approved and proposed cost profiles.

Approved LTS LCC – Displays the Lifecycle Cost information for all LTS entities based on the most recent CR of the AE type.

Current Approved LTS Cost – Displays total cost information for all LTS entities underneath the selected entity based on the most recent CR of any type. Like the EM Current Approved Cost row, this row displays a combination of actual and proposed costs:

- *Prior Cost column* – Displays Total Prior Cost actuals.
- *OPER column* – Displays total OPER approved costs at 50% (low) and 80% (high) confidence levels.
- *Total column* – Displays the sum of the two previous columns at 50% (low) and 80% (high) confidence levels.

Pending LTS Change Requests Submitted to HQ – The contents of this row depend on whether or not there is a pending change request:

- When a selected entity has no LTS-related pending change requests associated with entities underneath it, the Pending LTS Change Requests Submitted to HQ row for that entity will show the approved cost profile. \
- When the selected entity has one or more LTS-related pending change requests associated with entities underneath it, the Pending LTS Change Requests Submitted to HQ row will display cost information (at 50% [low] and 80% [high] confidence levels) for

all LTS entities at or underneath the selected entity as proposed in the pending Change Request (the system only allows one Change Request to be created at a time for any given Project, Subproject, or Line Item).

- **Note:** The Pending LTS Change Requests Submitted to HQ row displays the entire proposed cost profile, NOT the difference between the approved and proposed cost profiles.

1.2.2 Cost Summary Screen- Entities at the Lowest Level of Cost

When viewing entities that are at the Lowest Level of Cost, the Cost Module displays all the above lifecycle cost information as well as the following additional information about the project's schedule (Figure 5). All of this information is determined based on the contents of the most recent approved change request.

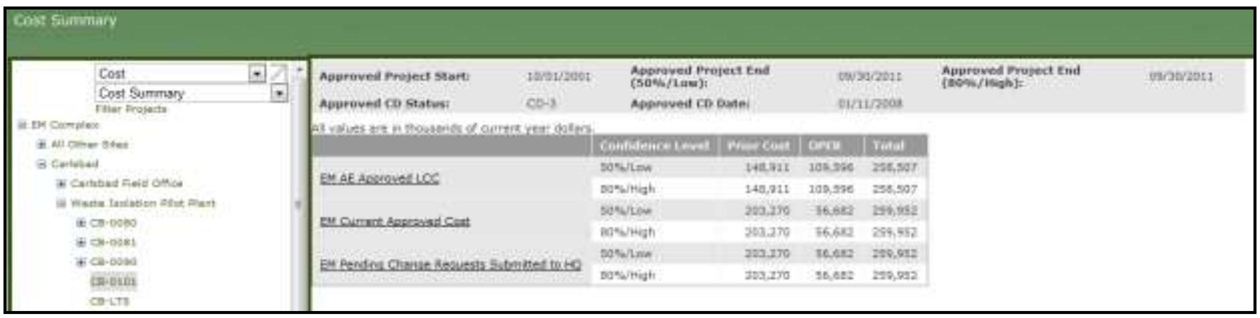


Figure 5: Cost Summary Screen at the Lowest Level of Cost

Additional Data Rows in the Cost Summary Screen - LLC

Approved Project Start – Baselined start of the project

Approved Project End (50%/Low) – End date at 50% (Low) Confidence Level

Approved Project End (80%/High) – End date at 80% (High) Confidence Level

Approved NTB Start – Beginning of the NTB Period

Approved NTB End – End of the NTB Period

Approved CD Status – Project's current Critical Decision status

Approved CD Date – Date on which current Critical Decision status was established

1.3 Viewing Current Approved Cost Data

The Current Approved Cost Detail Screen displays project costs at a significantly greater level of detail than the Cost Summary screen. The data displayed depends on whether or not the user is viewing at the Lowest Level of Cost. To access the Current Approved Cost Detail Screen, click either the "EM Current Approved Cost" or "Current Approved LTS Cost" links.

1.3.1 Current Approved Cost Screen – Entities Not at the Lowest Level of Cost

At the Non-LLC level, the Current Approved Cost Detail Screen contains the following **rows** of data:

PBS/LTS – The screen contains a row for each PBS and/or LTS under the selected entity. The PBS and LTS are identified by their alphanumeric field code.

EM Total – Contains the total cost data for all EM (non-LTS) projects under the selected Office or Site.

LTS Total – Contains the total cost data for all LTS projects under the selected Office or Site.

Total – Contains the sum of the EM Total and LTS Total rows.

These rows contain entries for each of the following **columns** of data:

Site – When viewing the Current Approved Cost Detail Screen at the Office level, a column will display the name of the Site with which each PBS and LTS is associated. This column does not appear when viewing data at the Site level.

Life-Cycle Total (50%/ Low) – The Total Current Approved Cost at 50% (Low) Confidence Level for the PBS as determined in the most recent approved change request.

Unfunded Contingency – The amount of unfunded contingency as determined in the most recent approved change request.

Life-Cycle Total (80%/High) – The Total Current Approved Cost at 50% (Low) Confidence Level plus the Unfunded Contingency.

1.3.2 Current Approved Cost Screen – Entities at the Lowest Level of Cost

When viewing entities at the lowest level of cost, the Current Approved Cost Data screen displays significantly greater detail. It contains the following **rows** of data:

Fiscal Years (Project Start through Project End) – This row displays the annual costs for the entity.

Prior Cost (Total)

- For Projects, Sub-Projects, and Line Items without an NTB, this row displays the total of all annual costs from Project Start through the year before the current year.
- For projects with an NTB, this row displays the total of all annual costs from Project Start through the year before NTB Start.

NTB (Total)

- For Projects with an NTB, this row displays the total of all approved annual costs from NTB Start through NTB End.
- For projects without an NTB, this row will not appear.

OPER (Total)

- For projects without an NTB, this row displays the total of all annual costs from the current year through Project End
- For projects with an NTB, this row displays the total of all annual costs from the year after NTB End through Project End
- For projects with Project Start and Project End within the Prior Year and/or NTB, this row will not appear.

Total – The total of all annual costs.

These rows contain entries for each of the following **columns** of data:

Actuals – Costs reported indicating actual project costs from the DOE STARS system. Actuals will only appear for years prior to the Current Year.

PMB [Performance Measure Baseline] – The baseline encompassing all project work and planning. Management Reserve, Fee, Other Direct Cost, and Funded Contingency are not part of the Performance Measure Baseline.

MR (Management Reserve) – An amount of the total contract budget withheld for management control purposes by the contractor.

Fee – Money contractually allocated to contractors above and beyond the costs they themselves incur through the performance of the work described in the contract.

ODC (Other Direct Cost) – Costs associated with a project that do not fall into one of the above categories.

Funded Contingency – The portion of the project budget that is available for managing risk within the funded project baseline.

Approved 50%/Low – The Total Current Approved Cost at 50% Confidence Level for the PBS.

Unfunded Contingency – The amount of identified contingency for which funding has not been provided.

Approved 80%/High – The Total Current Approved Cost at 50% Confidence Level plus the Unfunded Contingency

1.3.3 Viewing Current Approved Cost Detail Screen Data in Constant Dollars

Users enter all cost data into IPABS, and by default all data is displayed in IPABS, in current dollars (also known as year of expenditure dollars). For example, an FY 2020 planned cost, when viewed in current dollars, reflects the buying power of a dollar as it is expected to be in FY 2020. Sites also provide escalation rates in the cost module, which indicate the percentage of cost escalation expected in each year. The IPABS Cost Module automatically converts the user-entered current cost data into constant cost data by using the user-entered escalation rates to de-escalate the costs. When viewing in constant costs, all costs are shown based on the buying power of a dollar as it stands in the current fiscal year.

Step 1: Navigate to the Current Approved Cost Detail Screen as described above.

Step 2: Click the “View in Constant” button, highlighted in Figure 6. The costs will change to constant dollars and the “View in Constant” button will change to a “View in Current” button. Click the “View in Current” button to return to the current dollars view.

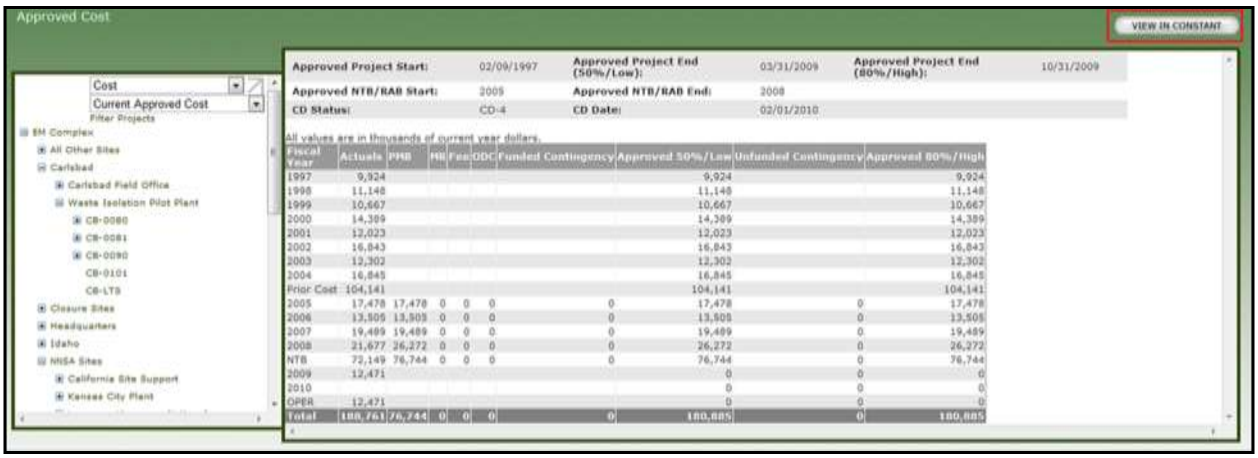


Figure 6: The "View in Constant" button on the Current Approved Cost Detail Screen

1.4 Escalation Rate Detail Screen

Escalation rates represent the expected rate of annual increase in the cost of equipment, material, labor, etc. for a given entity. Only entities at the lowest level of cost have escalation rates associated with them.

1.4.1 Accessing the Escalation Rate Detail Screen

To view or modify escalation rates for an entity, follow the directions below:

Step 1: Log into New IPABS through the IPABS homepage.

Step 2: Select “Cost” from the top drop-down menu.

Step 3: Click the plus sign to the left of an Office.

Step 4: Click the plus sign to the left of a Site under that Office.

Step 5: Click on a Project/Sub-project under the Site.

Step 6: In the secondary drop-down menu, select “Escalation Rates,” highlighted in Figure 7, below.

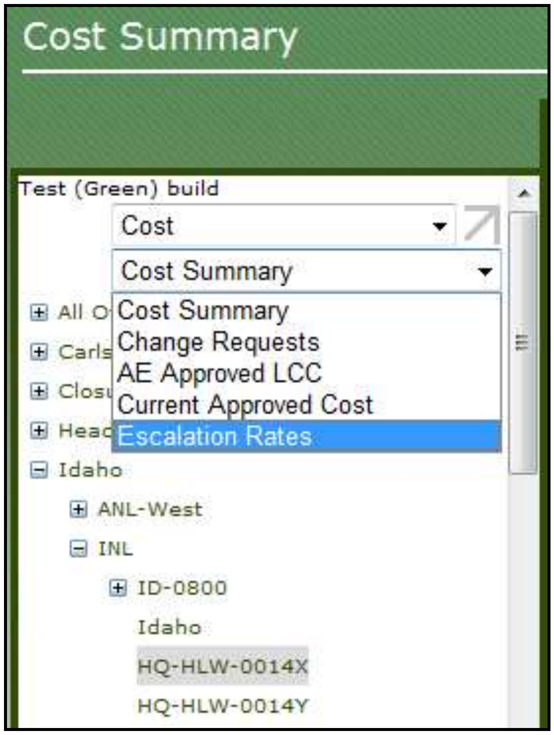


Figure 7: Selecting "Escalation Rates" from the second drop-down menu

Step 7: The Escalation Rate Detail Screen will appear for the selected Project, as shown in Figure 8.

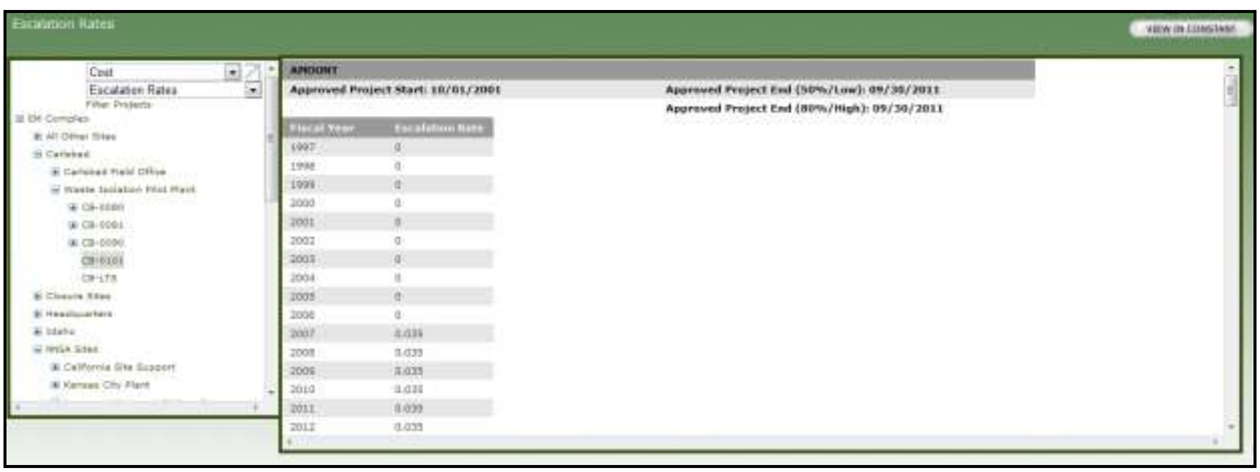


Figure 8: Escalation Rate Detail Screen

1.4.2 Data Displayed in the Escalation Rate Detail Screen

The Escalation Rate Detail Screen contains the following data:

Fiscal Year – The screen displays the fiscal years from 1997 through 2200

Escalation Rate – Each Fiscal Year in which the project has costs must have an escalation rate. *The escalation rates are entered in decimal, not percentage form*. A 2.7% escalation rate is written in the system as 0.027.

Approved Project Start – Baselined start of the Project.

Approved Project End (50%/Low) – Project End at 50% (low) CL.

Approved Project End (80%/High) – Project End at 80% (high) CL.

1.4.3 Editing Escalation Rates Data

Users with the appropriate access levels have the ability to modify the escalation rates in the system using the Escalation Rates Detail Screen. To edit Escalation Rates, follow the steps below:

Step 1: Access the escalation rate screen as described in Section 1.4.1. The escalation rates fields will be editable for all years from the Current Year through 2200.

Step 2: Modify the escalation rates by deleting the contents of a field and typing in a new value. Note: Escalation rates must be entered for all years within the Project Start and Project End 80%. The IPABS system will prevent the submission of any change request that has proposed costs in a year for which the site has not entered escalation rate data.

Step 3: Click the "Save" button to save the changes.

1.5 Viewing CR Information at the Change Request Summary Screen

The Change Request Summary Screen displays all the pending Change Requests associated with an entity. While Change Requests can only be created for entities at the lowest level of cost, the Change Request Summary Screen can be viewed at any entity level. If a non-LLC entity is selected, the Change Request Summary Screen will display the Change Requests associated with all the LLC entities underneath the selected entity (Figure 9).

To access this screen, follow the directions below:

Step 1: Log into New IPABS through the IPABS homepage.

Step 2: Select "Cost" from the top drop-down menu.

Step 3: Select an Office, Site, Project, Sub-Project, or Line Item

Step 4: Select "Change Requests" from the secondary drop-down menu

Step 5: The Change Requests summary screen will be displayed, as shown in Figure 9. Note that the filter drop-down menu in the top right corner is set to "Opened" by default. This indicates that the CR Summary Screen is only displaying CRs with "Open" workflow statuses, meaning any CR that is not Approved or Disapproved.

Figure 9: The CR Summary Screen with filter drop-down highlighted.

Step 6: To view Closed CRs (CRs with Approved or Disapproved status), click the “Filter” drop-down menu in the top right corner (highlighted in Figure 9) and select “Closed.” The CR Summary Screen will refresh and only display CRs with Closed Workflow Statuses.

The CR Summary screen contains the following information for every CR associated with the selected entity:

CR ID – When a user creates a new Change Request, the system automatically generates an eight digit, unique Change Request Identification Number (CR ID). The first four digits will always equal the fiscal year in which the CR was created. The value of the second four digits is determined as follows: The first CR created in a given Fiscal year is given the value 0001. Each subsequent CR has a CR ID one unit higher than the CR that was created before it.

PBS Field Code – The alphanumeric code for the PBS with which the CR is associated.

Total Approved Cost at (50%/Low) – The project’s lifecycle cost at 50% confidence level.

Total Proposed LCC at (50%/Low) – The project’s lifecycle cost at 50% confidence level as proposed in the Change Request.

Total Approved Cost at (80%/High) – The project’s lifecycle cost at an 80% confidence level.

Total Proposed LCC at (80%/High) – The project’s lifecycle cost at an 80% confidence level as proposed in the Change Request.

Status – The status of the Change Request in the workflow. Possible statuses include:

- Working
- Ready for Admin Review
- HQ Acceptance Review
- HQ Formal Review
- Approved
- Disapproved
- Rework

Created Date – The (automatically generated) date on which the CR was created.

Modified Date – The (automatically generated) date on which the CR was last modified in any way.

Submitted Date – The (automatically generated) date on which the CR was set to HQ Acceptance Review status.

Type – CRs exist in three types: Site, HQ Other, and Acquisition Executive (AE) CRs. CRs that do not require approval by the Environmental Management Acquisition Advisory Board (EMAAB) should be created as the "Site" or "HQ Other" type. All other CRs should be created as the "AE" type.

Printed (True/False) – Until a user has selected a CR and clicked "Print Package," the CR will display as "False" in the "Printed (True/False)" column. Once the user has selected the CR and clicked "Print Package," the value changes to "True."

1.6 Change Request Details Screen

1.6.1 Viewing CR Information on the Change Request Details Screen

While the CR Summary Screen contains information about every pending CR associated with a given entity, the CR Details Screen provides information about individual CRs. The CR Details Screen contains current and proposed schedule and cost information, narratives concerning the proposed change, contact information for the individual submitting the change request, and buttons to access additional screens of CR information for the project associated with the Change Request.

To access the screen, follow the steps below:

Step 1: Log in to New IPABS through the IPABS homepage.

Step 2: Select "Cost" from the top drop-down menu.

Step 3: Click on an Office, Site, Project, Sub-Project, or Line Item.

Step 4: Select "Change Requests" from the secondary drop-down menu.

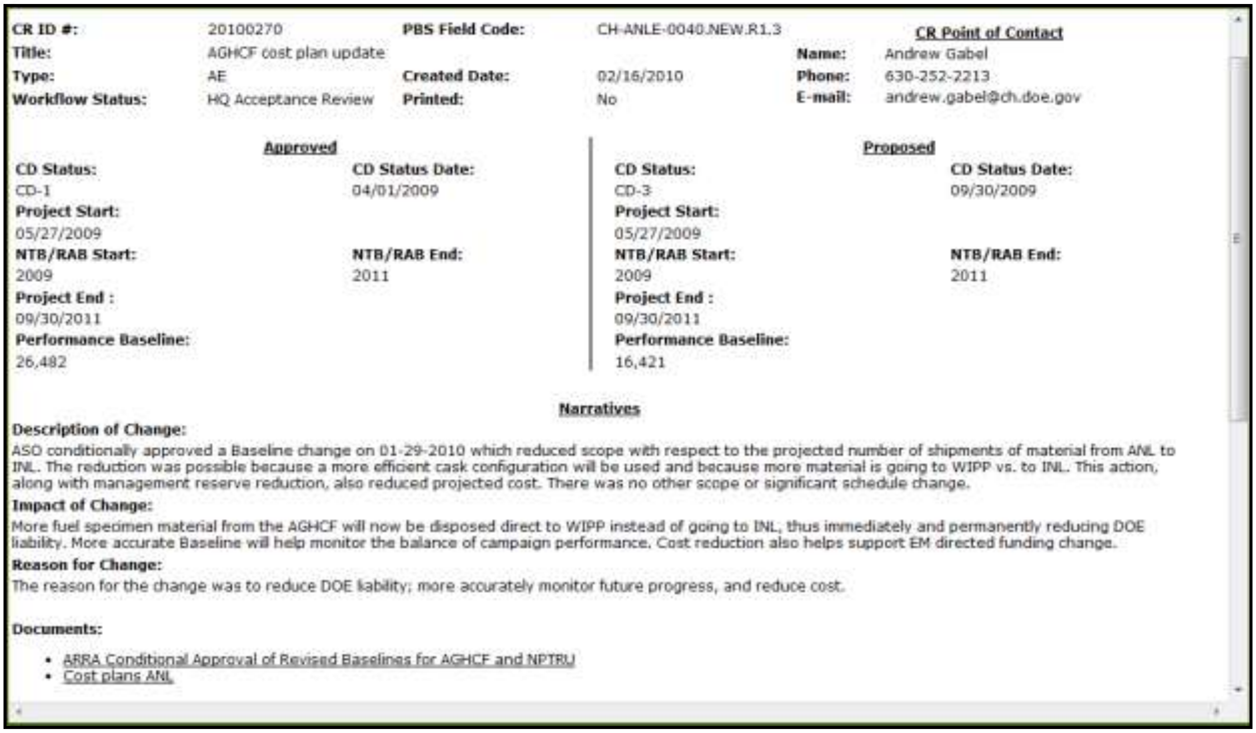
Step 5: The Change Requests summary screen will display.

Step 6: Click the underlined ID of any CR, as shown in Figure 10, to open the CR Details Screen for that CR.

	CR ID	PBS Field Code	Total Approved Cost at (50%/Low)	Total Proposed LCC at (50%/Low)	Total Approved Cost at (80%/High)	Total Proposed LCC at (80%/High)	Status	Created Date	Modified Date	Submitted Date	Typ
	20100281	CH-ANLE-0040.NEW.R1.1	14,017	14,017	14,017	14,017	HQ Acceptance Review	2/18/2010	5/7/2010	2/18/2010	AE
	20100270	CH-ANLE-0040.NEW.R1.3	26,482	16,421	26,482	16,421	HQ Acceptance Review	2/16/2010	5/7/2010	2/18/2010	AE
	20100271	CH-ANLE-0040.NEW.R1.4	23,567	28,051	23,567	28,051	HQ Acceptance Review	2/16/2010	5/7/2010	2/18/2010	AE
	20090168	CH-ANLE-LTS	56,530	59,580	56,530	59,580	Under HQ Formal Review	6/29/2009	11/20/2009	8/31/2009	AE

Figure 10: The highlighted CR ID link will open the CR Details Screen when the user clicks on it

Step 7: The CR Details Screen for the selected CR will appear, as shown in Figure 11.



CR ID #: 20100270
Title: AGHCF cost plan update
Type: AE
Workflow Status: HQ Acceptance Review
PBS Field Code: CH-ANLE-0040.NEW.R1.3
Created Date: 02/16/2010
Printed: No

CR Point of Contact
Name: Andrew Gabel
Phone: 630-252-2213
E-mail: andrew.gabel@ch.doe.gov

Approved

CD Status: CD-1
CD Status Date: 04/01/2009
Project Start: 05/27/2009
NTB/RAB Start: 2009
NTB/RAB End: 2011
Project End : 09/30/2011
Performance Baseline: 26,482

Proposed

CD Status: CD-3
CD Status Date: 09/30/2009
Project Start: 05/27/2009
NTB/RAB Start: 2009
NTB/RAB End: 2011
Project End : 09/30/2011
Performance Baseline: 16,421

Narratives

Description of Change:
ASO conditionally approved a Baseline change on 01-29-2010 which reduced scope with respect to the projected number of shipments of material from ANL to INL. The reduction was possible because a more efficient cask configuration will be used and because more material is going to WIPP vs. to INL. This action, along with management reserve reduction, also reduced projected cost. There was no other scope or significant schedule change.

Impact of Change:
More fuel specimen material from the AGHCF will now be disposed direct to WIPP instead of going to INL, thus immediately and permanently reducing DOE liability. More accurate Baseline will help monitor the balance of campaign performance. Cost reduction also helps support EM directed funding change.

Reason for Change:
The reason for the change was to reduce DOE liability; more accurately monitor future progress, and reduce cost.

Documents:

- ARRA Conditional Approval of Revised Baselines for AGHCF and NPTRU
- Cost plans ANL

Figure 11: The CR Details Screen

The CR Details Screen contains the following data fields:

CR and Project General Information

Title – The title given to the CR at the time of creation

CR ID # – The CR's unique identification number, as described above (CR ID)

Type – Either "Site," "HQ Other," or "AE (Acquisition Executive)", as described above

Workflow Status – The CR's position in the workflow process, as described above (Status)

PBS Field Code – The alphanumeric code for the PBS with which the CR is associated

Created Date – The (automatically generated) date on which the CR was created

Printed – Indicates whether or not the CR has been printed

Contact Information for the Individual Requesting the CR

Name

Phone

E-mail

Project Schedule Information

Each field is displayed twice—once for the current approved value and a second time for the proposed value.

CD Status – The most recent Critical Decision reached by the entity

CD Status Date – The date on which the current CR status was reached

Project Start – The start date of the project

NTB/RAB Start – The start date of the Near Term Baseline (NTB) or Recovery Act Baseline (RAB) period

NTB/RAB End – The end date of the Near Term Baseline (NTB) or Recovery Act Baseline (RAB) period

Project End 50% – The end date of the project at 50% confidence

Project End 80% – The end date of the project at 80% confidence

Project Cost Information

Each field is displayed twice—once for the current approved value and a second time for the proposed value.

Total Costs at 50%/Low – The lifecycle cost of the project at 50% confidence

Total Costs at 80%/High –The lifecycle cost of the project at 80% confidence

Narratives

These fields are entered by the user when creating the CR. They are used by HQ to consider whether a CR should be approved and, if approved, are used as a record of why cost changes were made.

Description of Change

Impact of Change

Reason for Change

1.6.2 Editing CR Information on the Change Request Details Screen

When a CR is in Working or Rework status, users with the appropriate access levels can edit the CR contents. To edit the contents of the CR Details Screen, follow the directions below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the “Edit” button at the bottom of the screen, as highlighted in Figure 12.

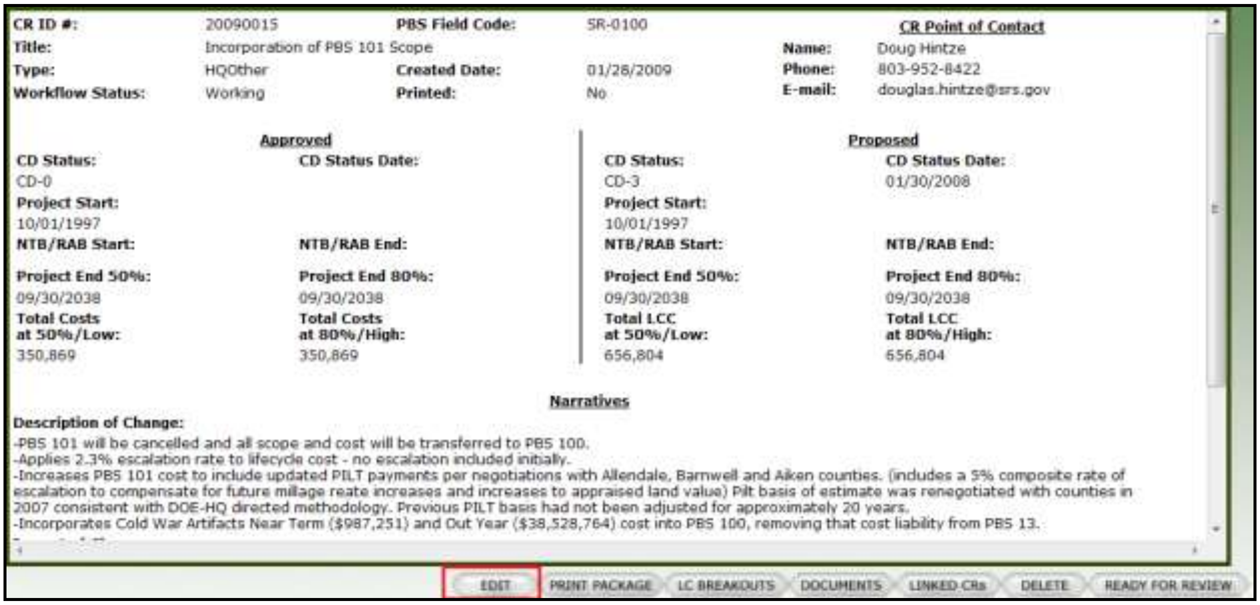


Figure 12: The Edit Button on the CR Details Screen

Step 3: After clicking the Edit button, the CR Details Screen will refresh and the following fields will now be editable:

- Title
- Type
- CD Status (Proposed)
- CD Status Date (Proposed)
- Contact Information
- Proposed Project Schedule Information
- Change Request Narratives

Step 4: After making any desired changes to these fields, click the “Save” button.

1.7 Creating a New Change Request

Change Requests are a formal mechanism for proposing modifications to a project’s lifecycle cost, start date, end date, NTB period, and/or Critical Decision status. All users except for Read-Only users have the ability to create new Change Requests. To create a Change Request, follow the steps below:

Step 1: Log into New IPABS and select Cost from the top drop-down menu.

Step 2: Using the navigation pane on the left side of the screen, click the plus sign to the left of any Office.

Step 3: Click the plus sign to the left of a Site under that Office.

Step 4: Click on the name of a Project that does *not* have a plus sign to the left of it (Projects with plus signs have sub-projects or line items under them and therefore are not at the lowest level of cost. Change Requests can only be created for entities at the lowest level of cost).

Step 5: Select Change Requests from the secondary drop-down menu. The Change Request Summary Screen will appear.

Step 6: Click the "Add" button. The CR Details Screen will appear in edit mode, as described above in 1.6.2.

Step 7: Fill out the "Title," contact information, and narrative textboxes (users must fill out these fields to submit a CR).

Step 8: In the "Type" box, select either "AE," "HQ Other" or "Site."

Step 9: To make a change to Project Start, Project End 50%, Project End 80%, NTB/RAB Start, NTB/RAB End, CD Status, or CD Status Date, delete the existing value in the textbox and replace it with the desired value. (These fields auto-populate with the current approved values. Users are not required to modify these fields when creating a CR.)

Step 10: Click Save. The CR Details Screen will appear in view-only mode.

1.8 Printing a Change Request Package

Because hard copies of change requests are important for the CR review process, the Cost Module allows users to view CRs in PDF format and print them. To print a CR, follow the steps below:

Step 1: Navigate to the CR Details screen (as described in Section 1.5), then click the "Print Package" button.

a. Alternately, navigate to the CR Summary Screen (as described in Section 1.5). Click the checkbox to the left of one or more CRs, then click the "Print Package" button at the bottom of the CR Summary Screen.

Step 2: A PDF file will open containing information from the CR Details and CR Breakout screens.

Step 3: Click the "Print" button within the PDF viewing application.

1.9 Change Requests Breakout Screen

1.9.1 Viewing CR Breakouts Information

The CR Breakouts screen displays current and proposed values for annual, Prior Cost, NTB and OPER costs. To access the CR Breakouts screen, follow the steps below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the "LC Breakouts" button, as shown in Figure 13.

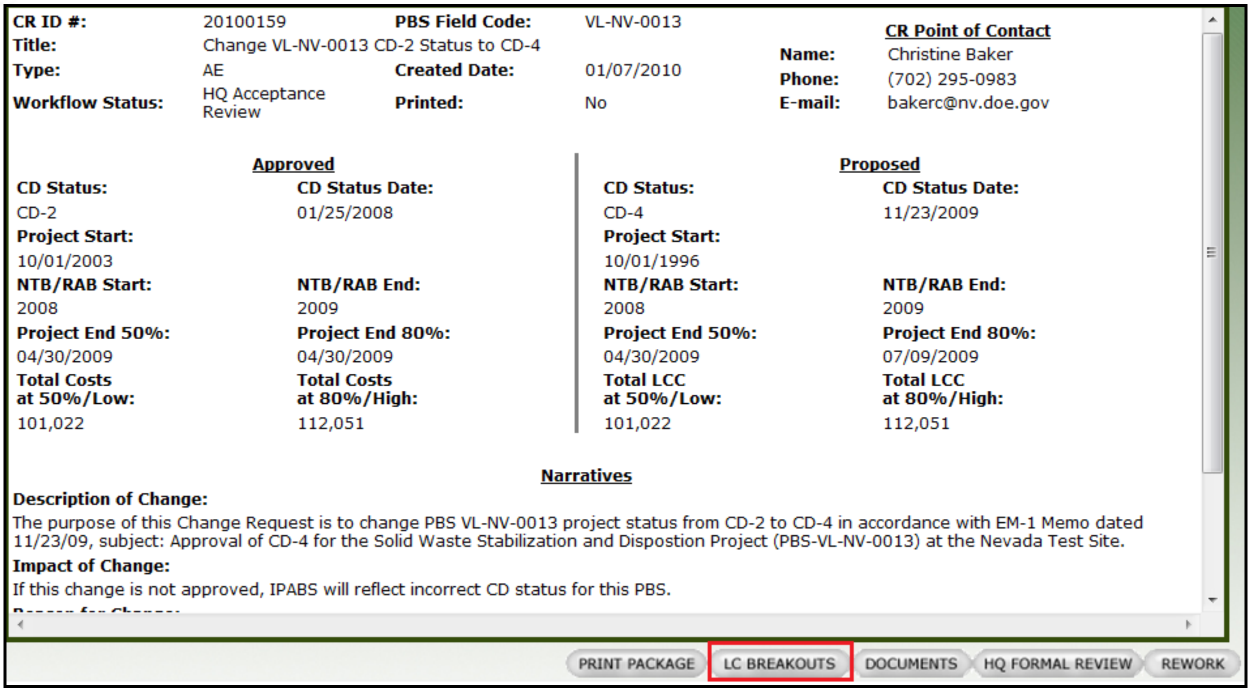


Figure 13: The LC Breakouts Button on the CR Details Screen

Step 3: The CR Breakouts screen will appear, as shown below in Figure 14.

Prior Costs	Prior Total	1997	1998	1999	2000	2001	2002	2003	2004	20
Proposed Actuals	481,980	30,150	36,559	25,013	25,081	21,629	22,974	50,811	62,915	77,
Approved Actuals	481,980	30,150	36,559	25,013	25,081	21,629	22,974	50,811	62,915	77,
Approved Planned Cost at 50% (Approved Targets)	527,095	30,150	36,559	25,013	25,081	21,629	22,974	50,811	62,915	77,
Proposed Planned Cost at 50%/Low	527,095	30,150	36,559	25,013	25,081	21,629	22,974	50,811	62,915	77,
Proposed Unfunded Contingency	0	0	0	0	0	0	0	0	0	
Approved Planned Cost at 80% (Approved Targets)	527,095	30,150	36,559	25,013	25,081	21,629	22,974	50,811	62,915	77,
Proposed Planned Cost at 80%/High	527,095	30,150	36,559	25,013	25,081	21,629	22,974	50,811	62,915	77,

NTB Costs	NTB Total	2008	2009	2010	2011	2012	2013	2014
Proposed Actuals	0	0	0	0	0	0	0	0
Approved Actuals	7,265	5,077	2,188	0	0	0	0	0
Approved Planned Cost at 50% (Approved Targets)	107,617	6,031	2,095	2,134	17,303	20,150	2,348	57,556
Proposed PMB	59,347	5,564	1,047	0	0	2,274	2,160	48,302
Proposed MR	0	0	0	0	0	0	0	0
Proposed Fee	655	467	0	0	0	0	188	0
Proposed Other Direct Costs	0	0	0	0	0	0	0	0
Proposed Funded Contingency	0	0	0	0	0	0	0	0
Proposed Planned Cost at 50%/Low	60,002	6,031	1,047	0	0	2,274	2,348	48,302
Proposed Unfunded Contingency	0	0	0	0	0	0	0	0
Approved Planned Cost at 80% (Approved Targets)	107,617	6,031	2,095	2,134	17,303	20,150	2,348	57,556
Proposed Planned Cost at 80%/High	60,002	6,031	1,047	0	0	2,274	2,348	48,302

OPER Costs	OPER Total	2015	2016	2017	2018	2019	2020	2021
Proposed Actuals	0	0	0	0	0	0	0	0
Approved Planned Cost at 50% (Approved Targets)	5,049,392	150,472	199,816	225,281	298,360	292,208	194,450	106,086
Proposed Planned Cost at 50%/Low	4,791,697	128,286	165,990	175,548	232,836	233,516	194,450	103,505
Proposed Unfunded Contingency	509,863	19,610	19,610	19,610	19,611	19,610	19,610	19,610
Approved Planned Cost at 80% (Approved Targets)	5,810,386	179,741	229,085	254,550	327,629	321,477	223,719	135,355
Proposed Planned Cost at 80%/High	5,301,560	147,896	185,600	195,158	252,447	253,126	214,060	123,115

Grand Totals	
Total Proposed Actuals	481,980
Total Approved Actuals	489,245
Total Approved Lifecycle Cost at 50%/Low (Approved Prior Actuals + Approved NTB/OPER Planned Cost at 50%/Low)	5,638,989
Total Approved Planned Cost at 50%/Low	5,684,104
Total Proposed Lifecycle Cost at 50%/Low (Proposed Prior Actuals + Proposed NTB/OPER Planned Cost at 50%/Low)	5,333,679
Total Proposed Planned Cost at 50%/Low	5,378,794
Total Unfunded Contingency	509,863
Total Approved Lifecycle Cost at 80%/High (Approved Prior Actuals + Approved NTB/OPER Planned Cost at 80%/High)	6,399,983
Total Approved Planned Cost at 80%/High	6,445,098
Total Proposed Lifecycle Cost at 80%/High (Proposed Prior Actuals + Proposed NTB/OPER Planned Cost at 80%/High)	5,843,542
Total Proposed Planned Cost at 80%/High	5,888,657

Figure 14: CR Breakout Screen

The Change Requests breakout screen displays five different cost profiles for non-NTB projects and ten different cost profiles for NTB projects:

- **Approved Planned Costs at 50% (Approved Targets)**
- **Proposed Planned Costs at 50%/Low**
- **Proposed Unfunded Contingency**
- **Approved Planned Costs at 80% (Approved Targets)**
- **Proposed Planned Costs at 80%/High**
- **Proposed PMB** [NTB Projects Only]
- **Proposed MR** [NTB Projects Only]
- **Proposed Fee** [NTB Projects Only]
- **Proposed Other Direct Costs** [NTB Projects Only]
- **Proposed Funded Contingency** [NTB Projects Only]

The CR Breakouts screen displays cost data for all of the above cost profiles. For each cost profile, the CR Breakouts screen displays the following information:

- **Annual value**
- **Total value during the Prior Costs period**
- **Total value during the NTB period** (if applicable)
- **Total value during the OPER period**
- **Total value during the project's entire lifecycle.**

1.9.2 Editing CR Breakouts Information

When a CR is in Working or Rework status, users with the appropriate access levels can edit the CR contents. To edit the contents of the CR Breakouts Screen, follow the steps below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the "LC Breakouts" button, as shown in Figure 13.

Step 3: Click the "Edit" button.

Step 4: The following annual value fields will change to editable status:

a. **Proposed Planned Costs at 50%/Low** (for Prior and OPER Costs)

b. **Proposed Unfunded Contingency** (for Prior, NTB and OPER Costs)

c. **Proposed PMB** [NTB Projects Only]

d. **Proposed MR** [NTB Projects Only]

e. **Proposed Fee** [NTB Projects Only]

f. **Proposed Other Direct Costs** [NTB Projects Only]

g. **Proposed Funded Contingency** [NTB Projects Only]

Step 5: Perform the desired edits to these fields.

Step 6: Click the "Save" button to save the changes.

Step 7: The proposed section totals (Prior Total, NTB Total, and OPER Total), and the proposed grand totals will update to reflect the new annual values.

1.10 Change Request Attached Documents Screen

1.10.1 Viewing Documents Attached to Change Requests

Users attach documents to Change Requests to provide additional support for a proposed change or to document the connection between the CR and the source document used to create it. Additionally, after a Change Request has been approved, DOE-EM HQ scans a hard copy of the signed Change Request and attaches it electronically to the Change Request in the Cost Module. To view documents attached to a Change Request, follow the steps below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the "Documents" button at the bottom of the screen

Step 3: The "Documents" screen will display (see Figure 15, showing the title and description of each file attached to the Change Request [if files exist]).

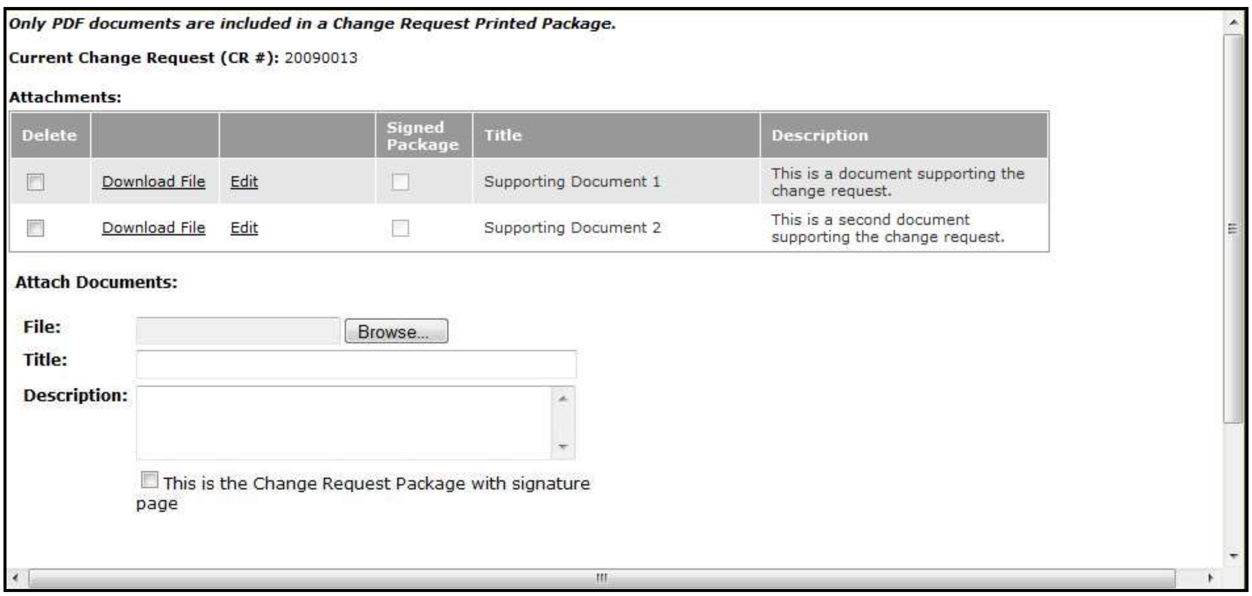


Figure 15: The Documents screen shows all files attached to the change request

Step 4: Click the "Download File" link for the desired document. The document can now be downloaded or opened on the user's computer.

Step 5: Click the "CR Details" button to return to the Change Request Details Screen.

1.10.2 Editing the Title and Description of Documents Attached to CRs

Users with the appropriate access levels can edit the title and description of documents attached to a change request. To edit documents, follow the steps below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the "Documents" button at the bottom of the screen.

Step 3: Click the "Edit" button associated with an attachment to edit that attachment.

Step 4: For the selected attachment, the “Title” textbox, the “Description” textbox, and the “Signed Package” checkbox will change to editable form.

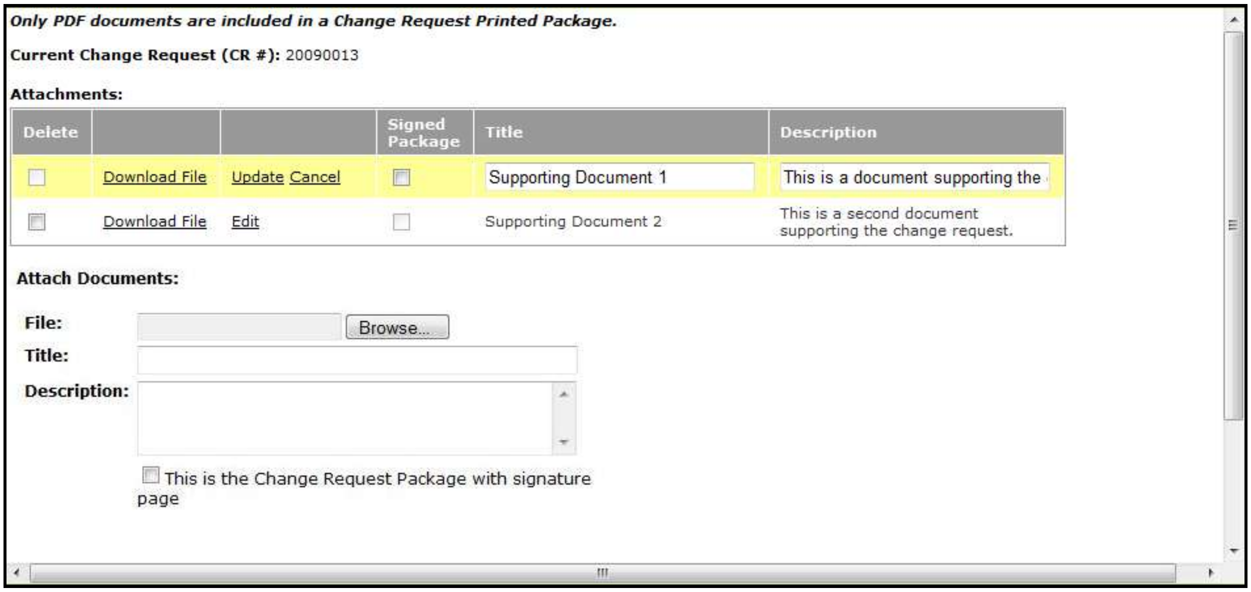


Figure 16: The Documents screen after the "Edit" button has been clicked for the top attached file

Step 5: To modify the title or description of the attachment, delete the contents of the appropriate textbox and replace it with the desired text.

Step 6: To designate an existing attachment as the “Signed Package,” click the “Signed Package” checkbox.

Step 7: To save the changes made to the attachment, click the “Save” button.

Step 8: To cancel the changes made to the attachment, click the “Cancel” button.

Step 9: Click the “CR Details” button to return to the Change Request Details Screen.

1.10.3 Deleting Documents Attached to Change Requests

Authorized users can delete documents attached to all Change Requests except Change Requests in Approved or Disapproved status. Documents attached to files in these statuses can only be deleted if the document was attached *after* the Change Request was Approved or Disapproved. Documents attached before Approval/Disapproval cannot be deleted.

To delete a document attached to a Change Request, follow the steps below

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the “Documents” button at the bottom of the screen.

Step 3: Click the checkbox to the left of the document to be deleted (Figure 17).

Step 4: Click the “Save” button.

Step 5: The “Documents” screen will refresh and will no longer show the deleted document.

Step 6: Click the “CR Details” button to return to the Change Request Details Screen.

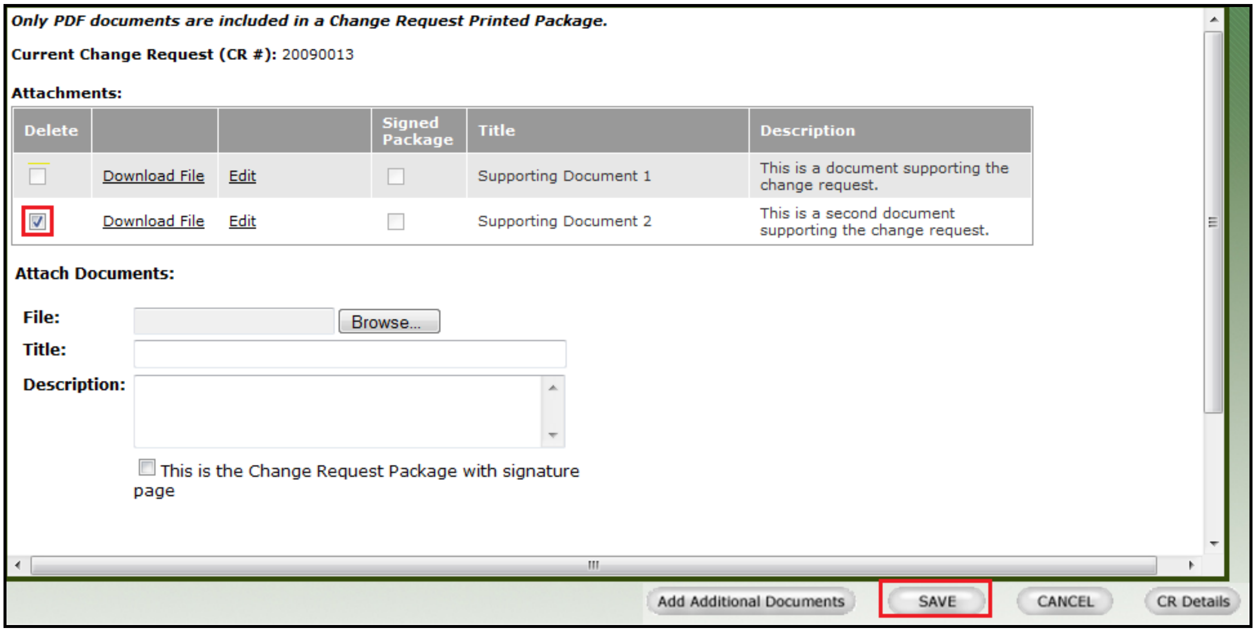


Figure 17: Click the “Delete” checkbox to the left of an attachment, then click Save, to delete it

1.10.4 Attaching New Documents to Change Requests

Authorized users can attach documents to all Change Requests except those in “Deleted’ status. To attach one or more documents to a Change Request, follow the steps below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the “Documents” button at the bottom of the screen.

Step 3: Click the Browse button, highlighted in Figure 18.

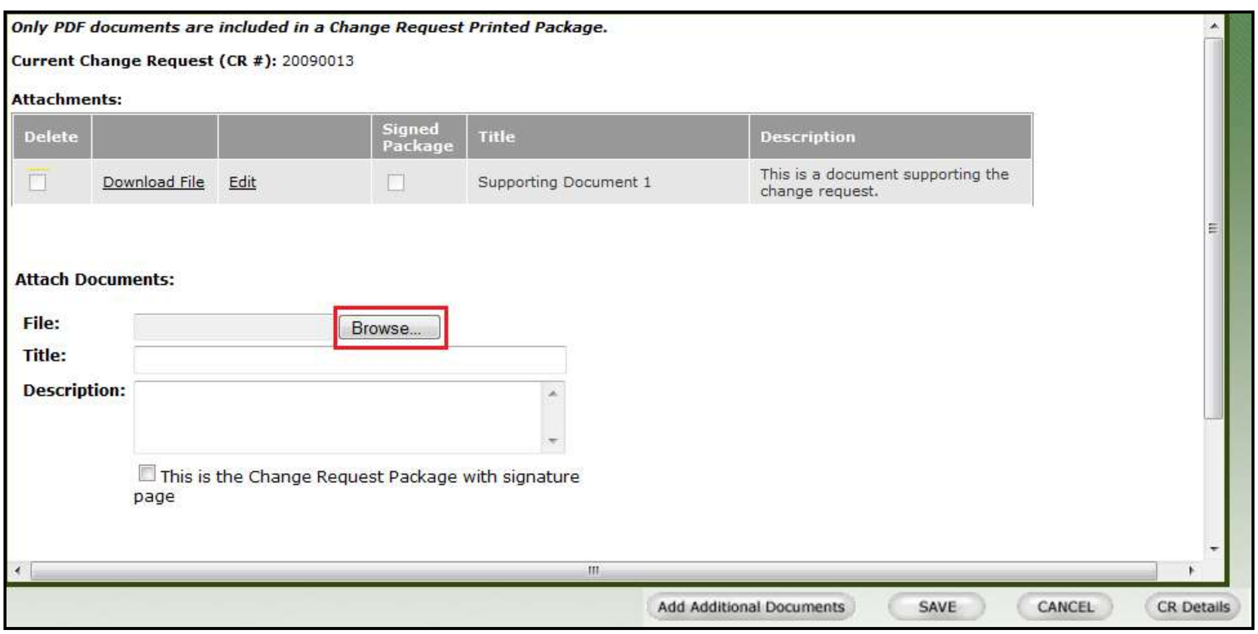


Figure 18: The "Browse" button on the Documents screen

Step 4: Internet Explorer will open a window from which a file can be chosen. Use the window to navigate through the appropriate drive to locate the desired file.

Step 5: Click the "Open" button.

Step 6: The file-choosing window will close. The file path of the selected file will now appear in the "File" textbox on the Documents screen, as shown in Figure 19.

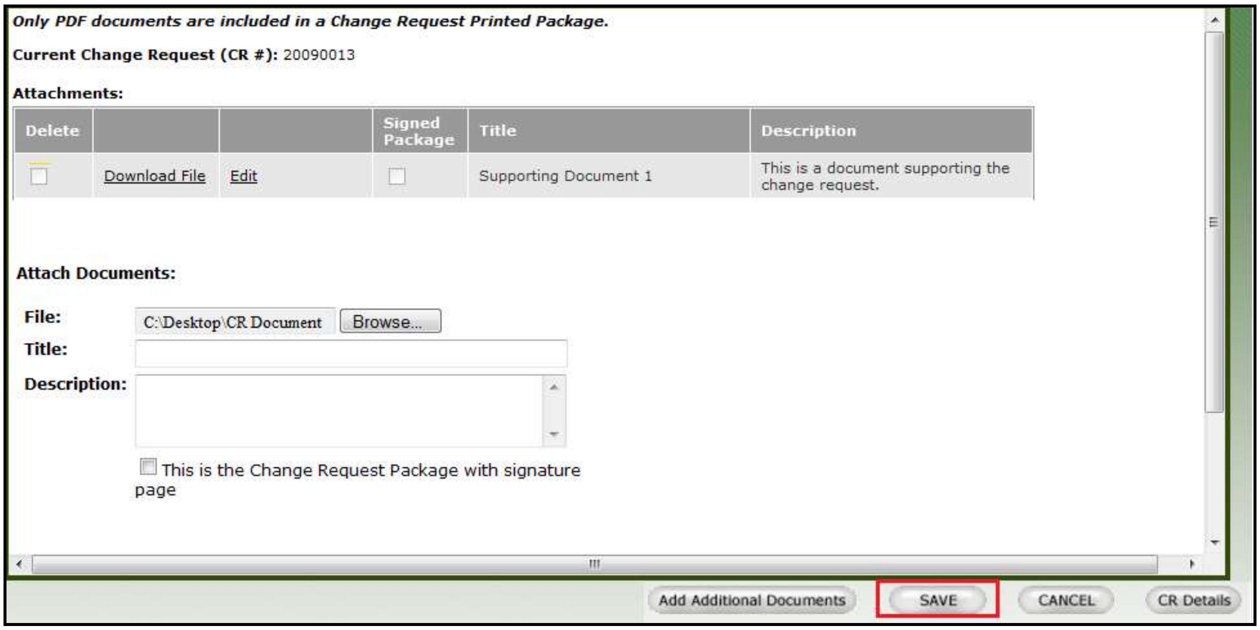


Figure 19: The location of the selected file appears in the "File" textbox.

Step 7: Enter a title and description for the file in the "Title" (required) and "Description" (optional) textboxes.

Step 8: If the file being uploaded is the signed Change Request Package, check the box labeled "This is the Change Request Package with Signature Page"

Step 9: To attach a second document, click the "Add Additional Documents" button at the bottom of the screen.

Step 10: A second "File" textbox, "Title" textbox, "Description" textbox, and "Browse" button will appear on the screen, as shown in Figure 20.

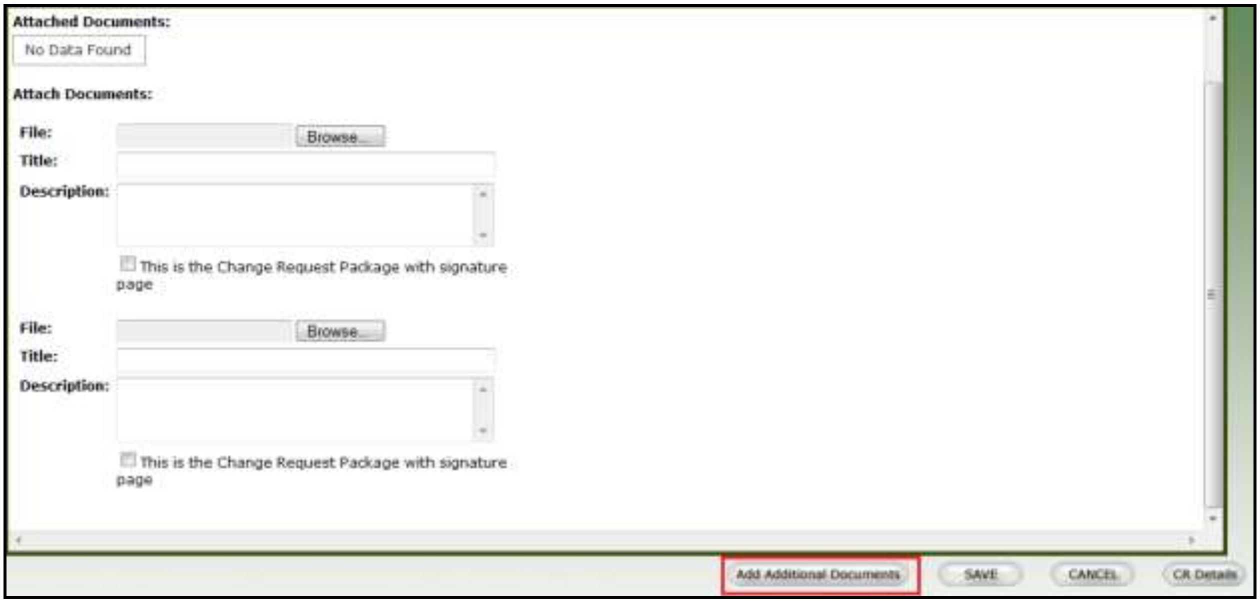


Figure 20: The "Add Additional Documents" Button

Step 11: Fill out the new fields as described in steps 3-8, above.

Step 12: Click the "Save" button.

Step 13: The screen will refresh and will show two new files attached to the Change Request.

1.11 Linking Change Requests

Some Change Requests are related in important ways to other Change Requests. For example, in order to transfer costs from one project to another, two different Change Requests must be created; one to subtract the costs from the first project and another to add the costs to a second project. If one of these Change Requests was approved and the other denied, the costs that were supposed to be transferred would be either double-counted or not counted at all. To prevent this, the Cost Module allows users to link Change Requests. To link Change Requests, follow the steps below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Click the "Linked CRs" button. The CR Link screen will display, as shown in Figure 21.

Figure 21: The CR Linking screen is used to find Pending CRs to link to the selected CR

Step 3: To view CRs to link to the current CR, select a Site.

Step 4: Click "Search Change Requests" to view Change Requests associated with the selected Site. Or, to view only Change Requests associated with a specific PBS, click the "PBS" drop-down menu and select the desired PBS. CRs associated with line items will not appear unless the user views CRs at the PBS level.

Step 5: Click "Search Change Requests" to view all Change Requests pending for entities at or underneath the selected PBS. Or, to view only Change Requests associated with a specific Line Item, click the "Line Item" drop-down menu and select the desired Line Item (the Line Item drop-down menu will be grayed-out if the selected PBS has no line items underneath it).

Step 6: After clicking "Search Change Requests," the system will display all Change Requests at the selected entity level—Site, PBS, or Line Item—as shown in Figure 22.

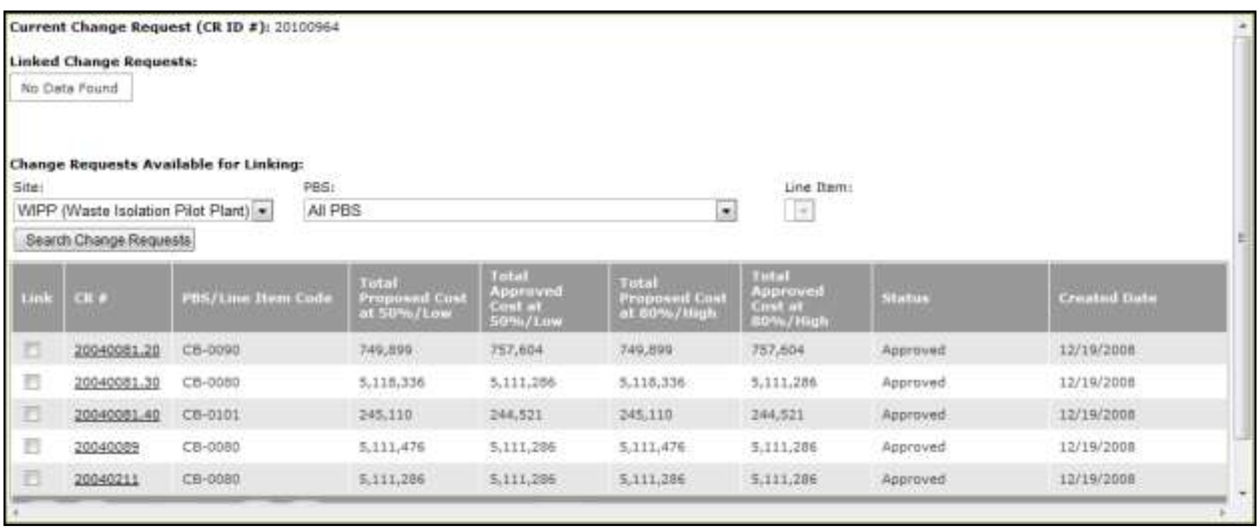


Figure 22: After "Search Change Requests" has been clicked, the CR Link Screen displays all the Pending CRs at the selected entity level

Step 7: If more than five Pending CRs exist at the selected entity level, use the navigation buttons and drop-down menus to view additional pages of Pending Change Requests.

Step 8: Use the single right and left arrow buttons “>” and “<” to view the next and previous pages.

Step 9: Use the double right and double left arrow buttons “>>” and “<<” to view the last and first pages.

Step 10: Use the “Change Requests/Page” drop-down menu to increase the number of Change Requests displayed per page (5 by default) to 10 or 25.

Step 11: Use the “Page” drop-down menu to jump to a page of CRs.

Step 12: To link a CR, click the “Link” checkbox to the left of the CR title, then click “Save.” Multiple CRs can be linked together; to link multiple CRs click the Link checkbox for each desired CR, then click “Save.”

Step 13: The Confirm Change Request Changes screen will appear, as shown in Figure 24. In the “Change Request Narrative” textbox, enter an explanation of how the selected CRs are related.

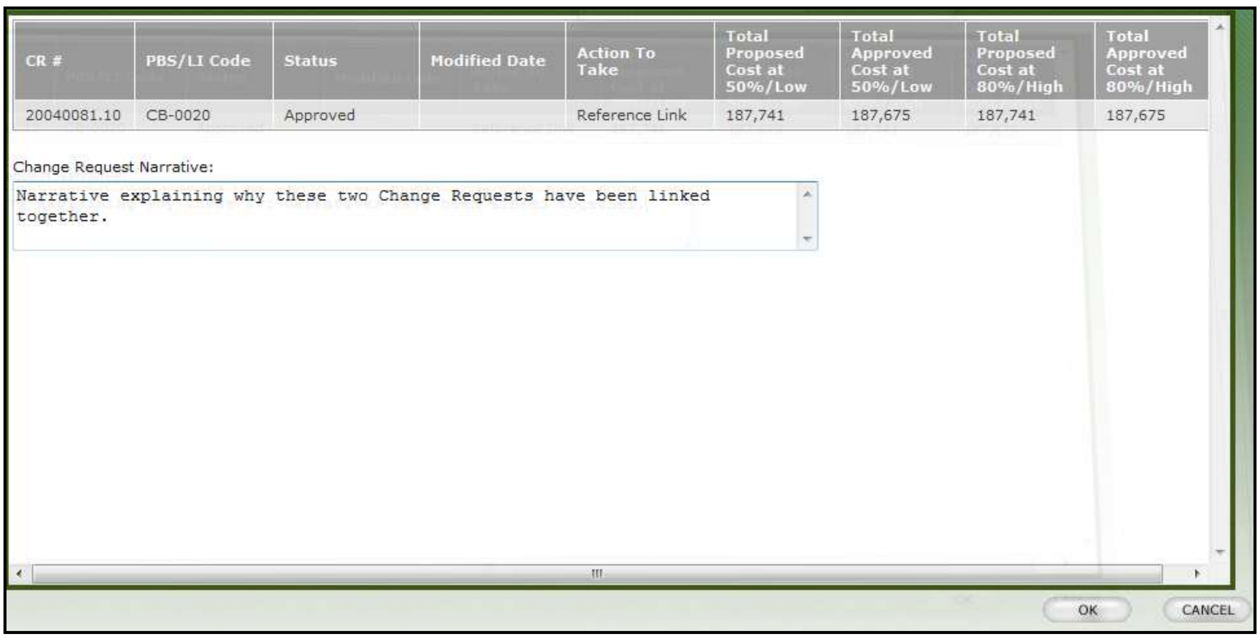


Figure 23: After linking Change Requests, the confirmation screen appears with a narrative textbox.

Step 14: Click “OK.” The CR Link Screen will appear, displaying a table of linked Change Requests. To view the Change Request Details Screen, click the “CR Details” button. At the bottom of this screen, information about the linked CR will display, as shown in Figure 24.

Project End 50%	**Project End 80%**	**Project End 50%**	**Project End 80%**
09/30/2035	09/30/2035	09/30/2035	09/30/2035
Total Costs at 50% or Low	**Total Costs at 80% or High**	**Total Costs at 50% or Low**	**Total Costs at 80% or High**
1,692,552	1,692,552	1,692,542	1,692,542

Description of Change:

Impact of Change:

Reason for Change:

Linked Change Requests:

CR ID	PBS/Line Item Code	Total Proposed Cost at 50%	Total Approved Cost at 50%	Total Proposed Cost at 80%	Total Approved Cost at 80%	Link Type	Status	Create Date
20040081.20	CB-0090	749,899	757,604	749,899	757,604	Reference	Approved	11/18/2008

Figure 24: When viewing the CR Details screen for a given CR, the screen will display all CRs linked to that CR

1.12 Viewing CR History

Each time a Change Request's status changes, the change is logged in the CR History screen. The following changes are logged in the screen:

- Creation
- Modification of content (on CR Details Page, CR Breakouts Page, etc.)
- Change in Workflow Status (e.g. from "Working" to "Ready for Admin Review" or from "HQ Formal Review" to "Rework.")
- Deletion

When one of these changes is made, the following information is logged on the CR History Screen:

- Date of Change
- User Name [of user performing the change]
- Action Type
- Explanation (not available for all action types)

To view the CR History screen, follow the instructions below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

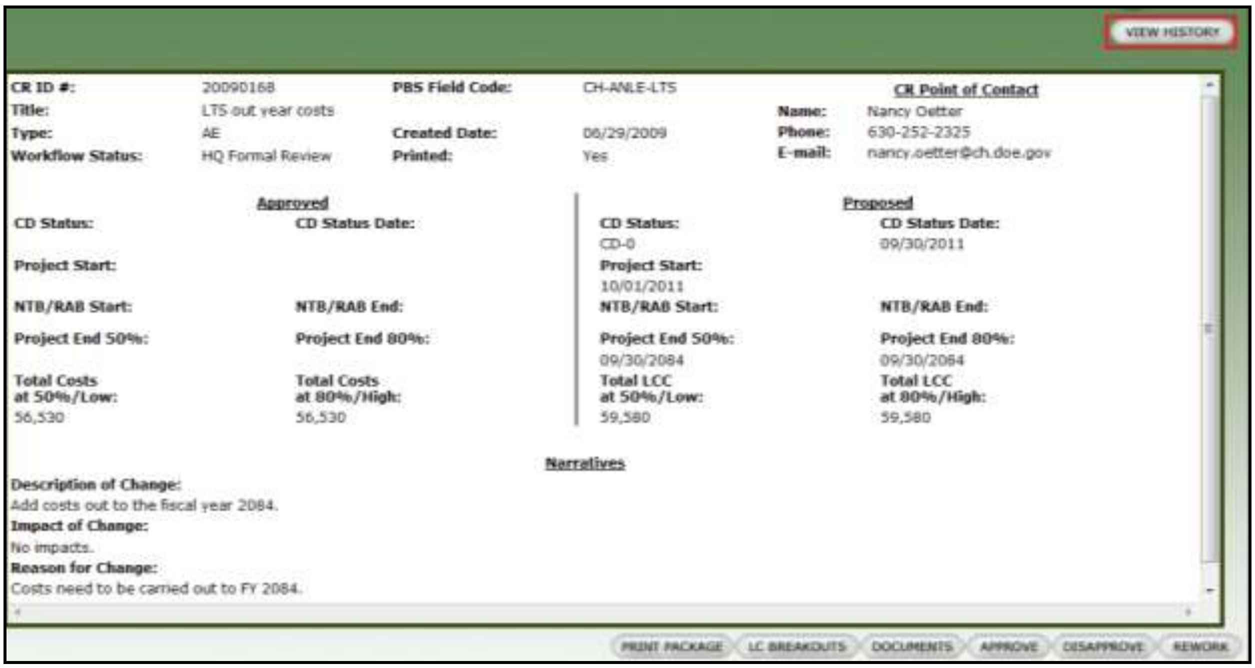
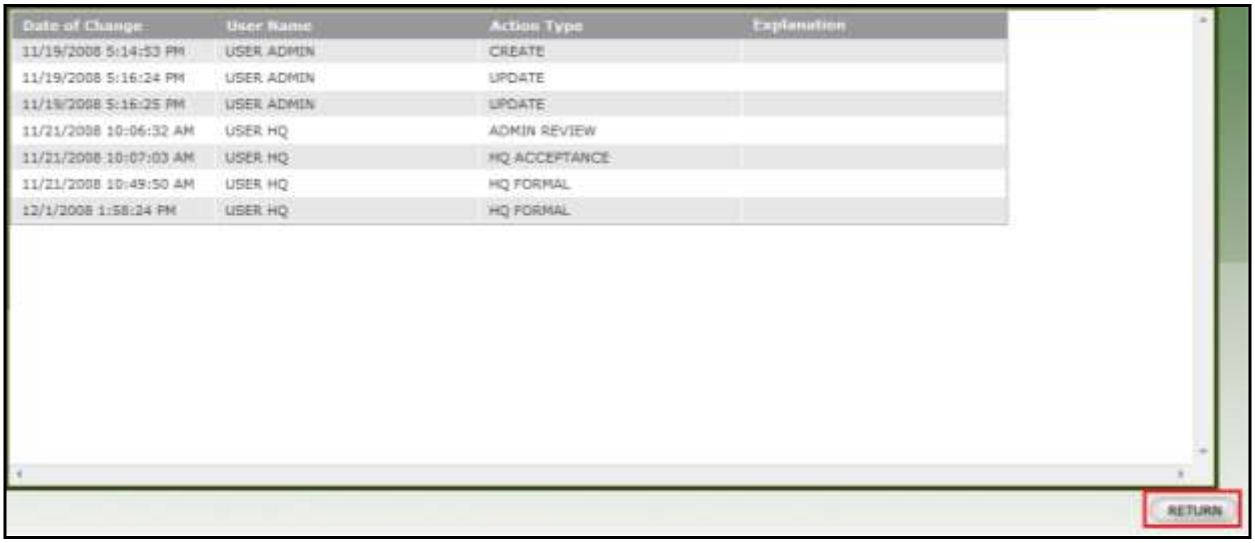


Figure 25: The "View History" button (highlighted above) is used to access the CR History screen

Step 2: Click the "View History" button in the upper-right corner of the CR Details Screen. The CR History screen will display, shown below in Figure 26.



Date of Change	User Name	Action Type	Explanation
11/19/2008 5:14:53 PM	USER ADMIN	CREATE	
11/19/2008 5:16:24 PM	USER ADMIN	UPDATE	
11/19/2008 5:16:25 PM	USER ADMIN	UPDATE	
11/21/2008 10:06:32 AM	USER HQ	ADMIN REVIEW	
11/21/2008 10:07:03 AM	USER HQ	HQ ACCEPTANCE	
11/21/2008 10:49:50 AM	USER HQ	HQ FORMAL	
12/1/2008 1:58:24 PM	USER HQ	HQ FORMAL	

Figure 26: The CR History screen displays a record of changes made to the CR

Step 3: After reviewing the CR History information, click the “Return” button (highlighted in Figure 26) to return to the CR Details Screen.

1.13 The Change Request Workflow Process

To maintain configuration control over the costs of the EM Complex, DOE-EM created a formal process whereby requests to modify costs can be submitted, considered, and either approved or disapproved by the appropriate official in DOE-EM HQ. There are three types of Change Requests—Site CRs, HQ Other CRs, and AE (Acquisition Executive) CRs. As the table below illustrates, Site and HQ Other CRs do not require Acquisition Executive/EMAAB Approval. The difference between Site and HQ-Other CRs lies with who it is created by. Site CRs are created and submitted by and for the Site whereas HQ-Other CRs are created by Headquarters and submitted for any given site. Acquisition Executive CRs update AE Approved Lifecycle Cost and Current Approved Cost, whereas all other CRs only update Current Approved Cost.

CR Type	Updates Current Approved Cost?	Updates AE Approved Lifecycle Cost?	Requires HQ Approval in IPABS?	Requires Acquisition Executive/EMAAB Approval?
Site CR	X		X	
HQ Other CR	X		X	
Acquisition Executive CR	X	X	X	X

CR type is determined after CR creation. Before saving a newly created CR, users must select either “Site,” “HQ Other,” or “AE” in the “Type” drop-down menu (see Figure 27).

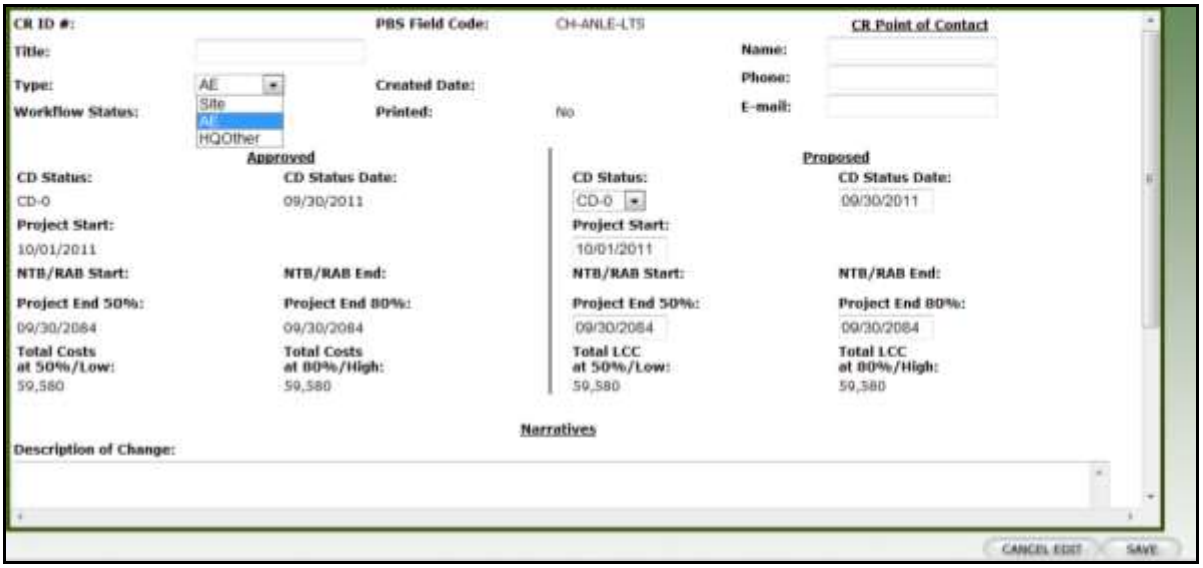


Figure 27: The "Type" drop-down menu is used to select a CR type

1.13.1 Workflow Process for AE Change Requests

Change Requests that require the approval of the Environmental Management Acquisition Advisory Board (EMAAB) should be set to “AE” in the Type drop-down menu on the CR Details Screen (see Figure 27 above). Selecting the AE Type will means that the AE Approved Lifecycle Cost profile will be updated once the CR is approved.

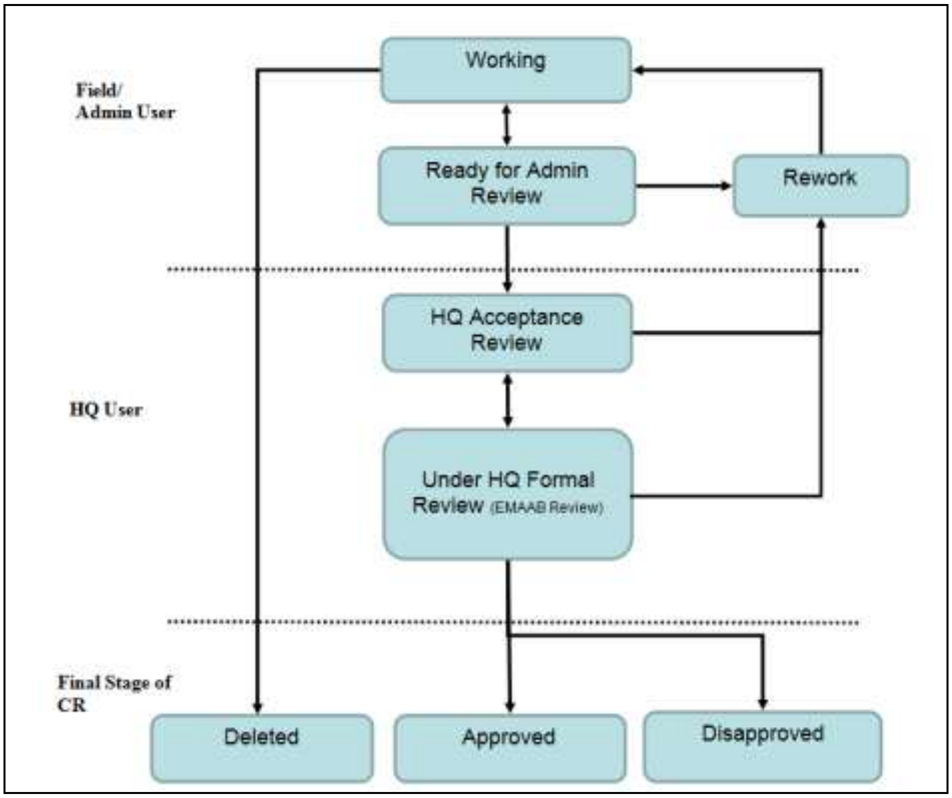


Figure 28: Workflow Diagram for AE CRs

Working – When a Change Request is created, it is automatically set to Working status. It will remain in this status until it is moved to “Ready for Admin Review” or deleted.

Ready for Admin Review – When the creator of a CR is ready to submit it for review, they set it to “Ready for Admin Review” status. At this status, Field Administrators review the CR and determine whether or not to submit to HQ. To submit the CR for HQ review, they set the status to “HQ Acceptance Review.” To *not* submit the CR for HQ review, they set the CR to “Rework” status.

HQ Acceptance Review – “HQ Acceptance Review” signifies that a CR has been submitted by a Field Site for review by HQ, but that HQ has not yet begun reviewing it. When formal review of a CR begins, HQ moves the CR to “Under HQ Formal Review” status. HQ can also decline to formally review the CR by sending it back to “Rework” status.

Under HQ Formal Review – CRs in this status are being actively considered by HQ. When HQ is done considering a CR, they will change its status to either “Approved,” “Disapproved” or “Rework.”

Approved – When a CR is approved, the effect depends on the type of CR:

- **AE CR** – The Current Approved Cost and AE Approved LCC fields in IPABS-IS will be updated to match the values proposed in the CR.

- **Site/HQ-Other CR** - The Current Approved Cost fields in IPABS-IS will be updated to match the values proposed in the CR. The AE Approved LCC fields in IPABS will not be modified.

Disapproved – When a CR is disapproved, any attached files are deleted and the CR cannot be edited or set to “Rework” status.
Rework – A CR can be set to “Rework” status from any of the following statuses: “Ready for Admin Review,” “HQ Acceptance Review” and “Under HQ Formal Review.” Setting a CR to “Rework” status signifies that the CR requires modifications before it can be submitted for higher-level review or final HQ approval/disapproval.

1.13.2 Workflow Process for Site and HQ Other Change Requests

To facilitate effective project management, field sites have the ability to make limited adjustments to project lifecycle costs without securing EMAAB Approval. The Cost Module allows users to classify Change Requests as “Site” or, if created by Headquarters for the Site, HQ-Other CRs, which indicates that the proposed change does not require EMAAB approval. **Site and HQ-Other CRs still require HQ approval**. The workflow for Site CRs is different from the AE CR Workflow and is depicted below (Figure 29).

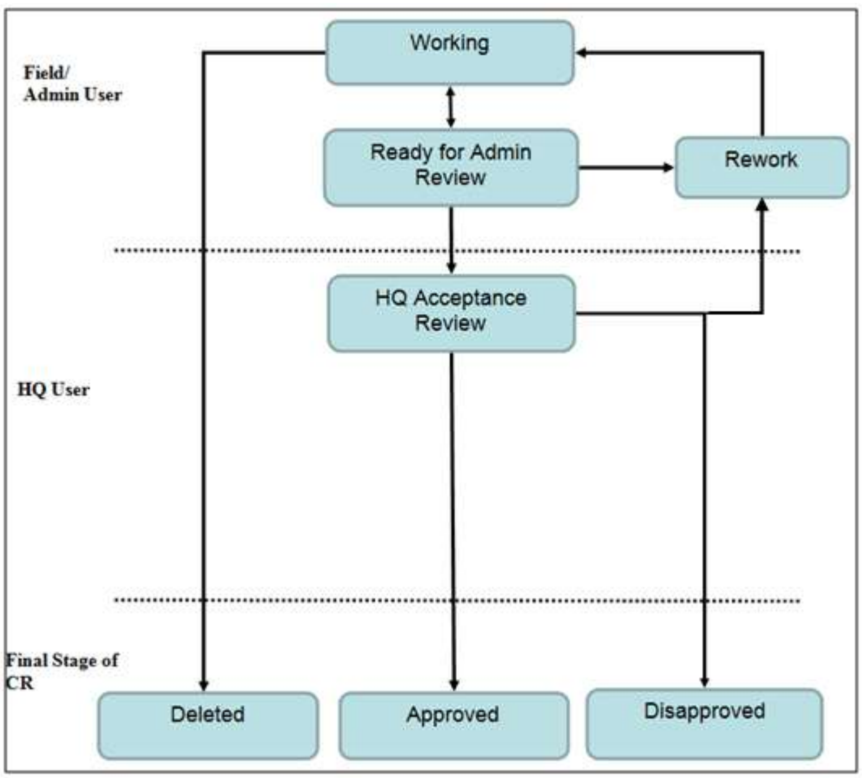


Figure 29: Workflow for Site Change Requests

The Site CR Workflow Process includes six different possible statuses:

Working – When a Change Request is created, it is automatically set to Working status. It will remain in this status until it is moved to “Ready for Admin Review” or deleted.

Ready for Admin Review – When the creator of a CR is ready to submit it for review, they set it to “Ready for Admin Review” status. At this status, Field Administrators review the CR and determine whether or not to submit to HQ. To submit the CR for HQ review, they set the status to “HQ Acceptance Review.” To *not* submit the CR for HQ review, they set the CR to “Rework” status.

HQ Acceptance Review – “HQ Acceptance Review” signifies that a Site CR is awaiting HQ review.

Approved – HQ Approval of a Site CR signifies agreement by HQ to the changes proposed in the CR. The current approved cost values in IPABS-IS update to reflect the values proposed in the CR.

Disapproved – HQ Disapproval of a Site CR signifies disagreement with the proposed changes.

Rework – A Site CR can be set to “Rework” status from “Ready for Admin Review” or “HQ Acceptance Review” status. Setting a Site CR to “Rework” status signifies that the CR requires modifications before it can be submitted for HQ review.

1.13.3 Changing the Workflow Status of CRs

Changing the Workflow Status of CRs is a core function of the Cost Module. Field Users submit Change Requests, Site Administrators pass the requests to HQ or send them back to the user for reworking, and HQ Approves, Disapproves or sends back to Rework. A user’s ability to change the workflow status of an existing CR is limited by two factors:

- **User Access Rights**. A user’s ability to perform workflow actions is limited by that user’s access level. The User Roles Matrix below outlines the workflow actions each user is allowed.
- **Current Workflow Position of the CR.** As is evident in the charts above (Figure 28 and Figure 29), CRs can only be moved to a given status from certain other statuses. For example, only a CR in HQ Formal Review Status can be Approved or Disapproved, and a CR in Rework status cannot be submitted directly for HQ Acceptance Review.

To change the Workflow Status of a Change Request, follow the instructions below:

Step 1: Navigate to the CR Details screen as described in Section 1.5.

Step 2: Depending on the current workflow status of the CR and the user’s access rights, one or more of the following buttons will be displayed at the bottom of the screen (see Figure 30):

- Rework
- Ready for Admin Review
- HQ Acceptance Review
- HQ Formal Review
- Approve
- Disapprove

- Delete

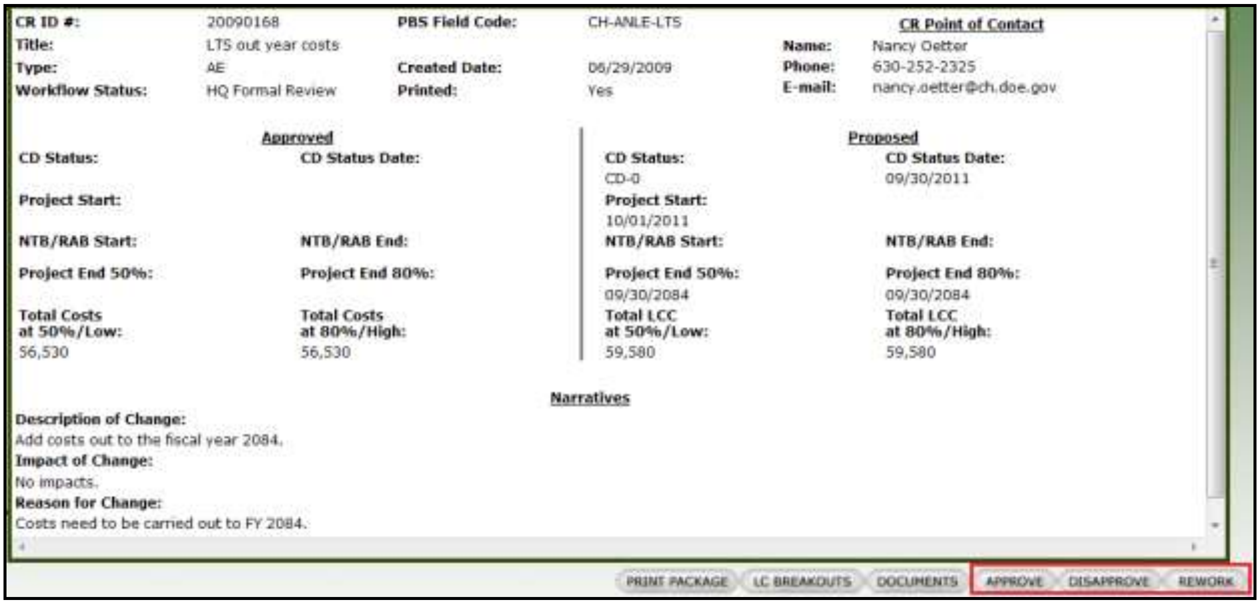


Figure 30: An HQ user can Approve, Disapprove, or Rework a CR under HQ Formal Review

Step 3: Click the button corresponding to the desired workflow action. The Confirm Change Request Changes screen will appear, as shown below.

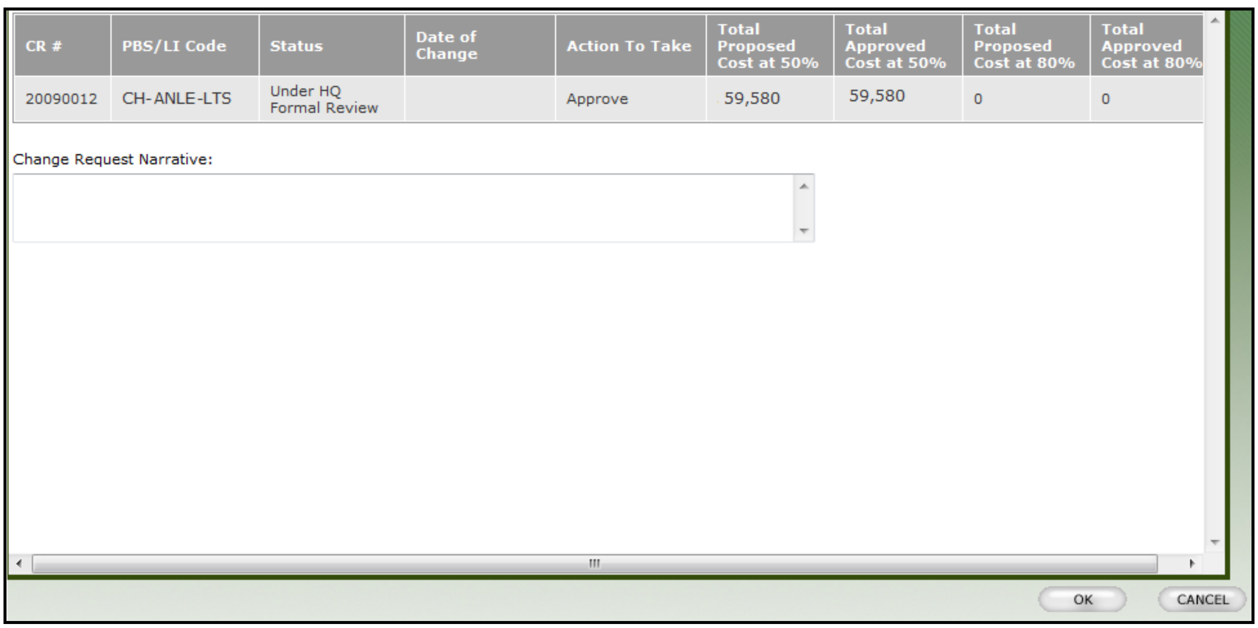


Figure 31: The Confirm CR Changes Screen prompts the user to enter a narrative

Step 4: Enter a narrative explaining the action. For example, if the CR is being sent to Rework, use this space to explain what changes should be made before it is re-submitted. If the CR is being disapproved, explain the reasons for that decision.

Step 5: Click OK. The system will return to the CR Summary Screen. If the CR has been set to Approve, Disapprove, or Deleted status, then it will not be visible on the CR Summary Screen. Otherwise, the CR will appear on the CR Summary Screen with the new workflow status.

1.14 User Roles

As described above, different users have different levels of access to the Cost Module. There are four different levels of user access. The chart below describes the allowable actions for users at each level. The system will prevent users from performing any action not permitted by their user security level.

User Roles Matrix				
Actions	**Read-Only**	**Field User**	**Administrative User**	**Headquarter User**
Create CR		X	X	X
Edit CR		X	X	X
Delete CR		X	X	X
Edit Escalation Rate		X	X	X
View Closed CRs	X	X	X	X
View Cost	X	X	X	X
Attach Document – any status				X
Attach Document – Working, Rework or Ready for Admin Review		X	X	X
Link/Un-link Referential CRs – Any status		X	X	X
View Linked CRs	X	X	X	X
Save CR		X	X	X
Ready for Admin Review		X	X	X
Rework			X	X
HQ Acceptance Review			X	X
HQ Formal Review				X
Approved				X
Disapproved				X
Edit CR in Working or Rework status		X	X	X

1.15 Change Request Reports

The Cost Module provides a great deal of information about current and proposed costs within the EM Complex, but additional information is available in the IPABS-IS Report Module. The Report Module contains specially formatted, Change Request-related reports that can be viewed in HTML, Excel, XML, or PDF format.

1.15.1 Accessing Change Request Reports in the Report Module

To view Change Request reports in the Report Module, follow the steps below:

Step 1: Open the IPABS-IS home screen (https://ipabs-is.em.doe.gov)

Step 2: Select the Report Module in the drop-down menu, as shown in Figure 32.

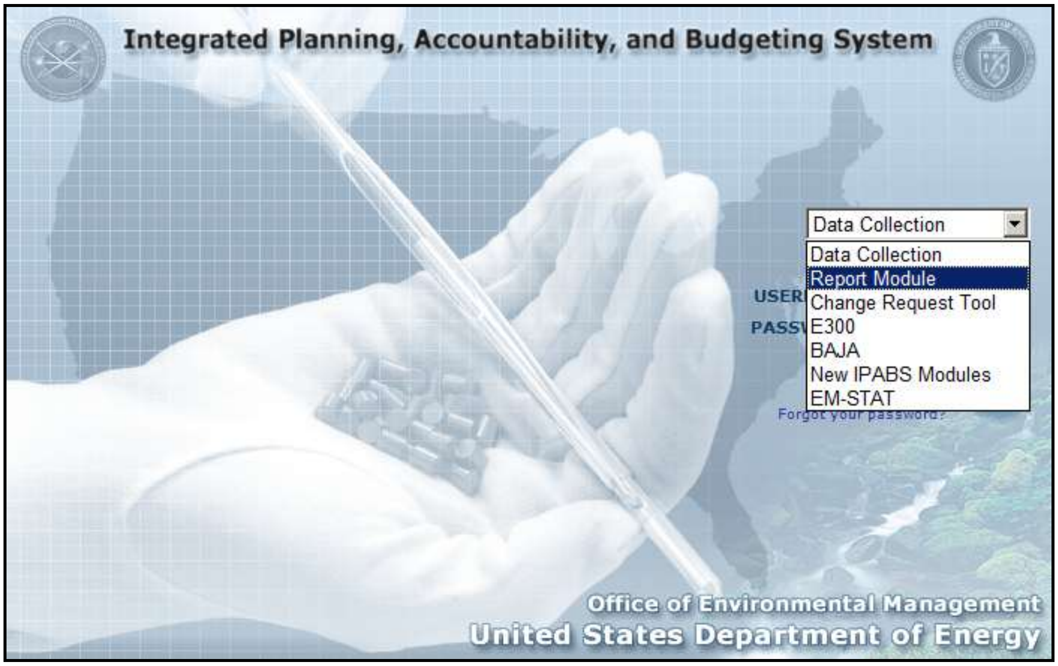


Figure 32: Select the Report Module from the drop-down menu on the IPABS-IS home screen

Step 3: Enter your IPABS Username and Password then click the “Go” button to log in to the Report Module. (If you do not have access to the Report Module, please contact the IPABS-IS Helpdesk at 703-574-6767 or IPABSSupport@tritonfsi.com.

Step 4: The Report Module home screen will appear. Click the “Lifecycle Cost” folder within the “Navigator” box in the center of the home screen (Figure 33).

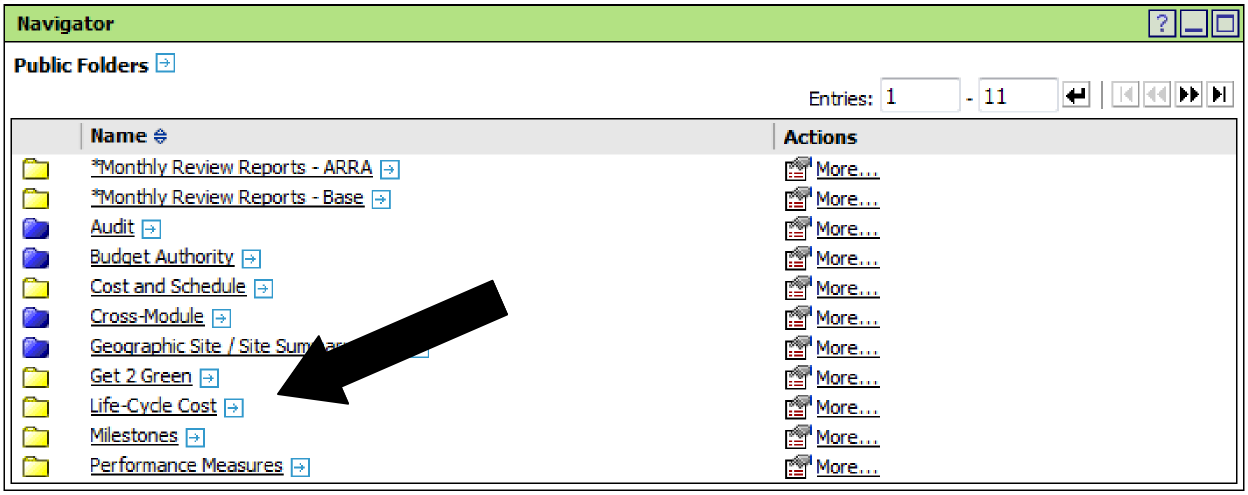


Figure 33: The Life-Cycle Cost folder can be accessed in the Navigator window

Step 5: Click the "Change Request Reports" folder, as shown in Figure 34.

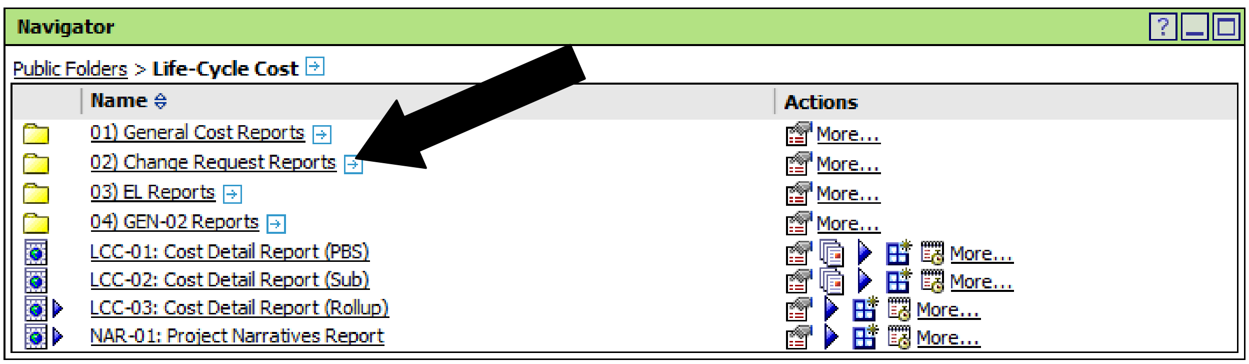


Figure 34: The Change Request Reports folder can be found within the Life-Cycle Cost folder

Step 6: The screen will refresh to display all four Change Request-related reports, as shown in Figure 35.

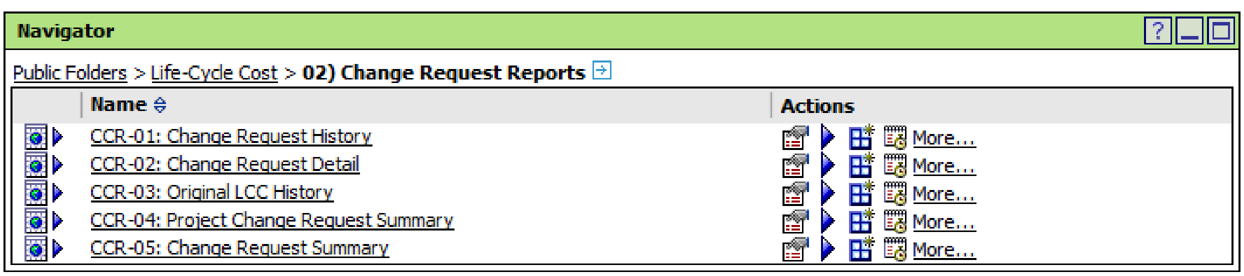


Figure 35: The Change Request Reports folder contains the following reports: CCR-01, CCR-02, CCR-03, CCR-04 and CCR-05

Step 7: Click the name of any report in the Change Request Reports folder. A screen will open containing multiple drop-down menus and textboxes, as shown in Figure 36.

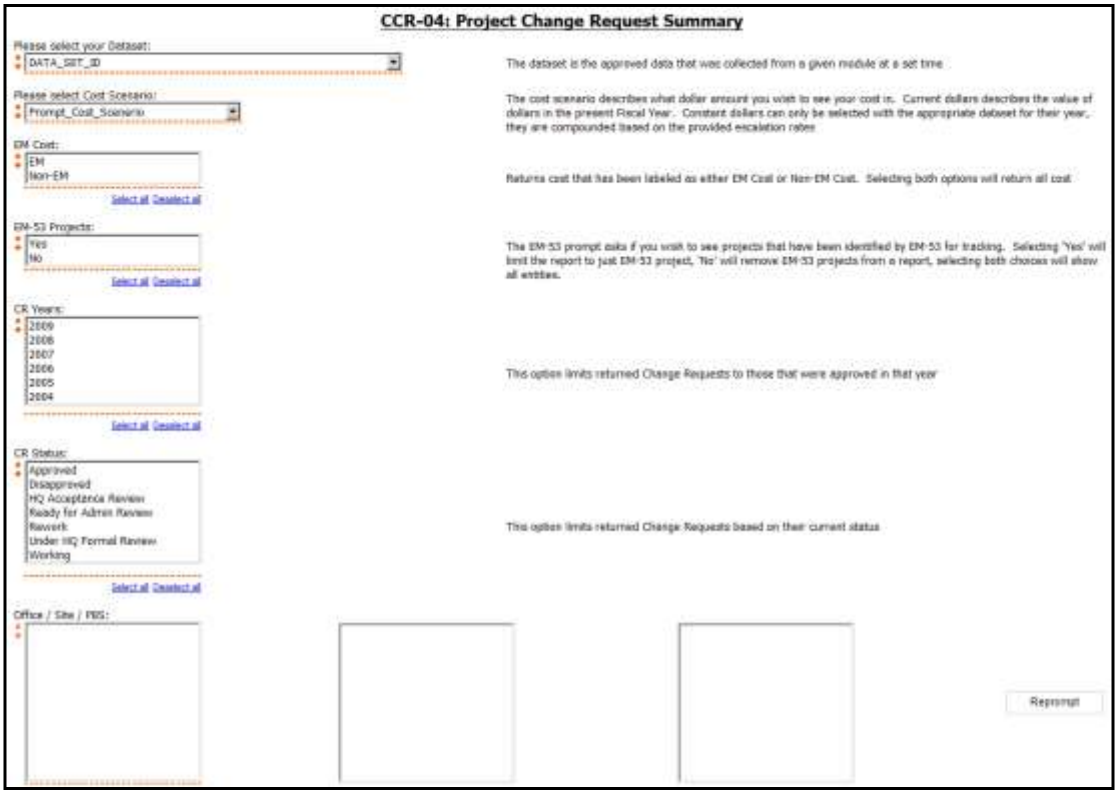


Figure 36: The Report Details Screen allows users to customize reports by determining the type of data displayed in the report, the projects for which data is displayed, and the years for which data is displayed.

Step 8: Select the desired options from the drop-down menus and textboxes. These boxes allow the user to filter the information contained in the final report. In the example above, users can choose to view only EM costs, only non-EM costs or both; view only EM-53 Projects, only non-EM-53 projects, or both; view CRs from any or all years from 2004-2010; and view CRs of any status or of all statuses.

Step 9: Click the "Finish" button to display the report (in HTML format).

Step 10: Once the report has loaded, select the icon highlighted in Figure 37. A drop-down list will appear. Click a format title to view the report in that format.

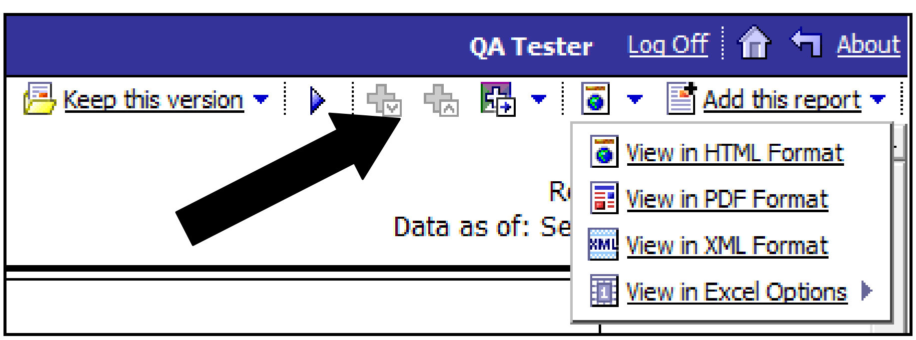


Figure 37: The File Types icon allows users to view reports in different file formats

1.15.2 Understanding the Change Request Reports in the Cost Module

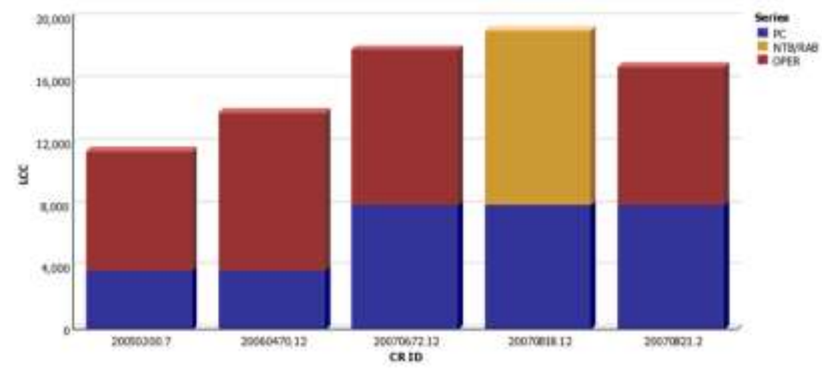
The Report Module contains five different Change Request Reports—the CCR-01, CCR-02, CCR-03, CCR-04 and CCR-05. The CCR-01 displays all of a project's historical approved cost values, the CCR-02 displays detailed information about specific Change Requests, the CCR-03 displays information about how a project's Original LCC has changed over time due to AE Change Requests, the CCR-04 displays information about how a project's approved costs have changed over time due to Change Requests, and the CCR-05 displays summary-level information about the Change Requests for the selected entity or entities. For more information, see the detailed discussions below.

1.15.2.1 CCR-01: Change Request History

The CCR-01 shows the effect of Change Requests on project cost, and is particularly useful for understanding the way project cost changes over time.

For any given project, the CCR-01 displays the following data elements for every Change Request associated with the project:

- CR ID
- CR Title
- Date Updated
- Date Submitted
- Date Approved
- Type
- Status
- Cost Scenario
- Project Start
- Project End 50%
- NTB/RAB Start/End
- Prior, NTB/RAB, OPER, and Lifecycle Cost
- Annual Cost
- Graph showing Prior, NTB, OPER, and Lifecycle Cost



CR ID	CR Title	Date Updated	Date Submitted	Date Approved	Type	Status	Cost Scenario	Project Start	Project End 50%
20050300.7	CCB Notification for LCB Decrease for Various ID PBSs	Nov 20, 2009 11:53:17 PM		Dec 19, 2008 4:09:47 PM	AE	Approved	Current		
20060470.12	Comprehensive Idaho Cleanup Project Scope Adjustments	Nov 20, 2009 11:53:16 PM		Dec 19, 2008 4:09:48 PM	AE	Approved	Current		
20070672.12	Incorporation of OECM validation and PBS alignment	Nov 20, 2009 11:53:17 PM			AE	Disapproved	Current		
20070818.12	Incorporation of NTB CD-2/3 approval and OPER EMAAB results.	Nov 20, 2009 11:53:17 PM		Dec 19, 2008 4:09:48 PM	AE	Approved	Current	Oct 1, 1997	Sep 30, 2009
20070821.2	EM Corporate Performance Measure Update	Nov 20, 2009 11:53:17 PM			AE	Disapproved	Current		

Figure 38: The CCR-01 Report

1.15.2.2 CCR-02: Change Request Detail

The Change Request Detail Report is an easy and efficient way to view detailed information about one or more Change Requests in a single document. For any given Change Request, the CCR-02 report displays two pages of information.

The first page, shown in Figure 39, contains the following data elements:

- Change Request ID
- Change Request Title
- Office and Site Name
- PBS / Sub-Project Field Code
- CR Status
- CR Status Date
- CR Type
- Requesting POC Name, Telephone, and Email
- CR Narratives (CR Description, Reason for Change, CR Action Narrative and Change Impact))
- Current Approved values for Prior, NTB, and OPER Costs at 50% and 80% Confidence Levels (as of time of CR Creation)
- Proposed values for Prior, NTB, and OPER Costs at 50% and 80% Confidence Levels (as of time of CR Creation)

CCR-02: Change Request Detail

Dataset Name: FY 2010 Cost Data Data as of: May 20, 2010 10:54:48 PM
Cost Scenario: Current Report Number: **CCR-02**

Change Request ID: **20100009** CR Title: **B850 and Project Completion Extension** | Link Type | CR ID |
Office: **NNSA Sites**
Site: **Lawrence Livermore National Laboratory**
PBS / Sub-Project / Sub-Sub Project: **VL-LLNL-0031**
ARRA Project: **N** CFO Code:
CR Status: **HQ Acceptance Review** CR Type: **AE**
CR Status Date: **May 7, 2010 2:13:51 PM**
Requesting POC: **Claire Holtzapple** POC Telephone: **(925)422-0670** POC Email: **claire.holtzapple@oak.doe.gov**

CR Description:

This baseline change proposal (BCP) is necessary to assure that the proper scope and final cost and schedules incurred in completing the Building 850 Soil Removal Action at Operable Unit (OU) 5 are reflected in Project VL-LLNL-0031 Soil and Water Remediation. This change updates and documents the essential project data since the last BCP, which only captured relevant information through September 30, 2009. The change extends the completion date for this project to September 30, 2010. The Building 850 Soil Removal Action and Project completion was scheduled for September 29, 2009. Additional contaminated soil, greater depth to bedrock than anticipated under the Corrective Action Management Unit (CAMU), unanticipated additional regulatory directed changes, and ES&H requirements, delays due to programmatic activities, and weather (heavy rains) have increased the project work scope, cost and schedule. As a result, an additional $2.2M was requested in September 2009 to complete the Building 850 Soil Removal Action. EM provided $2.1M of additional funds to perform this work resulting in an increase of the project Near Term Baseline to $56.1M. Of the $2.1M, $.4M was transferred from prior year unobligated funds at Pantex within the same Budget and Reporting Code and did not require reprogramming, and $1.7M was identified in an internal reprogramming request. The Life Cycle Cost was increased by the $2.1M. Construction completion and regulatory concurrence has been achieved at LLNL Site 300 OUs 1 through 8 with the exception of OU 5 which includes this soil removal action at the Building 850 Firing Table. OU 5 also includes the Pit 7 Complex hydraulic diversion facility and Pit 7 source ground water extraction and treatment system. Both of these facilities were completed in FY2008. The Soil Removal Action at the Building 850 Firing Table has been recently completed, but regulatory approval has not yet been received. It is the intent of the Livermore Site Office to forward the required documentation to the regulatory agencies by April 30, 2010, and their concurrence that construction is complete at OU 5 at LLNL Site 300 anticipated to be received by Sept. 30, 2010. Consistent with established EM project management protocol, the CD-4 package for this project can then be approved, transferring the project from EM to Long Term Stewardship under NNSA.

Reason for Change:

The Building 850 Soil Removal Action was conducted to implement the removal action remedy selected in the 2008 Action Memorandum and to complete CERCLA remedial action buildout (construction completion) in OU 5 at LLNL Site 300. The purpose of the removal action is to mitigate exposure risk to onsite workers and the potential hazard to ecological receptors through excavation and solidification of polychlorinated biphenyls- (PCBs), dioxin-, and furan-contaminated surface soil and sandpile at Building 850. DOE and the U.S. Environmental Protection Agency (EPA), California Department of Toxic Substances Control, and Regional Water Quality Control Board agreed to conduct remediation of PCB-, dioxin-, and furan-contaminated soil at the Building 850 Firing Table as a Non-Time Critical Removal Action. The remedy consisted of excavation and solidification/consolidation of contaminated soil at Building 850 in an onsite CAMU. Implementation of this remedy was scheduled for, and included in, the FY 2009 Site Execution Plan (SEP). In following DOE-EM guidance, no contingency was planned or allocated to the project or provided within the DOE-Environmental Management (EM) budget for the Building 850 Soil Removal Action Project. This BCP will document an increase in the LCC of this project by $2.1M.

CR Action Narrative:

This baseline change proposal (BCP) is necessary to assure that the proper scope and final cost and schedules incurred in completing the Building 850 Soil Removal Action at Operable Unit (OU) 5 are reflected in Project VL-LLNL-0031 Soil and Water Remediation. This change updates and documents the essential project data since the last BCP, which only captured relevant information through September 30, 2009. The change extends the completion date for this project to September 30, 2010.

Change Impact:

This BCP increases the scope and cost of Project VL-LLNL-0031 Soil and Water Remediation Project to complete the Building 850 Soil Removal Action at Operable Unit (OU) 5, and extends the completion date for this project to Sept. 30, 2010. Approval of this BCP will also remove this project from the red project list in the Deputy Secretary monthly project report, and allow the project to achieve CD-4 in accordance with the requirements of DOE Order 413.3A.

Change Request Summary

Lifecycle Profile Breakout	Current Approved 50%	Current Approved 80%	Proposed 50%	Proposed 80%
Prior Year	68478	68478	68478	68478
Near Term Baseline (NTB/RAB)	54004	54004	56128	56128
Outyear Planning Estimate Range(OPER)	0	0		
Total Cost	**122482**	**122482**	**124606**	**124606**

Data Source: **EM CDB** Report Generated: May 21, 2010 at 4:12:58 PM
Page 1 of 2

Figure 39: The first page of the CCR-02 displays general information about the CR and its effect on Prior, NTB, and OPER costs.

The second page of the CCR-02, displayed in Figure 40, contains the following data elements:

- Total (Lifecycle) Costs
- Prior Cost
- NTB Cost
- OPER Cost
- Annual Cost
- Actual Cost
- Current Approved Cost (50% and 80% CL)
- Proposed Cost (50% and 80% CL)
- Proposed Performance Measure Baseline
- Proposed Management Reserve
- Proposed Fee
- Proposed Other Direct Cost
- Proposed Unfunded Contingency
- NTB Start/End
- Project End (50% and 80% CL)

Change Request ID: **20080874**
Project Start: **Dec 19, 2001**

NTB Start FY: **2007**
Project End 50%: **Sep 30, 2030**

COST	Total	Prior Year										
		Prior Year	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Actuals	**258,091**	**225,806**	14,400	39,580	9,729	2,209	3,048	0	36,466	41,151	41,766	37,456
Current Approved 50%	**794,894**	**225,806**	14,400	39,580	9,729	2,209	3,048	0	36,466	41,151	41,766	37,456
Proposed Cost	**1,136,222**	**225,806**	14,400	39,580	9,729	2,209	3,048	0	36,466	41,151	41,766	37,456
Proposed Performance Measure Baseline	**81,025**											
Proposed Management Reserve	**25,724**											
Proposed Fee	**3,700**											
Proposed Other Direct Cost	**457**											
Proposed 50%	**1,247,128**	**225,806**	14,400	39,580	9,729	2,209	3,048	0	36,466	41,151	41,766	37,456
Proposed Unfunded Contingency	**69,585**											
Current Approved 80%	**794,894**	**225,806**	14,400	39,580	9,729	2,209	3,048	0	36,466	41,151	41,766	37,456
Proposed 80%	**1,316,713**	**225,806**	14,400	39,580	9,729	2,209	3,048	0	36,466	41,151	41,766	37,456

COST	Near Term Baseline (NTB)									Outyear Planning Estimate Range(OPER)			
	Near Term Baseline (NTB)	2007	2008	2009	2010	2011	2012	2013	2014	**Outyear Planning Estimate Range (OPER)**	2015	2016	2017
Actuals	**32,285**	32,285											
Current Approved 50%	**368,662**	47,564	45,848	45,854	45,886	45,867	45,879	45,888	45,876	**200,426**	45,858	45,871	45,925
Proposed Cost										**910,416**	7,862	34,102	51,972
Proposed Performance Measure Baseline	**81,025**	34,800	19,900	16,156	3,228	3,144	3,120	3,382	3,295				
Proposed Management Reserve	**25,724**		200	1,304	3,900	4,868	5,141	5,224	5,089				
Proposed Fee	**3,700**		700	1,200	400	300	300	400	400				
Proposed Other Direct Cost	**457**		0	333	124								
Proposed 50%	**118,986**	34,800	20,800	12,993	7,652	8,310	8,561	9,006	8,784	**910,416**	7,862	34,102	51,972
Proposed Unfunded Contingency	**6,155**	1,050	758	502	861	827	667	779	911	**63,430**	27	466	1,031
Current Approved 80%	**368,662**	47,564	45,848	45,854	45,886	45,867	45,879	45,888	45,876	**200,426**	45,858	45,871	45,925
Proposed 80%	**117,061**	35,850	21,558	13,495	8,513	8,937	9,228	9,785	9,695	**973,846**	7,889	34,568	53,003

Figure 40: The second page of the CCR-02 report displays detailed CR cost information

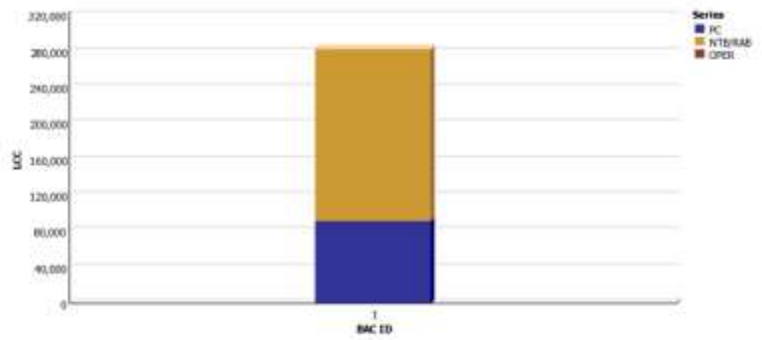
1.15.2.3 CCR-03: Original LCC History

The CCR-03 tracks changes in a project's Original LCC over time. A project's initial Original LCC (BAC-1) is that project's approved cost as of December 22nd, 2008. Thereafter, users can update a project's Original LCC by submitting and securing approval for an AE CR. The first time the Original LCC is updated, the new approved cost profile is known as BAC-2, the second update is known as BAC-3, etc.

The CCR-03 report tracks changes in a project's Original LCC over time. While the CCR-03 appears similar to the CCR-01, the CCR-01 documents all changes to Current Approved Cost, whereas the CCR-03 only documents changes to Original LCC.

For any given project, the CCR-03 report displays the following information for each BAC:

- BAC ID
- As of Date
- Cost Scenario
- Project Start
- Project End 50%
- NTB/RAB Start/End
- Prior, NTB/RAB, OPER, and Lifecycle Cost
- Annual Cost
- Graph showing Prior, NTB, OPER, and Lifecycle Cost



BAC ID	As of Date	Cost Scenario	Project Start	Project End 50%	NTB/RAB Start	NTB/RAB End	PC	NTB/RAB	OPER	LCC	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
1	Dec 19, 2008 4:20:26 PM	Current	Oct 1, 2002	Sep 30, 2018	2008	2018	91,910	190,660	0	282,570	0	0	0	0	0	13,289	15,765	0	22,695	21,815

Figure 41: The CCR-03 report displays the Original LCC and any updates that have been made to it

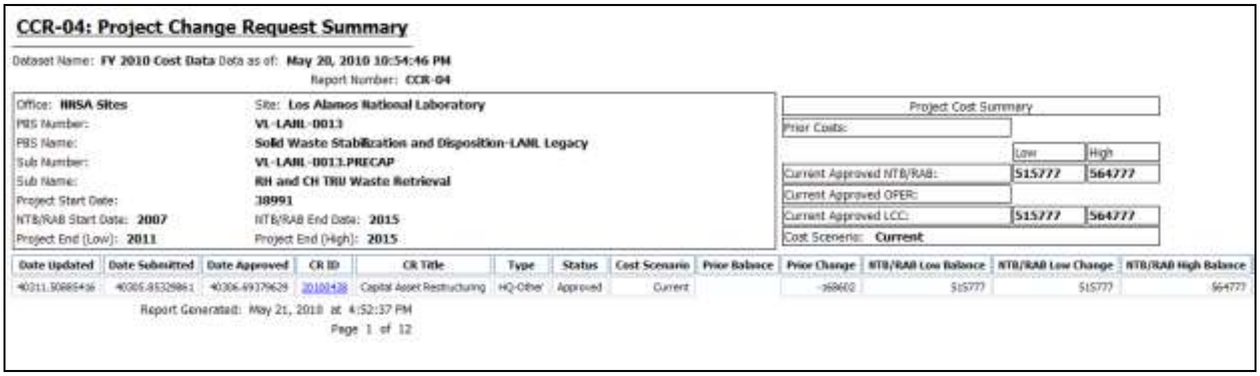
1.15.2.4 CCR-04: Project Change Request Summary

Like the CCR-01, the CCR-04 tracks changes in approved project cost over time. The difference between the two reports is that the CCR-04 displays the change in Prior, NTB, OPER, and Lifecycle Cost associated with each CR. For any given Project, the CCR-04 displays the following general information:

- Dataset Name
- Office, Site, and PBS Name
- PBS Number
- Sub Number/Name
- Project Start Date
- NTB/RAB Start/End Date
- Project End (Low/High)
- Current Approved Prior, NTB/RAB, OPER, and LCC Cost values at 50% and 80% Confidence

For each CR associated with a given project, the CCR-04 displays the following data elements:

- Date Updated
- Date Submitted
- Date Approved
- CR ID and Title
- CR Type
- CR Status
- Cost Scenario
- Prior Balance
- Prior Change
- NTB/RAB Balance (Low/High)
- NTB/RAB Change (Low/High)
- OPER Balance (Low/High)
- OPER Change (Low/High)
- LCC Balance (Low/High)
- LCC Change (Low/High)
- NTB/RAB Start/End
- Project End (Low/High)



CCR-04: Project Change Request Summary

Dataset Name: **FY 2010 Cost Data** Data as of: **May 20, 2010 10:54:46 PM**

Report Number: **CCR-04**

Office:	**NNSA Sites**	Site:	**Los Alamos National Laboratory**
PBS Number:			**VL-LANL-0013**
PBS Name:			**Solid Waste Stabilization and Disposition-LANL Legacy**
Sub Number:			**VL-LANL-0013.PRECAP**
Sub Name:			**RH and CH TRU Waste Retrieval**
Project Start Date:			**38991**
NTB/RAB Start Date:	**2007**	NTB/RAB End Date:	**2015**
Project End (Low):	**2011**	Project End (High):	**2015**

Project Cost Summary		
Prior Costs:		
	Low	High
Current Approved NTB/RAB:	**515777**	**564777**
Current Approved OPER:		
Current Approved LCC:	**515777**	**564777**
Cost Scenario: **Current**		

Date Updated	Date Submitted	Date Approved	CR ID	CR Title	Type	Status	Cost Scenario	Prior Balance	Prior Change	NTB/RAB Low Balance	NTB/RAB Low Change	NTB/RAB High Balance
40311.30885416	40305.85329861	40306.69379629	20100428	Capital Asset Restructuring	HQ-Other	Approved	Current		-368602	515777	515777	564777

Report Generated: May 21, 2010 at 4:52:37 PM

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Figure 42: The CCR-04 displays changes in project cost over time

1.15.2.5 CCR-05: Change Request Summary

CCR-05 provides summary-level information for the Change Requests of the selected entity(ies).

For each CR associated with the selected entity(ies), the CCR-05 displays the following data elements:

- CR ID
- CR Status
- CR Type
- Office
- Site
- PBS Field Code
- Sub-Project Field Code
- Sub-Sub-Project Field Code
- CFO Project Code
- ARRA
- Operations
- Capital Asset
- Capital Asset Type
- Date Submitted
- Date Approved
- Approved NTB/RAB
- Proposed NTB/RAB
- Series
- Current Approved 50%
- Proposed 50%
- Current Approved 80%
- Proposed 80%

CCR-05: Change Request Summary

Dataset Name: FY 2010 Cost Data Data as of: May 20, 2010 10:54:46 PM

Cost Scenario: Current Report Number: CCR-05

CR ID	CR Status	CR Type	Office	Site	PBS Field Code	Sub-Project Field Code	Sub-Sub-Project Field Code	CFO Project Code	ARRA	Operations	Capital Asset	Capital Asset Type	Date Submitted	Date Approved	Approved RTB/RAB	Proposed RTB/RAB	Series	Current Approved 50%	Proposed 50%	Current Approved 80%
20090261	Approved	AE	NNSA Sites	Los Alamos National Laboratory	VL-LANL-0030	VL-LANL-0030	VL-LANL-0030.FY		N	N	N			39801.67346064			Prior Year	398535	398535	398535
																	Outyear Planning Estimate Range (OPER)	612863	789967	612863
20090378	Approved	AE	NNSA Sites	Los Alamos National Laboratory	VL-LANL-0030	VL-LANL-0030	VL-LANL-0030.FY		N	N	N			39801.67346064			Prior Year	398535	398535	398535
																	Outyear Planning Estimate Range (OPER)	612863	612863	612863
20090382	Approved	AE	NNSA Sites	Los Alamos National Laboratory	VL-LANL-0030	VL-LANL-0030	VL-LANL-0030.FY		N	N	N			39801.67346064			Prior Year	398535	398535	398535
																	Outyear Planning Estimate Range (OPER)	612863	615952	612863
20090418	Approved	AE	NNSA Sites	Los Alamos National Laboratory	VL-LANL-0030	VL-LANL-0030	VL-LANL-0030.FY		N	N	N			39801.67346064			Prior Year	398535	398535	398535
																	Outyear Planning Estimate Range (OPER)	612863	612863	612863
20090424.2	Approved	AE	NNSA Sites	Los Alamos National Laboratory	VL-LANL-0030	VL-LANL-0030	VL-LANL-0030.FY		N	N	N			39801.67346064			Prior Year	398535	398535	398535
																	Outyear Planning Estimate Range (OPER)	615952	615952	615952

Figure 43: The CCR-05 displays summary-level information on CRs for the selected entity(ies)

2. Performance Measures

2.1 Performance Measures Background

The IPABS-IS Performance Measures Module, hereinafter referred to as PM Module, is a mechanism that provides a centralized location for Environmental Management, hereinafter referred to as EM, to manage and improve the collection, documentation, configuration control, life-cycle profile, target and actual data for all performance measures. Within the PM Module, users have a centralized system to enter monthly performance measures accomplishments and create change requests, hereinafter referred to as PM CRs, to modify existing approved data. The PM CR workflow process confirms all performance measure targets and actuals remain under configuration control. This ensures that performance measures targets and actuals are correctly stored for EM use and accurately reported to the Congressional Budget Office.

EM performance measures serve a number of important functions:

- The Department of Energy, hereinafter referred to as DOE, uses EM performance measures to quantify its own progress towards the achievement of strategic goals related to environmental responsibility. These strategic goals were mandated in the Government Performance and Results Act, hereinafter referred to as GPRA.
- The comparison of performance measures targets and actuals serves as an important baseline and accountability mechanism for Clean-Up Project performance that is both consistent and fair.

In February 2009, the American Recovery and Reinvestment Act, hereinafter referred to as ARRA, was enacted and EM was awarded funds to further support its mission. As a result, the PM Module was created to allow users to enter performance measure information about ARRA projects as well. The EM program consists of 16 corporate performance measures that quantify the progress of each EM Clean-Up project. Additionally, there are 11 ARRA metrics stored and collected in the PM Module. Including ARRA and Non-ARRA metrics there are a total of 27 performance measures. Each corporate performance measure is tracked at the Project, Site, Office, and EM Complex levels.

This guidance document describes all functionality associated with the PM Module, including: viewing summary-level data; viewing, changing, and entering data; viewing, editing and linking PM CRs, and moving CRs through the workflow process for monthly approval.

2.2. Access Levels

All users are granted specific user access rights based on the information provided by the office's Site Administrator.

The current access rights a user may obtain are:

- **Read Only Users –** This access level allows users to view performance measure data within all screens and print PM CR packages.

- **Field User** – This access level allows users to view performance measure data within all screens, enter monthly actuals and narratives, create PM CRs, submit PM CRs to "Ready for Admin Review," and "Delete," and attach documents within PM CRs, and print PM CR packages.

- **Admin User –** This access level allows users to view performance measure data within all screens, enter and approve monthly actuals and narratives, create PM CRs, submit PM CRs to "Ready for Admin Review," "HQ Formal Review," "Rework" and "Delete;" attach documents within PM CRs, and print PM CR packages.

- **HQ User** – This access level allows users to enter, save, and approve performance measure monthly actuals and narratives, view performance measure data within all screens, create PM CRs, submit PM CRs to "Ready for Admin Review," "HQ Formal Review," "Rework," "Approved," "Disapproved" and "Delete," attach documents within PM CRs, and print PM CR packages.

2.3. Navigation and Screens

2.3.1. IPABS-IS Home Page

To access the PM Module, select "New IPABS Modules" from the drop down list that appears on the IPABS-IS login page, as shown below in **Figure 1**. Then, enter a valid username and password to access the module.

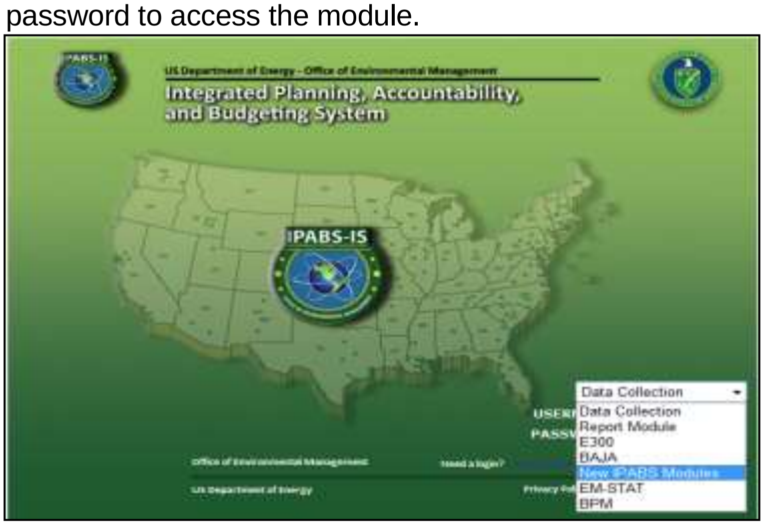


Figure 1: IPABS-IS Home Page

2.3.2. New IPABS Modules Home Page

To access the PM Module, select “Performance Measures" from the drop-down box in the navigation tree on the left side of the New IPABS Modules main page, as shown below in **Figure 2**.

Note: The system currently defaults to the Welcome Page and users will need to select “Performance Measures" from the drop-down list to navigate to the PM Module.

Figure 2: New IPABS Modules Home Page

At the top of the screen the following buttons are displayed: Data Collection, Reports, Print, Help, My Account and Logout as shown below in **Figure 3**.

Figure 3: General Application Buttons

The actions associated with the General Application buttons are:

- **Data Collection –** Links back to the IPABS-IS Data Collection main page allowing the user to access other areas of IPABS-IS.
- **Reports** - Links to the Report Module.
- **Print –** Provides a printable view of the information currently displayed in the Data Window.
- **Help** – Displays general help documentation about the Admin, ARRA, Cost, Gen Info, Get to Green, Milestone, EM EL, QPR and Performance Measures modules.
- **Logout –** Logs the user out of the New IPABS Modules application and automatically redirects to the main IPABS-IS login page.

2.3.3. New IPABS Module Navigation Tree

Each user's access level is granted based on the user's role. A user may access their assigned Offices, Sites, or Project Baseline Summaries, hereinafter referred to as PBSs.

After selecting "Performance Measures" from the drop-down box in the navigation tree, the system will refresh and the user can choose from the following PM Module sub-modules: Change Requests, Data Entry, Monthly Approval Summary, and PM Summary from the second drop-down box. **Figure 4**, displayed below, depicts the four PM Module sub-modules from which to choose.

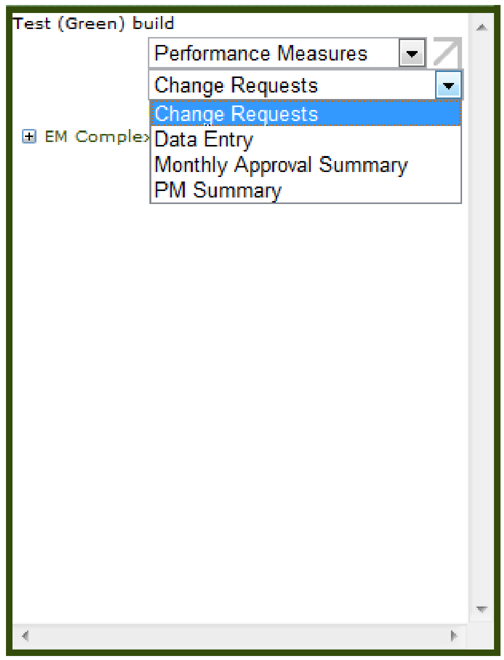


Figure 4: PM Module Sub-Modules

After the system refreshes, the PM Module displays the Office, Site, and/or Project in the EM Complex. The user is able to select any of the aforementioned options. **Figure 5**, displayed on the following page, depicts how offices can be expanded or collapsed with the "+/-" button to display all Sites contained within the Office, Projects contained within the Site, and Subprojects contained within the Project.

Figure 5: Expanded PM Module Navigation Tree

2.4. Performance Measures Module

The following section provides a detailed breakdown of each section within the PM Module, as well as a description of data and information contained within each section.

2.4.1. PM Summary Sub-Module

After selecting "Performance Measures" from the drop-down box in the navigation tree, the system will refresh and the user will choose the "PM Summary" option from the second drop-down box. For a visual representation please refer to **Figure 4**, above.

Once "PM Summary" is selected, the user will pick a PBS from the navigation tree in order to display the PM Summary data currently associated with the PBS. It should be noted that this can also be done at the Office and Site levels. For a visual representation, please refer to **Figure 5**, above.

On the PM Summary screen the user will see the following column headers:

- **Performance Measure -** This column lists all performance measures associated with the PBS. For a complete list of performance measures, please refer to Appendix A.

- **PM Profile -** This column lists the Budget Submission data, the Current Approved data, and the Proposed data for each performance measure. Additionally, the user has the option of clicking the Budget Submission, Current Approved or Proposed hyperlinks to obtain that data for the desired performance measure. For a complete understanding of the data displayed in these hyperlinks, please refer to Section 1.4.1.1 – 3.

- **PY Targets -** This column lists the Prior Year Targets associated with the appropriate performance measure.
- **PY Actuals -** This column lists the Prior Year Actuals associated with the appropriate performance measure.
- **CY Total Target -** This column lists the Current Year Total Target associated with the appropriate performance measure.
- **CYTD Actuals -** This column lists Current Year to Date Actuals associated with the appropriate performance measure.
- **Outyear Targets -** This column sums the total of the Outyear Targets associated with the appropriate performance measure.
- **LC Total Estimate -** This column sums the Prior Year Actuals, the Current Year Targets, and the Outyear Targets to determine the Lifecycle Total Estimate.
- **% Complete -** This column calculates Percentage Complete by dividing the Prior Year Actuals + CYTD Actuals divided by the Lifecycle Total Estimate.

Figure 6, depicts the PM Summary screen as described in the section above.

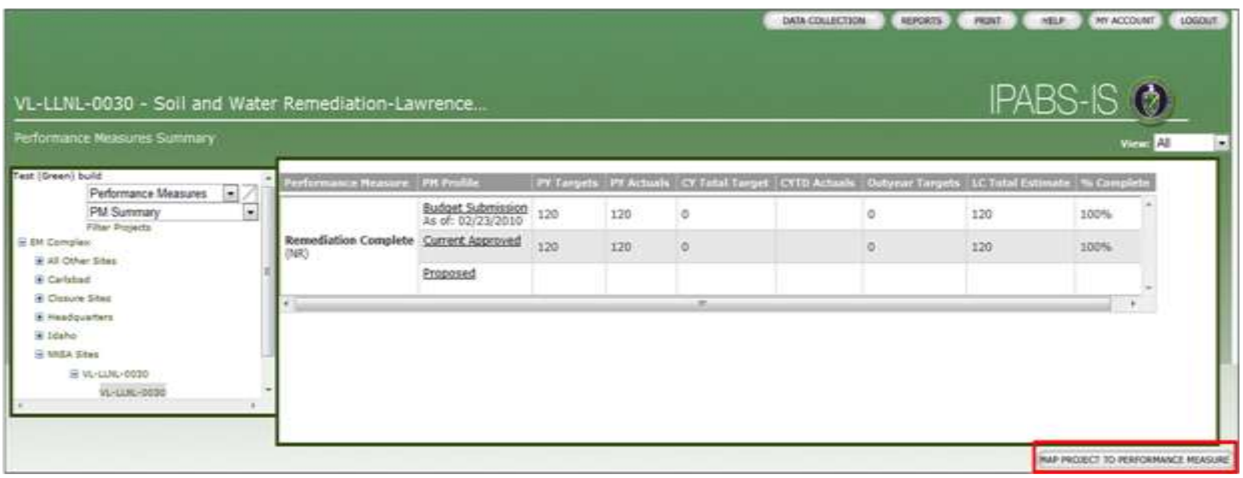


Figure 6: PM Module Summary Screen

In the lower right-hand corner of the PM Summary screen, users will find the “Map Project to Performance Measure” button (outlined in red in **Figure 6**, above). By clicking this button, users will be taken to a screen listing the Performance Measures to which the project is mapped. To change this mapping, click the Edit button in the lower-right corner of the PM Mapping screen, outlined below in **Figure 7**.

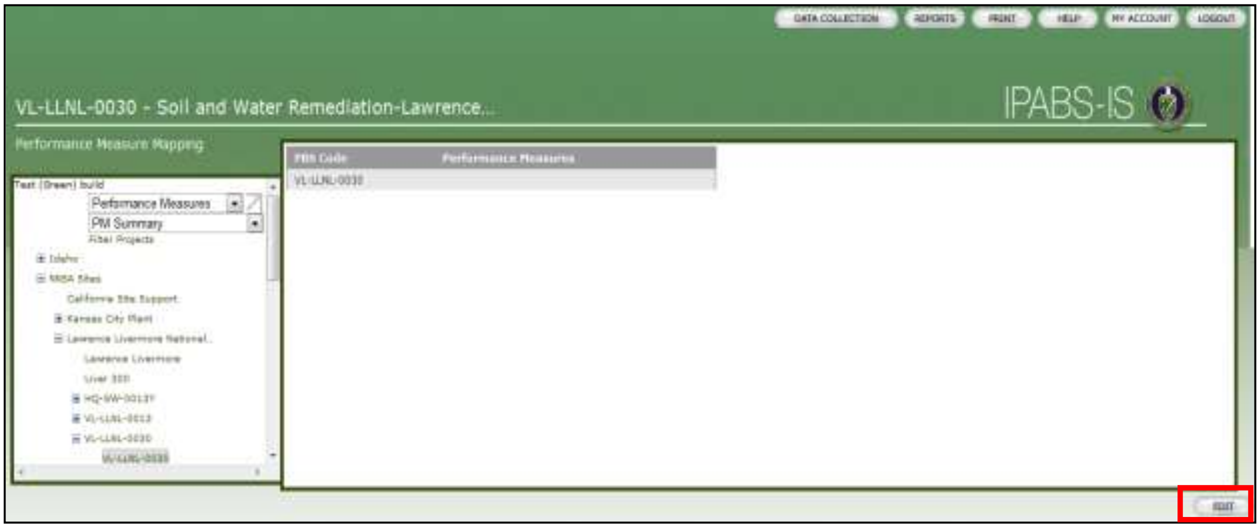


Figure 7: PM Mapping Screen

Upon clicking Edit, users can select a Performance Measure from a drop-down list. When the appropriate PM has been selected, users shall click the Save button in the lower-right corner of the screen, as shown below in **Figure 8**. Clicking the Cancel Edit button will take the user back to the PM Mapping screen in view-only mode. Clicking the Clear Changes button will revert the drop-down selection to the original.

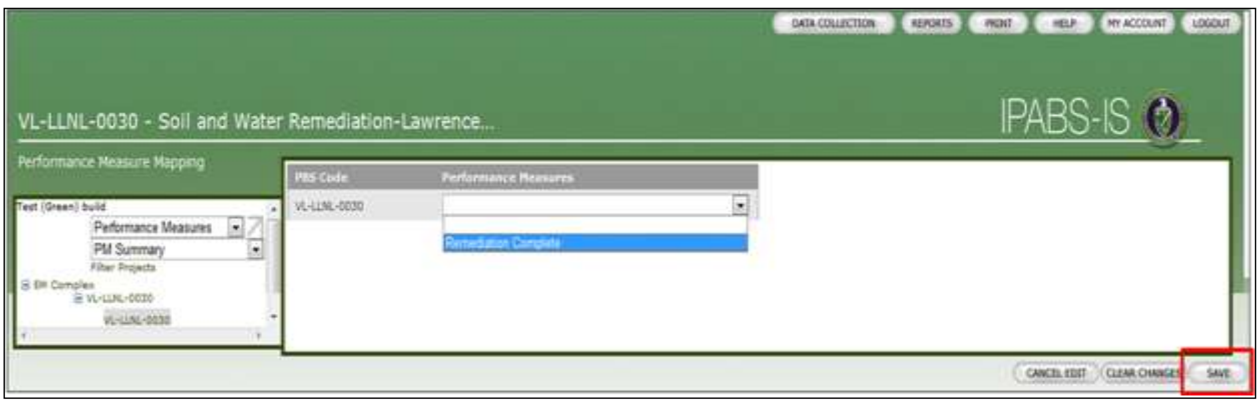


Figure 8: Editing the PM Mapping Screen

2.4.1.1. Viewing Budget Submission/Current Approved/Proposed Data in PM Summary Sub-Module

Users can view the data associated with Budget Submission, Current Approved or the Proposed PM profile by clicking the appropriate hyperlink, which in turn displays a table with two column headers: Fiscal Year and Actual / Target. For all prior fiscal years, the system will total the actual data in the PY Actual/Total row. For the current year, the system will total the target data in the "CY Target Total" row. For all future years, the system will total the outyear target data in the OY Target Total row. Additionally, this table will automatically calculate the CYTD Actuals, Lifecycle Estimate Total and % Complete at the bottom of the table. **Figure 9**, below depicts the table associated with the Budget Submission, Current Approved, or Proposed PM profile table.

Note: Users can only view the annual details for the Budget Submission, Current Approved or Proposed data at the lowest entity level. Thus, if the user is viewing the PM Summary screen at the EM Complex, Office or Site level, the PM Profile name will not be a hyperlink.

Fiscal Year	Actual / Target
1996	1
1997	1
1998	1
1999	1
2000	1
2001	1
2002	1
2003	0
2004	0
2005	1
2006	1
2007	1
2008	1
2009	1
PY Actual Total	12
2010	1
CY Target Total	1
2011	1

Figure 9: Annual Detail Screen for the Budget Submission, Current Approved or Proposed PM Profile Table

The user can drill down further by clicking the hyperlink associated with the appropriate fiscal year to view the actual or target data associated with each month. **Figure 10**, below, displays the table the user can access by clicking the appropriate fiscal year hyperlink.

Fiscal Month	Actual
Oct	
Nov	
Dec	
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	1
Total:	1

Figure 10: Budget Submission, Current Approved or Proposed PM Profile Table by Month

2.4.2. Data Entry Sub-Module

To view and enter data in the Data Entry Sub-Module, the user will first select “Performance Measures” from the drop-down menu in the navigation tree. The system will refresh and the user will choose the “Data Entry” option from the second drop-down menu. For a visual representation please refer to **Figure 4**, above.

Once “Data Entry” is selected, the user will then select a PBS. The data associated with the selected PBS will be displayed on the screen. For a visual representation please refer to **Figure 5**, above. **Note:** PM data entry can only be done at the lowest entity.

Above the main portlet, in the top-right corner of the Data Entry screen, the system will display text that reads “Fiscal Year,” a drop-down list populated with the appropriate years, and a “View Performance Measures” button. Users can select a desired year, click the “View Performance Measures” button and the system will display the performance data for that PBS during the selected year. **Note:** ARRA PM actuals can be entered for the current fiscal year and ARRA PM targets for the current fiscal year + 2. PM targets and actuals for Base projects can only be entered for the current fiscal year.

The names of the performance measures associated with the selected PBS and fiscal year will be displayed horizontally across the main portlet. Under each performance measure name, the “Current Status” header is displayed. The status of the performance measure is determined in the PM CR Sub-Module, which is detailed in Section 1.4.4 – PM CR Sub-Module. The following are the options for “Current Status”:

- **Working -** This status indicates that the data entered for the performance measure is not complete and is still being entered. Users may edit performance measures that are in “Working” status for the current month.

- **Mark Ready for Approval -** This status will appear next to a check box prior to the PM data being in edit mode. This status with the check box will only be visible for users with HQ, Admin, and Field User access rights. Those users who have Read-Only access rights will not see this text in the Data Entry Sub-

Module. If data entry is complete, the user can select the check box next to the “Mark Ready for Approval” text and click the “Ready for Approval” button at the bottom of the page.

- **Ready for Approval -** This status indicates that the data entered for the performance measure is complete and awaiting HQ approval.

- **Approved -** This status indicates that the data entered for the performance measure is complete and approved by HQ. Performance measures that have been approved for the month will no longer be editable.

Under the performance measure name and status, a table with four column headers appears. They are (from left to right):

- **Fiscal Month -** This column lists the months in the fiscal year, starting with October and ending with September.

- **Target -** This column lists the target values entered for the appropriate performance measure.

- **Actual -** This column lists the actual values entered for the appropriate performance measure.

- **Variance -** This column calculates the variance between the target and the actual by subtracting the target data from the actual data.

The system will total the target data, actual data, and variance to date for the appropriate fiscal year in the Cumulative Year to Date, “CYTD,” row. Beneath the “CYTD” row, the table sums the target data, actual data, and variance for the entire fiscal year in “CY Total” row. Finally, the table sums the target data, actual data, and variance for all previous years and the current fiscal year in the Cumulative to Date, “CTD,” row. Beneath the table, the system automatically calculates the approved lifecycle total data in the “Current Approved LC Total” row. Also calculated is the “% Complete” of the performance measure. This value is determined by dividing the cumulative to date actual over the current approved lifecycle total.

Please note that if there are no performance measures for the selected PBS the screen will display the following message: “No Performance Measure data found for the project.” If there are more performance measures that will fit on the screen, a horizontal scroll bar will appear toward the bottom, and a large red arrow will appear above the tables to remind users to scroll to the right to view all the performance measures.

In the bottom right-hand corner of this sub-module there are two buttons, “Ready for Approval” and “Edit”. The steps to approve data within a performance measure are detailed in Section 1.4.2.1 – Monthly Data Entry. The steps to edit data within a performance measure are detailed in Section 1.4.2.1. –Monthly Data Entry through Section 1.4.2.4 – Data Entry Confirmation Screen.

Figure 11, below displays the Data Entry screen as described in the section above.

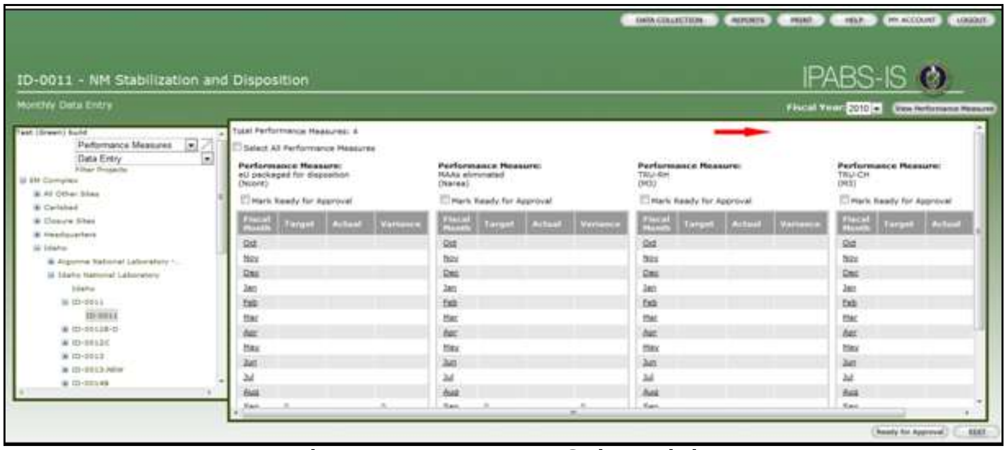


Figure 11: Data Entry Sub-Module

2.4.2.1. Monthly Data Entry

Each month users will go into the Data Entry sub-module to enter actuals. It should be noted that users are able to change the targets for the current month within the current fiscal year via a Change Request, as long as the monthly targets add up to the total targets for that fiscal year. To enter monthly targets and/or actual data, the user will click the Edit button at the bottom right-hand corner of the sub-module, which will refresh the screen and send the user to a new page. For a graphical representation of the location of the Edit button please refer to **Figure 11**, above.

The screen displayed will be very similar to the main Data Entry Sub-Module page with one key exception – there will be text boxes in which users will enter target and actual data in the current month for performance measures that have a status of Working. To enter data, the user should click the text box and type the appropriate value. Upon entering the data, the user shall click the Save button in the bottom right-hand corner of the screen. This will save the data and refresh the system to the previous page, reflecting the new data. If an error is made when entering data the user can click the Cancel Edit button, which will refresh the system to the previous page with no changes to the data. Please note that only numeric values may be entered into these text boxes.

There is not a text box to enter the variance, as this is automatically calculated by the system. Furthermore, it should be noted that users with read-only access will not be able access this screen and therefore will not able to enter target or actual data.

Figure 12, below displays the Performance Measure Data by Month as described in the text above.

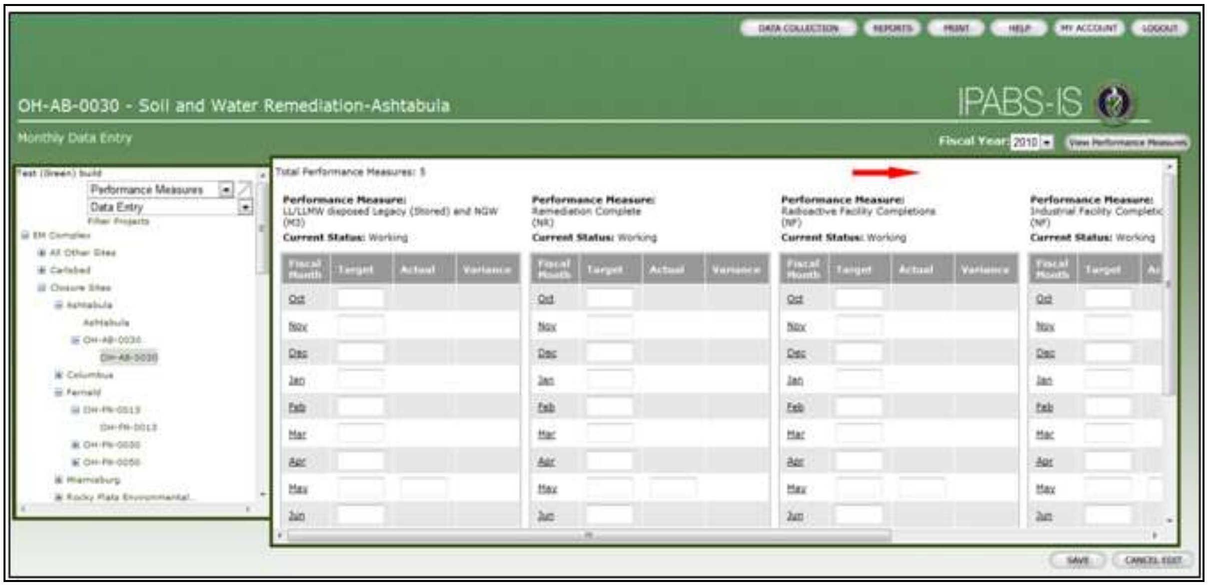


Figure 12: Monthly Data Entry in the Data Entry Sub-Module

2.4.2.2. Monthly Variance Narrative Entry

The user can drill down further into a performance measure by clicking the hyperlink associated with the appropriate month. The user will be directed to a new screen displaying a table with the following column headers (from left to right):

- **Fiscal Year -** This column lists the selected fiscal year.
- **Fiscal Month -** This column lists the selected month.
- **Target -** This column lists the target values entered for the appropriate performance measure for the selected month.
- **Actual -** This column lists the actual values entered for the appropriate performance measure for the selected month.
- **Variance -** This column calculates the variance between the target and the actual, by subtracting the target data from the actual data for the selected month.

Additionally, the screen displays a text box in which the user can enter a text narrative (limited to 500 characters) explaining the monthly variance. Upon completing the monthly narrative the user shall select the "OK" button, in the bottom right-hand corner of the screen, to save the changes and refresh the system back to the previous screen. If the user selects the "Cancel" button, the system will not save any changes made and refresh the system back to the previous screen.
Figure 13, below, displays the Monthly Variance Narrative Entry by Month as described in the text above.

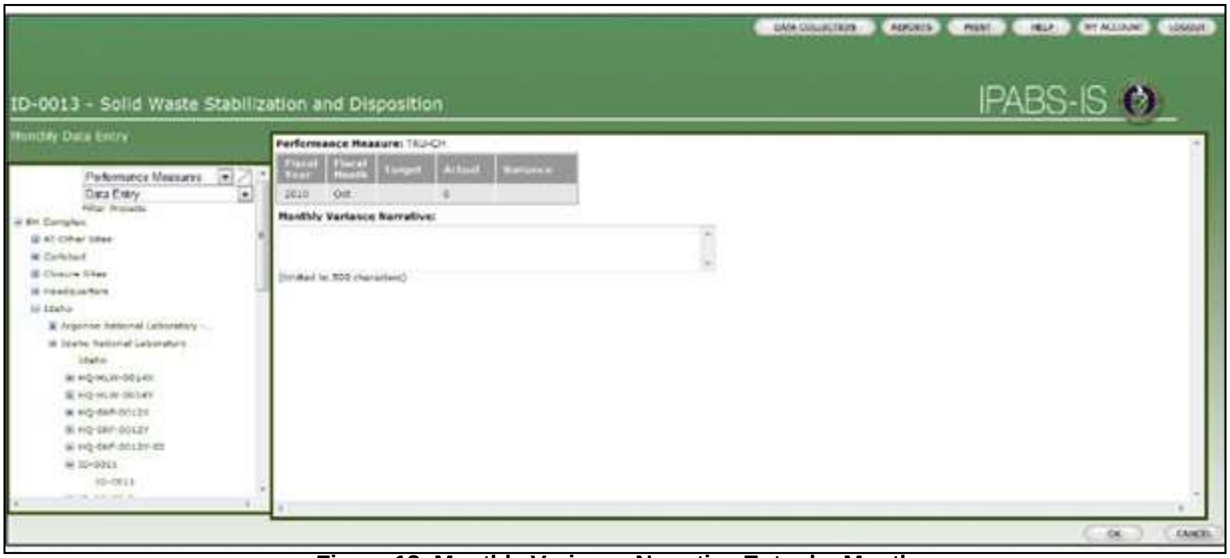


Figure 13: Monthly Variance Narrative Entry by Month

2.4.2.3. Cumulative Variance Narrative Entry

The user can drill down further into a performance measure by clicking the CYTD hyperlink, which will direct the user to a new screen displaying a table with the following column headers (from left to right):

- **Fiscal Quarter -** This column lists the four quarters of the fiscal year in different rows.
- **Quarter Target -** This column sums the target data for each fiscal quarter.
- **Quarter Actual -** This column sums the actual data for each fiscal quarter.
- **Quarter Variance -** This column calculates the variance for each fiscal quarter by subtracting the quarter actual data from the quarter target data.

Additionally, the screen displays a text box in which the user can enter a text narrative (limited to 500 characters) explaining the cumulative variance by quarter. It should be noted that the system will only let the user enter a cumulative variance narrative for the current fiscal quarter. Upon completing the monthly narrative the user shall select the “OK” button in the bottom right-hand corner of the screen, which will save the changes and refresh the system back to the previous screen. If the user selects the “Cancel” button, the system will not save any changes and will refresh the system back to the previous screen.

Note: Users will only be required to enter a cumulative variance narrative the 3rd month of each quarter if there is a CYTD variance.

Figure 14, below, displays the Monthly Approval Summary Screen as described in the text above.

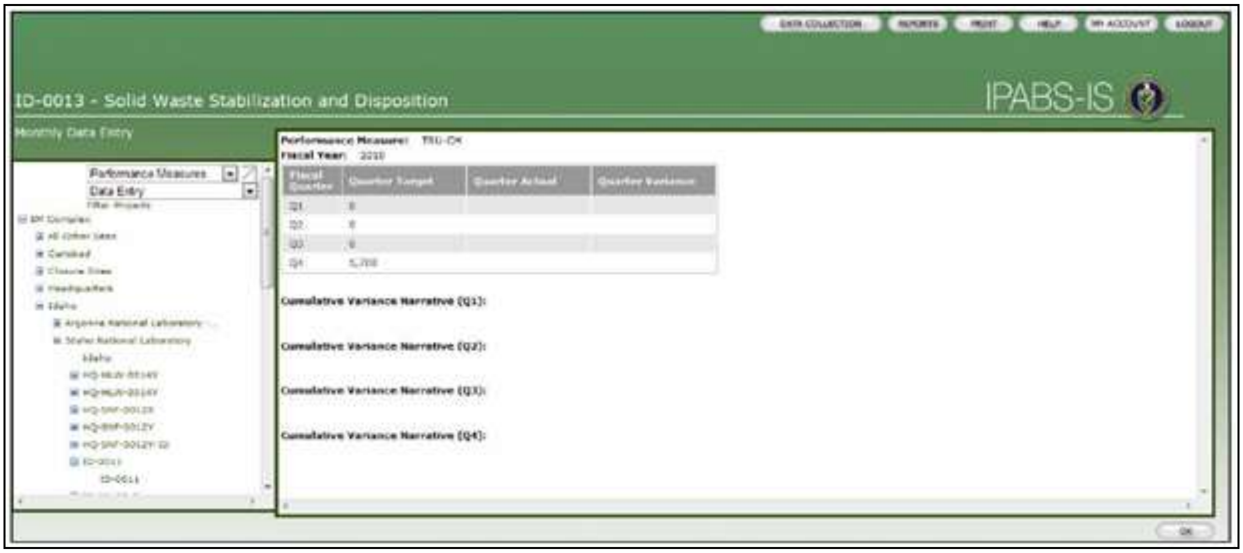


Figure 14: Cumulative Variance Narrative

2.4.2.4. Data Entry Confirmation Screen

After the user enters and saves monthly targets and actuals within the PM data entry screen, the data can be submitted to Ready for Approval. Once submitted to this level, the Data Entry Confirmation screen will display, containing a table with the following column headers:

- **Fiscal Year -** This column lists the selected fiscal year.
- **Fiscal Month -** This column lists the selected fiscal month.
- **Target -** This column lists the target values entered for the appropriate performance measure for the selected month.
- **Actual -** This column lists the actual values entered for the appropriate performance measure for the selected month.
- **Variance -** This column calculates the variance between the target and the actual by subtracting the target data from the actual data for the selected month.

To confirm the data entered, the user will click the “OK” button at the bottom right-hand corner of the screen.

Figure 15, below, displays the Data Entry Confirmation Screen described in the text above.

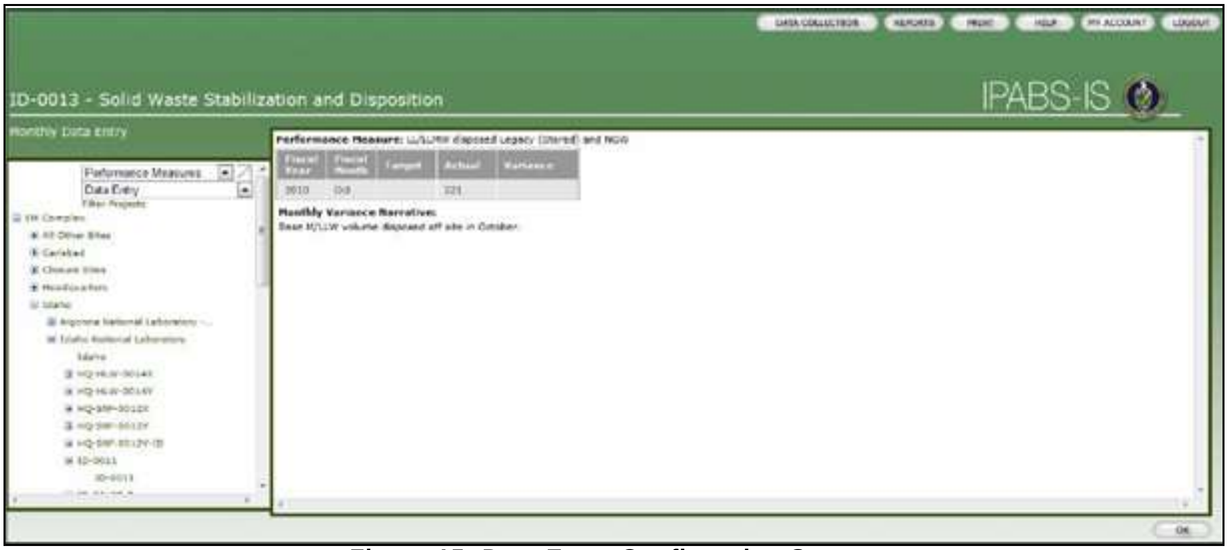


Figure 15: Data Entry Confirmation Screen

2.4.3. Monthly Approval Summary Sub-Module

After selecting Performance Measures from the drop-down box in the navigation tree, the system will refresh and the user will choose the Monthly Approval Summary option from the second drop-down box. For a visual representation please refer to **Figure 4**, above.

Once Monthly Approval Summary is selected, the user shall select a PBS from the navigation tree. The Monthly Approval Summary data currently associated with the selected PBS will be displayed on the screen. It should be noted that this can also be done at the Office and Site levels. For a visual representation please refer to **Figure 5**, above.

The Monthly Approval Summary screen displays the current month at the top of the portlet and a table with the following column headers (from left to right):

- **Performance Measure -** This column lists hyperlinks of all performance measures associated with the appropriate PBS. Clicking the performance measure hyperlink will direct the user to the Data Entry Sub-Module screen, which is detailed in Section 1.4.2– Data Entry Sub-Module. Please note that to navigate back to the previous screen the user shall use the back button on the Internet Explorer browser.

- **Targets -** This column lists the target values entered for the appropriate performance measure.

- **Actuals -** This column lists the actual values entered for the appropriate performance measure.

- **Monthly Variance Narrative -** This column displays a text hyperlink with the entire monthly variance narrative. Please note that narrative is written in the Monthly Variance Narrative Entry by Month screen, which is detailed in Section 1.4.2.2– Monthly Variance Narrative Entry. When clicking the Monthly Variance

Narrative hyperlink, the screen refreshes to the Performance Measure Data by Month screen, which is detailed in Section 1.4.2.1 – Monthly Data Entry. Clicking the “OK” button at the bottom of the screen will take the user back to the Monthly Approval Summary screen.

- **Cum. Variance Narrative –** This column displays a text hyperlink with the entire cumulative variance narrative. Please note that narrative is written in the Cumulative Variance Narrative Entry screen detailed in section 1.4.2.3– Cumulative Variance Narrative Entry.

In the bottom right-hand corner of the screen, the user will see the “Approve” and “Rework” buttons.

Figure 16, below, displays the Monthly Approval Summary Screen as described in the text above.

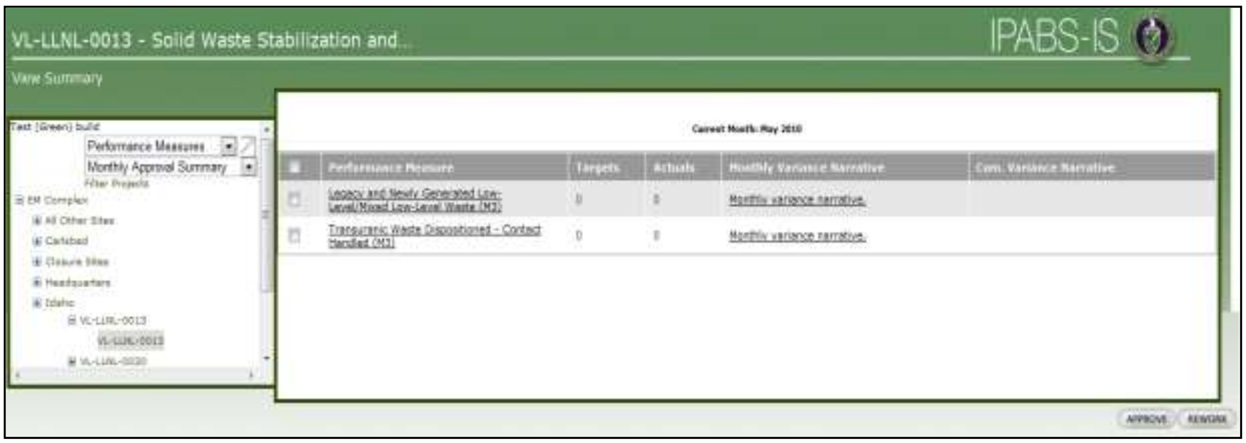


Figure 16: Monthly Approval Summary Screen

2.4.3.1. Monthly Approval Confirmation

Users with admin access will select the check box next to the appropriate performance measure and select the Approve button to grant submission of the appropriate monthly performance measure data entries. Please note that clicking the check box next to the Performance Measure column header will result in all check boxes being selected, as well as hiding the monthly and cumulative variance narratives and the performance measure names.

Upon clicking Approve, the screen will refresh to the Monthly Approval Confirmation screen, which displays the appropriate performance measure name, the target data, the actual data, the variance, the monthly variance narrative, and the cumulative variance narrative.

In the bottom right-hand corner of the screen the user will see the OK and Cancel buttons. Upon selecting the OK button the data will migrate to the approved dataset and will be displayed in reports the following day. The screen will refresh to the Monthly Approval Summary screen, which will not display the performance measures that have just been approved.

If a user clicks the Cancel button, the data will not migrate to the approved dataset and the user will be redirected to the Monthly Approval Summary screen, displaying the performance measures that were previously selected.

Figure 17, below, displays the Monthly Approval Confirmation Screen as described in the section above.

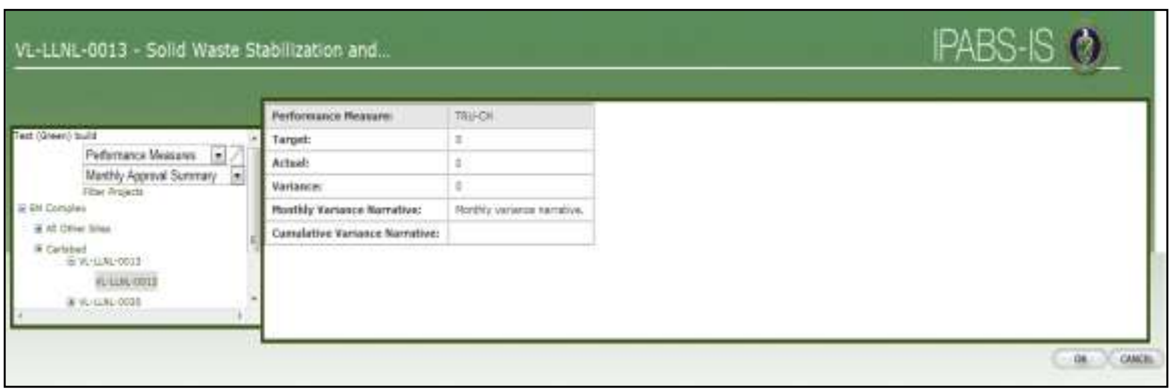


Figure 17: Monthly Approval Confirmation Screen

2.4.3.2. Monthly Approval Rework

Site users with Admin access can select the checkbox next to the appropriate performance measure and click the Rework button to send the appropriate monthly performance measure to be re-evaluated and edited in the Data Entry Sub-Module, which is detailed in Section 1.4.2 – Data Entry Sub-Module.

Upon clicking Rework, the confirmation screen will display, showing the appropriate performance measure name, the target data, the actual data, the variance, the monthly variance narrative, and the cumulative variance narrative.

In the bottom right-hand corner of the screen the user will see the OK and Cancel buttons. Upon clicking the OK button, the data will be rejected and will be displayed a current status of "Working" in the Data Entry Sub-Module. Please refer to Section 1.4.2– Data Entry Sub-Module for any questions regarding the status of performance measures. Upon selecting the OK button, the screen will refresh to the Monthly Approval Summary screen, which will not display the performance measures that have just been sent to rework.

If a user clicks the Cancel button, the performance measure will not be sent to Rework and the user will be taken back to the Monthly Approval Summary screen, which will display the performance measures as previously selected.

Figure 17, above, displays the Monthly Approval Confirmation Screen as described in the section above.

2.4.4. PM CR Sub-Module

After selecting Performance Measures from the drop-down box in the navigation tree, the system will refresh and the user shall choose the Change Requests option from the second drop-down box. For a visual representation please refer to **Figure 4**, above.

Once Change Requests is selected, the user should pick a PBS from the navigation tree. The Change Request data currently associated with the selected PBS will be displayed on the screen. It should be noted that this can also be done at the Office and Site levels. For a visual representation please refer to **Figure 5**, above.

In the PM CR screen the user will see the following column headers:

- **CR ID -** This column lists hyperlinks of all PM CRs. Users can view the details of each PM CR by clicking its respective hyperlink. Please reference Section 1 .4.4.2 – CR Details Button for additional information regarding the details of each CR.
- **CR Title –** This column displays the title of each CR.
- **PBS Field Code -** This column lists specific project identifiers for the selected entity.
- **Workflow Status -** This column lists the status of each CR. The
- workflow status options are:
    - **Working**
    - **Rework**
    - **Ready for Admin Review**
    - **HQ Formal Review**
- **Date Created -** This column lists the date the CR was created.
- **Modified Date -** This column lists the date the CR was modified.
- **Submitted Date -** This column lists the date the CR was submitted.
- **Approved Date -** This column lists the date the CR was approved.

Please note that the user can also click on the column header and the system will automatically sort the rows in descending order.

Figure 18, below displays the CR Summary Screen as described in the section above.

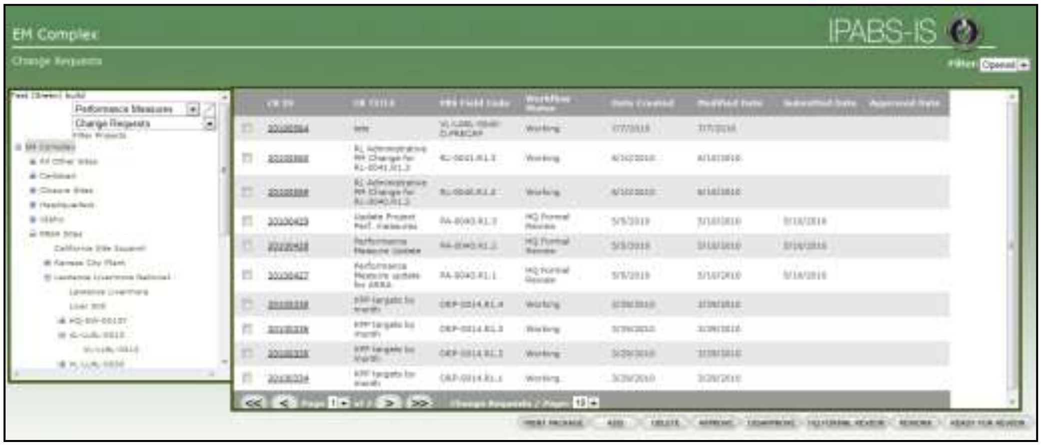


Figure 18: CR Summary Screen

2.4.4.1. PM CR Summary Buttons and Corresponding Screens

This section details the steps and functions of each button in the bottom right-hand corner of the CR Summary Screen, displayed above in **Figure 18**. Please note that to the left of each CR ID is a checkbox the user must click to select any of the workflow buttons or the print package button.

2.4.4.1.1. PM CR Summary – Print Package Button

Clicking the “Print Package” button (refer to **Figure 18** above) will open a File Download pop-up window prompting the user to either Open, Save, or Cancel a PDF file that contains all the CR details formatted for printing. **Figure 19**, below, displays the File Download pop-up window.

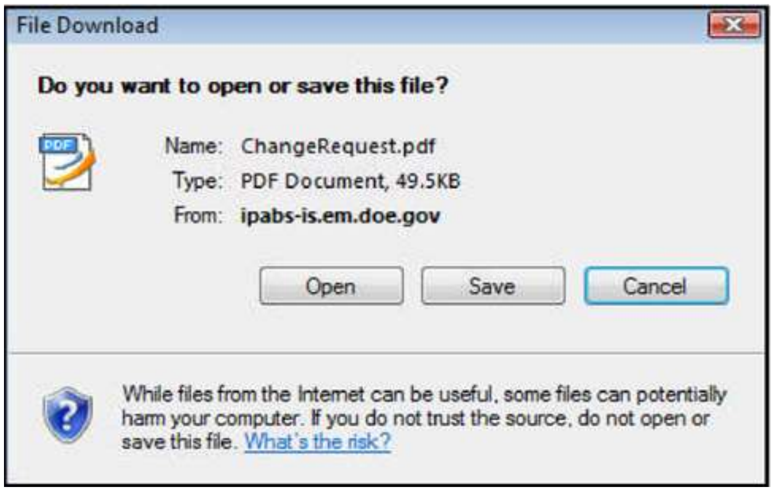
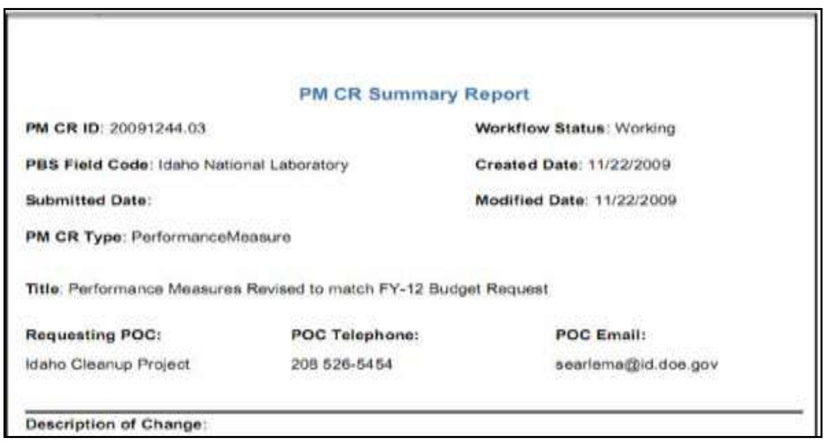


Figure 19: File Download Pop-Up Window

If a user selects the Open button, the PDF will appear and the user can print the document. If the Save button is selected, the user will be prompted to save the PDF at the location of choice. If the Cancel button is selected, the PDF will not open or save, and the pop-up window will disappear.

Figure 20 below, displays the CR details in a PDF document.


PM CR Summary Report

PM CR ID: 20091244.03
Workflow Status: Working
PBS Field Code: Idaho National Laboratory
Created Date: 11/22/2009
Submitted Date:
Modified Date: 11/22/2009
PM CR Type: PerformanceMeasure

Title: Performance Measures Revised to match FY-12 Budget Request

Requesting POC:	POC Telephone:	POC Email:
Idaho Cleanup Project	208 526-5454	searlema@id.doe.gov

Description of Change:

Figure 20: CR Details in a PDF

2.4.4.1.2. PM CR Summary – Add Button

Users with Field, Site Admin, or HQ user access levels may add CRs by selecting the Add button (refer to **Figure 18**, above for a visual representation). Once the Add button is clicked, the CR Details screen will be displayed with the following text boxes, which users with Field, Site Admin, or HQ user access levels must fill out before saving:

- **Title -** This is the title the user assigns to the unique CR ID.
- **Type -** There are three types from which users can choose:
    - **Budget -** This type of PM CR should be utilized if the user wants to modify the PM data that will be submitted within the

Congressional Budget. If this CR is approved it will only modify the Budget Submission PM Profile displayed in the PM Summary screen.
    - **Performance Measure -** This type of PM CR should be utilized if the user wants to modify current approved PM data. If this type of CR is approved the PM data displayed within the Budget Submission and Current Approved PM profile in the PM Summary screen will be modified.
    - **Reconciliation -** This type of PM CR should be utilized if the user wants to reconcile the difference between current year actual and targets.
- **CR Point of Contact Information:**
    - **Name -** This is the name of the person who created the CR.
    - **Phone -** This is the phone number of the person who created the CR.
    - **E-mail -** This is the email address of the person who created the CR.
- **Narratives:**
    - **Description of Change -** This text provides an account of the implemented change. (REQUIRED)
    - **Impact of Change -** This text explains the effect of the implemented change. (REQUIRED)
    - **Reason for Change -** This text explains the rationale for the implemented change. (REQUIRED)

Upon completing all required fields, the user may click the Save button to save the CR. If the CR is no longer necessary, the user may click the Cancel Edit button and the CR will not be added.

Additionally, users may add performance measures to the CR by clicking the Add Performance Measure button in the bottom right corner of the screen.

Figure 21, below, displays a screen shot of a CR being added.

Figure 21: Adding a CR

2.4.4.1.2.1. Adding Performance Measures to a PM CR

Once the user clicks the Add Performance Measure button in the bottom right corner of the PM CR Summary screen (please refer to **Figure 21** for a graphical representation), the screen will refresh and the user will be asked to select the performance measure to be added to the appropriate CR from a drop-down list.

The user may click the Cancel button if there is no need to select a performance measure, and the screen will refresh to the previous screen (please refer to **Figure 22**, below for a graphical representation).

Figure 22, below displays a screen shot of a metric being added to the CR.

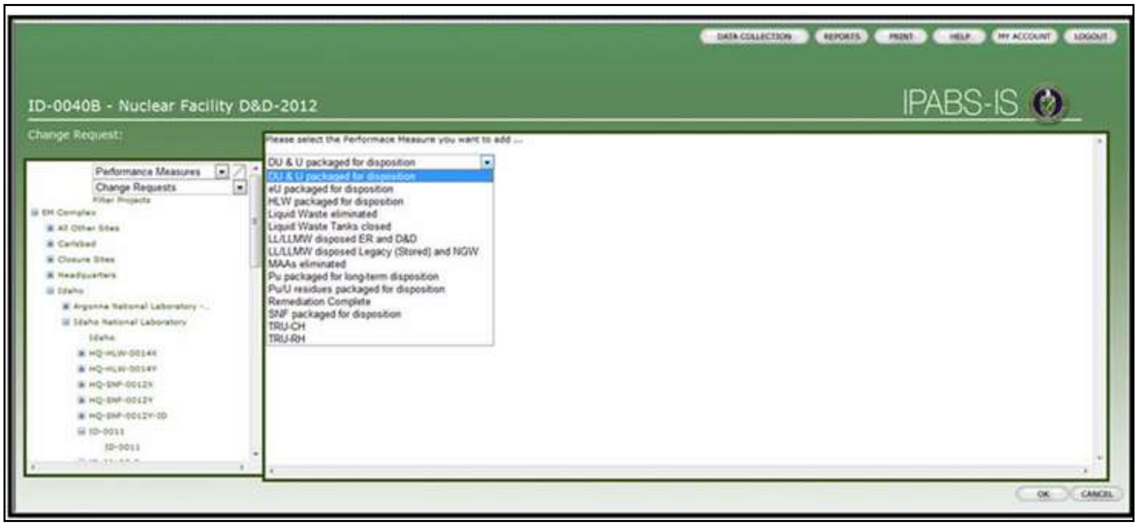


Figure 22: Adding a Performance Measure to a PM CR

Note: Only ARRA performance measures will be displayed in the drop-down if the user is creating a PM CR for an ARRA metric and only Base performance measures will be displayed in the drop-down if the user is creating a PM CR for a base project.

Once the appropriate performance measure is selected, the user shall click the OK button in the bottom right corner of the screen. The screen will then refresh to the Adding a CR screen (please refer to **Figure 21** for a graphical representation) and the selected performance measure will appear in a table at the bottom of the screen with the following column headers (from left to right):

- **Performance Measure -** This column contains a hyperlink of the appropriate performance measure. Clicking the hyperlink will allow the user to add targets and/or actuals for the selected performance measure.
- **PY Targets –** This column lists the Prior Year Targets associated with the appropriate performance measure.
- **PY Actual -** This column lists the Prior Year Actuals associated with the appropriate performance measure.
- **CY Total Targets -** This column lists the Current Year Total Targets associated with the appropriate performance measure.
- **Out Year Targets -** This column sums the total of the Out Year

Targets associated with the appropriate performance measure.

- **LC Total -** This column sums the Prior Year Actuals, the Current Year Total
Targets and the Outyear Targets to determine the Lifecycle Total.

Within each performance measure listed, the table displays rows for Current, Proposed and Delta for the user to identify the data associated with:

- Current PY Targets, Proposed PY Targets and the delta.
- Current PY Actual, Proposed PY Actual and the delta.
- Current CY Total Targets, Proposed CY Total Targets and the delta.
- Current Out Year Targets, Proposed Out Year Targets and the delta.
- Current LC Total, Proposed LC Total and the delta.

Figure 23, below displays the performance measure table.

Delete	Performance Measure		PY Targets	PY Actual	CY Total Targets	Out Year Targets	LC Total
☐	TRU-RH	Current	0.0	0.0	0.0	0.0	0
		Proposed	0.0	0.0	0.0	0.0	0
		Delta	0.0	0.0	0.0	0.0	0

Figure 23: Performance Measure Table

2.4.4.1.2.2. Adding Targets and/or Actuals to a Performance Measure

Selecting the performance measure hyperlink will refresh the screen and display a table with fiscal year column headers. All future years will show Targets only. The current and prior years will have a column labeled Actual and a column labeled Target.

The table will also display rows for Current Approved, Proposed, and Delta.

Figure 24, below displays a graphical summary of the screen described immediately above.

Note: To view the entire annual profile for the selected entity, select the View All Years button at the top of the screen displayed below. The screen will refresh and display the fiscal years from 1996 to 2035.

Figure 24: Adding Targets and/or Actuals

Users may add Targets and/or Actuals to the PM CR by selecting the fiscal year hyperlinks, which will refresh the screen to display a monthly breakout data entry screen for the desired fiscal year.

Users with Field, Site Admin, or HQ access levels may enter monthly breakouts for the selected year. Upon completing the monthly breakouts, the user can click the OK button in the bottom right-hand corner of the screen and the data will be saved. If the user does not want to save the data, they should select the Cancel Edit button in the bottom right-hand corner of the screen.

Figure 25, below displays a screen shot of adding targets and/or actuals for the performance measure table.

Figure 25: Adding Monthly Targets and/or Actuals

2.4.4.1.3. PM CR Summary – Delete Button

The Delete button (refer to **Figure 18**, above, for a visual representation) refreshes the screen and displays a table with the Change Request ID, Workflow Status, Date Created, Modified Date, Submitted Date and CR Type. Additionally, the screen allows the user to enter a Change Request Narrative in the text box. Users are not required to enter a narrative to delete the CR.

Note: Users can only delete a CR that is in Working status.

Figure 26, below displays the screen to delete a CR.

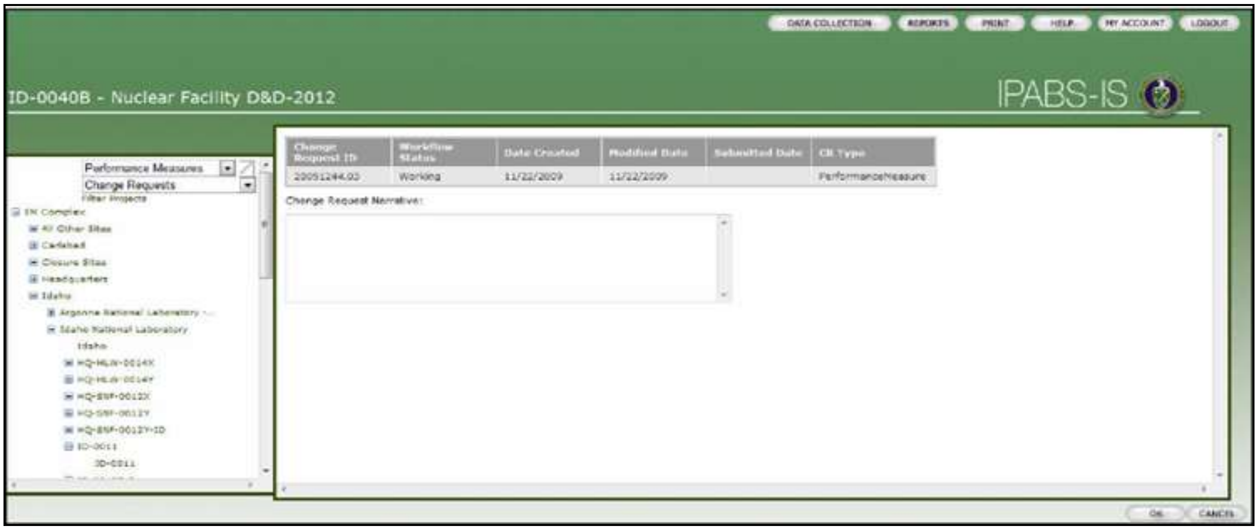


Figure 26: Deleting a Change Request

To delete a CR, the user shall click the OK button in the bottom right corner of the screen.

If the user no longer wishes for the CR to be deleted, the user shall click the Cancel button in the bottom right corner of the screen. Clicking the Cancel button will reload the CR Details screen without deleting the aforementioned CR.

2.4.4.1.4. PM CR Summary – HQ Formal Review Button

Selecting the HQ Formal Review button (please refer to **Figure 18**, above, for a visual representation) can only be performed for CR IDs with a workflow status of Ready for Admin Review. Upon clicking the HQ Formal Review button the screen refreshes and displays a table with the Change Request ID, Workflow Status, Date Created, Modified Date, Submitted Date and CR Type. Additionally, the screen allows the user to enter a Change Request Narrative in the text box. Please note that the user is not required to enter a narrative for the CR to be ready for HQ Formal Review.

Figure 27, below shows the screen displayed when a CR has been selected as HQ Formal Review.

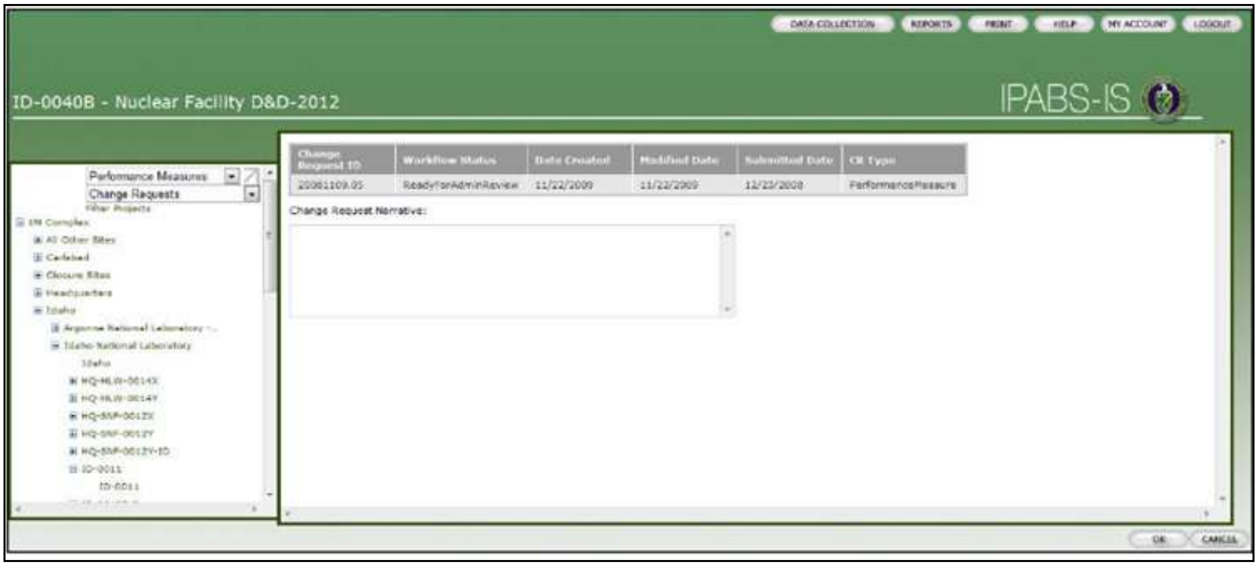


Figure 27: HQ Formal Review Screen

To confirm that the CR is ready for HQ Formal Review, the user shall click the OK button, found in the bottom right corner of the screen.

If the user no longer wishes for the CR to be ready for HQ Formal Review, the user shall click the Cancel button, located in the bottom right corner of the screen.

2.4.4.1.5. PM CR Summary – Rework Button

Selecting the Rework button (refer to **Figure 18**, above, for a visual representation) can only be performed for CR IDs that have a workflow status of Ready for Admin Review or HQ Formal Review. Once the user selects the Rework button, the screen refreshes and displays a table with the Change Request ID, Workflow Status, Date Created, Modified Date, Submitted Date and CR Type displayed. Additionally, the screen allows the user to enter a Change Request Narrative in the text box. Please note that the user is **required** to enter a narrative for the CR to be sent to rework.

Figure 28, below shows the screen displayed when a CR has been sent for Rework.

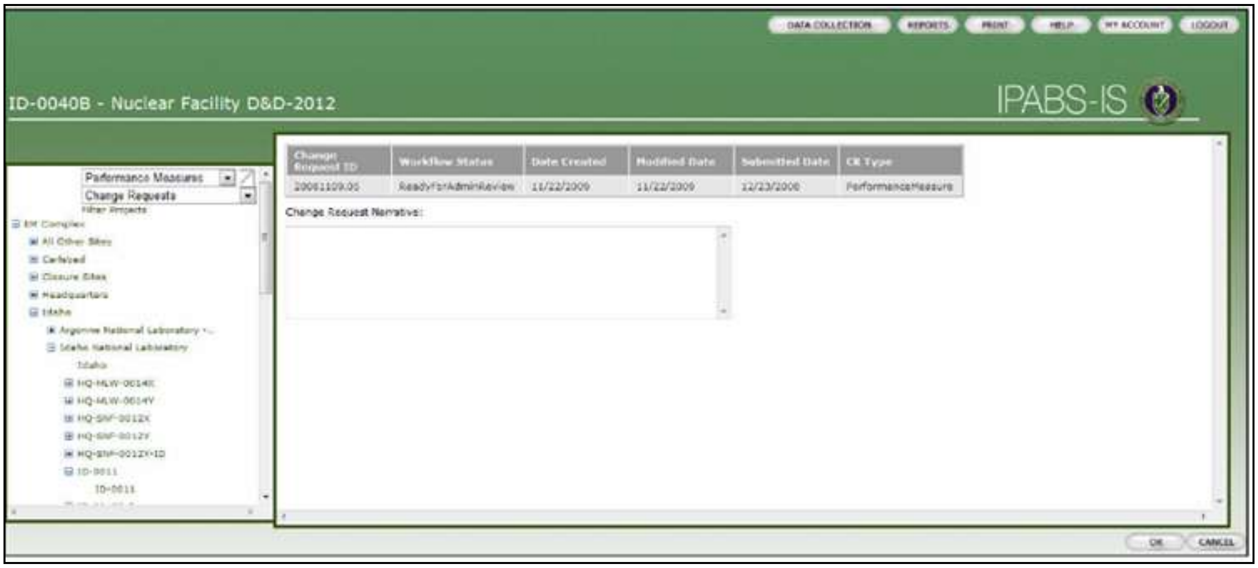


Figure 28: CR Rework

To confirm that the CR is ready for rework, the user shall click the OK button in the bottom right corner of the screen.

If the user no longer wishes for the CR to be reworked, the user should click the Cancel button in the bottom right corner of the screen. Clicking the Cancel button will reload the CR Summary screen without changing the status of the aforementioned CR.

2.4.4.1.6. PM CR Summary – Ready for Review

Selecting the Ready for Review button (refer to **Figure 18**, above, for a visual representation) can only be performed for CR IDs that have a workflow status of Working. Clicking this button refreshes the screen and displays a table containing the Change Request ID, Workflow Status, Date Created, Modified Date, Submitted Date and CR Type. Additionally, the screen allows the user to enter a Change Request Narrative in the text box. Please note that the user is not required to enter a narrative for the CR to be ready for review.

Figure 29, below shows the screen displayed when a CR has been selected as Ready for Review.

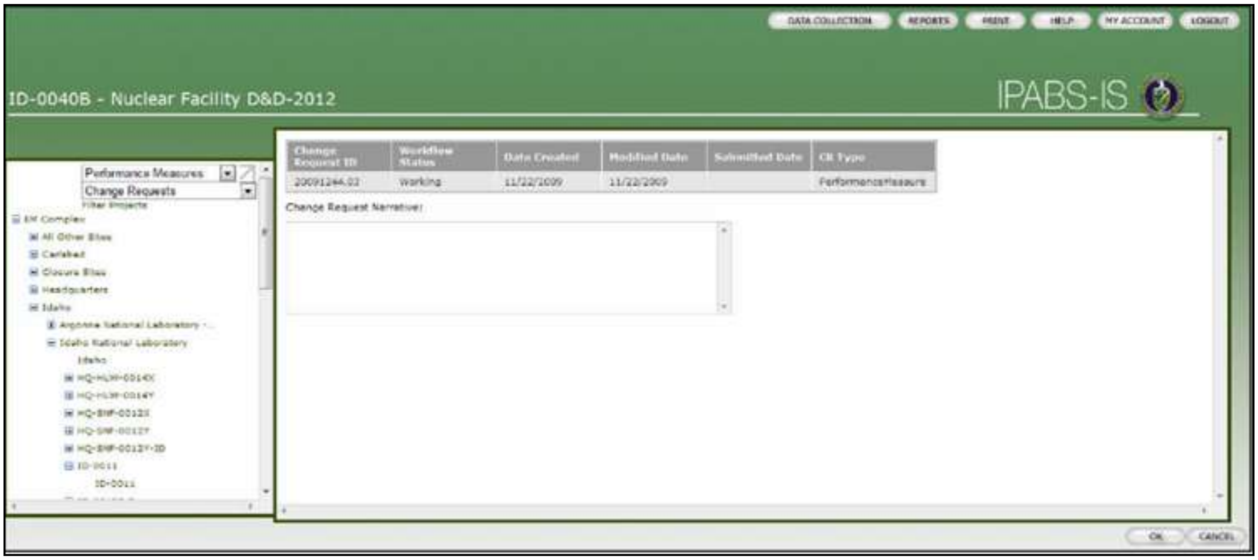


Figure 29: Ready to Review a CR Screen

To confirm that the CR is ready for review the user shall click the OK button in the bottom right corner of the screen.

If the user no longer wishes for the CR to be ready for review, the user shall click the Cancel button, located in the bottom right corner of the screen. Clicking the Cancel button will reload the CR Summary screen without the status of the aforementioned CR being set to Ready for Review.

2.4.4.2. CR Details Button

Selecting the CR Details button will take you back to the CR Details screen where the user began entering the general information for the PM CR. When the system navigates you back to this screen it is read-only until you select the Edit button.

The Edit button refreshes the screen and allows the user to edit the CR title, CR point of contact information, as well as the Description of Change, Impact of Change and Reason for Change narratives.

Figure 30, below displays the CR Details as described in the section above, while **Figure 31** displays the CR Details screen in edit mode.

Figure 30: CR Details

Figure 31: Edit CR Screen

2.4.4.2.1. CR Details – Documents Button

The Documents button refreshes the screen and allows the user to upload documents for attachment to the CR.

Figure 32, below displays the screen used to attach documents relating to the appropriate CR

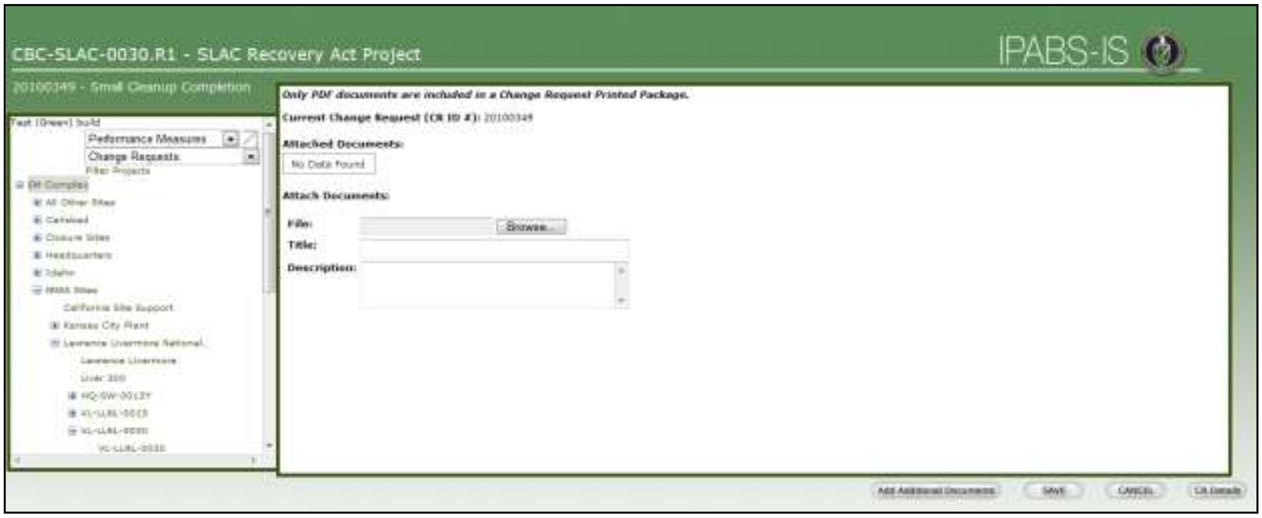


Figure 32: CR Documents

To attach a document the user will click the Browse button and select the appropriate document to attach to the CR. Once the document name is listed in the file text box, the user shall enter a title and description of the document in the appropriate text boxes. For the document to be attached, the user must click the Save button in the bottom right corner of the screen.

If an additional document is to be added to the CR, the user shall click the Add Additional Documents button (in lieu of the Save button), located in the bottom right corner of the screen and follow the directions in the previous paragraph.

If the user has selected a document to attach to the CR but no longer wishes to attach it, the user shall click the Cancel button, located in the bottom right corner of the screen. Clicking the Cancel button will reload the CR Documents screen without any files attached.

To return to the previous screen the user will select the CR Details button in the bottom right corner of the screen. The screen will refresh to the “CR Details” screen, documented in Section 1.4.4.2 – CR Details Button.

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Appendix A: List of Corporate Performance Measures

Metric	Definition	Unit	ARRA or Base?
CH TRU Waste Certified for Final Disposal	CCP-certified CH TRU waste that is ready for shipment and disposal at WIPP. (Reported by CBFO.)	Cubic Meters	ARRA & Base
CH-TRU Dispositioned	Number of cubic meters contact-handled Transuranic (TRU)/TRU-mixed dispositioned	Containers	ARRA & Base
D&D Debris and Remediated Soil Disposed (MLLW, LLW, Industrial) (Performance Indicator)	Bulk waste from D&D and Soil Remediation not included in EM Corporate measures listed	Cubic Meters	ARRA & Base
Depleted and Other Uranium Packaged for Disposition	Number of metric tons of depleted and natural uranium packaged in a form suitable for disposition	Metric Tons	Base
Enriched Uranium Packaged for Long-Term Storage	Number of certified containers packaged ready for long-term storage	Number of Containers	Base
Facility Square Footage Deinventoried	Total square footage of floor space cleared of waste or materials inventory in preparation for demolition (expected to be performed in "Operations" projects)	Square Feet	ARRA & Base
Facility Square Footage Demolished	Total square footage of floor space demolished (expected to be performed in "Capital Asset" projects)	Square Feet	ARRA & Base
Geographic Sites Eliminated	A site in its entirety (e.g., Fernald) is "complete" when active remediation has been completed in accordance with the terms and conditions of cleanup agreements (e.g., records of decision, permits). Stewardship or non-EM activities may be on going after site completion.	Number of Sites	ARRA & Base
Groundwater Wells Installed	Number of wells installed	Number Completed	ARRA & Base
High-Level Waste Packaged for Final Disposition	Containers/Canisters ready for disposal	Number of Containers	Base
Industrial Facility Completions	Number of industrial facilities that have reached their end state within the EM program. This endpoint should correspond to one of the following: decommissioning, deactivation, dismantlement, demolishment, or responsibility for the facility is transferred to another program or owner. Facilities should not be reported more than once. If a facility is included in the nuclear or industrial facility measures, it should not be reported in the radioactive facility measure.	Number of Facilities	ARRA & Base
Legacy and Newly Generated Low-Level and Mixed Low-Level Waste Disposed	Number of cubic meters of legacy and newly generated low-level and mixed low-level waste disposed. Disposal quantities should include onsite disposal of a site's own waste, waste shipped to a commercial facility for disposal, and waste shipped to another DOE site for disposal. Waste generated from ongoing processing operations should be included in this measure; remediation waste should not be included in this measure.	Cubic Meters	Base

Metric	Definition	Unit	ARRA or Base?
Liquid Waste in Inventory Eliminated	Radioactive liquid tank waste (and other forms such as sludge and saltcake) volume is counted when the inventory is reduced. This measure refers to waste traditionally called "high-level" waste, such as waste in the 177 tanks at Hanford. The radioactive liquid tanks waste inventory should not reflect any volume changes due to processing	Millions of Gallons	Base
Liquid Waste Tanks Closed	Tanks are counted when they reach the point of closure; closure is any endpoint as defined in a final, approved record of decision, and may include clean closure or in-place closure for the wastes described in the Liquid Waste in Inventory Eliminated metric.	Number of Tanks	Base
LLW Disposed (Legacy and NGW)	Legacy and newly generated low-level waste disposed. Disposal quantities should include onsite disposal of a site's own waste, waste shipped to a commercial facility for disposal, and waste shipped to another DOE site for disposal. Waste generated from ongoing processing operations should be included in this measure; remediation waste should not be included in this measure. This measure may seem a duplication of the EM Corporate measure for LLW and MLLW Disposed combined. However, there is a need to account for both LLW and MLLW separately.	Cubic Meters	ARRA & Base
Material Access Areas Eliminated	An MAA is any location which contains special nuclear material. The objective of the MAA boundary is to prevent or detect the unauthorized movement of material through it, while allowing access for authorized personnel, authorized material movement, and emergency evacuation, as necessary.	Number of Areas	Base
Mill Tailings Disposed (MOAB)	Number of tons (short) of mill tailings disposed	Tons (short)	ARRA & Base
MLLW Disposed (Legacy and NGW)	Legacy and newly generated mixed low-level disposed. Disposal quantities should include onsite disposal of a site's own waste, waste shipped to a commercial facility for disposal, and waste shipped to another DOE site for disposal. Waste generated from on-going processing operations should be included in this measure; remediation waste should not be included in this measure. This measure may seem to be a duplication of the EM Corporate measure for LLW and MLLW Disposed combined. However, there is a need to account for both LLW and MLLW separately.	Cubic Meters	ARRA & Base
Nuclear Facility Completions	Number of nuclear facilities that have reached their end state within the EM program. This endpoint should correspond to one of the following: decommissioning, deactivation, dismantlement, demolishment, or responsibility for the facility is transferred to another program or owner. Facilities should not be reported more than once. If a facility is included in the radioactive or industrial facility measures, it should not be reported in the nuclear facility measure.	Number of Facilities	ARRA & Base

Metric	Definition	Unit	ARRA or Base?
Plutonium Metal or Oxide Packaged for Long-Term Storage	Number of certified DOE storage/treatment/disposal (STD) 3013 containers (or equivalent) of plutonium metal or oxide packaged ready for long-term storage	Number of Containers	Base
Plutonium or Uranium Residues Packaged for Disposition	Kilograms residue material packaged ready for disposition/disposal	Kg of Bulk Material	Base
Radioactive Facility Completions	Number of radioactive facilities that have reached their end state within the EM program. This endpoint should correspond to one of the following: decommissioning, deactivation, dismantlement, demolishment, or responsibility for the facility is transferred to another program or owner. Facilities should not be reported more than once. If a facility is included in the nuclear or industrial facility measures, it should not be reported in the radioactive facility measure.	Number of Facilities	ARRA & Base
Remediation Complete	A release site is considered complete after regulatory approval is obtained and no additional EM resources are required except for long-term stewardship. This will occur after an assessment or evaluation (i.e., no action decision), or after active remediation is complete.	Number of Release Sites	ARRA & Base
RH TRU Waste Certified for Final Disposal	CCP-certified RH TRU waste that is ready for shipment and disposal at WIPP. (Reported by CBFO.)	Cubic Meters	ARRA & Base
RH TRU Waste Processed	Onsite RH-TRU waste that has been retrieved, remediated, repackaged, and made ready for the characterization and certification process for shipment and disposal at WIPP. (Reported by CBFO.)	Cubic Meters	ARRA & Base
RH-TRU Dispositioned	Number of cubic meters remote-handled transuranic (TRU)/TRU-mixed dispositioned	Containers	ARRA & Base
Site Remediated/Footprint Reduction	Area reduced by remediation from further active cleanup, as approved by regulators	Acres	ARRA & Base
Spent Nuclear Fuel Packaged for Final Disposition	Heavy metal mass of spent nuclear fuel ready for final disposition. Packaging for transport is not included unless no further packaging is required after transport	Metric Tons of Heavy Metal (MTHM)	Base
Transuranic Waste Shipped for Disposal	Number of cubic meters transuranic (TRU)/TRU-mixed dispositioned.	Cubic Meters	ARRA & Base

3. Cost Module – EM EL

3.1 Introduction

IPABS-IS EM EL Module is a centralized source for the collection, configuration control, and display of data related to EM's Environmental Liability Estimate. The EM EL Module performs the following three main functions:

- Displays cost data (approved cost, pending BCPs, EM EL adjustments, and calculated contingency)
- Collects uncertainty score data for use in the automated computation of calculated contingency
- Collects and maintains configuration control (Headquarters review authority) over EM EL adjustments

This guidance document serves only as a "user manual" to assist EM staff in operating the system. It does not address substantive issues related to the EM EL process, such as data quality review procedures, schedules for EM EL-related actions, the circumstances under which the creation of an EM EL adjustment is required, methods for calculating or determining the appropriate value for an EM EL adjustment, guidelines for assigning users particular access rights, etc. For any questions on how to use this module, please contact the IPABS Help Desk by phone at 703-574-6767 or e-mail at IPABSSupport@tritonfsi.com.

3.2 Navigation and Screens

This section provides explanation of the EM EL Module home page, navigation tree, cost summary screen, cost detail screen, environmental liability adjustment detail screen, confirmation screen, and uncertainty scores screen.

3.2.1 Home Page

The EL Module is found in New IPABS. In the New IPABS Welcome Screen, select "EM EL" from the dropdown menu, as highlighted below in **Figure 44**.

The screen will refresh to show the EM EL Module homepage. Below the drop-down menu, a navigation tree will appear, displaying each entity the current user can access in the EM EL Module. The central window displays detailed data based on the screen and entity selected.

Figure 44: The IPABS Welcome Screen

At the top of the screen, the following General IPABS buttons are available: Data Collection, Reports, Print, Help, My Account, and Logout.

Figure 45: General application buttons

Data Collection –Navigates user back to the IPABS-IS Data Collection home page.

Reports – Navigates user to the Reports Module login screen.

Print – Prints the current screen.

Help –Displays general guidance documents for every IPABS module.

My Account – Displays details about the current user's account. Allows the user to change password and account settings.

Logout – Logs the user out IPABS and redirects to the main login screen.

3.2.2 Navigation Tree

User level access is granted based on the user's role. Each user has personalized access to specific Offices, Sites, PBSs, or Sub-projects. The EM EL Module shows data at the Office, Site, PBS and subproject level. The Navigation Tree allows users to choose which entity they want to select.

The EM EL Module Navigation Tree defaults to the highest level in the navigation tree. Offices can be expanded by selecting the "+" button, highlighted below in **Figure 46**. The navigation tree will refresh to show all the Sites within the selected Office. Sites can be expanded to show all PBSs within the Site, and PBSs can be expanded to show all subprojects.

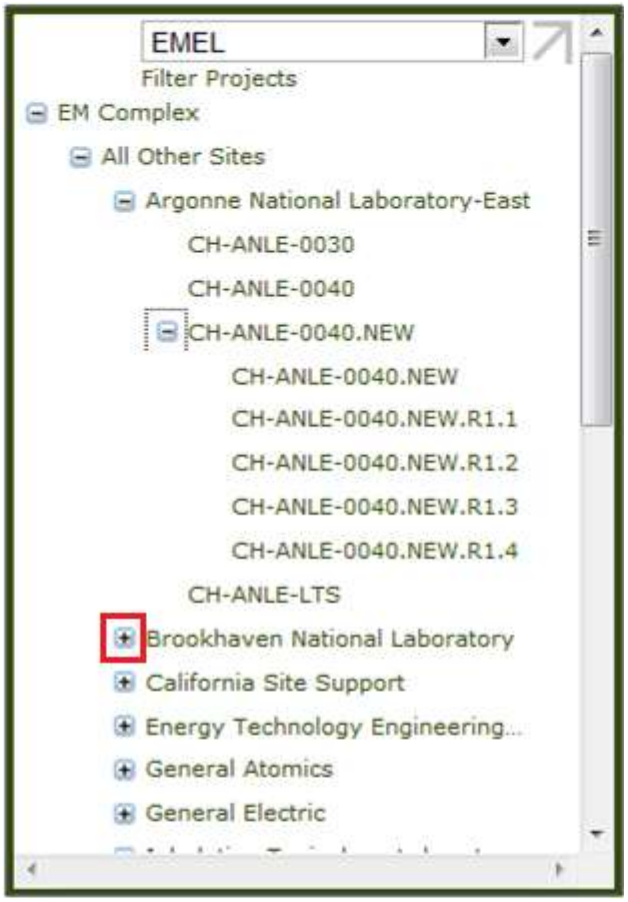


Figure 46: IPABS Navigation Tree

3.2.3 Cost Summary Screen

When a user selects an entity from the Navigation tree, the Cost Summary screen is displayed. The Cost Summary screen shows Cost and Environmental Liability data rolled up to the level of the entity selected. For example, if an Office is selected, the Cost Summary screen will show the summary of all data for every subproject under the selected Office.

From the Cost Summary Screen, users can perform certain functions such as:

- Adding new adjustments (this action can only be performed at the lowest level).
- Selecting adjustments to be submitted, reviewed, accepted or sent to rework
- Editing or Deleting adjustments in working or rework status
- Navigating to the uncertainty scores screen
- Viewing Approved Cost data

The Cost Summary Screen consists of two data tables: the Cost Summary data and a list of all adjustments under the selected entity. Below, **Figure 47** shows the Cost Summary Screen at the office level for an HQ user.

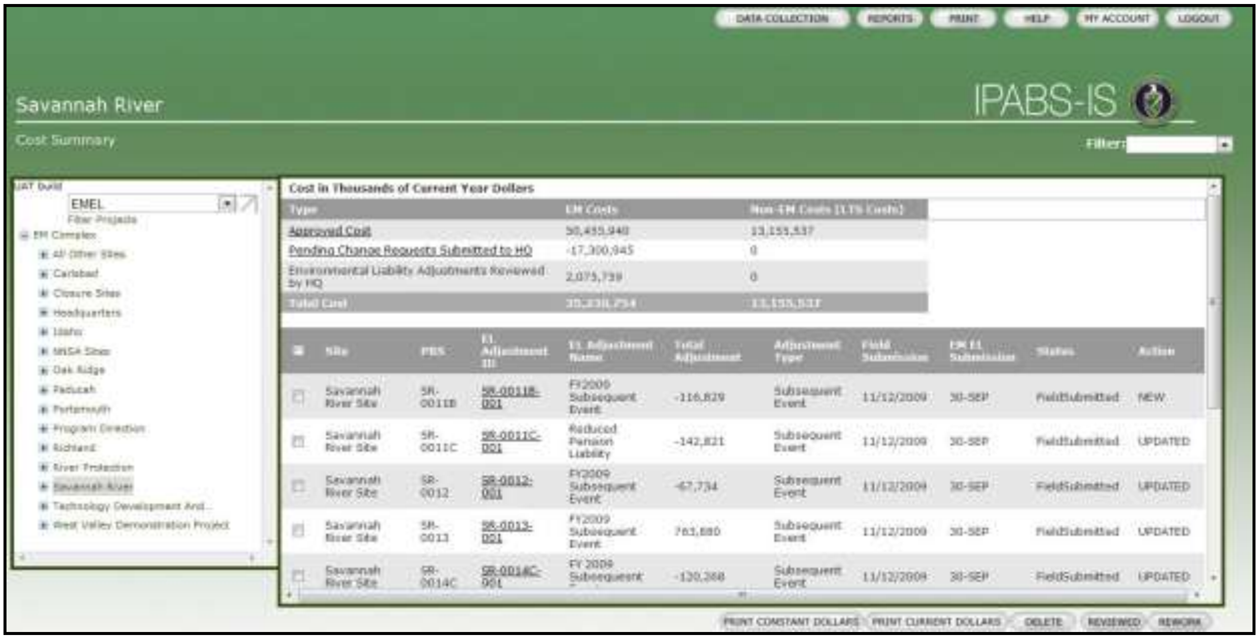


Figure 47: Cost Summary Screen

Data Columns –Cost Summary Chart:

Type- The type of cost that is summarized.

- "Approved Cost" summarizes all current approved cost in the system
- "Pending Change Requests Submitted to HQ" summarizes the cost data of all Field Submitted Cost Change Requests.
- "Environmental Liability Adjustments Reviewed by HQ" shows all adjustments that have been reviewed by HQ. Adjustments pending review by HQ are visible in the system but are not part of the calculated value of this row.

Data Columns -List of Adjustments:

Checkbox – Allows selection of individual adjustments to perform an action. Click the top check box in the column header to select all adjustments on the screen.

Site- Displays the name of the Site associated with the adjustment.

PBS- Displays the PBS Field Code.

EL Adjustment ID- Displays the adjustment ID number and allows the user to navigate (hyperlink) to the detail screen for the adjustment selected. The ID number is a system generated number assigned when the adjustment is created.

EL Adjustment Name - Displays the name of each adjustment.

Total Adjustment – Displays the total amount of the specific adjustment.

Adjustment Type – Displays the type of adjustment, which is user selected. The system provides a list of the following options: New Scope, Cost Growth, Changing Assumptions, Performance, CFO Adjustment, and Subsequent Events.

Field Submission– Displays the date that the Adjustment was submitted by the site for HQ review.

EM EL Submission– Displays the submission period designated by EM.

> E.g. – If an adjustment is submitted for consideration before 6/30/08, it will display “30-JUN.” Adjustments submitted after the 6/30/08 submission will display “30-SEPT.”

Status – The status field displays the workflow status of the adjustment. Workflow statuses are: Working, Field Submitted, Reviewed, Accepted or Rework. All users will be able to see any adjustments in any status.

Cost Summary Screen Action Buttons

Figure 48: Cost Summary Screen Action Buttons

Delete– Available to all users except “read only.” Allows users to delete adjustments that are in working status.

Submit – Available to all users except “read only.” Allows users to submit adjustments to HQ for review. For all submitted adjustments, the Status will be updated to “Field Submitted.”

Reviewed - Available to HQ reviewers. Allows HQ users to mark a “Field Submitted” adjustment as “Reviewed.” For all selected adjustments, the status will be updated to “Reviewed.”

Rework – Available to HQ reviewers. Allows HQ users to send a “Field Submitted” or “Reviewed” adjustment back to the site for Rework. For all selected adjustments, the status will be updated to “Rework.”

Accept (Not Shown) – Available to HQ Reviewers. Allows HQ users to mark a “Reviewed” adjustment as Accepted. For all selected adjustments, the status will be updated to “Accepted.”

Add New Adjustment– Available to all users except “read only.” Allows users to add a new adjustment under the selected entity. A blank Environmental Liability Adjustment Detail screen will be displayed to enter the new adjustment information. The adjustment will maintain the “Working” status until is submitted and the action will be set to “New.” **Note:** This action is only available at the lowest level (subproject).

Uncertainty Scores (Not Shown) - Available to all users. Allows users can to view, add or change uncertainty scores to the selected entity. The Uncertainty Scores Screen will be displayed. **Note:** This button is only available at the PBS level.

Other Actions:

Figure 49: Filter Drop-Down Menu

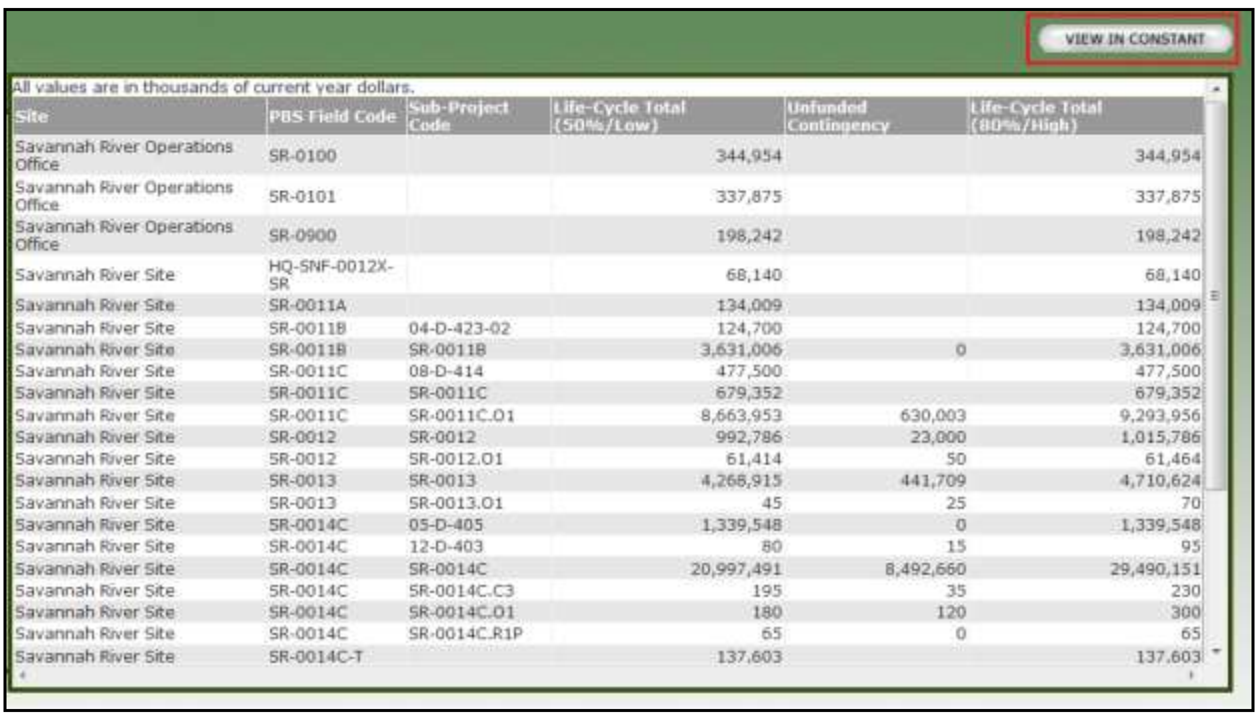
Filter – Available for all users. Allows users to filter the adjustments that are shown on the screen. This filter refreshes the screen to only show adjustments with the selected status. Users can filter adjustments based on the following statuses: Working, Rework, Submitted, Reviewed, and Accepted.

3.2.4 Cost Detail Screen

Clicking the "Approved Cost" hyperlink on the upper left side corner of the Cost Summary Screen displays the Cost Detail screen for the selected entity.

The Cost Detail Screen shows current approved cost data for every subproject under the selected entity. When the Cost Detail is selected at the lowest (subproject) level, the Current Approved Cost data is broken out annually.

The Cost Detail screen is a read only screen. This data can only be edited through Change Requests in the Cost Module.



All values are in thousands of current year dollars.

Site	PBS Field Code	Sub-Project Code	Life-Cycle Total (50%/Low)	Unfunded Contingency	Life-Cycle Total (80%/High)
Savannah River Operations Office	SR-0100		344,954		344,954
Savannah River Operations Office	SR-0101		337,875		337,875
Savannah River Operations Office	SR-0900		198,242		198,242
Savannah River Site	HQ-SNF-0012X-SR		68,140		68,140
Savannah River Site	SR-0011A		134,009		134,009
Savannah River Site	SR-0011B	04-D-423-02	124,700		124,700
Savannah River Site	SR-0011B	SR-0011B	3,631,006	0	3,631,006
Savannah River Site	SR-0011C	08-D-414	477,500		477,500
Savannah River Site	SR-0011C	SR-0011C	679,352		679,352
Savannah River Site	SR-0011C	SR-0011C.01	8,663,953	630,003	9,293,956
Savannah River Site	SR-0012	SR-0012	992,786	23,000	1,015,786
Savannah River Site	SR-0012	SR-0012.01	61,414	50	61,464
Savannah River Site	SR-0013	SR-0013	4,268,915	441,709	4,710,624
Savannah River Site	SR-0013	SR-0013.01	45	25	70
Savannah River Site	SR-0014C	05-D-405	1,339,548	0	1,339,548
Savannah River Site	SR-0014C	12-D-403	80	15	95
Savannah River Site	SR-0014C	SR-0014C	20,997,491	8,492,660	29,490,151
Savannah River Site	SR-0014C	SR-0014C.C3	195	35	230
Savannah River Site	SR-0014C	SR-0014C.01	180	120	300
Savannah River Site	SR-0014C	SR-0014C.R1P	65	0	65
Savannah River Site	SR-0014C-T		137,603		137,603

Figure 50: Cost Detail Screen

The system defaults amounts to thousands of current year dollars. Users can view the screen in constant dollars by selecting the "View in Constant" button, highlighted above in **Figure 50**. When viewing in constant dollars, users can select “View in Current” to revert the amounts back to current dollars.

Columns:

Site- Displays the name of the Site associated with the subproject.

PBS- Displays the PBS Field Code associated with the subproject.

Subproject- Displays the Subproject Field Code.

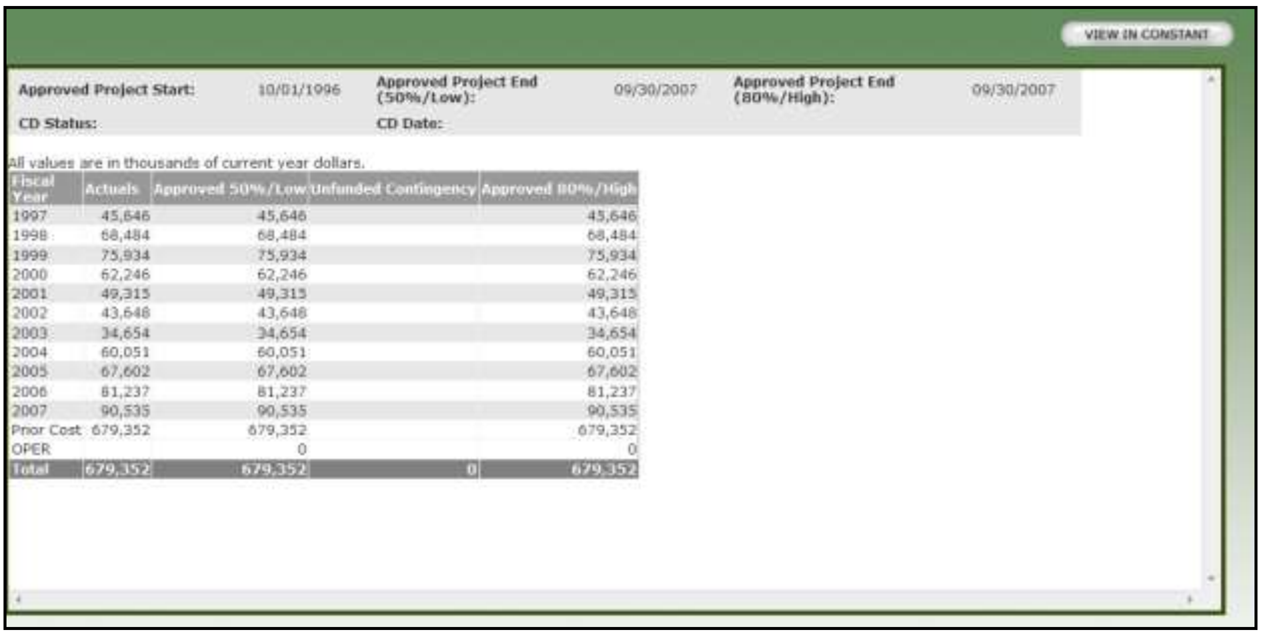
Lifecycle Total (50% / Low) - Displays the current approved cost lifecycle total at 50% confidence.

Unfunded Contingency – Displays the current approved unfunded contingency.

Lifecycle Total (50% / Low) - Displays the current approved cost lifecycle total at 80% confidence.

3.2.4.1 Cost Detail Screen - Subproject Level

This screen allows users to view approved cost for a specific subproject in more detail.



Fiscal Year	Actuals	Approved 50%/Low	Unfunded Contingency	Approved 80%/High
1997	45,646	45,646		45,646
1998	68,484	68,484		68,484
1999	75,934	75,934		75,934
2000	62,246	62,246		62,246
2001	49,315	49,315		49,315
2002	43,648	43,648		43,648
2003	34,654	34,654		34,654
2004	60,051	60,051		60,051
2005	67,602	67,602		67,602
2006	81,237	81,237		81,237
2007	90,535	90,535		90,535
Prior Cost	679,352	679,352		679,352
OPER		0		0
Total	679,352	679,352	0	679,352

Figure 51: Approved Cost Screen at the Subproject level

Cost Detail Screen-PBS Level Data Columns:

Project Start Date – Displays start date of the project.

Project End Date (50% / Low and 80% / High) – Displays estimated end date of the project at 50% and 80% confidence.

NTB Start Year (not shown) – Displays Near-Term Baseline start year.

NTB End Year (not shown) – Displays Near-Term Baseline end year.

CD Status – Displays the Critical Decision status of the project

CD Date – Displays the date of the most recent Critical Decision Status of the project

Fiscal Year – Displays the fiscal years that the project is active.

Actuals – Displays approved actual cost for each prior fiscal year.

Approved Cost (50% / Low and 80% / High) – Displays the current approved cost for each fiscal year, at 50% and 80% confidence.

Unfunded contingency – Displays the current approved unfunded contingency for each fiscal year.

3.2.5 Environmental Liability Adjustment Detail Screen

The Environmental Liability Adjustment Detail screen is accessible from the Cost Summary Screen. Adjustments can be viewed by selecting the "EL Adjustment ID," which is a hyperlink. The screen displays detailed information for the adjustment selected, including contact information for the originator of the adjustment, descriptions of the proposed adjustment, project dates, and annual breakouts of the proposed adjustment.

From the Environmental Liability Adjustment Detail Screen, users can also perform certain functions such as:

- Marking the adjustment as Submitted, Reviewed, or Accepted
- Sending the adjustment back to the site for Rework
- Printing the adjustment
- Deleting the adjustment
- Editing the adjustment (Working or Rework status only)

Below, **Figure 52** shows the Environmental Liability Adjustment Detail screen in "View Only" mode, where no fields can be edited. When the Adjustment is in Rework or Working status, a user can select "Edit" at the bottom of the screen to refresh the Environmental Liability Adjustment Detail Screen to be in "Editable" mode.

EL Adjustment ID: SR-0011B-001 Adjustment Type: Subsequent Event

EL Adjustment Name: FY2009 Subsequent Event

Adjustment Status: Field Submitted EM EL Submission: 30-SEP

Requesting Field/HQ Organization: Office of Project Management Oversight

POC Information:

Requesting POC	Telephone	Email
Eliberto Seguinot	803-952-6224	eliberto.seguinot@srs.gov

Requesting Changes Uncertainty Scores from Prior Years: No

Description of the Changes in Scope that Had Cost Changes:

What is the Basis of the Change?

Adjusted Direct cost for incremental pension (remove pension from direct cost base)
Updated pension methodology (% rate of direct cost to hit target pension/PRB versus component of labor rate)
Recalculated Site Overhead for new pension methodology (rate based)
Recalculated fee based on new rate and base (direct cost versus total cost)
Removed Schedule and Equipment Failure Contingencies

Project Dates:

Project Start	Project End	NTB/RAB Start	NTB/RAB End
10/1/1996	9/30/2013	2008	2014

Enter Environmental Liability Adjustments in Thousands of Current Dollars

Fiscal Year	Adjustment Amount
2010	-30,600
2011	-25,233
2012	-26,863
2013	-34,133
Total:	-116,829

Figure 52: Environmental Liability Adjustment Detail Screen

Data in the Environmental Liability Adjustment Detail Screen:

EL Adjustment ID- The ID number is a system generated number assigned when the adjustment is created.

Adjustment Type –The type of adjustment, which is user selected. The system provides a list of the following options: New Scope, Cost Growth, Changing Assumptions, Performance, CFO Adjustment, and Subsequent Events. This is a required field.

EL Adjustment Name - The user-entered name of the adjustment. This is a required Field.

Adjustment Status – The status field displays the workflow status of the adjustment. Workflow statuses are: Working, Field Submitted, Reviewed, Accepted or Rework. All users will be able to see any adjustments in any status. This field is automatically updated by IPABS after each time a user changes the adjustment workflow status.

EM EL Submission– Displays the submission period designated by EM.

> E.g. – If an adjustment is submitted for consideration before 6/30/08, it will display “30-JUN.” Adjustments submitted after the 6/30/08 submission will display “30-SEPT.”

Requesting Field/HQ Organization – User selects requesting organization from a drop down list. This is a required field.

POC Information – Displays the requesting point of contact (POC) name, telephone number, and email address. All three fields are required.

Requesting Changes Uncertainty Scores from Prior Years – User selects between “Yes” and “No.”

Description of the Changes in Scope that Had Cost Changes – The description detailing the changes in scope where cost will be affected. This is a required field.

What is the Basis of the Change? – The narrative detailing the reason for the change. This is a required field.

Project Dates –The Project Start and End dates and the Near Term Baseline Start and End dates. This information is pulled in from the Cost Module and can only be edited through a Cost Change Request.

Environmental Liability Adjustments – The annual breakout of the total adjustment amount.

Add Additional Project Years (Not Shown) – Allows user to enter annual adjustment values beyond the project’s approved end date. This field is only shown when the EL Adjustment Screen is editable. (Editable Field)

Actions:

Save - Allows user to save data that has been added or updated.

Add Additional Project Years- User can add fiscal years to input costs for any subproject by typing the amount of years in the designated box “Add Additional Project Years” and then selecting the “Add” button. Added years can extend out past the Project End date

Edit - Allows user to edit adjustments. The screen will refresh to show the Environmental Liability Adjustment Detail Screen in Editable Mode. **Note:** This action is not available for adjustments in “Submitted,” “Reviewed” or “Accepted” status.

Submit - Allows user to submit adjustments to HQ for review. A confirmation screen will display after the “Submit” button is selected.

Cancel Edit - Allows user to cancel any unsaved changes that have been made to an adjustment. The screen will refresh to show the Environmental Liability Adjustment Detail Screen in View Only Mode.

Clear Changes - Allows the user to clear all entries. The Environmental Liability Adjustment Detail screen will remain editable, but all unsaved changes will be erased and the adjustment will revert to the most recent saved form.

Delete - Deletes the adjustment.

Rework - Sends submitted adjustments back to the site for rework. A confirmation screen will display after the “Rework” button is selected.

Reviewed - Marks an adjustment as reviewed. A confirmation screen will display after the “Reviewed” button is selected.

Accepted - Marks an adjustment as accepted. A confirmation screen will display after the “Reviewed” button is selected.

View History - Displays information related to the adjustment such as reason for sending adjustments to rework or updates to the adjustments. The “View History” button is found in the upper right had corner of the Environmental Liability Adjustment Detail screen.

3.2.6 Confirmation Screen

The Confirmation Screen is displayed upon selecting Submit, Reviewed, Accept or Rework on the Cost Summary screen or the Environmental Liability Adjustment Detail Screen. The confirmation screen shows a list of every adjustment that has been selected for a particular action. The "Adjustment Action Narrative" text box allows users to enter a narrative explaining the action. Narratives are required for adjustments sent to "Rework." Below, **Figure 53** shows the confirmation screen for two adjustments to be sent to Rework.

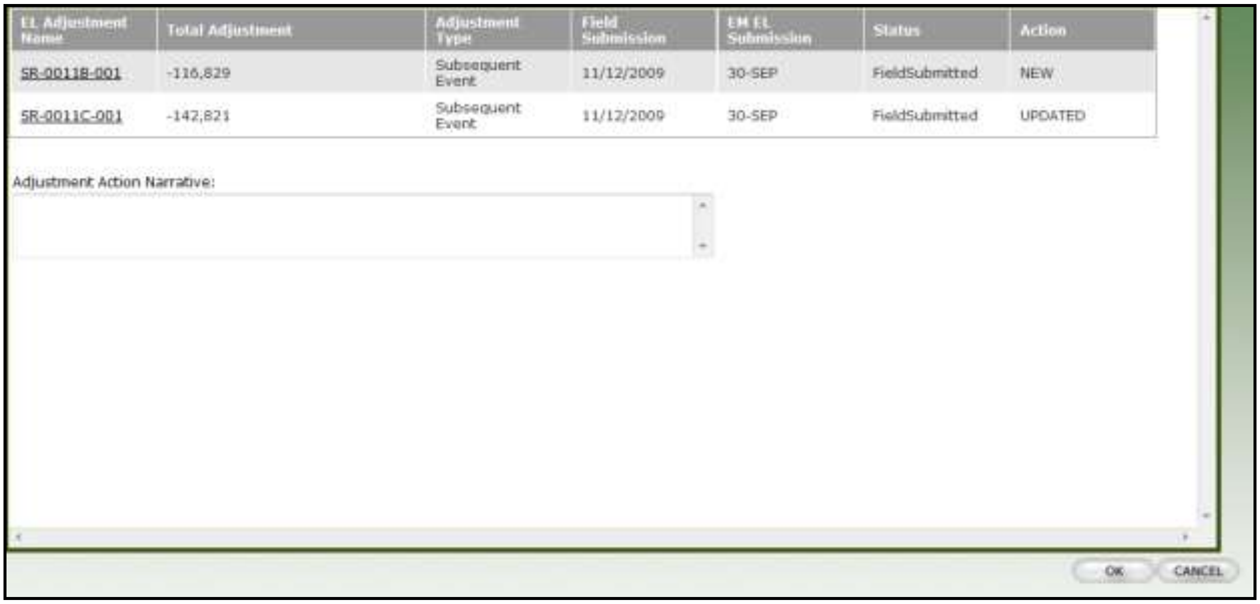


Figure 53: The Confirmation Screen

To continue to perform the action on all adjustments that are listed, click the "OK" button at the bottom of the screen. Otherwise, click "Cancel" and no changes will be made.

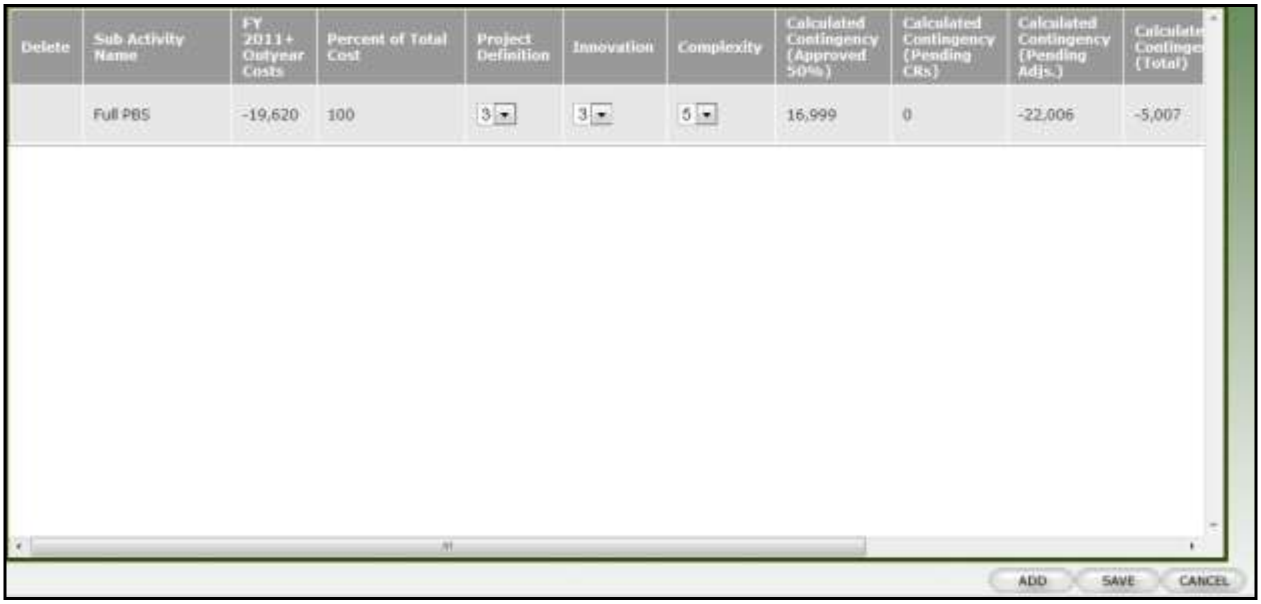
3.2.7 Uncertainty Scores Screen

The "Uncertainty Scores" button appears at the bottom of the Cost Summary Screen at the PBS Level only. By clicking the "Uncertainty Scores" button, highlighted below in **Figure 54**, users can view and edit Uncertainty Scores, which are used to compute the calculated contingency value.

Figure 54: Accessing the Uncertainty Scores Screen

The Uncertainty Scores Screen summarizes the uncertainty scores and contingency data for the selected PBS. Users can edit the uncertainty scores from this screen. When the uncertainty scores are edited, the screen requires users to enter narratives explaining any changes.

From this screen, users may also add sub-activities under the selected PBS. Once sub activities are added to a PBS, the Full PBS becomes not editable. For each sub activity, users must enter a name and enter the percentage of PBS total costs that sit at the sub activity. The system will only allow users to save data on this screen if the sum of the “percentage of total PBS” values of all the sub-activities under a PBS equal 100%. If sub-activities are added or deleted, the percentages must be redistributed to equal 100% total.



Delete	Sub Activity Name	FY 2011+ Outyear Costs	Percent of Total Cost	Project Definition	Innovation	Complexity	Calculated Contingency (Approved 50%)	Calculated Contingency (Pending CRs)	Calculated Contingency (Pending Adjs.)	Calculate Continge (Total)
	Full PBS	-19,620	100	3	3	5	16,999	0	-22,006	-5,007

Figure 55: The Uncertainty Scores Screen

Data Columns:

Delete – The user will have the ability to mark items for deletion using this column and then selecting the save button. Once the user selects a sub-activity for deletion the system will require the user to redistribute the percentage to equal 100% between the remaining sub-activities. Individual or multiple sub-activities can be selected for the deletion at the same time.

Sub-Activity Name - Field displays name of sub-activities and the Full PBS name. (Editable Field for Sub-Activities only-- the Full PBS name is not editable).

FY 20XX+ Outyear Costs (Total Outyear Costs) - The screen will reflect total costs for the specified PBS for years in the following rage: [current Fiscal Year plus one] through [last year of cost for PBS]. The label of this column updates every year to reflect the year range—e.g. in Fiscal year 2010 the column will be labeled FY 2011+ Outyear Costs.

Percentage of Total Costs - The percentage at the Full PBS level will be 100% and reflect total costs for the entire PBS. Percentages entered at the sub-activity levels will reflect the proportion of the costs that that specific sub-activity contributes to the total outyear cost and most add to 100%.(Editable Field for Sub-Activities only)

Uncertainty Scores: Project Definition, Innovation and Complexity - Drop down boxes that allow the user to select scores from 1-5. The methodology developed by EM allows each PBS (or PBS sub-activity) to be scored from 1 to 5 for each contributing factor - project definition, innovation and complexity, where a 1 equates to low uncertainty and 5 equates to high uncertainty.

The specific uncertainty range for each score is as follows:

Score	Uncertainty Range	Percent of Max Range
5	-50% to +175%	100
4	-37.5% to +131%	75
3	-25 % to +87.5%	50
2	-12.5% to +44%	25
1	-5% to +17.5%	10

Using the PBS lifecycle cost estimates and uncertainty scores, the cost uncertainty model will use a Monte Carlo simulation to generate an EM life-cycle cost uncertainty range.

Calculated Contingency: Approved 50%, Pending CRs, Pending Adjustments, and Total – Displays the Calculated Contingency based on the Uncertainty Scores for each different cost type (Approved 50%, Pending CRs or Pending Adjustments). Contingency for Pending CRs and EM EL Adjustments is calculated by inputting the outyear costs in the CR or adjustment into the Monte Carlo simulation based on the same uncertainty scores that were entered for the approved cost contingency profile. The Total Calculated Contingency is the total of the Approved 50%, Pending CRs and Pending Adjustments.

Outyear Unfunded Contingency - Pulls the outyear unfunded contingency data from the Cost Module. This data can only be changed through a Cost Change Request.

Rationale for Score Changes - There is a narrative field for each PBS (or each sub-activity) to provide further information. The narrative should be used to explain the rationale for selecting the assigned scores. This field is required at the Full PBS level but optional for sub-activities. (Editable Field)

Explanation of Scores Changes - There is a narrative field for each PBS (or each sub-activity) to provide further information. If the scores for a PBS or a sub-activity changed from last year, the narrative field should be used to explain the reason for the change. This field is required for Full PBS but optional for sub-activities. (Editable Field)

Last Updated – The date when the Uncertainty Score Fields were last updated. Automatically updated by IPABS.

Uncertainty Scores Sub-Activity Detail

IPABS-IS has been modified to allow, when appropriate, the assigning of uncertainty scores to sub-activities within a PBS. This modification enables sites to assign uncertainty scores that better reflect the sometimes diverse nature of activities within a PBS. Sub-activities within a PBS are differentiated as a percentage of the total PBS life-cycle cost. Sites can define sub-activities within a PBS and provide a set of uncertainty scores for each sub-activity. The system then calculates dollar-weighted uncertainty scores for the entire PBS using the sub-activity scores.

Defining sub-activities within a PBS and assigning uncertainty scores to those sub-activities is optional and is intended as an aid to sites. The purpose of the sub-activity option is to enable a more refined uncertainty scoring for the PBS, when appropriate. The major requirement for defining sub-activities and assigning uncertainty scores within a PBS is that a site document the rationale used and be able to discuss the rationale and provide documentation to the auditors, if requested. In addition, the sum of the sub-activity dollars must equal the dollar total for the PBS.

Long Term Stewardship Costs

Because LTS costs must still be included in the environmental liability estimate, sites should assign uncertainty scores to the LTS PBSs using the same criteria discussed above.

Project Characteristics Associated with Each Uncertainty Score

Below are characteristics associated with each factor and each score. The characteristics provide examples and general guidance to assist sites in providing scores. User should apply their professional and programmatic judgment in scoring projects (or project sub-activities) for each of the three factors (project definition, innovation, and complexity), rather than following the guidance narrowly or strictly.

Project Definition	
Score	**Project Characteristics**
1	• The project is approaching its end state and preparing for completion. Total costs, schedule, and scope to complete the project are well defined. • A mature baseline is in place with effective change control systems used and the project has not been rebaselined in the past two years. • All regulatory approval is in place for site completion. • The work scope of the PBS is independent of work scheduled at other PBSs. If there is a dependent scope, the integration activities have been completed. • An outside party has reviewed the earned value management system and the project has had no significant positive or negative variance trends in the past two years. • A risk management plan and/or system is in place and is reviewed and updated quarterly to develop and implement risk mitigation actions.
2	• The project has detailed plans and specifications, progress is being made towards site closure, and annual costs are in line with life-cycle estimates. • A baseline has been established with necessary change control systems in place and the project has not been re-baselined in the past year. • Regulatory approval is in place and/or not a significant risk for achieving closure. • Work scope of the project is mostly independent but reliant on some activities scheduled at other PBSs. • If the work scope is dependent on other PBSs, the appropriate interfaces and issues have been resolved. • An outside party has reviewed the earned value management system and the project trends indicate significant positive progress over the past year. • A risk management plan and/or system is in place and is updated every six months to develop and implement risk mitigation actions.

3	• The project is at the conceptual design and engineering plan stage with critical path activities well understood; a detailed work schedule is in place to complete project on time. • A baseline has been established but change control systems are not in place or rebaselining has occurred in the past year. • No regulatory hurdles are known but necessary approvals have not been received. • Work scope is dependent on work scheduled at other PBSs but no additional risk is perceived. • An outside party has reviewed the earned value management system and the project is beginning to assess the status without significant variance. • A risk management plan and/or system is in place but has not been updated in the past year or more.
4	• Engineering alternatives evaluation has begun on the project and/or uncertainty exists regarding critical path activities. • A baseline is being established and change control systems are being developed for future use or frequent rebaselining is occurring. • Regulatory approval is not in place and work schedule is jeopardized by regulatory uncertainty. • Work scope is highly dependent on activities at other PBSs but will not likely impact critical path activities. • Earned value measures have been established but are not regularly met or the project is significantly behind schedule
5	• Project is at the assessment phase and uncertainty exists regarding cost estimate and critical path activities. • A baseline has not been established and the necessary change control systems are not in place. • Significant regulatory hurdles exist that may impact either cost or critical path activities. • Work scope is highly dependent on activities at other PBSs and may impact schedule and/or baseline estimate for critical path activities. • Earned value measures are not used to measure project status and the project is significantly behind schedule.

Innovation[1]	
Score	**Project Characteristics**
1	• Project is completely reliant on proven technologies.
2	• Project is largely reliant on proven technologies.
3	• Project is somewhat reliant on innovative technologies (technologies may be proven but have not been previously integrated in the same application).
4	• Project is largely reliant on innovative technologies.
5	• Project is completely or largely reliant on innovative technologies (new technologies are being developed and have not been previously demonstrated

Complexity[2]	
Score	**Project Characteristics**
1	• Relatively few processing or treatment steps. • Materials requiring complex processing[3] are not actively managed on site.
2	• Number of processing or treatment steps between scores 1 and 3. • Materials requiring complex processing are actively managed on site infrequently.
3	• Moderate number of processing or treatment steps. • Materials requiring complex processing are actively managed on site with some frequency.
4	• Large number of processing or treatment steps **OR** • Materials requiring complex processing are actively managed on site on a regular basis.

[1] Innovative technologies are defined as having never been demonstrated on a production scale either by DOE or by industry in a similar application. They may include new process/treatment steps or technologies that have been proven for different/waste streams or in dissimilar applications.

[2] Processing and treatment steps refer to the number of continuously linked process steps required to perform all necessary chemical and physical unit operations. Steps are counted on a block rather than equipment count basis. Multiple parallel trains are counted only once.

[3] Examples of materials requiring complex processing include nuclear materials, remote-handled transuranic waste (RH-TRU), and high-level waste.

5	• Large number of processing or treatment steps **AND** • Materials requiring complex processing are actively managed on site on a regular basis.

Actions:

View in Constant – Refreshes the screen to display data in Constant dollars.

View in Current – Refreshes the screen to display data in Current dollars.

Add - Allows users to add sub-activities to a Full PBS. The system displays blank fields below the Full PBS to enter the sub-activity data.

Save - Saves any changes that have been made to the editable fields.

Cancel - Returns users to the Cost Summary Screen. Any changes are not saved.

3.3 Adding, Updating and Cancelling EM EL Adjustments

A main function of the IPABS EM EL Module is to allow for the creation, review, and tracking of adjustment's to EM's Environmental Liability.

3.3.1 Adding an Adjustments

To add a new adjustment to a subproject:

Step 1: Select the subproject in the Navigation Tree where the adjustment is to be added.

Step 2: Click on "Add New Adjustment" button on Cost Summary Screen to display a blank Environmental Liability Adjustment Detail Screen.

Step 2: Enter Data. All fields are required.

Step 3: Click the Save button. This will display the newly created adjustment.

Step 4: Click the Office, Site, PBS, or Subproject in the Navigation Tree to see the new Adjustment on the Cost Summary screen. The status will show as "Working" and the action will be "New."

3.3.2 Delete Adjustments

From the Cost Summary Screen

Step 1: On the Cost Summary Screen, select one or more adjustments by clicking on the checkbox next to the adjustment(s).

Step 2: Click the "Delete" button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter optional Notes explaining the reason for deleting the adjustment(s).

Step 4: Click the “OK” button to delete all adjustments listed on the Confirmation Screen. The screen will refresh to display the Cost Summary Screen, without the deleted adjustment(s).

From the Environmental Liability Adjustment Detail Screen

Step 1: Click on Adjustment ID (hyperlink) on the Cost Summary Screen to display the Adjustment Detail Screen.

Step 2: Click the “Delete” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter optional Notes explaining the reason for deleting the adjustment.

Step 4: Click the “OK” button on the Confirmation Screen to delete the adjustment. The screen will refresh to show the Cost Summary Screen, without the deleted adjustment.

3.3.3 Updating an Adjustment

To update an existing adjustment at the Office, Site or PBS level:

Step 1: Click on Adjustment ID (hyperlink) on the Cost Summary Screen to display the Adjustment Detail Screen.

Step 3: Click the Edit button. The screen will refresh and all editable fields will become open to editing.

Step 4: Enter the updated data.

Step 5: Click “Save.”

Step 6: Click on the Office/Site/PBS in the Navigation Tree to see the adjustment on the Cost Summary Screen. The status become “Working” and the action will display “Updated.”

Note:

- If an adjustment has a status of “Submitted,” “Reviewed” or “Accepted,” the adjustment is not editable and a new adjustment must be created at that point to reflect the changes.
- If an adjustment has a status of “Rework”, upon selection of the Edit button on the Milestone Detail screen the status will update to “Working”.

3.4 Submit, Rework, Review and Accept Adjustments

3.4.1 Submitting an Adjustment

Below are the steps to submit an adjustment to Headquarters for review.

From the Cost Summary Screen

Step 1: On the Cost Summary Screen, select one or more adjustments by clicking on the checkbox next to the adjustment(s).

Step 2: Click the “Submit” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter an optional narrative explaining the reasons for submitting the adjustment(s).

Step 4: Click the “OK” button to submit all adjustments listed on the Confirmation Screen. The screen will display the Cost Summary Screen. All submitted adjustments will show a status of “Field Submitted”.

From the Environmental Liability Adjustment Detail Screen

Step 1: Click on Adjustment ID (hyperlink) on the Cost Summary Screen to display the Adjustment Detail Screen.

Step 2: Click the “Submit” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter an optional narrative explaining the reasons for submitting the adjustment.

Step 4: Click the “OK” button to submit the adjustment. The screen will display the Cost Summary Screen. The submitted adjustment will show a status of “Field Submitted”.

3.4.2 Rework an Adjustment

When a Headquarters reviewer determines, upon review, an adjustment needs further updates by the field, the adjustment status can be set to “Rework”. **Note:** An adjustment must have a status of “Field Submitted” or “Reviewed” to be selected for Rework.

From the Cost Summary Screen

Step 1: On the Cost Summary Screen, select one or more adjustments by clicking on the checkbox next to the adjustment(s).

Step 2: Click the “Rework” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter a **required** narrative, explaining the reason and updates required for the adjustment(s).

Step 4: Click the “OK” button to send all adjustments listed on the Confirmation Screen to “Rework.” The screen will display the Cost Summary Screen. All selected adjustments will show a status of “Rework.”

From the Environmental Liability Adjustment Detail Screen

Step 1: Click on Adjustment ID (hyperlink) on the Cost Summary Screen to display the Environmental Liability Adjustment Detail Screen.

Step 2: Click the “Rework” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter a **required** narrative, explaining the reason and updates required for the adjustment.

Step 4: Click the “OK” button to send the adjustment to Rework. The screen will display the Cost Summary Screen, and the selected adjustment will show a status of “Rework.”

3.4.3 Review an Adjustment

When an adjustment has passed initial review by EM Headquarters, an HQ user will set the adjustment as ”Reviewed.” Only “Reviewed” or “Accepted” adjustments appear in official cost reports. **Note:** An adjustment must have a status of “Field Submitted” to be marked as “Reviewed.”

From the Cost Summary Screen

Step 1: On the Cost Summary Screen, select one or more adjustments by clicking on the checkbox next to the adjustment(s).

Step 2: Click the “Reviewed” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter an *optional* narrative explaining why the adjustment has been set as “Reviewed.”

Step 4: Click the “OK” button to mark all adjustments listed on the Confirmation Screen as “Reviewed.” The screen will display the Cost Summary Screen. All selected adjustments will show a status of “Reviewed.”

From the Environmental Liability Adjustment Detail Screen

Step 1: Click on Adjustment ID (hyperlink) on the Cost Summary Screen, to display the Environmental Liability Adjustment Detail Screen.

Step 2: Click the “Reviewed” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter an *optional* narrative explaining the reason why the adjustment has been reviewed.

Step 4: Click the “OK” button to mark the adjustment as “Reviewed.” The screen will display the Cost Summary Screen and the selected adjustment will show a status of “Reviewed.”

3.4.4 Accept an Adjustment

Once an adjustment has been reviewed, an HQ user can mark the adjustment as “Accepted.” The adjustment will remain in the approved dataset for reporting and cannot be deleted. **Note:** An adjustment must have a status of “Field Submitted” to be marked as “Reviewed.”

From the Cost Summary Screen

Step 1: On the Cost Summary Screen, select one or multiple adjustments by clicking on the checkbox next to the adjustment(s).

Step 2: Click the “Accept” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter an *optional* narrative explaining why the adjustment has been accepted.

Step 4: Click the “OK” button to mark all adjustments listed on the Confirmation Screen as “Accepted.” The screen will display the Cost Summary Screen. All selected adjustments will show a status of “Accepted.”

From the Environmental Liability Adjustment Detail Screen

Step 1: Click on Adjustment ID (hyperlink) on the Cost Summary Screen, to display the Environmental Liability Adjustment Detail Screen.

Step 2: Click the “Accept” button. The screen will refresh to display the Confirmation Screen.

Step 3: Enter an *optional* narrative explaining the reason why the adjustment has been accepted.

Step 4: Click the “OK” button to mark the adjustment as “Accepted.” The screen will display the Cost Summary Screen and the selected adjustment will show a status of “Accepted.”

3.5 Uncertainty Scores - Updating and Deleting Sub-Activities

As discussed above, the EM EL Module allows users to enter uncertainty scores for three categories of project uncertainty. The module also allows users to create uncertainty score sub-activities to make it easier to establish uncertainty score profiles for PBSs with complex and varied work activities. Below are the steps to update uncertainty scores and add, edit, and delete uncertainty score sub-activities.

3.5.1 Updating Uncertainty Scores

Step 1: On the Cost Summary Screen PBS level, select the Uncertainty Scores button to display the Uncertainty Scores Screen.

Step 2: Select an uncertainty score. A drop down menu will appear with the numbers zero through five. Select a number to set that number as the new score.

Step 3: Enter narratives for Rationale of Score Changes and/or Explanation of Score Changes.

Step 4: Click the “Save” button to display the Uncertainty Scores screen and saved data.

3.5.2 Adding Sub-Activity

Step 1: On the Cost Summary Screen at the PBS level, select the Uncertainty Scores button to display the Uncertainty Scores Screen.

Step 2: Click the “Add” button to display the blank fields.

Step 3: Enter sub-activity name and percentage of total PBS costs.

Step 4: Redistribute percentage of total PBS costs for the other sub-activities to equal 100%.

Step 5: Click the “Save” button to display the Uncertainty Scores screen and saved data”.

3.5.3 Deleting Sub-Activity

Step 1: On the Cost Summary Screen PBS level, select the Uncertainty Scores button to display the Uncertainty Scores Screen.

Step 2: Select a sub-activity for deletion by clicking on the checkbox next to the sub-activity.

Step 3: Re-distribute percentage between remaining sub-activities to equal 100%.

Step 4: Click the “Save” button to display the Uncertainty Scores screen and saved data.

3.6 Statuses

Working – The default status when an adjustment is added or updated. Note: The Working Dataset is always open for field updates.

Field Submitted – Indicates a user has submitted the adjustment data for Headquarters review.

Reviewed -- Indicates a Headquarters reviewer completed reviewing the Field Submitted adjustment data. Reviewed adjustments will appear in official cost reports.

Accepted – Indicates that a Reviewed adjustment has been Accepted by Headquarters. Accepted adjustments will appear in official cost reports.

Rework – Indicates a Headquarters reviewer requires further updates to the adjustment. A reason for rework will be provided to indicate the required updates before further field submittal.

Actions

	Working	Submitted	Reviewed	Accepted
Read Only	Read only	Read only	Read only	Read only
Field User	Edit, Submit, Delete	Read only	Read only	Read only
Admin	Edit, Submit, Delete	Read only	Read only	Read only
HQ User	Edit, Submit, Delete	Rework, Delete, Mark "Reviewed"	Rework, Delete, Mark "Accepted"	Read only
Appears in Report?	No	No	Yes	Yes

3.7 Access Levels

All users are granted specific user access rights at the Office, Site, PBS, or Sub-Project level. Below are the four main access levels granted:

Read-Only – Grants a user view only access to the selected entity.

Field User – Allows a user to Add, Edit, Save, and Delete adjustments across the selected entity.

Admin – Allows a user to Add, Edit, Save, Cancel, and Submit adjustments across the selected entity.

HQ Reviewer – Allows a user to review, "Rework," "Review" and "Accept" adjustments across the selected entity.

Actions

User	Add	Edit(Save/Cancel)	Submit	Rework	Reviewed	Approved
Read-Only						
Field User	X	X	X			
Admin	X	X	X			
HQ Reviewer	X	X	X	X	X	X

3.8 Workflow

The framework is designed to support a workflow where field users enter their data, and the field office submits the data for Headquarters to review the data before the adjustment is added to the approved dataset. The Headquarters reviewers can send EL adjustments back to the field with comments or accept the data for the submitted dataset.

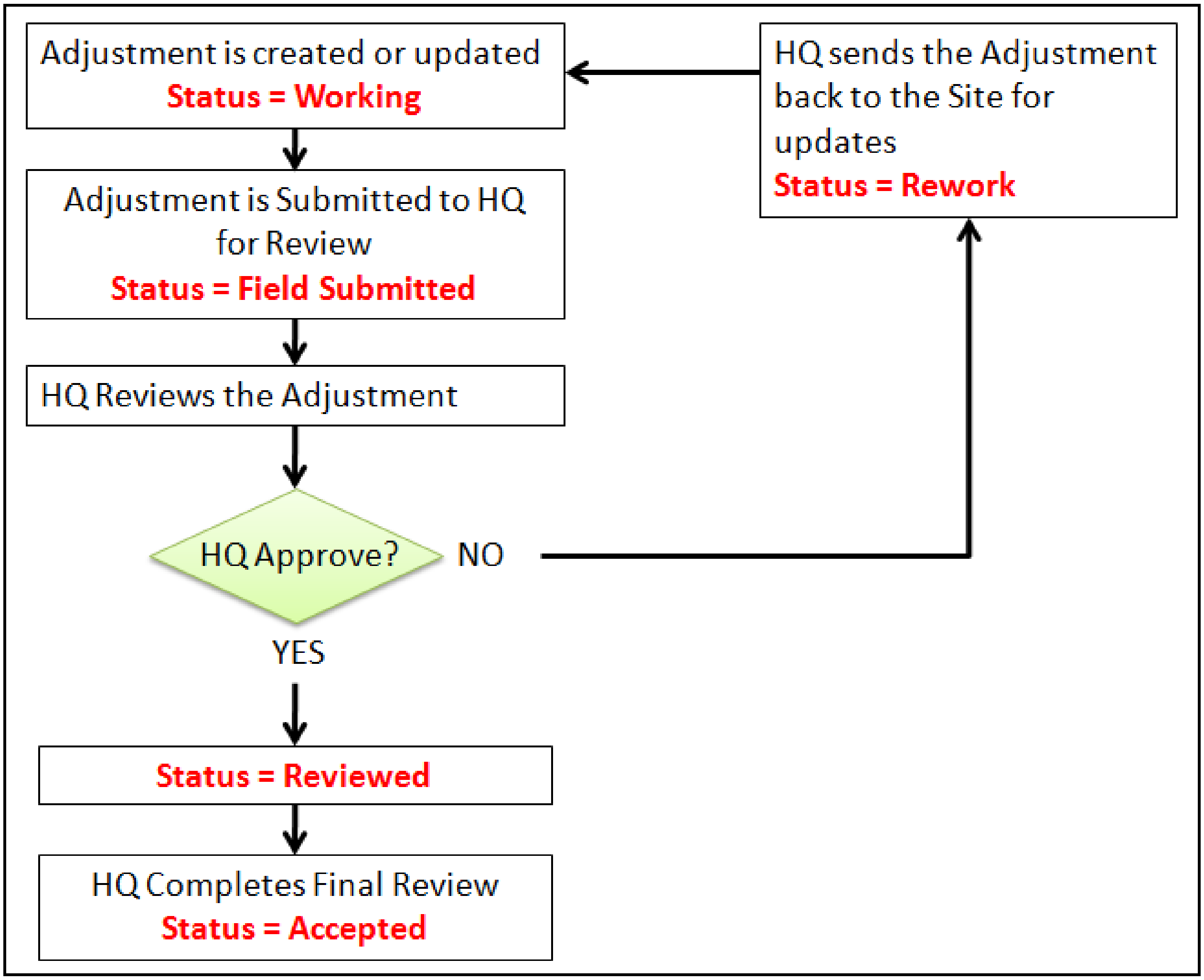


Figure 56: EM EL Module Workflow

4. Project Execution Module

4.1 User's Manual

The IPABS-IS Project Execution Module (PEM) is used by Operations/Field Offices to report cost, schedule, financial, funding and Quarterly Project Review information.

> **Note:** Users who need help using PEM may contact the IPABS-IS Support Desk at (703) 748-8617 or via email at ipabssupport@ppc.com.

4.1.1 Entering the Project Execution Module

Step 1. Go to the IPABS Login Screen and log in using your username and password. Ensure Data Collection is selected from the drop-down menu (see **Figure 4.1** below).

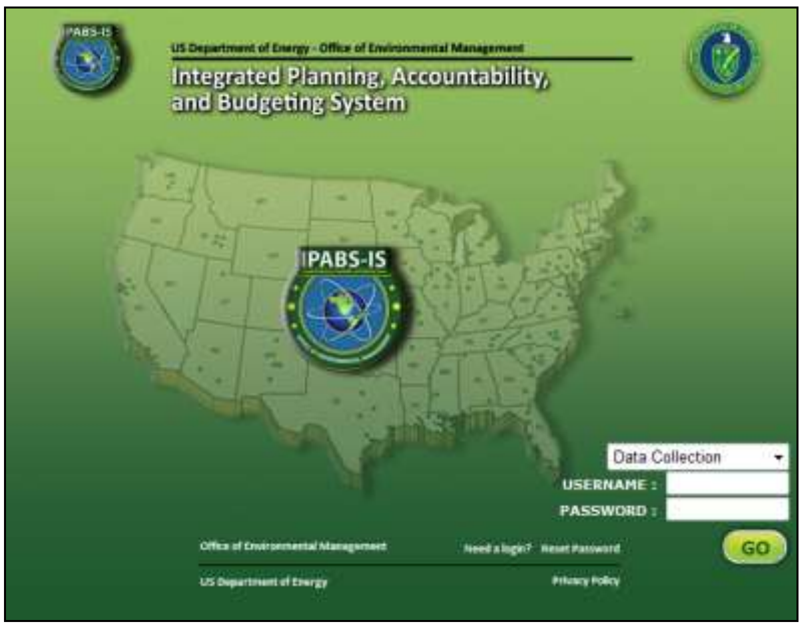
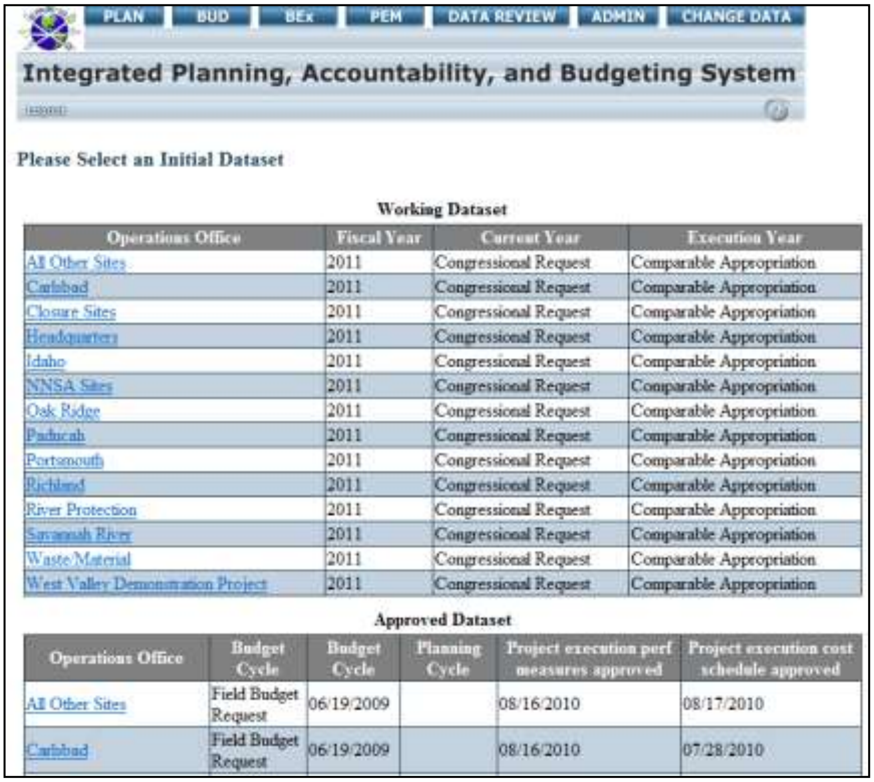


Figure 4.1: IPABS Login Screen

Step 2. Select an office dataset from the Working Dataset table (see **Figure 4.2** below).



PLAN | BUD | BEx | PEM | DATA REVIEW | ADMIN | CHANGE DATA

Integrated Planning, Accountability, and Budgeting System

Please Select an Initial Dataset

Working Dataset

Operations Office	Fiscal Year	Current Year	Execution Year
All Other Sites	2011	Congressional Request	Comparable Appropriation
Carlsbad	2011	Congressional Request	Comparable Appropriation
Closure Sites	2011	Congressional Request	Comparable Appropriation
Headquarters	2011	Congressional Request	Comparable Appropriation
Idaho	2011	Congressional Request	Comparable Appropriation
NNSA Sites	2011	Congressional Request	Comparable Appropriation
Oak Ridge	2011	Congressional Request	Comparable Appropriation
Paducah	2011	Congressional Request	Comparable Appropriation
Portsmouth	2011	Congressional Request	Comparable Appropriation
Richland	2011	Congressional Request	Comparable Appropriation
River Protection	2011	Congressional Request	Comparable Appropriation
Savannah River	2011	Congressional Request	Comparable Appropriation
Waste/Material	2011	Congressional Request	Comparable Appropriation
West Valley Demonstration Project	2011	Congressional Request	Comparable Appropriation

Approved Dataset

Operations Office	Budget Cycle	Budget Cycle	Planning Cycle	Project execution perf measures approved	Project execution cost schedule approved
All Other Sites	Field Budget Request	06/19/2009		08/16/2010	08/17/2010
Carlsbad	Field Budget Request	06/19/2009		08/16/2010	07/28/2010

Figure 4.2: Dataset Selection Tables

Step 3. Use the mouse to choose the PEM reporting level – Project or Office – to be accessed (see **Figure 2.3** below). A list of the tabs available within the reporting level will appear as the mouse moves over the corresponding reporting level option.

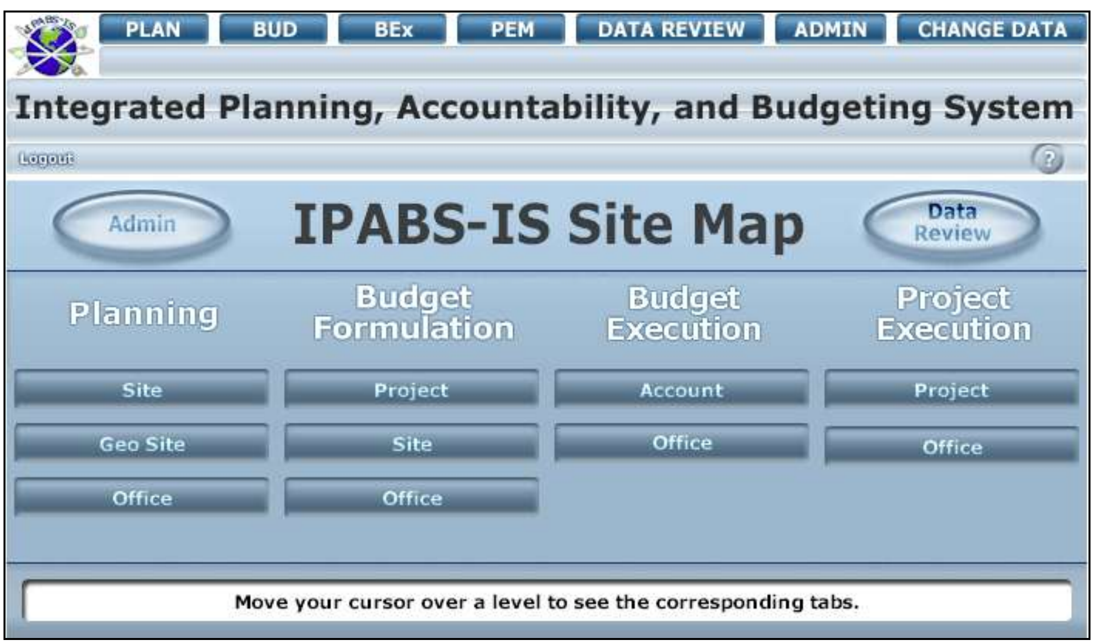
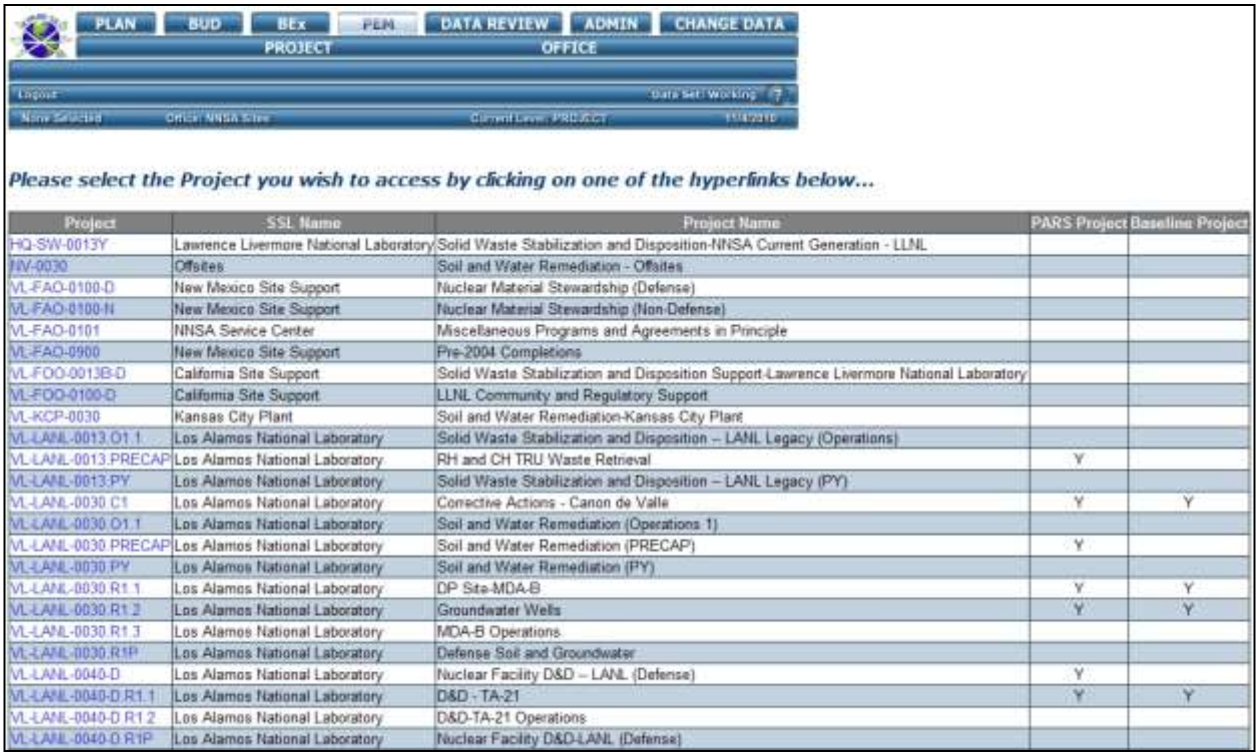


Figure 4.3: Project Execution Reporting Level Selection

4.1.2 Viewing and Editing Project Information

Entering data at the Project Level

Step 1. Select "Project" as the reporting level from the IPABS-IS Site Map (see **Figure 2.3** above). A list of all the Projects associated with the user's Operations/Field Office will appear, as shown below in **Figure 4.4**.



Project	SSL Name	Project Name	PARS Project	Baseline Project
HQ-SW-0013Y	Lawrence Livermore National Laboratory	Solid Waste Stabilization and Disposition-NNSA Current Generation - LLNL		
NV-0030	Offsites	Soil and Water Remediation - Offsites		
VL-FAO-0100-D	New Mexico Site Support	Nuclear Material Stewardship (Defense)		
VL-FAO-0100-N	New Mexico Site Support	Nuclear Material Stewardship (Non-Defense)		
VL-FAO-0101	NNSA Service Center	Miscellaneous Programs and Agreements in Principle		
VL-FAO-0900	New Mexico Site Support	Pre-2004 Completions		
VL-FOO-0013B-D	California Site Support	Solid Waste Stabilization and Disposition Support-Lawrence Livermore National Laboratory		
VL-FOO-0100-D	California Site Support	LLNL Community and Regulatory Support		
VL-KCP-0030	Kansas City Plant	Soil and Water Remediation-Kansas City Plant		
VL-LANL-0013.O1.1	Los Alamos National Laboratory	Solid Waste Stabilization and Disposition – LANL Legacy (Operations)		
VL-LANL-0013.PRECAP	Los Alamos National Laboratory	RH and CH TRU Waste Retrieval	Y	
VL-LANL-0013.PY	Los Alamos National Laboratory	Solid Waste Stabilization and Disposition – LANL Legacy (PY)		
VL-LANL-0030.C1	Los Alamos National Laboratory	Corrective Actions - Canon de Valle	Y	Y
VL-LANL-0030.O1.1	Los Alamos National Laboratory	Soil and Water Remediation (Operations 1)		
VL-LANL-0030.PRECAP	Los Alamos National Laboratory	Soil and Water Remediation (PRECAP)	Y	
VL-LANL-0030.PY	Los Alamos National Laboratory	Soil and Water Remediation (PY)		
VL-LANL-0030.R1.1	Los Alamos National Laboratory	DP Site-MDA-B	Y	Y
VL-LANL-0030.R1.2	Los Alamos National Laboratory	Groundwater Wells	Y	Y
VL-LANL-0030.R1.3	Los Alamos National Laboratory	MDA-B Operations		
VL-LANL-0030.R1P	Los Alamos National Laboratory	Defense Soil and Groundwater		
VL-LANL-0040-D	Los Alamos National Laboratory	Nuclear Facility D&D – LANL (Defense)	Y	
VL-LANL-0040-D.R1.1	Los Alamos National Laboratory	D&D - TA-21	Y	Y
VL-LANL-0040-D.R1.2	Los Alamos National Laboratory	D&D-TA-21 Operations		
VL-LANL-0040-D.R1P	Los Alamos National Laboratory	Nuclear Facility D&D-LANL (Defense)		

Figure 4.4: Project Selection Screen

Step 2. Select the appropriate Project by clicking the hyperlink in the "Project" column. The "Project" tabs appear beneath the IPABS-IS reporting levels on the navigation bar, as shown below in **Figure 4.5**. The Project Execution Module is divided into the following tabs: Gen Info, Cost/Sched, Financial, Funding, QPR and Summary.

Step 3. Select a tab. Instructions for viewing and editing all tabs are explained in the following sections.

Figure 4.5: Project-Level Tabs Screen

General Info Tab

The “Gen Info” tab collects and displays general information, key dates, narratives, comments, attachments and contact information regarding the selected Project. The following data fields are displayed on the Project "Gen Info” page.

Project Acronym: The project acronym is the acronym associated with the selected project name.

Project Size: This field displays the project size designation based on the Total Project Cost (TPC). Projects with a TPC of greater than $400 million are defined as major systems and projects with a TPC less than or equal to $400 million and greater than $5 million are defined as other projects.

Managing Office Code: The managing office code is the alphanumeric code for the DOE Office providing project oversight and direction.

Total Area (sq ft): The total area field represents the total floor area of a building or facility in square feet (exterior wall to exterior wall). When the newly acquired asset is operational, this figure should correspond to the gross square footage reported in the Facilities Information Management System (FIMS).

Prime Contractor: The prime contractor is the organization(s) responsible for designing and/or executing the project.

FPD Assessment: The FPD Assessment is a color rating entered in by the project’s Federal Project Director. The rating is based on the project’s performance and will be Red, Yellow, or Green. This field cannot be blank. A Red assessment means that the project requires attention. A Yellow assessment means the project is slightly behind schedule and requires some attention. A Green assessment means the project is on schedule.

FPD Completion Date: An estimate of the date on which the work captured in the project’s scope will be completed.

Project Location: The project location refers to the physical description, name and/or alphanumeric abbreviation assigned by the Field Office to identify an administrative subdivision of a site.

Project Status: The project status represents the current status of the project displayed from one of the following: CD-0, CD-1, CD-2, CD-3a, CD-3b, CD-3c, CD-4, or Other.

Site Code: The site code is the alphanumeric abbreviation for the Project Site (e.g., LLNL for Lawrence Livermore National Laboratory). Please note that sites have only been set up for DOE facilities where projects are located. Field and Operation offices are not considered "physical sites."

Review Date: This field displays the review date performed on contractor EVM systems. This date is used to verify the last review that was made in PARS by either external or internal sources.

Project Type: The project type identifies the type of project chosen from one of the following: System, Facility Construction, Infrastructure Improvements, Restoration, Disposition, Information Technology or Plant.

% Complete: Based on project scope and performance, the % Complete calculates the Cumulative to Date Budgeted Cost of Work Performed (BCWP) divided by the projects Total Budgeted Cost of Work Scheduled (BCWS). The Total BCWS includes BCWS from the project start through project end.

State: The state field refers to the state (or U.S. territory) where the project is located.

Zip Code: The zip code field identifies the zip code where the project is located.

Project Status Date: The project status date represents the actual date for the selected current critical decision.

EVMS Certification Date: This field displays the certification date on contractor EVM systems. This date is used to verify the last review that was made in PARS by either external or internal sources.

Project Category: Project Category refers to the type of project, i.e., Operating, Capital Asset Cleanup, or Capital Asset Construction.

Project Narratives:

> **Project Description (Long):** The project description (long) is a project summary containing background information about the project. Character limit is 4,000.
>
> **Project Description (Short):** The project description (short) is a brief project overview and summary statement explaining the essential features of the project. Used for QPR presentations. Character limit is 450.
>
> **Project Mission Need (Long):** The project mission need (long) is a project summary describing the mission of the project and how the project ties to the strategic plan or a specific program. Character limit is 4,000.
>
> **Project Mission Need (Short):** The project mission need (short) is a brief statement summarizing the project's mission and justification. Character limit is 500.
>
> **Project Objectives:** The project objectives narrative is a prioritized description of project objectives outlining specific performance goals. Character limit is 1,000.

Monthly Status Narrative: A brief progress report on the monthly project status capturing any recent developments, clarifications, or concerns relating to the project for the selected month.

Project Phase: A single repository to collect data regarding the Planned Dates for future Critical Decisions. This also displays the Current CD Status and Actual Dates for past and present Critical Decisions.

Rebaseline Information:

> **Rebaseline Date (MM-YYYY):** The date of the rebaseline.
>
> **Rebaseline Explanation Narrative:** Provides an explanation narrative for the modification of the contract period's start date in regards to EVM information.

EVMS Cert Status Narrative: Provides a 45-character narrative to explain the EVMS certification status.

FPD EAC: This shows a table outlining the Federal Project Director (FPD) Estimate at Completion (EAC) per fiscal year (in thousands of dollars).

PARS Project Start Date: This field displays the Project Start date as reported in the IPABS Cost Module.

PARS Project Completion Date: This field displays the Project End date at 80% confidence as reported in the IPABS Cost Module

Program Manager: The Program Manager is the individual who is responsible for the management of a specific function related to the project, budget formulation, and execution of the approved budget.

Federal Project Director/Operations Program Director: The Federal Project Director DOE individual responsible and accountable for project management activities.

Contractor Project Manager: The Contractor Project Manager is the individual who manages day-to-day execution of the project in accordance with requirements, procedures and standards as set forth in the contract.

First Name: The name field identifies the first name of the project contact.

Last Name: The name field identifies the last name of the project contact.

Address: The address field identifies the street address in the mailing address for the project contact. This field is limited to 50 characters.

City: The city field identifies the city or municipality in the mailing address for the project contact.

State: The state field identifies the state in the mailing address for the project contact.

Zip Code: The zip code field identifies the U.S. Postal zip code in the mailing address for the project contact.

Phone: The phone field identifies the phone number of the project contact.

E-mail: The e-mail field identifies the e-mail address of the project contact.

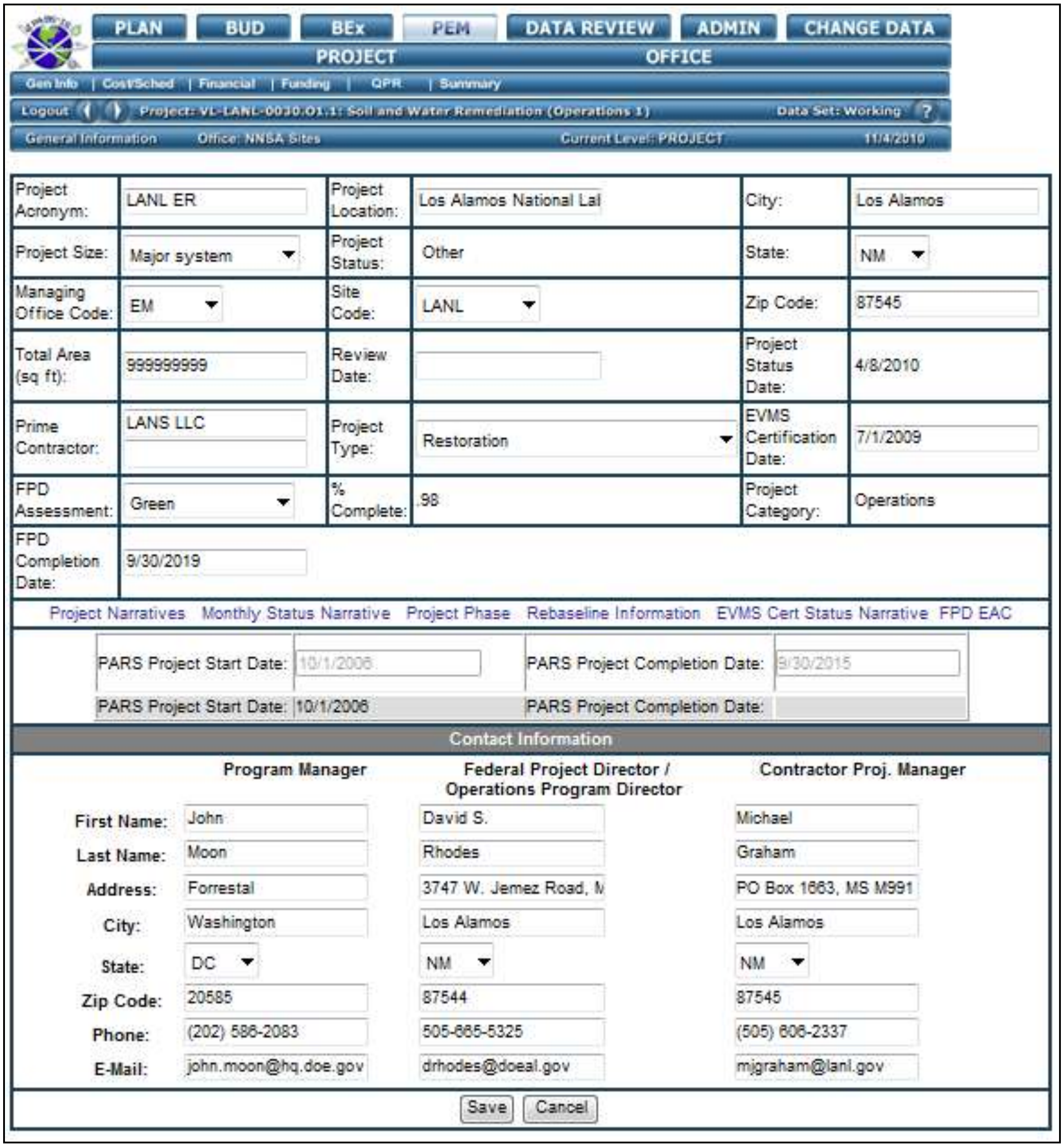


Figure 4.6: PEM Gen Info Tab

Instructions for Entering General Information Data

Instructions for viewing, entering and editing the General information data are as follows:

Step 1. Select the "Gen Info" tab from the available options. The user will be presented with general information about the Project. Hyperlinks to the "Project Narratives," "Monthly Status Narrative," "Project Phase," "Rebaseline Information," "EVMS Cert Status Narrative" and "FPD EAC" screens are available on the Gen Info page (see **Figure 2.6** above).

Step 2. Enter the Project Acronym in the space provided.

Step 3. Choose the appropriate Project Size from the valid picklist.

Step 4. Choose the appropriate Managing Office Code from the valid picklist.

Step 5. Enter the Total Area in square feet.

Step 6. Enter the name of the Prime Contractor.

Step 7. Choose the appropriate FPD Assessment rating (Green, Yellow, or Red) from the valid picklist.

Step 8. Enter the FPD Completion Date.

Step 9. Enter the Project Location (limit 250 characters) in the space provided.

Step 10. Choose the appropriate Site Code from the valid picklist provided.

Step 11. Enter the Review Date.

Step 12. Choose the appropriate Project Type from the valid picklist.

Step 13. Enter the city where the project is located.

Step 14. Choose the appropriate State from the valid picklist.

Step 15. Enter the Zip Code.

Step 16. Enter the EVMS Certification Date.

Step 17. Enter contact information for the project's Program Manager, Federal Project Director / Operations Program Director, and the Contractor Project Manager.

Step 18. Enter the first and last name of each project contact.

Step 19. Enter the street address in each project contact mailing address. **Note:** This field is limited to 50 characters.

Step 20. Enter the city or municipality in each project contact mailing address.

Step 21. Select the appropriate state in each project contact mailing address.

Step 22. Enter the U.S. Postal zip code in each project contact mailing address.

Step 23. Enter the phone number of each project contact.

Step 24. Enter the e-mail address of each project contact.

Step 25. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

> **Note:** All project contact address fields have a limit of 50 characters. If an address over 50 characters is entered, the user will receive a warning message when the "Save" button is pressed. If the user chooses to save anyway, only the first 50 characters in the field will be saved.

Step 26. Press the "Save" control button at the bottom of the screen to ensure that the information entered is retained.

Instructions for Entering Project Narratives

The “Project Narratives” hyperlink enables the user to view and edit project descriptions, project mision need explanations, and project objective details. Instructions for viewing and entering project narratives are described below.

A hyperlink “Project Narratives” appears in the middle left of the Gen Info screen above the PARS Project Dates (see **Figure 2.6** above). Click the hyperlink to access the project narratives screen. (see **Figure 2.7** below).

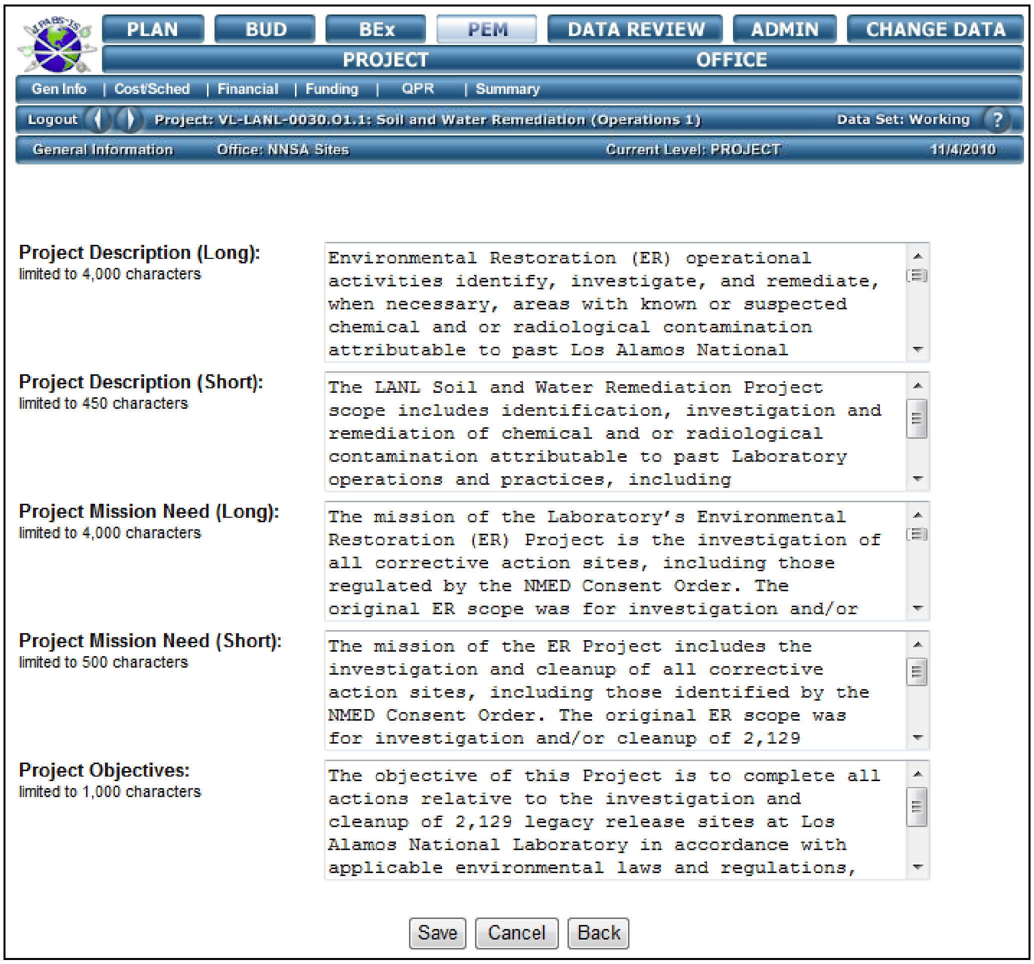


Figure 4.7: Project Narratives Screen

Note:	Narratives can be either typed directly into the space provided, or cut and pasted from a word processing program (e.g., Microsoft Word). If formatting is lost when pasting, try converting the text to either ASCII or Rich Text format and pasting again.

Step 1. Type or paste a Project Description (Long) narrative in the space provided. The Project Description (Long) narrative has a 4000-character limit.

Step 2. Type or paste a Project Description (Short) narrative in the space provided. The Project Description (Short) narrative has a 500-character limit.

Step 3. Type or paste a Project Mission Need (Long) narrative in the space provided. Project Mission Need (Long) narrative has a 4000 character limit.

Step 4. Type or paste a Project Mission Need (Short) narrative in the space provided. The Project Mission Need (Short) narrative has a 500-character limit.

Step 5. Type or paste a Project Objectives narrative in the space provided. The Project Objectives narrative has a 1000 character limit.

Step 6. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

Note: All project narratives have specific character limits. If a narrative over the specified character limit is entered, the user will receive a warning message when the “Save” button is pressed. The user will have the option to edit the narrative to the specified character limit or press the “Cancel” button to undo any changes made.

Step 7. Press the "Save" control button at the bottom of the screen to ensure that the information entered is retained.

Step 8. Press the “Back” control button to return to the Gen Info screen.

The “Monthly Status Narrative” hyperlink enables the user to view and edit monthly developments, clarifications and concerns relating to the project. Instructions for viewing and entering monthly status narratives are described below.

Instructions for Entering Monthly Status Narratives

Step 1. A hyperlink "Monthly Status Narrative" appears in the middle of the Gen Info screen, to the right of the "Project Narratives" hyperlink (see **Figure 4.6** above). Click the hyperlink to access the Monthly Status Narrative screen (see **Figure 4.8** below).

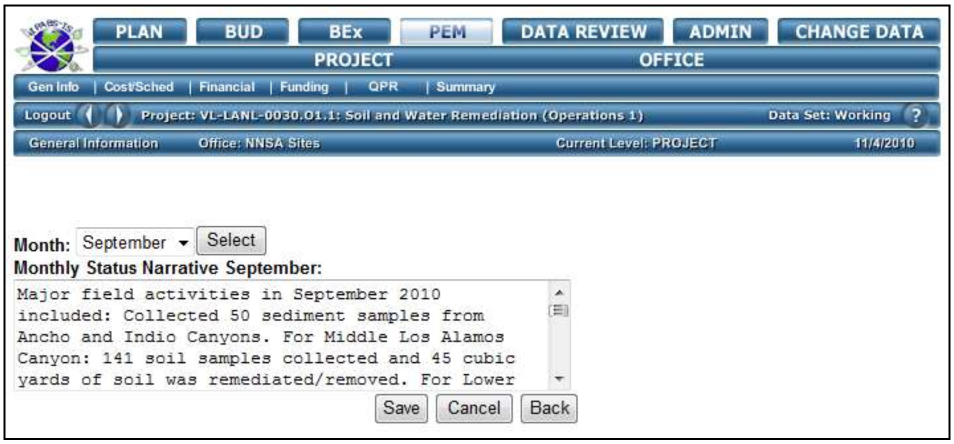


Figure 4.8: Monthly Status Narrative Screen

> **Note:** The month displayed defaults to the current EVM month.

Step 2. If the monthly status narrative does not correspond to the month in which a narrative needs to be entered, click the picklist at the top of the screen and select the appropriate month. Press the "select" control button to select the month.

Step 3. Type, paste or edit the narrative up to 4000 characters in the space provided.

Step 4. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

> **Note:** The monthly status narrative is limited to 4000 characters. If a narrative over 4000 characters is entered, the user will receive a warning message when the "Save" button is pressed. The user will have the option to edit the narrative to the specified character limit before saving again.

Step 5. Press the "Save" control button at the bottom of the screen to ensure that the information entered is retained.

Step 6. Press the "Back" control button to return to the Gen Info screen.

The "Project Phase" hyperlink enables the user to view and edit project phase information. It is located in the middle of the Gen Info screen, to the right of the Monthly Status Narrative hyperlink.

Instructions for Entering Project Phase Information

Instructions for viewing, adding, and entering project phase information are described below.

Step 1. The Project Status and Actual Project Status Date fields on the Gen Info tab are ***view-only*** versions of the current phase, as defined on the Project Phase page. This information is pulled from the Approved CD Status and Date located in the IPABS Cost Module

Step 2. To update the Planned Date information displayed on the Gen Info screen, select the “Project Phase” hyperlink. At the top of this screen the “Current Critical Decision” for the project is displayed.

Step 3. To modify the “Current Critical Decision” and Actual Date create a Cost Change Request (CR) in the Cost Module and provide the Critical Decision Date. Upon CR approval, the Current Critical Decision status and Actual Date will update in PEM.

Step 4. To provide critical decision data provide the planned date for the planned inception of each critical decision for those critical decisions in the table provided.

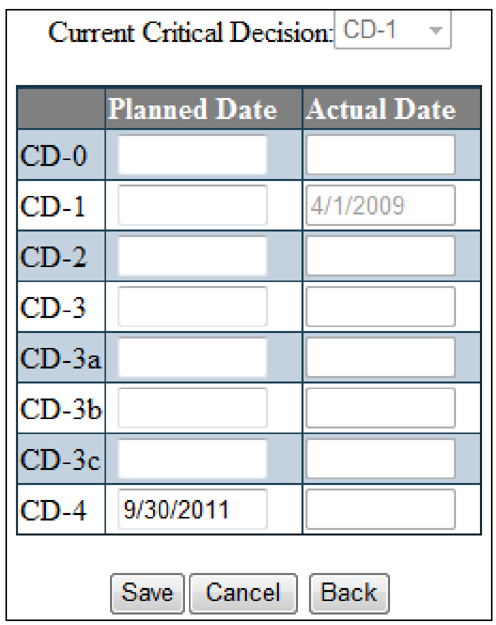


Figure 4.9: Project Phase Screen

Step 5. Click the “Back” control button to return to the Gen Info screen.

Step 6. Click the “Save” control button to save all changes made to the data fields.

Step 7. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

Instructions for Entering Rebaseline Information

Step 1. The “Rebaseline Information” hyperlink appears in the middle of the Gen Info screen, to the right of the “Project Phase” hyperlink (see **Figure 4.6** above) to allow users to view or edit the rebaseline information.

Step 2. Click the hyperlink to access the Rebaseline Information screen.

Step 3. Enter the rebaseline date in the Rebaseline Date field in MM-YYYY format.

Step 4. Enter a rebaseline explanation narrative in the Rebaseline Explanation Narrative textbox. Character Limit: 4000 Characters.

Step 5. Click the Save button to save your changes. If you wish to clear your changes and revert to the previously saved version, click the Cancel button. The Rebaseline Information Screen is shown below in **Figure 4.10**.

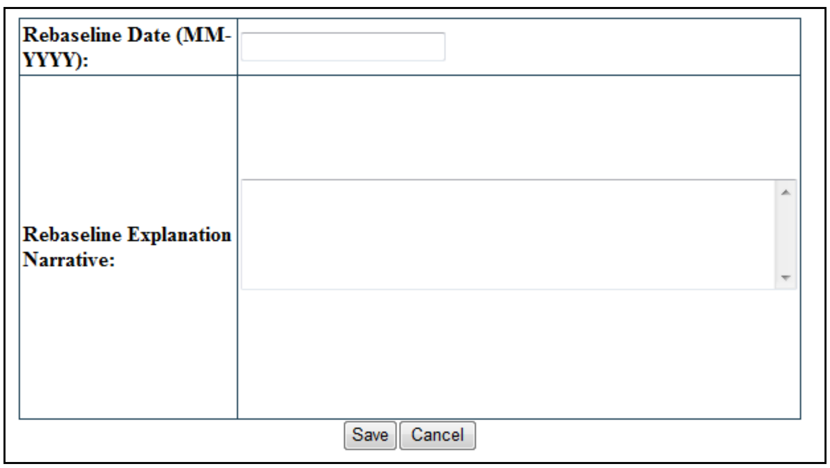


Figure 4.10: Rebaseline Information Screen

Instructions for Entering EVMS Cert Status Narrative

Step 1. The “EVMS Cert Status Narrative” hyperlink appears in the middle of the Gen Info screen, to the left of the “Rebaseline Information” hyperlink (see **Figure 4.6** above) to allow users to view or edit the EVMS Certification Status Narrative.

Step 2. Click the hyperlink to access the EVMS Cert Status Narrative Screen.

Step 3. Enter an EVMS Certification Status narrative (limit 45 characters) in the textbox provided.

Step 4. Click the Save button to save your changes. If you wish to clear your changes and revert to the previously saved version, click the Cancel button. To go back to the Gen Info

Screen, click the Back button. The EVMS Cert Status Narrative Screen is shown below in **Figure 4.11**.

Figure 4.11: EVMS Cert Status Narrative Screen

Instructions for Entering FPD Estimate at Completion (EAC)

Step 1. The “FPD EAC” hyperlink appears in the middle of the Gen Info screen, to the right of the “EVMS Cert Status Narrative” hyperlink (see **Figure 4.6** above) to allow users to view or edit the FPD Estimate at Completion (EAC).

Step 2. Click the hyperlink to access the FPD EAC Screen.

Step 3. Enter an EAC (in thousands of dollars) for each desired fiscal year in the table.

Step 4. Click the Save button to save your changes. If you wish to clear your changes and revert to the previously saved version, click the Cancel button. To go back to the Gen Info Screen, click the Back button. The FPD EAC Screen is shown below in **Figure 4.12**.

FPD Estimate At Completion (EAC):

Fiscal Year	EAC (Thousands of Dollars)
1997	
1998	
1999	
2000	
2001	
2002	
2003	
2004	
2005	
2006	
2063	
2064	
2065	
2066	
2067	
2068	
2069	
2070	
Total:	1001200

Save Cancel Back

Figure 4.12: FPD EAC Screen

4.1.3 Project Cost and Schedule Reporting

The “Cost/Schedule” tab is used to view and enter cost, schedule, variance, and performance index information. The data fields displayed and an explanation of each are listed below:

Data Fields

PARS Execution Month: The PARS execution month indicates the current active month for EVM data collection.

Month: Project execution data are provided to Headquarters with monthly resolution.

The Budgeted Cost of Work Scheduled (BCWS): The Budgeted Cost of Work Scheduled is defined as the estimated dollar value of the work planned to be completed each month of the fiscal year. BCWS should be entered in thousands of current year dollars for the EM portion of the baseline only (exceptions to the “EM only” requirement will be taken on a case-by-case basis).

The Budgeted Cost of Work Performed (BCWP): The Budgeted Cost of Work Performed (also known as “earned value”) is defined as the budgeted dollar value of the work completed. Many techniques are available to determine BCWP; however, a single method for each control account should be selected during the planning stage. Once a method is established and the work begins, the method should not be changed unless the nature of the work changes. Although how this determination is made depends on the nature of the work being performed, the most objective method is preferred. It is required that BCWP be reported monthly for Projects. BCWP should be entered in thousands of dollars for the EM portion of the baseline only (exceptions to the “EM only” requirement will be taken on a case-by-case basis). Negative BCWP entries are not permitted, and any differences must be explained in variance narrative, rather than reconciled by entering negative numbers.

The Actual Cost of Work Performed (ACWP): The Actual Cost of Work Performed is the actual amount of the costs incurred for the work accomplished. As stated in DOE Order 534.1, actual costs are based on both invoices received and accruals for any costs incurred or assets received for which progress billings, grant reimbursement requests, and other billings that have been recorded into the Departmental Integrated Standardized Core Accounting System (DISCAS) by the CFO. These actual costs are reported in STARS and displayed in IPABS-IS. In the evaluation of actual/accrued cost, cumulative values are generally more representative than monthly values of the true cost of the program/project because of accounting corrections and adjustments.

ACWP will be displayed from the CFO STARS system monthly for all Projects. On this screen, ACWP data will be displayed in thousands of dollars (as rounded from STARS data, which are entered in whole dollars.

STARS Actuals: The Standard Accounting and Reporting System Actuals is the actual cost of work performed as reported through the departmental STARS system.

Note:	In IPABS-IS, STARS Actuals fields are read-only.

Variances: EM uses cost and schedule performance information to evaluate progress and make sound management decisions. Among the most important of this type of information are variances and trends. Variances can be evaluated on monthly and cumulative-to-date bases. Trends are evaluated over multiple months and years.

Schedule Variance (SV): Schedule variance is determined by subtracting the BCWS from the BCWP (SV=BCWP-BCWS) and is measured in dollars, not time. A positive variance indicates that, compared to the baseline plan, more work was accomplished than planned, indicating the project is ahead of schedule. A negative variance indicates that less work was accomplished than planned, indicating the project is behind schedule. At the completion of a project, the cumulative BCWS and the cumulative BCWP should be equal. Schedule variance information on this screen is calculated and locked for all items where BCWP is provided.

Cost Variance (CV): Cost Variance (dollar value) is calculated by subtracting the ACWP from the BCWP (CV=BCWP-ACWP). A positive variance indicates that the actual costs were less than the projected costs for the work performed. This indicates the project is experiencing a cost underrun. A negative number indicates that the actual costs were more than the projected costs for the work performed. This indicates the project is experiencing a cost overrun. Cost variance information on this screen is calculated and displayed for all items where BCWP is provided.

Schedule Performance Index (SPI): Schedule Performance Index is calculated by dividing the BCWP by the BCWS (SPI=BCWP/BCWS). Schedule Performance Index is the ratio of the physical work performed to the baseline schedule. A quotient of less than 1.0 indicates that performance is substandard. A quotient of greater than 1.0 indicates exceptional performance. Schedule Performance Index information on this screen is calculated and locked when BCWP and BWCS are provided.

Cost Performance Index (CPI): Cost Performance Index is determined by dividing BCWP by ACWP (CPI=BCWP/ACWP). In other words, CPI is the ratio of budgeted costs to actual costs for progress reported during the current month. A quotient of less than 1.0 indicates that performance is substandard. A quotient of greater than 1.0 indicates exceptional performance. Cost Performance Index information on this screen is calculated and locked when BCWP and ACWP are provided.

Schedule times Cost Index (SCI): The Schedule times Cost Index is determined by multiplying the SPI by the CPI (SCI=SPI*CPI). SCI is a measure of the combined deviation from the cost and schedule baselines. A product of less than 1.0 indicates that performance is substandard. A product of greater than 1.0 signifies exceptional performance.

Year to Date (YTD): YTD refers to the sum of data from the beginning of the fiscal year through the current EVM month.

NTB CTD: NTB CTD refers to the sum of data from the NTB Start Date to the current EVM month being reported.

Rebaseline (CTD): Rebaseline CTD refers to the sum of data from the Rebaseline Start Date to the current EVM month being reported.

Cumulative to Date (CTD): CTD refers to the sum of data from the project start date through the current EVM month.

IPABS Past 6 Months: IPABS Past 6 Months refers to the sum of the last 6 months of data prior to the current EVM month.

Annual Baseline Total: This field displays the project's total annual baseline cost in current year dollars (from the Planning Module).

EVM Monthly Narratives: The monthly narratives field captures comments, clarifications, or concerns about earned value performance (including cost, schedule and management reserve) and provides for the discussion of trends and developments in earned value metrics and whether or not any corrective actions are being taken.

> **Project Status:** This narrative captures information pertaining to the status of the project. Character limit is 1,000.
>
> **Explanation of Variance:** This narrative stores an explanation of monthly cost and schedule variances. Character limit is 1,000.
>
> **Corrective Actions Planned/Taken:** This narrative describes any corrective actions that have been planned or are being taken for the chosen month. Character limit is 1,000.
>
> **Progress Toward and Estimated Completion of Recovery:** This narrative describes the progress toward and estimated completion of recovery. Character limit is 1,000.
>
> **Recovery Act Site Representative (RASR) Project Assessment:** This rating can be Green, Yellow, or Red. This rating is entered monthly by the RASR. Green means the project is on schedule. Yellow means the project is slightly behind schedule and requires some attention. Red means the project requires attention. This assessment is only required for ARRA projects.
>
> **Prior Month Recovery Act Site Representative Project Assessment Rating:** This rating can be Green, Yellow, or Red. This rating is entered monthly by the RASR. Green means the project is on schedule. Yellow means the project is slightly behind schedule and requires some attention. Red means the project requires attention. This rating is only required for ARRA projects.
>
> **Recovery Act Site Representative Project Status Narrative (short):** Narrative is required for Red and Yellow projects. This is an EXCEPTIONS narrative- if a major process upset or other event has occurred that is expected to significantly affect the index next month AND has affected your color rating that should be mentioned so the rating has context. Finally, the narrative should include trending and should conclude with some projection regarding when the project is expected to go Green. Character limit is 255. This narrative is only required for ARRA projects.
>
> **Recovery Act Site Representative Project Status Narrative (long):** This narrative is required to provide a more descriptive narrative than the shorter narrative. It must summarize a project's status. There is no character limit for this narratives. This narrative is only required for ARRA projects.

Estimate at Completion for Total Estimated Cost (EAC TEC): The Estimate at Completion for Total Estimated Cost is the projected final TEC of work when completed. The range of values for EAC TEC will fall between (BAC - BCWP) + ACWP and ((BAC -BCWP)/(CPI x SPI)) + ACWP. The range of values reflects different productivity assumptions for the work remaining on the project. **Note:** The EAC TEC and BAC fields are located in the Cost and Schedule Tab via the EVM button.

Latest Revised Estimate (LRE): The Latest Revised Estimate is the projected final total project cost of work when completed. The range of values for LRE will fall between (BAC - BCWP) + ACWP and ((BAC - BCWP)/(CPI x SPI)) + ACWP. The range of values reflects different productivity assumptions for the work remaining on the project. **Note:** LRE is located in the Cost and Schedule Tab via the EVM button.

Estimate to Complete (ETC): The Estimate to Complete represents the current estimate for the remaining project scope excluding contingencies. This is calculated by LRE – ACWP. **Note:** ETC is located in the Cost and Schedule Tab via the EVM button.

Budget at Completion (BAC): The Budget at Completion (BAC) is the sum of all budgets allocated to a project excluding management reserve. **Note:** BAC is located in the Cost and Schedule Tab via the EVM button.

Variance at Completion (VAC): The Variance at Completion (VAC) is equal to the BAC minus the LRE. The VAC is the baseline budget for the project minus the current estimate to complete the project. When the VAC is greater than zero, a cost under run is expected. When the VAC is less than zero, a cost overrun is expected. **Note:** VAC is located in the Cost and Schedule Tab via the EVM button.

Management Reserve Remaining (MRR): The Management Reserve Remaining is the total contractor Management Reserve uncommitted on the project. The MRR is the amount of the Contract Budget Baseline (CBB) withheld for contract control purposes, rather than assigned for the accomplishment of a specific task or set of tasks. The MRR is not a part of the Performance Management Baseline (PMB). **Note:** MRR is located in the Cost and Schedule Tab via the EVM button.

Management Reserve Utilization Index (MRUI): The Management Reserve Utilization Index is equal to (MRR)/(LRE – ACWP). The MRUI is the remaining Management Reserve funds as a percent of the estimated costs remaining on the project. **Note:** MRUI is located in the Cost and Schedule Tab via the EVM button.

Percent Complete Estimate (PCE): Percent Complete Estimate is the best estimate of how much of the project has been completed. **Note:** PCE is located in the Cost and Schedule Tab via the EVM button.

B&R Code: This field displays the list of B&R codes associated with the PBS, sub-PBS, or line item construction project as loaded into IPABS-IS from STARS on a monthly basis. The B&R codes are defined as the classification codes that parallel DOE activities and are prescribed for the formulation of budgets; for the reporting of obligations, costs, and revenues; and for the control and measurement of actual execution versus budgeted performance. Classifications of non-year data are recast into the structure utilized for current year classification to permit correct computation of ending unexpended obligations. **Note:** B&R Code is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Allottee: This field displays the code for the allottee associated with the B&R code as loaded into IPABS-IS from STARS on a monthly basis. The allottee is defined as the recipient of an allotment (the authority delegated to DOE employees to incur obligations within a specified amount pursuant to the OMB apportionment) such as AL, ID, etc. **Note:** Allottee Code is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

CID: This field displays the contractor identification (CID) number associated with the B&R code as loaded into IPABS-IS from STARS on a monthly basis. CIDs are established by the Office of Procurement to represent the contractor to whom obligational authority has been given. **Note:** CID is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Beginning Unexpended Obligations: This information is displayed from STARS for the Project selected on the main Financial screen in thousands of dollars and on the Financial Detail Screen in whole dollars. Beginning unexpended obligations identifies the funds that were obligated in a prior year, but have not been expended as of October 1 of the new fiscal year. **Note:** Beginning Unexpended Obligations is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

AFP: The Approved Funding Program (AFP) is a CFO document issued monthly to the EM Office of Budget, setting forth the funds available for obligation and expenditure in each appropriation account and identifying sub-allocations of EM programs to allotment holders at Headquarters and in the Operations/Field Offices. AFP information is uploaded to STARS on a monthly basis. On the Financial screens, this information is displayed in thousands of dollars. **Note:** AFP is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Current Month Obligations: Current Month Obligations are defined as the amount of orders placed, contracts awarded, services received, and similar transactions during a month period that require payments during the same period or a future period. Such amounts include outlays for which obligations have not been previously recorded and reflect adjustments for differences between obligations previously recorded and actual outlays to liquidate those obligations. This information will be displayed from STARS for the Project selected at the B&R code/CID level in whole dollars (i.e., NOT in thousands of dollars). **Note:** Current Month Obligations is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Obligations (YTD): Obligations year-to-date (Obligations YTD) reflects the cumulative obligations up to and including the current month for the Project selected by B&R code by CID. This information will be displayed from STARS in whole dollars (i.e., NOT in thousands of dollars). **Note:** Obligations is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Current Month Expended Authority (or ACWP): This field displays the actual cost of work performed (ACWP) for the selected Project at the B&R code/CID level. ACWP is rolled-up to the Project level, rounded to thousands of dollars and then displayed in whole dollars on the Cost/Schedule screen. **Note:** Current Month Expended Authority is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Current Year Expended Authority or ACWP (YTD): ACWP year-to-date (ACWP YTD) reflects the cumulative ACWP up to and including the current month for the Project selected by B&R code by CID. This information will be displayed from STARS in whole dollars (i.e., NOT in thousands of dollars). **Note:** Current Year Expended Authority is located in the Cost & Schedule Tab via the STARS Actuals hyperlink.

Instructions for Entering Cost/Schedule Data

The Cost/Schedule tab enables the user to update and view project execution tracking data used for earned value analysis and variance reporting. Instructions for entering data in this tab are provided below.

Step 1. Select the "Cost/Schedule" tab from the available options (see **Figure 4.5** above). The user will be presented with cost and schedule information for the project. Hyperlinks to previous year data and monthly narratives appear, as well as control buttons labeled "EVM" and "EVM Calc".

Step 2. On the Cost/Schedule screen (see **Figure 4.13** below), enter the BCWS for the current month (in thousands of dollars). **Note:** BCWS for the project life cycle is open for data entry as needed when the project is unlocked.

> **Note:** A "Previous Year" hyperlink will be available for viewing prior year Cost/Schedule data. This hyperlink will be available only when previous year data are available.

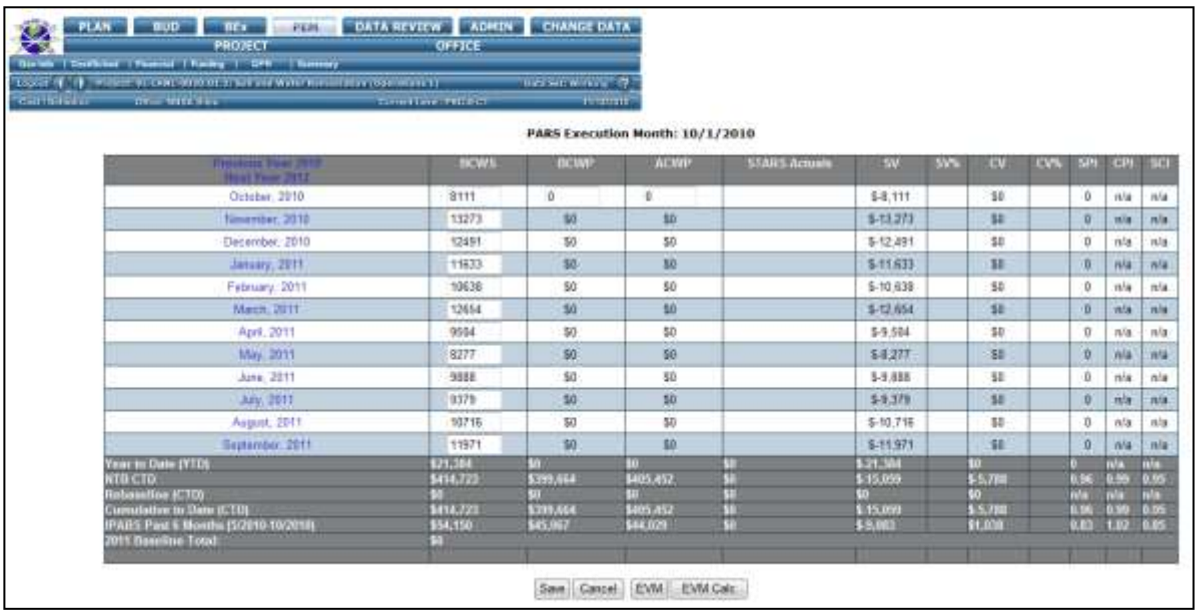


Figure 4.13: Cost/Schedule Screen

> **Note:** Negative values are not valid within the Cost/Schedule pages. When the "Save" button is pressed the user will receive an error message and the values will not be saved in the system.

Step 3. Enter the BCWP for the current month (in thousands of dollars).

Step 4. Enter the ACWP for the current month (in thousands of dollars).

Step 5. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

Step 6. Press the “Save” control button at the bottom of the screen to ensure that the information is retained.

IPABS-IS automatically calculates monthly and cumulative values for schedule variance (SV), cost variance (CV), schedule performance index (SPI), cost performance index (CPI), and the schedule times cost index (SCI) data on the screen based on BCWS, BCWP and ACWP. However, the calculations will not run if a component of the calculation is null. Each month listed on the Cost/Schedule page (e.g., “January, 2003”) is a hyperlink to the Cost/Schedule Month Narrative screen (see **Figure 4.14** below) for that particular month. Instructions for entering a month narrative are outlined below:

Instructions for Entering Month Narratives

Step 1. Click on the month hyperlink for the month for which narratives are going to be entered. This hyperlink will take the user to the Month Narrative screen (see **Figure 4.14** below).

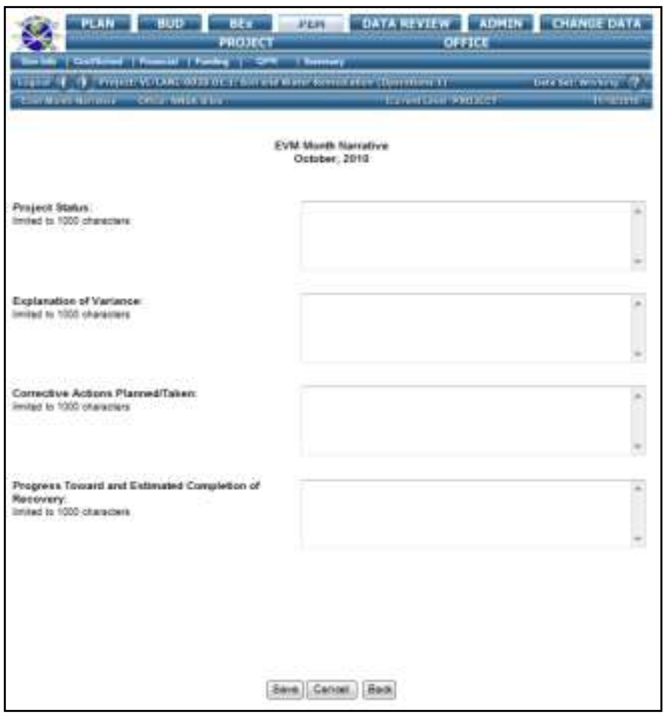


Figure 4.14: Monthly Narrative Screen

Step 2. Enter a Project Status narrative up to 1000 characters long in the space provided.

Step 3. Enter an Explanation of Variance narrative up to 1000 characters long in the space provided.

Step 4. Enter a Corrective Actions Planned/Taken narrative up to 1000 characters long in the space provided.

Step 5. Enter a Progress Toward and Estimated Completion of Recovery narrative up to 1000 characters long in the space provided.

Step 6. If mistakes have been made while revising previously saved narratives, press the "Cancel" control button to revert to the saved version.

> **Note:** Each narrative is limited to 1000 characters. If a narrative over 1000 characters long is entered, the user will receive a warning message when the "Save" button is pressed. The user will then have the option to edit the narrative to the specified character limit. ARRA Projects have additional required RASR narratives, assessments, and ratings to be completed.

Step 7. Press the "Save" control button at the bottom of the screen to ensure that the information is retained.

Step 8. Press the "Back" control button to return to the Cost/Schedule screen.

Instructions for Entering EVM Data

Step 1. A control button labeled "EVM" appears at the bottom of the Cost/Schedule Screen (see **Figure 4.13** above).

Step 2. Click the "EVM" control button to access the EVM detail screen (see **Figure 4.15** below).

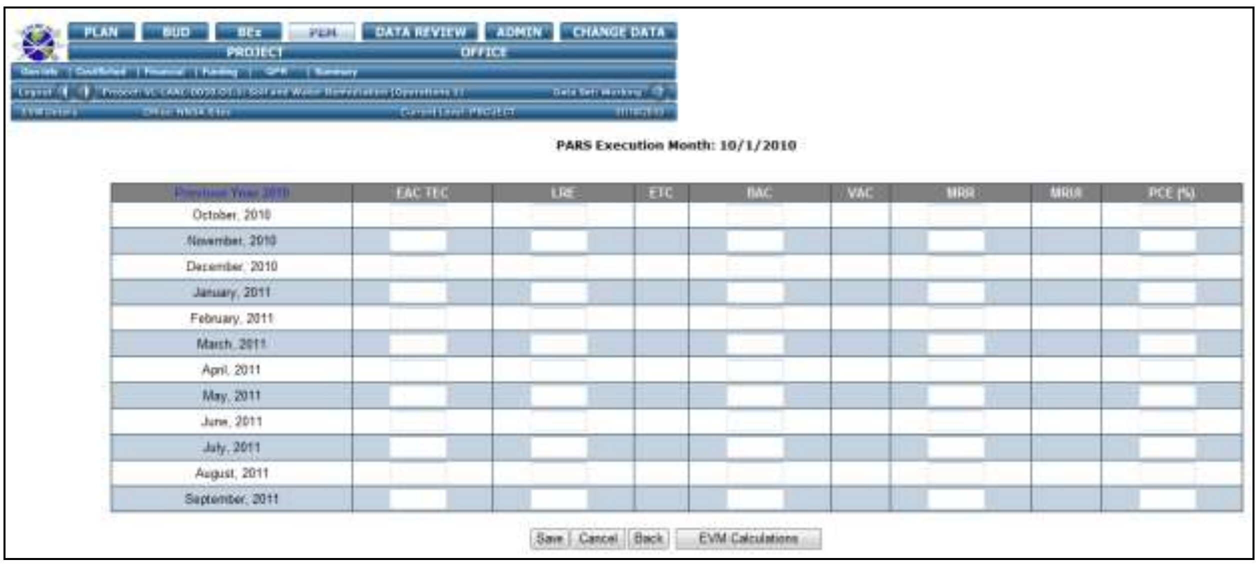


Figure 4.15: EVM Details Screen

> **Note:** A "Previous Year" hyperlink will be available for viewing prior year Cost/Schedule data. This hyperlink will be available only when previous year data are available.

Step 3. Enter a value for the Estimate at Completion for Total Estimated Cost (EAC TEC) for the current month in the space provided.

Step 4. Enter a value for the Latest Revised Estimate (LRE) for the current month in the space provided.

Step 5. Enter a value for the Budget at Completion (BAC) for the current month in the space provided.

Step 6. Enter a value for the Management Reserve Remaining (MRR) for the current month in the space provided.

Step 7. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

Step 8. Press the “Save” control button at the bottom of the screen to ensure that the information is retained.

Step 9. Press the “Back” control button to return to the Cost/Schedule screen.

IPABS-IS automatically calculates and displays the Estimate to Complete (ETC), Variance At Completion (VAC), and the Management Reserve Utilization Index (MRUI) on the screen based on the LRE, BAC, MRR and ACWP.

4.1.4 Project Financial Reporting

The “Financial” tab, shown above in **Figure 4.5**, provides detailed accounting information at the Project level, from the Department's Standard Accounting and Reporting System (STARS). This information shows the status of the selected Project by month for the current execution year, including Beginning Uncosted Carryovers, Obligations, Year to Date (YTD) Cost and Spend Plan Projected Uncosted Carryover. The following data entry fields are displayed on the “Financial” tab screen in the Project Execution Module for each Project.

Data Fields

Beginning Uncosted Carryover: This information is displayed from STARS for the Project selected on the main Financial screen in thousands of dollars and on the Financial Detail Screen in whole dollars. Beginning uncosted carryover identifies the funds that were obligated in a prior year, but have not been expended as of October 1 of the new fiscal year.

AFP: The Approved Funding Program (AFP) is a CFO document issued monthly to the EM Office of Budget, setting forth the funds available for obligation and expenditure in each appropriation account and identifying sub-allocations of EM programs to allotment holders at Headquarters and in the Operations/Field Offices. AFP information is uploaded to STARS on a monthly basis. On the main Financial screen, this information is displayed in thousands of dollars. On the Financial Detail screen, this information is displayed in thousands of dollars.

Current Year Budget Authority: The Current Year Budget Authority is the allowance Congress gives DOE to enter into obligations that will result in federal funding for the specified project. **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Current Year Total Available: Total available is defined as the sum of prior year unobligated balance, prior year unexpended carryover, new obligational authority (NOA), and funds held in reserve by Headquarters, the Department of Energy (DOE), or the Office of Management and Budget (OMB). This information will be displayed from STARS for the selected Project in thousands of dollars.

Monthly Obligations: Monthly obligations are the dollar amounts for monthly obligations as of the specified month of the fiscal year. Obligations are defined as the amount of orders placed, contracts awarded, services received, and similar transactions during a given period that require payments during the same period or a future period. Such amounts include outlays for which obligations have not been previously recorded and reflect adjustments for differences between obligations previously recorded and actual outlays to liquidate those obligations. This information will be displayed from STARS for the selected Project in thousands of dollars.

YTD Obligations: YTD obligations are the dollar amounts for year-to-date obligations as of the specified month of the fiscal year. Obligations are defined as the amount of orders placed, contracts awarded, services received, and similar transactions during a given period that require payments during the same period or a future period. Such amounts include outlays for which obligations have not been previously recorded and reflect adjustments for differences between obligations previously recorded and actual outlays to liquidate those obligations. This information will be displayed from STARS for the selected Project in thousands of dollars.

Monthly Cost: Monthly Cost are the dollar amounts for monthly costs for each specified month of the fiscal year as funds are spent. **Note:** This data is coming from STARS, but displayed in the Financial Tab.

YTD Cost: Same definition as above but it is year to date so it adds up each subsequent month of the above. **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Planned Monthly Costs: Same as monthly cost but it is what is planned to be spent instead of reporting what is actually spent. **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Current Year Expended Authority: Current year expended authority is defined as the amount of authority expended year-to-date. This information will be displayed from STARS for the selected Project in thousands of dollars.

Ending Unexpended Obligations (YTD): Ending unexpended obligations are defined as obligated funds that have not been expended as of the end of the specified period. This information will be displayed from STARS for the selected Project in thousands of dollars. **Note:** This data is coming from STARS, but displayed in the Financial Tab in Whole Dollars.

Actual Carryover: Actual year-end carryover is defined as the sum of the unexpended and unobligated balances that exist at the end of the year. This information is not currently reported to STARS. The Actual Carryover data is provided by EM-12, and will be displayed in thousands of dollars. The system will calculate the actual carryover percentage by dividing the actual carryover by the total available to expend. **Note:** This data is coming from STARS, but displayed in the Financial Tab in Whole Dollars.

% Actual Carryover: Percent Actual Carryover is the actual carryover divided by the sum of beginning unexpended obligations and approved funding program multiplied by 100.

B&R Code: This field displays the list of B&R codes associated with the PBS, sub-PBS, or line item construction project as loaded into IPABS-IS from STARS on a monthly basis. The B&R codes are defined as the classification codes that parallel DOE activities and are prescribed for the formulation of budgets; for the reporting of obligations, costs, and revenues; and for the control and measurement of actual execution versus budgeted performance. Classifications of non-year data are recast into the structure utilized for current year classification to permit correct computation of ending unexpended obligations.

Allottee: This field displays the code for the allottee associated with the B&R code as loaded into IPABS-IS from STARS on a monthly basis. The allottee is defined as the recipient of an allotment (the authority delegated to DOE employees to incur obligations within a specified amount pursuant to the OMB apportionment) such as AL, ID, etc.

CID: This field displays the contractor identification (CID) number associated with the B&R code as loaded into IPABS-IS from STARS on a monthly basis. CIDs are established by the Office of Procurement to represent the contractor to whom obligational authority has been given.

Obligations: Obligations are defined as the amount of orders placed, contracts awarded, services received, and similar transactions during a given period that require payments during the same period or a future period. Such amounts include outlays for which obligations have not been previously recorded and reflect adjustments for differences between obligations previously recorded and actual outlays to liquidate those obligations. This information will be displayed from STARS for the Project selected at the B&R code/CID level in whole dollars (i.e., NOT in thousands of dollars).

Current Month Obligations: Current Month Obligations are defined as the amount of orders placed, contracts awarded, services received, and similar transactions during a month period that require payments during the same period or a future period. Such amounts include outlays for which obligations have not been previously recorded and reflect adjustments for differences between obligations previously recorded and actual outlays to liquidate those obligations. This information will be displayed from STARS for the Project selected at the B&R code/CID level in whole dollars (i.e., NOT in thousands of dollars).

Obligations (YTD): Obligations year-to-date (Obligations YTD) reflects the cumulative obligations up to and including the current month for the Project selected by B&R code by CID. This information will be displayed from STARS in whole dollars (i.e., NOT in thousands of dollars). **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Current Month Expended Authority (or ACWP): This field displays the actual cost of work performed (ACWP) for the selected Project at the B&R code/CID level. ACWP is rolled-up to the Project level, rounded to thousands of dollars and then displayed in whole dollars on the Cost/Schedule screen.

Current Year Expended Authority (or ACWP (YTD)): ACWP year-to-date (ACWP YTD) reflects the cumulative ACWP up to and including the current month for the Project selected by B&R code by CID. This information will be displayed from STARS in whole dollars (i.e., NOT in thousands of dollars).

Current Unobligated Balances: Funds that have not been obligated out for use for the current fiscal year. **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Current Uncosted Balances: Funds that were not planned to be spent for the current fiscal year. **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Spend Plan Projected Uncosted Carryover: Projected amount of funds that will be left over for the current fiscal year (Total Amount Available – Sum of Planned Costs). **Note:** This data is coming from STARS, but displayed in the Financial Tab.

Instructions for Viewing Financial Information

Step 1. Select the “Financial” tab from the available options. The Financial screen will be displayed, as shown in Error! Reference source not found.**6**.

Costs in Whole Dollars

Current Fiscal Year	Beginning Uncosted Carryover	Current Year Budget Authority	Current Year Total Available	Monthly Obligations	YTD Obligations	Monthly Cost	YTD Cost	Planned Monthly Costs	Current Unobligated Balances	Current Uncosted Balances	Spend Plan Projected Uncosted Carryover
			Totals:								

Ops/Field Office Summary

Figure 4.16: Financial Screen

Step 2. Press the “Ops/Field Office Summary” control button at the bottom of the screen to view Operations/Field Office level information. This screen is almost identical to the main Financial screen (Error! Reference source not found.**6**); however, the data will be displayed for the entire Operations/Field Office (Error! Reference source not found.**7**).

Costs in Whole Dollars

Current Fiscal Year	Beginning Uncosted Carryover	Current Year Budget Authority	Current Year Total Available	Monthly Obligations	YTD Obligations	Monthly Cost	YTD Cost	Planned Monthly Costs	Current Unobligated Balances	Current Uncosted Balances	Spend Plan Projected Uncosted Carryover
			Totals:								

Back

Figure 4.17: Ops/Field Office Summary Screen

Step 3. Press the "Back" control button to return to the main Financial screen (Error! Reference source not found.**6**).

Each month listed on the Financial screen (e.g., “Jan. 2003”) is a hyperlink to the Financial Detail screen (Error! Reference source not found.) for that month. This read-only screen presents a full profile of financial information associated with the selected Project by CID. The Financial detail screen is also accessible from the “Cost/Schedule” tab by clicking on the STARS Actuals value hyperlink. Instructions on accessing the Financial Detail screen from the Financial tab are described below.

Instructions for Viewing the Financial Detail Screen

Step 1. Click on the month hyperlink to view detailed financial information for the corresponding month for the Project selected.

September, 2010
(In Whole Dollars)

B&R Code	Allottee	CID	Beginning Unexpended Obligations	AFP	Current Month Obligations	Obligations (YTD)	Current Month Expended Authority	Current Year Expended Authority
EY6524310	OR	M1WTDEC4J8 -	$17,250	$0	$0	$0	$-13	$1,663
EY6524310	OR	EW96071 -	$3,000	$0	$0	$0	$0	$3,000
EY1224310	OR	M1WTDEC4J8 -	$298,611	$0	$0	$0	$-149	$20,112
EY1224310	OR	M1WTDEC4J8 -	$89,906	$0	$0	$0	$-40	$4,532
EY1224310	OR	M1WTDEC4J8 -	$0	$0	$0	$0	$0	$-423
EY6524310	OR	OR23100 - Oak Ridge Associated Universities (ORISE) (470009)	$4,026	$0	$0	$520,150	$43,580	$180,701
EY6524310	OR	OR23100 - Oak Ridge Associated Universities (ORISE) (470009)	$400	$0	$0	$-400	$0	$0
EY6524310	OR	Unavailable -	$0	$-279,548	$0	$0	$0	$0
EY6524310	OR	OR22700 - Bechtel Jacobs (K-25, PA, PO) (470005)	$891,796	$0	$0	$-799,298	$-21	$-15,073
		Total:	$1,304,989	$-279,548	$0	$-279,548	$43,357	$194,512

Figure 4.18: Financial Month Detail Screen

Step 2. Use the "Next Month" and "Previous Month" control buttons to view financial information for other months. This information is available for months in the current fiscal year only.

Step 3. Press the "Back" control button to return to the main Financial screen (Error! Reference source not found.**6**).

Project Funding Reporting

The Project Funding tab, shown in Error! Reference source not found.**9**, is used to display and collect various funding information such as the project's Funding Plan and the Total Estimated Cost. The data fields displayed, and an explanation of each, are listed below.

Unfunded Contingency

Project Funding *(in thousands of dollars)*

	TEC	TPC (NTB 80/LCC 80)	OPC	Total PED	Total Contingency	PMB
	$10,030	$10,030	$0		$116	$9,914
Baseline:	$10,030	$10,030	$0		$116	$9,914

Figure 4.19: Funding Screen

Data Fields

Total Estimated Cost (TEC): The Total Estimated Cost includes cost for the following: preliminary and final design, construction and project management, land and land rights, improvements to land, buildings, special equipment, other structures, utilities, standard equipment, major computer items, removal cost less salvage, inspection, testing, checkout and acceptance, and contingency. TEC is set to equal the Total Project Cost (TPC) which is populated from the Cost Module.

Total Estimated Cost Baseline: This field displays the Baseline Total Estimated Cost as approved by the Acquisition Executive at CD-2 and documented in the Acquisition Performance Baseline (APB).

Total Project Cost: Total Project Cost equals the Total Estimated Cost (TEC). TPC equals the Near Term Baseline (NTB) for NTB entities and it equals the Life Cycle Cost (LCC) for entities that do not have an NTB.

Baseline Total Project Cost: This field displays the Baseline Total Project Cost as approved by the Acquisition Executive at CD-2 and documented in the Acquisition Performance Baseline (APB).

Baseline Total Preliminary Engineering and Design Funds: The Baseline Total Preliminary Engineering and Design funds as approved by the Acquisition Executive at CD-2 and documented in the Acquisition Performance Baseline (APB).

Total Contingency: Total Contingency is the amount above and beyond the sum of all Contracted Budgeted Baseline(s) (CBB) that the Government reserves for unknown cost, schedule, and KPP developments during project execution. Contingency is an appropriation of funds allotted in order to cover unforeseen events that occur during the fiscal year, such as federal mandates, shortfalls in revenue, and similar eventualities. The Total Contingency is normally established at the 80 to 85 percent under run confidence level for the TPC. The Total Contingency is intended to permit the Government to maintain adequate control of the buffer or trade space between the APB TPC and the CBB. Contingency is populated from the Cost Module.

Baseline Total Contingency: The Baseline Total Contingency as approved by the Acquisition Executive at CD-2 and documented in the Acquisition Performance Baseline (APB).

Performance Measurement Baseline (PMB): The Performance Measurement Baseline is the time-phased value of all the planned work activities against which actual performance can be measured. The PMB is defined as the Contract Budget Baseline (CBB) less the Contractor Management Reserve (MR).

PMB Baseline: The PMB Baseline is the performance management reserve as approved by the Acquisition Executive at CD-2 and documented in the Acquisition Performance Baseline (APB).

4.1.5 Quarterly Project Review Reporting

In the PEM, users are responsible for updating, on a monthly basis, the following Quarterly Project Review (QPR) reporting data elements for projects. QPR data should be updated monthly to ensure proper data is pulled for monthly Headquarters project analysis and Quarterly Project Review PowerPoint Presentations. Data fields provided below will automatically pull into the QPR Packages. **Note: Some of the following data fields are coming from other modules in addition to PEM and they are noted accordingly in the Data Source column.**

Clean-Up Project

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Title of Package	Cover Page	Site Name in IPABS-IS System	Site title within which projects contained in the QPR PPT packages are associated.
Date of Package	Cover Page	QPR Package Generation Date	Date Site QPR package was generated (manually updated within PPT.)
Office Name	Cover Page	Office Name in IPABS-IS System	Office with which projects are associated.
Level 1 Schedule	Level 1 Schedule Page	Primavera PBS Level Schedule, Provided by the Site	
PBS #	First Site Quadrant Chart, 1st quadrant	PBS Number in IPABS-IS System	Project Baseline Summary number.
Title	First Site Quadrant Chart, 1st quadrant	PBS Title in IPABS-IS System	Full title of the Project Baseline Summary.
Prior Costs	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	For a Project with an NTB date, Prior Costs is the cost from the start of the Project until the year before the first year of the NTB date (NTB-1). For a Project with-out a NTB date, Prior Costs is the prior-to-current year cumulative cost of the Project.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
NTB	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	Cost of the Project for the prescribed period of time for the NTB date. The NTB is displayed in the QPR as a range. This reflects the uncertainty of the baseline cost—there is 50% confidence that NTB will not exceed the range's low parameter (the first number) and 80% confidence that it will not exceed the range's high parameter (the second number).
OPER	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	For a Project with a NTB date, OPER is the estimated cost of the remaining Project after the NTB ending date. For a Project without a NTB date, OPER is the estimated cost of the Project for its planning range. The OPER is displayed in the QPR as a range. This reflects the uncertainty of the estimated cost—there is 50% confidence that NTB will not exceed the range's low parameter (the first number) and 80% confidence that it will not exceed the range's high parameter (the second number).
NTB Start Date (Scheduled Term Start)	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	This is a locked data field and will be populated with the NTB Start Date displayed in the Cost Module.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
NTB End Date (Scheduled Term End)	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	This is a locked data field and will be populated with the NTB End Date displayed in the Cost Module.
NTB Estimated Completion Date (ECD of NTB)	First Site Quadrant Chart, 1st quadrant	PEM Module, Project Level, QPR Tab, General Information, NTB Estimated Completion Date (ECD of NTB)	This is a user-entered data field. Site Federal Project Directors enter their estimate for the completion of the Project's NTB.
[Project] End	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	The official approved Project End Dates at the 50% and 80% Confidence Levels.
Certified [NTB]	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Certified NTB	Occurs when an EIR or IPR validates the NTB at the CD-2 phase or through the completion of the Project. A certified NTB is based on whether or not the Office of Engineering and Construction Management has issued a memorandum recommending validation of the Lifecycle Cost (LCC). NTB value is required regardless of "Certified NTB" value (Y/N).
Certified [NTB Date]	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Baseline Certification Date	The date that OECM or EM-50 has certified the validity of the project's NTB.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Endorsed [OPER]	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Endorsed LCC	The lifecycle cost has to be approved under configuration control in order for it to be considered endorsed. If the LCC is endorsed, then the date of endorsement shall be entered. If LCC has not been endorsed, "No" will display in the Endorsed field. The date that OECM or EM-10 has endorsed the validity of the project's Out-year Planning Estimate Range (OPER) (in conjunction with the certification of the NTB).
NTB Cost at Completion (Formerly EAC of NTB)	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Lifecycle Cost hyperlink; NTB Cost at Completion	FPD's estimate of the cost for the NTB period only. Prior Years should not be included.

Line-Item Projects

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Title of Package	Cover Page	Site Name in IPABS-IS System	Site title within which projects contained in the QPR PPT packages are associated.
Date of Package	Cover Page	QPR Package Generation Date	Date Site QPR package was generated (manually updated within PPT.)
Office Name	Cover Page	Office Name in IPABS-IS System	Office with which projects are associated.
Level 1 Schedule	Level 1 Schedule Page	Primavera PBS Level Schedule, Provided by the Site	
Line Item Project [number]	First Site Quadrant Chart, 1st quadrant	PBS Number in IPABS-IS System	Project Baseline Summary number.
Title	First Site Quadrant Chart, 1st quadrant	PBS Title in IPABS-IS System	Full title of the Project Baseline Summary.
FPD Assessment	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; FPD Assessment	The three-tier (Green, Yellow, Red) assessment system used by EM FPD's to rate overall Project performance; Green- the Project is expected to meet its near-term cost/schedule performance; Yellow- the Project is at risk of not meeting its near-term cost/schedule performance; and Red- the Project has not met or is expected not to meet its near-term cost/schedule performance.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Total Project Cost (TPC)	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; TPC	The sum of the Total Estimated Cost (TEC) and Other Project Costs (OPC). TEC includes Project costs incurred after CD-1 such as: costs associated with the acquisition of land and land rights; engineering, design, and inspection; direct and indirect construction/fabrication; and the initial equipment necessary to place the plant or installation in operation. OPC are operating funds and include all Project costs that are not identified as TEC costs and generally include costs for planning; conceptual design; research and development; and for startup and operation. The TPC data field is locked and will be pulled from the PEM Module.
Certified	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Certified TPC	Indicates that the TPC has been certified for use by OECM or EM-10.
Validation (TPC Date)	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Certification Date	Validation Date is the date the TPC is validated through an OECM.
[TPC] Scheduled Term	First Site Quadrant Chart, 1st Quadrant	PEM Module; Project Level; QPR Tab; General Information; TPC Project Term Start Date; and TPC Project Term End Date	A range composed of the following two elements: The TPC Project Term Start Date (the date of scheduled Project Start). TPC Project Term End Date (Scheduled End) is the PARS End Date. This is a locked data field.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
TPC Cost at Completion (formerly EAC)	First Site Quadrant, 1st Quadrant	PEM Module; Project Level; QPR Tab; TPC Cost at Completion (total)	The current estimated cost for program authorized work. Measured in thousands of dollars.
Estimated Completion Date (ECD) of TPC	First Site Quadrant Chart, 1st Quadrant	PEM Module; Project Level; QPR Tab; Estimated Completion Date of TPC	This is a user-entered data field. Site FPD's enter their estimate for the completion date of the work scope that is included in the Total Project Cost.

Projects & Sub-Projects/ Line-Item Data Fields

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Federal Project Director	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Federal Project Director	The individual at DOE responsible and accountable for Project management activities.
Contractor	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Prime Contractor	The prime contractor responsible for designing and/or executing the Project.
Acquisition Executive	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Acquisition Executive	Responsible for the site's Acquisition Management System. Implements policies and practices and provides oversight for the overall Project. (REQUIRED)
EVMS Certification Date	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; EVMS Certification Date	This field displays the certification date on contractor EVM systems. This date is used to verify the last review that was made in PARS by either external or internal sources.
Status	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Project Status	The current critical decision last approved by the Acquisition executive.
Status Date	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Project Status; Phase Start Actual	The actual date of Project inception.
Project Narrative Description	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; General Information; Project Narratives; Project Description (Short)	A brief Project overview and summary statement explaining the essential features of the Project.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
SPI	First Site Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; SPI Data Fields (Six Month Data Pulled Based on Approved Financial Date)	Schedule Performance Index, the ratio of the physical work performed to the baseline schedule, calculated by dividing the Budgeted Cost of Work Performed (BCWP) by the Budgeted Cost of Work Scheduled (BCWS).
CPI	First Site Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CPI Data Fields (Six Month Data Pulled Based on Approved Financial Date)	Cost Performance Index is the ratio of budgeted costs to actual costs for progress reported during the current month; it's determined by dividing the BCWP by the Actual Cost of Work Performed (ACWP). A quotient less than 1.0 indicates substandard performance, while a quotient greater than 1.0 indicates exceptional performance.
CV NTB CTD	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV NTB CTD	Cost Variance Cumulative to Date (CTD) is calculated by subtracting the ACWP NTB CTD from the BCWP NTB CTD. NTB CTD EVM data is defined as all EVM data from NTB Start through CY. A positive value indicates that the actual costs were less than the projected costs for the work performed, indicating a cost under run. A negative number indicates that the actual costs were more than the projected costs for the work performed, indicating a cost overrun.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
SV NTB CTD	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; SV NTB CTD	Schedule Variance Cumulative to Date determined by subtracting the BCWS NTB CTD from the BCWP NTB CTD, measured in dollars. NTB CTD EVM data is defined as all EVM data from NTB Start through CY. A positive value indicates more work was accomplished than planned according to the baseline plan, indicating the Project to be ahead of schedule. Negative values indicate that less work was accomplished than planned, indicating the Project is behind schedule.
SPI NTB CTD	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; SPI NTB CTD	Schedule Performance Index Cumulative to Date, the ratio of the physical work performed to the baseline schedule, calculated by dividing the BCWP NTB CTD by the BCWS NTB CTD. NTB CTD EVM data is defined as all EVM data from NTB Start through CY.
CPI NTB CTD	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CPI NTB CTD	Cost Performance Index Cumulative to Date is the ratio of budgeted costs to actual costs for progress reported; determined by dividing the NTB BCWP CTD by the NTB ACWP CTD. NTB CTD EVM data is defined as all EVM data from NTB Start through CY. A quotient less than 1.0 indicates substandard performance, while a quotient greater than 1.0 indicates exceptional

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
			performance.
SV Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months SV	Schedule Variance Last Six Months determined by subtracting the BCWS Last Six Months from the BCWP Last Six Months, measured in dollars. A positive value indicates more work was accomplished than planned according to the baseline plan, indicating the Project to be ahead of schedule. Negative values indicate that less work was accomplished than planned, indicating the Project is behind schedule.
CV Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months CV	Cost Variance Last Six Months is calculated by subtracting the ACWP Last Six Months from the BCWP Last Six Months. A positive value indicates that the actual costs were less than the projected costs for the work performed, indicating a cost under run. A negative number indicates that the actual costs were more than the projected costs for the work performed, indicating a cost overrun.
CPI Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months CPI	Cost Performance Index (CPI) Last Six Months is the ratio of budgeted costs to actual costs for progress reported during the last six month determined by dividing the BCWP Last Six Months by the ACWP Last Six Months. A quotient less than 1.0 indicates substandard performance, while a quotient greater than 1.0 indicates

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
			exceptional performance.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
SPI Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months SPI	Schedule Performance Last Six Months, is the ratio of the physical work performed to the baseline schedule, calculated by dividing the BCWP Last Six Months by the BCWS Last Six Months.
Risk	First Quadrant Chart, Key Project Risk and Risk Mitigation Quadrant	PEM Module; Project Level; QPR Tab; Key Project Risks and Planned Actions Narratives Hyperlink; Project Risk (Three Provided Per PBS)	Based on the Federal Project Director's assessment of Project risks. These are the top three (3) risks associated with the Project that will likely impact the project's cost and/or schedule.
Planned Action	First Quadrant Chart, Key Project Risk and Risk Mitigation Quadrant	PEM Module; Project Level, QPR Tab; Key Project Risks and Planned Actions Narratives Hyperlink; Project Planned Action (Three Provided Per PBS)	Based on the Federal Project Director's assessment of Project risks. These are the action(s) planned or implemented to mitigate the risks.
New/Existing [Risk]	First Quadrant Chart, Key Project Risk and Risk Mitigation Quadrant	PEM Module; Project Level; QPR Tab; Key Project Risks and Planned Actions Narratives Hyperlink; New/Existing	An existing risk is one that has been cited in the "Key Project Risks and Planned Actions" section of a previous QPR report, a new risk is one that has not.
TRC Rate	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; TRC Rate	Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
DART Case Rate	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; DART Case Rate	Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Significant Injuries	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Significant Injuries	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Near Misses	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Near Misses	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison at EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Industrial Operations	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Industrial Operations	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison at EM-20.
OS/IH [Occupational Safety/Industrial Hygiene]	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; OS/IH	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Fire Protection	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Fire Protection	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Electrical	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Electrical	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Authorization Basis	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Authorization Basis	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Nuclear Criticality	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Nuclear Criticality	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Radiological Control	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Radiological Control	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Conduct of Operations	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Conduct of Operations	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Quality Assurance Profile	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Quality Assurance Profile	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Equipment Degradation/Failure	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Equipment Degradation/Failure	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Environmental Release	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Environmental Release	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
BCWS	Earned Value: Five Quarters Cumulative Schedule and Cost Variance – Cumulative FY 2004 to Present ($K) Graph	PEM Module; Project Level; Cost/Schedule Tab BCWS	Budgeted Cost of Work Scheduled defined by the estimated dollar value of the work planned to be completed each month of the fiscal year.
BCWP	Earned Value: Five Quarters Cumulative Schedule and Cost Variance – Cumulative FY 2004 to Present ($K) Graph	PEM Module; Project Level; Cost/Schedule Tab; BCWP	Budgeted Cost of Work Performed defined as the budgeted dollar value of the work completed.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
ACWP	Earned Value: Five Quarters Cumulative Schedule and Cost Variance – Cumulative FY 2004 to Present ($K) Graph	PEM Module; Project Level; Cost/Schedule Tab; ACWP	Actual Cost of Work Performed defined as the actual amount of the costs incurred for the work accomplished.
Technical Risk Rating (Overall)	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Technical risks are known technical issues that could prevent project success. For more information, see "**Guidance for Determining Technical Risk Ratings**," section 11.5.3.2.
Number of High or Moderate Technical Risks	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter the total number of high or moderate technical risks. (REQUIRED)
Risks [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative describing the entered risks. (REQUIRED)
Consequences [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the consequences of the entered technical risks. (REQUIRED)
Maturity [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Technical Maturity is a measure of the maturity/availability/existence of the technology needed to address the consequences of the risk. For more information, see "**Guidance for Determining Technical Risk Ratings**," section 11.5.3.2.
Maturity [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the maturity of the entered technical risks. (REQUIRED)

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Urgency [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Risk Urgency is a measure of the relative time in the project schedule when technical risk consequences are expected to occur and intervention is needed. For more information, see "**Guidance for Determining Technical Risk Ratings**," section 11.5.3.2.
Urgency [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the urgency of the entered technical risks. (REQUIRED)
Difficulty [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Handling Difficulty is a measure of the complexity and/or difficulty in developing and implementing a suitable solution to technical issues. For more information, see "**Guidance for Determining Technical Risk Ratings**," section 11.5.3.2.
Difficulty [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the difficulty of the entered technical risks. (REQUIRED)
Resolution [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Resolution Path is a measure of progress made towards achieving expected results and reducing risk during implementation of the handling strategy. For more information, see "**Guidance for Determining Technical Risk Ratings**," 11.5.3.2.
Resolution [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the resolution of the entered technical risks. (REQUIRED)

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Issues [Narrative]	Second Quad Chart, Quality Assurance Quadrant	PEM Module; Project Level; QPR Tab; Quality Assurance Screen	Users will provide current or on-going quality assurance issues of concern that impact work being done correctly, timely, and safely. Input could be from recent assessments, trends, Performance Metrics, number of open action items, recurring issues, etc. (REQUIRED)
Risks [Narrative]	Second Quad Chart, Quality Assurance Quadrant	PEM Module; Project Level; QPR Tab; Quality Assurance Screen	Users will identify risks that impact the project being done correctly, timely, and safely. The risks described can be related to “issues” [above] or to any other FPD identified risk. (REQUIRED)
Planned Actions [Narrative]	Second Quad Chart, Quality Assurance Quadrant	PEM Module; Project Level; QPR Tab; Quality Assurance Screen	Users will provide planned actions to address quality assurance issues or project risks. (REQUIRED)
Beginning Fiscal Year Carryover	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The balance from the Project’s prior fiscal year cost. This is a locked data field. **Source: STARS data (IPABS-IS, PEM Financial Tab, Beginning Unexpended Obligation)**
Current Year Budget Authority	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The amount of new Budget Authority appropriated for the current fiscal year. This is a locked data field. **Source: STARS data (IPABS-IS, PEM, Financial Tab, AFP)**
Total Available	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The amount of available funding for the project = Carryover into Current FY + Current FY Budget Authority. This is a locked data field. **Source: STARS data (IPABS-IS, PEM, Financial Tab, Current**

			Year Total Available)
Data Field in QPR Site Package	**Location within QPR Site Package**	**Data Source**	**Data Field Definition**
Planned Cost for Current Fiscal Year – IPABS-IS	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The planned cost for the current fiscal year. This is a locked data field. **Source: New IPABS-IS, Cost Module, Current Approved LCC**
FPD Estimated Cost for Fiscal Year	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	This is a user-entered field. The estimate should include **all** costs to be incurred by the PBS for the current fiscal year, factoring in current project schedule and cost performance as appropriate. Costs should be entered in thousands of dollars.
Year to Date BCWP (IPABS)	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	This table will display the Year to Date Budget Cost of Work Performed (YTD BCWP) value from IPABS-IS. This is a locked data field. **Source: IPABS-IS, PEM, Cost and Schedule Tab, YTD BCWP**
Year to Date Actual Costs	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	This information is the actual cost of the project in STARS from the start of the fiscal year through the month being reported. This is a locked data field. **Source: IPABS-IS, PEM, Cost and Schedule Tab, YTD STARS ACWP**
Comments [Narrative]	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	Users will report significant variances between planned and actual costs for year to date and full year data. In addition, users will report any needed or pending reprogramming actions or data anomalies.
Contracting Officer's Representative (CORs)	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter the names of the Contracting Officer's Representatives.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Certification Level Required	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter the required COR Certification Level (I, II, or III). ***Note: Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.***
Certification Level (Current)	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter the current COR Certification Level for each COR (I, II, or III).
FPD/Non-FPD [Asterisk]	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will indicate which Contracting Officer's Representative is the Federal Project Director. This is indicated by an asterisk on the generated QPR slide.
Number of Current or Projected Unprocessed Changes 180 Days or Older	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter a number followed by an explanation for the unprocessed changes.
Contract Issues	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter an explanation of any contract issues.
Title	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Description (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	The user will have the ability to add, edit, or delete the title to be displayed above the "Top Issues and Proposed Solutions" slide. Character limit: 20. [REQUIRED]

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Issue	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Issue (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	Based on the Federal Project Director's assessment of Project issues. These include major issues that will likely impact the Project and can include regulatory decisions, government furnished services or items, Project performance issues, procurement decisions, and Project management issues. Character limit: 150. (At least 1 is required.)
Status	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Status (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	Based on the Federal Project Director's assessment of Project issues. This is the status of the issue and should describe the actions taken to address the issue(s). Character limit: 200. (At least 1 is required.)
Next Steps	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Next Steps (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	Based on the Federal Project Director's assessment of the Project issues. This is a description of the next steps recommended/required to resolve the issue(s). 150 character limit. (At least 1 is required.)

The data fields included in the "QPR" tab, and instructions for entering QPR data are as follows:

QPR Tab: General Information Screen Data Entry

Included in QPR Package: This data field refers to Yes/No radio buttons that indicate if the PBS has been included in the QPR package. To flag a base project as a QPR project, select PEM Module/Office Level/QPR tab. (REQUIRED)

Certified NTB: Occurs when an External Independent Review (EIR) or Independent Project Review (IPR) validates the NTB at the CD-2 phase or through the completion of the Project. A certified NTB is based on whether or not the Office of Engineering and Construction Management has issued a memorandum recommending validation of the Lifecycle Cost (LCC). NTB value is required regardless of “Certified NTB” value (Y/N).

Baseline Certification Date: The date the project’s baseline was certified. User entered in the QPR Tab in the Gen Info Screen in MM/DD/YYYY format.

NTB Start Date (Scheduled Term Start) and NTB End Date (Scheduled Term End): NTB Start and End date are locked data fields and shall be populated with the NTB Start and NTB End date displayed in the Cost Module.

NTB Estimated Completion Date (ECD of NTB): NTB Estimated Completion Date is an estimate of the date on which the work captured in the project’s Near Term Baseline will be completed.

LCC Range: The LCC Low range is the total lifecycle cost at 50% confidence level pulled from the Current Approved Cost Profile from the IPABS Cost Module. The LCC High Range is the total lifecycle cost at 80% confidence level pulled from the Current Approved Cost Profile from the IPABS Cost Module

Project Term: The Project Term Start date is pulled from the Cost Module in MM/DD/YYYY format. It also displays the Project 50% and the Project 80% End dates which are also pulled from the Cost Module in MM/DD/YYYY format.

Endorsed Lifecycle Cost: Yes/No radio buttons that indicate whether or not the office of Engineering and Construction Management (OECM) has issued a memorandum recommending validations of the Lifecycle Cost.

Acquisition Executive: Responsible for the site’s Acquisition Management System. Implements policies and practices and provides oversight for the overall project. Indicate who the Acquisition Executive is for the project by selecting from the following dropdown selection: S-2, EM-1, NA-50, NA-56, or Field Office Manager. (REQUIRED)

Prior Year (PY): PY refers to the prior year’s current approved cost. This is pulled from the Cost Module.

Near Term Baseline 50% (NTB 50%): The Near Term Baseline 50% low cost. This is pulled from the Cost Module.

Near Term Baseline 80% (NTB 80%): The Near Term Baseline 80% high cost. This is pulled from the Cost Module.

Outyear Planning Estimate Range 50% (OPER 50%): The OPER 50% low cost. This is pulled from the Cost Module.

Outyear Planning Estimate Range 80% (OPER 80%): The OPER 80% high cost. This is pulled from the Cost Module.

FPD Cert Level: The level at which FPDs are to be certified that are working on the particular project. This field is user entered in L1, L2, L3, or L4 format.

Required Project Cert Level: Roman numeral input showing the required or current certification level of the contracting office representative. This field is user entered. Users will enter the required Contracting Office Representative (COR) Certification Level (I, II, or III). Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.

QPR Tab: Lifecycle Cost Screen

Original BAC: Original Lifecycle Budget at Completion established in October 2003 (Fiscal Year 2004.) Please provide fiscal year increments where applicable between FY 1997 – 2070 in the QPR tab within the PEM Module.

QPR Tab: Key Project Risks and Planned Actions Narratives Screen

Project Planned Actions: Select the Key Project Risks and Planned Actions Narratives from the menu drop down within the QPR Tab of the PEM Module in IPABS. Based on the Federal Project Director's assessment of project risks. These are the top three action(s) planned or implemented to mitigate the risks. Each Project Planned Action will be classified as either Existing or New on the Key Project Risks and Planned Action Narratives screen. Character Limit: 175.

Project Risk: Select the Key Project Risks and Planned Actions Narratives from the menu drop down within the QPR Tab of the PEM Module in IPABS. Based on the Federal Project Director's assessment of project risks. These are the three top project risks associated with the project that will likely impact the project's cost and/or schedule. Each Project Planned Action will be classified as either Existing or New on the Key Project Risks and Planned Action Narratives screen. Character Limit: 93

QPR Tab: Safety Performance Screen

TRC Rate: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

DART Case Rate: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer.

Electrical: The Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Industrial Operations: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Radiological Control: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer.

Near Misses: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Authorization Basis: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Significant Injuries: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer.

Quality Assurance Profile: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Nuclear Criticality: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Environmental Release: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Conduct of Operations: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Environmental Degradation/Failure: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

Fire Protection: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

OS/IH: Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. For additional guidance regarding this field, contact your EM-20 site liaison.

QPR Tab: Top Issues and Proposed Solutions Screen:

Note: Click the Add Slide button to add a new slide. Select the number of the slide, 1-5. Only the slide ranked number 1 will be displayed in the QPR package. Click Save to save changes or cancel to cancel any changes that have been made.

Description: The title that will be displayed above the "Top Issues and Proposed Solutions" slide. Character Limit: 20. (REQUIRED)

Issue: Based on the Federal Project Director's assessment of project issues. These include major issues that will likely impact the project and can include regulatory decisions, government furnished services or items, project performance issues, procurement decisions, and project management issues. Character limit: 150. (REQUIRED)

Status: Based on the Federal Project Director's assessment of project issues. This is the status of the issue and should describe the actions taken to address the issue(s). Character Limit: 200. (REQUIRED)

Next Steps: Based on the Federal Project Director's assessment of the project issues. This is a description of the next steps recommended/required to resolve the issue(s). Four steps are available in which to add descriptions. Character Limit: 150 for each step. (REQUIRED)

QPR Tab: Key Technical Risk(s) Screen

Note: Users can click on the EVM Month date to view the Key Technical Risks from the prior month.

Risks: Enter a narrative describing the entered risks. Character Limit: 170. (REQUIRED)

Consequences Narrative: Enter a narrative describing the consequences of the entered risks. Character Limit: 155. (REQUIRED)

Maturity Technical Risk Narrative: Enter a narrative explaining the maturity of the entered technical risks. Character Limit: 80. (REQUIRED)

Maturity Technical Risk Rating: Technical Maturity is a measure of the maturity/availability/existence of the technology needed to address the consequences of the risk. Select a color rating to indicate the Technical Maturity of the entered risks. For more information, see ""Guidance for Determining Technical Risk Ratings" in the QPR Module Guidance document.

Urgency Technical Risk Narrative: Enter a narrative explaining the urgency of the entered technical risks. Character Limit: 80. (REQUIRED)

Urgency Technical Risk Rating: Risk Urgency is a measure of the relative time in the project schedule when technical risk consequences are expected to occur and intervention is needed. Select a color rating to indicate the urgency of the entered risks. For more information, see "Guidance for Determining Technical Risk Ratings" in the QPR Module Guidance document.

Difficulty Technical Risk Narrative: Enter a narrative explaining the difficulty of the entered technical risks. Character Limit: 80. (REQUIRED)

Difficulty Technical Risk Rating: Handling Difficulty is a measure of the complexity and/or difficulty in developing and implementing a suitable solution to technical issues. Select a color rating to indicate the difficulty of the entered risks. For more information, see "Guidance for Determining Technical Risk Ratings" in the QPR Module Guidance document.

Resolution Technical Risk Narrative: Enter a narrative explaining the resolution of the entered technical risks. Character Limit: 80. (REQUIRED)

Resolution Technical Risk Rating: Resolution Path is a measure of progress made towards achieving expected results and reducing risk during implementation of the handling strategy. Select a color rating to indicate the resolution of the entered risks. For more information, see "Guidance for Determining Technical Risk Ratings" in the QPR Module Guidance document.

QPR Tab: Quality Assurance Screen:

Issues Narrative: Users will provide current or on-going quality assurance issues of concern that impact work being done correctly, timely, and safely. Input could be from recent assessments, trends, Performance Metrics, number of open action items, recurring issues, etc. Character Limit: 270. (REQUIRED)

Risks Narrative: Users will identify risks that impact the project being done correctly, timely, and safely. The risks described can be related to "issues" (above) or to any other FPD identified risk. Character Limit: 270. (REQUIRED)

Planned Actions Narrative: Users will provide planned actions to address quality assurance issues or project risks. Character Limit: 270. (REQUIRED)

QPR Tab: Funding Screen

Note: Users can view prior month data from the current fiscal year using the EVM Month drop down menu function.

Beginning Fiscal Year Carryover (A): The amount of uncosted balance from the prior fiscal year. Locked data field, provided in thousands of dollars. This data is coming from STARS.

Comments: Users will report significant variances between planned and actual costs for year to date and full year data. In addition, users will report any needed or pending reprogramming actions or data anomalies. Character Limit: 500.

Current Year Budget Authority (B): The amount of new Budget Authority appropriated for the current fiscal year. Locked data field, provided in thousands of dollars. This data is coming from STARS.

FPD Estimated Cost for Fiscal Year: The estimate should include <u>all</u> costs to be incurred by the PBS for the current fiscal year as described above, factoring in current project schedule and cost performance as appropriate. **Note:** This data is entered in thousands of dollars.

Total Available (A+B): The amount of available funding for the project = Beginning Fiscal Year Carryover (A)+ Current Year Budget Authority (B). Locked data field, provided in thousands of dollars. **Source: STARS data.**

Year to Date Actual Costs (STARS Actuals): This information is the actual cost of the project in STARS from the start of the fiscal year through the month being reported. This is a locked data field, provided in thousands of dollars. This data is coming from STARS.

QPR Tab: Contract Screen

Contracting Officer's Representative(s) (CORs): Enter the name of each of the Contracting Officer's Representatives.

Certification Level Required: For each of the Contracting Officer's Representatives, enter the required COR Certification Level (I, II, or III). **Note:** Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.

Current Certification Level: For each of the Contracting Officer's Representatives, enter the current COR Certification Level (I, II, or III). **Note:** Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.

Number of Current or Projected Unprocessed Changes 180 Days or Older: Enter a number followed by an explanation for the unprocessed changes. Character Limit: 220.

Contract Issues: Enter an explanation of any contract issues**.** Character Limit: 220.

4.1.5.1 Instructions for Entering QPR Information

QPR data fields are open and editable throughout the month in the PEM Module. Enter the QPR information as follows.

General Information – QPR Sub-screen

Step 1. Click the "QPR" tab. The General Information screen appears, as shown in **Figure 4.20**.

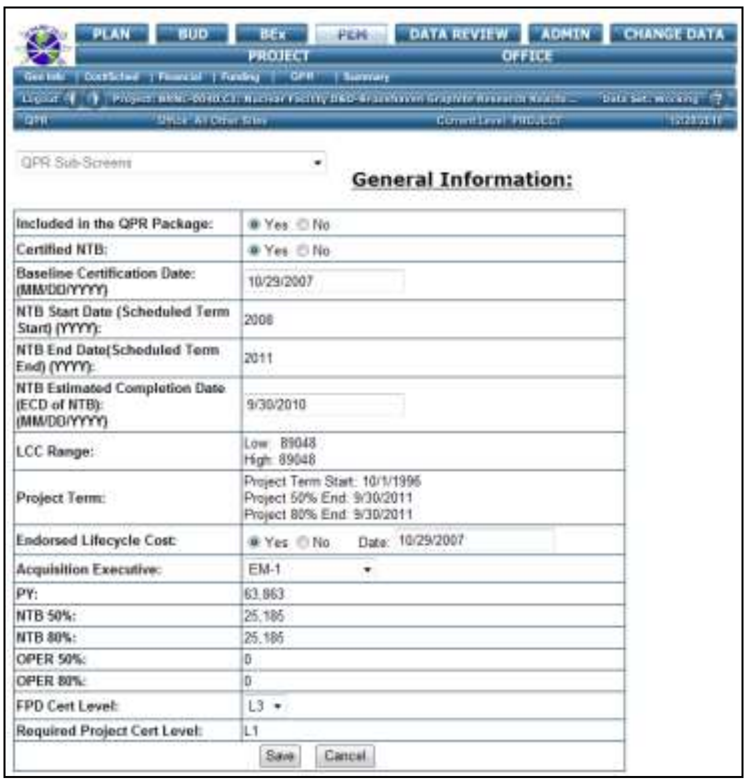


Figure 4:20: QPR General Information Screen

Step 2. "Included in QPR Package," this field is locked at the Project Level. To remove the project from the list of "Included in QPR Package" projects, please contact your site liaison within EM-11. Additionally, you will need to contact your EM-11 site liaison to add additional PBSs to the list of "Included in QPR Package."

Step 3. Select "Yes" or "No" for "Certified NTB" to indicate whether the project cost has been validated through an EIR or IPR. The NTB will display within the QPR package regardless if the project has received NTB validation.

Step 4. If you checked "Yes" within the "Certified NTB" field to indicate that the project cost has been approved through an EIR or IPR, enter the date of the OECM validation memorandum in the "Baseline Validation Date" field (MM/DD/YYYY*)*.

Step 5. Enter the "Baseline Certification Date" in the MM/DD/YYYY format. This shall be the date the NTB is validated

Step 6. If you select "No" within the "Certified NTB" field, the NTB value shall be populated, but the Baseline Validation Date shall be left blank.

Step 7. "NTB Start Date" (Scheduled Term Start) and "NTB End Date" (Scheduled Term End) are locked data fields and will be populated with NTB start and end dates from the IPABS Cost Module.

Step 8. Enter the NTB Estimated Completion Date (ECD of NTB) in MM/DD/YYYY format.

Step 9. The "Life-Cycle Cost (LCC) Range" includes the LCC Low range and LCC High range. These fields are pulling from the 50% and 80% Life Cycle Costs in the Cost Module from the Current Approved Cost Profile.

Step 10. Select "Yes" or "No" to indicate whether the Lifecycle Cost has been endorsed and approved under configuration control.

Step 11. If you select "Yes," enter the date of endorsement in the "Endorsed Lifecycle Cost" data field (MM/DD/YYYY).

Step 12. Select the "Acquisition Executive," whom is responsible for the site's Acquisition Management System" from the down drop list.

Step 13. "PY," "NTB 50%," "NTB 80%," "OPER 50%," and "OPER 80%" are pulled from the Cost Module from the Current Approved Cost Profile.

Step 14. Select the FPD Cert Level from the drop down list. (L1, L2, L3, L4).

Step 15. The "Required Project Cert Level" is not a user entered field and is loaded into IPABS offline.

Step 16. Click the "Save" button to save your changes.

Step 17. Click the "Cancel" button to revert back to the previous settings.

Lifecycle Cost

Select "Lifecycle Cost" from the drop-down menu at the top of the QPR General Information screen page. The Lifecycle Cost Information Screen appears, as shown in **01**.

Lifecycle Cost Information:

Original BAC:

Fiscal Year	Original BAC (Thousands of Dollars)
1997	0
1998	0
1999	0
2000	0
2001	0
2002	1130
2003	760
2004	1044
2005	3893
2006	6790
2007	5133
2008	9287
2009	4732
2010	2802
2011	1357

Figure 4.21: QPR Lifecycle Cost Sub-Screen

Step 1. For each fiscal year that the project is active, enter the original lifecycle Budget at Completion (Original BAC) amount in thousands of dollars. Provide fiscal year increments where applicable and the QPR package will automatically calculate the cumulative Original BAC by fiscal year.

Step 2. Scroll to the bottom of the page and click the "Save" button to save your changes. Then select the "Back" button to return to the QPR General Information screen. If changes were inputted incorrectly, select the "Cancel" button to restore the original values.

Key Project Risks and Planned Actions Narratives

Select "Key Project Risks and Planned Actions Narratives" from the drop-down menu at the top of the QPR General Information screen page. For each project, provide the top three project risks that will likely impact the project's cost and/or schedule. For each project risk, provide the planned actions that will be taken to mitigate the risk.

Step 1. Type the project risk. Character Limit: 93 Characters.

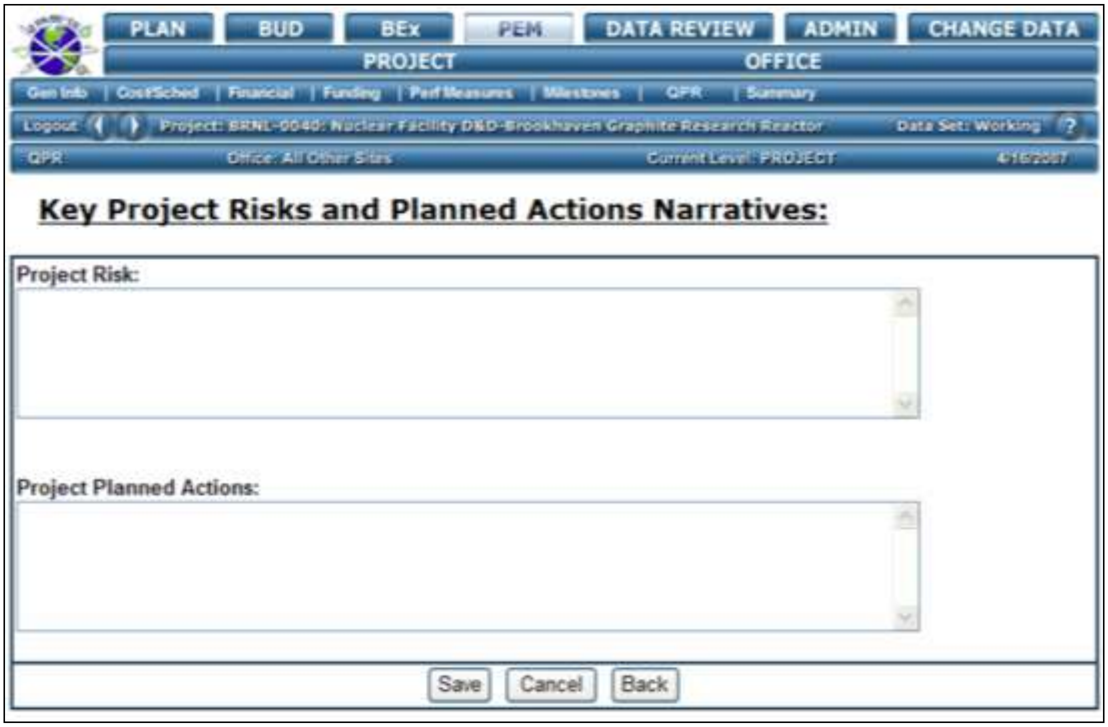


Figure 4.22: Key Project Risks and Planned Actions Narratives Sub-Screen

Step 2. Type the project planned actions that will be taken to mitigate the risk. Users can select at the top of the screen if the risk is “New” or “Existing.” Character Limit: 175 Characters

Step 3. At the bottom of the page, click the “Save” button to save your changes. Then click the “Back” button to return to the OPR General Information screen. If changes were inputted incorrectly, select the “Cancel” button to restore the original values.

Safety Performance

Step 1. Select “Safety Performance” from the drop-down menu at the top of the QPR General Information screen page. The Safety Performance screen appears, as shown in Error! Reference source not found.**3.**

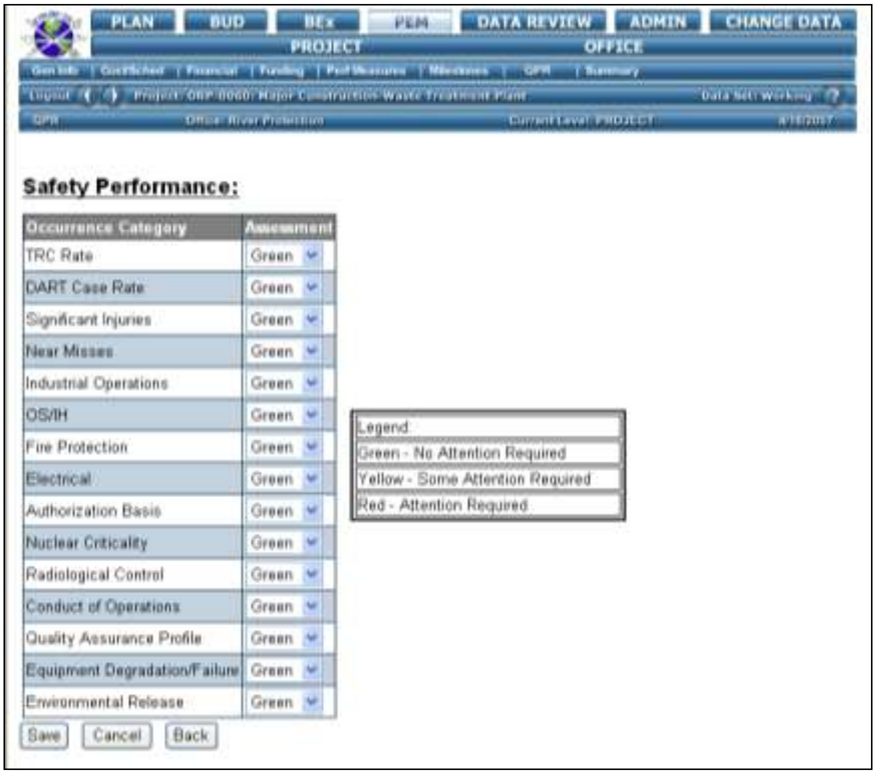


Figure 4.23: QPR Safety Performance Sub-Screen

Step 2. For each Occurrence Category, select the appropriate Assessment value (Green, Yellow, or Red) from the pull-down list, based on the Federal Project Director’s Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management.

- If no attention is required, select “Green.”
- If some attention is required, select “Yellow.”
- If attention is required, select “Red.”

Step 3. When finished, click the “Save” button to save your changes. Then click the “Back” button to return to the QPR General Information screen. If changes were inputted incorrectly, select the “Cancel” button to restore the original values.

Top Issues and Proposed Solutions

Step 1. Select "Top Issues and Proposed Solutions" from the drop-down menu at the top of the QPR General Information screen. The Top Issues and Proposed Solutions screen appears, as shown in **Figure 4.24**.

Figure 4.24: Top Issues and Proposed Solutions Sub-Screen

Step 2. Select the "Add Slide" link at the bottom. The Top Issues and Proposed Solutions data entry screen will appear, as shown in **Figure 4.25**.

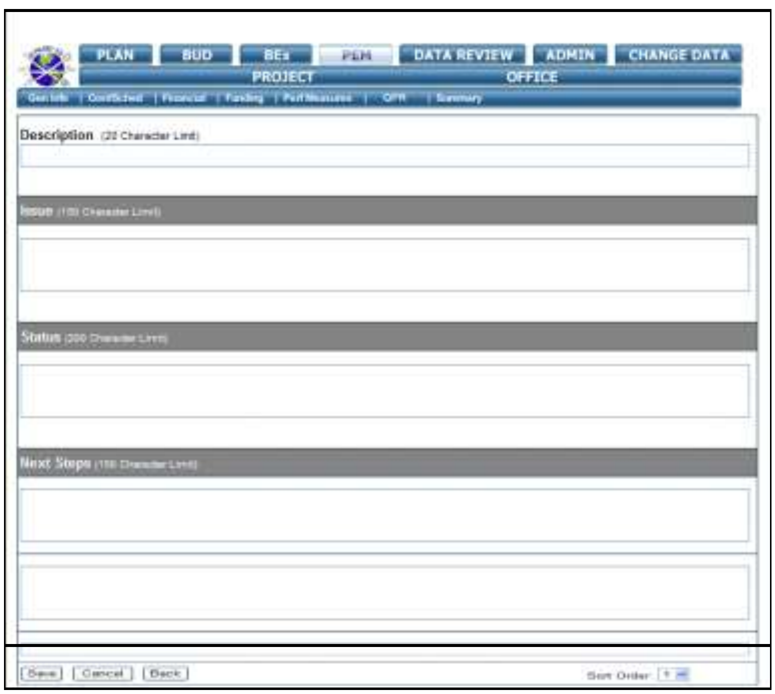


Figure 4.25: Top Issues and Proposed Solutions Sub-Screen

Step 3. Begin editing the Issue (Character Limit: 150 Characters), Status (Character Limit: 200 Characters), and Next Steps (Character Limit: 150 Characters per step) data fields.

Step 4. When finished, click the “Save” button to save your changes, the “Back” button to return to the QPR General Information screen, or, If changes were inputted incorrectly, select the “Cancel” button to restore the original values.

Step 5. The “Sort Order” functionality will allow you to select the slide order using ONLY those slides numbers that are available. For instance, if you wanted the slide that you are currently editing to show up first, you would select “1” from the Sort Order drop down. Repeat this for all slides.

Step 6. If you select “Save,” the data on the screen will be saved and you will be sent back to the “Top issues and Proposed Solutions” screen where you can add more slides. A maximum of 5 slides can be added. Once the user reaches that maximum the “Add Slide” hyperlink will no longer be active.

Step 7. If you select “Cancel” the data on the screen will not be saved. All data entered will be erased and a clear “Top Issue and Proposed Solution” data entry screen will be displayed.

Step 8. If you select “Back” the data on the screen will not be saved and you will be sent back to the “Top Issue and Proposed Solution” screen.

Step 9. Once all slides have been added, the user can sort the order of the slides displayed in the QPR Package by selecting the Sort Order dropdrown box and indicating which number you want that slide to be. For example if you select 2 from the Sort Order dropdown box that particular slide will be the second slide displayed in the QPR Package.

Key Technical Risk(s)

Select “Key Technical Risks” from the drop-down menu at the top of the QPR General Information screen. The Key Technical Risks screen appears, as shown below in **Figure 4.26**.

Users can view prior month data by selecting a prior EVM month from the drop down menu. The prior month must be in the current fiscal year. Clicking the “Retrieve Data” button allows users to populate the Key Technical Risks that were entered for the selected previous month.

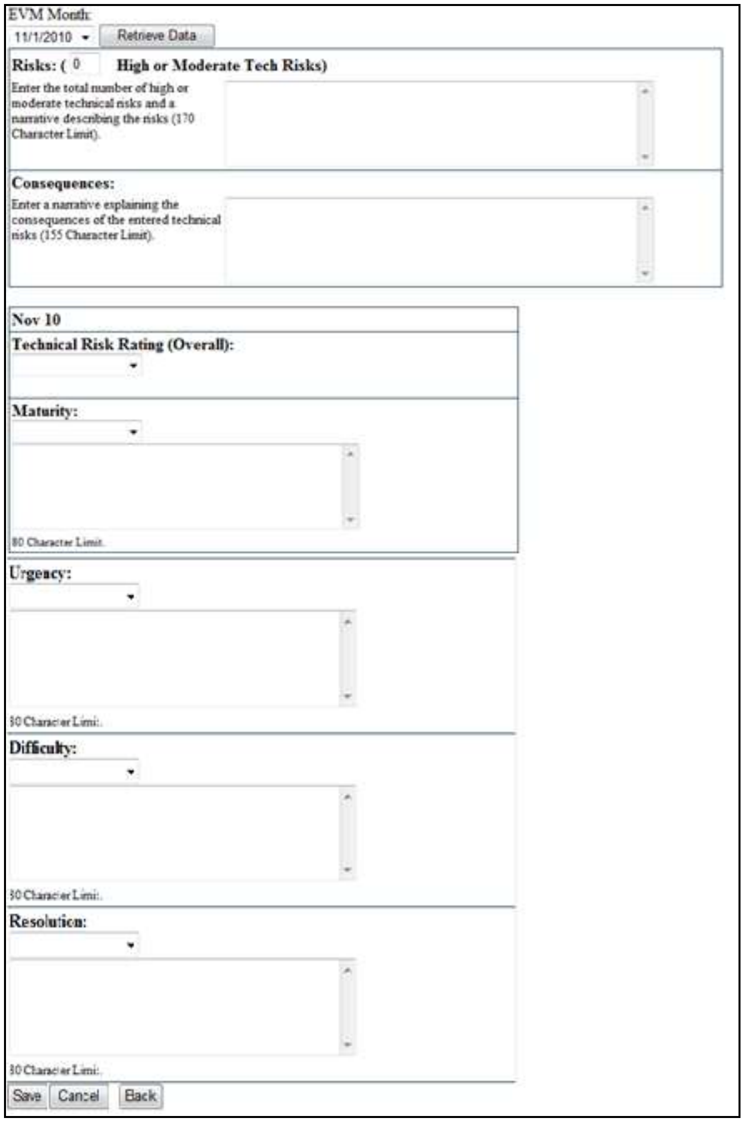


Figure 4.26: Key Technical Risk(s) Sub-Screen

Enter the total number of high or moderate technical risks in the “Risks (0) High or Moderate Technical Risks” field.

Enter a narrative describing the entered risks in the “Risks” text box. Character Limit: 170 Characters. (REQUIRED)

Enter a narrative describing the consequences of the entered risks in the “Consequences” text box. Character Limit: 155 Characters. (REQUIRED)

In the “Technical Risk Rating (Overall)” drop-down menu, select a color rating to indicate the level of overall technical risk. Technical risks are known technical issues that could prevent project success. For more information, see “Guidance for Determining Technical Risk Ratings” in the QPR Module Guidance document.

In the “Maturity” drop-down menu, select a color rating to indicate the Technical Maturity of the entered risks. Technical Maturity is a measure of the maturity/availability/existence of the technology needed to address the consequences of the risk. For more information, see “Guidance for Determining Technical Risk Ratings” in the QPR Module Guidance document.

In the “Maturity” textbox, enter a narrative explaining the maturity of the entered technical risks. Character Limit: 80 Characters. (REQUIRED)

In the “Urgency” drop-down menu, select a color rating to indicate the urgency of the entered risks. Risk Urgency is a measure of the relative time in the project schedule when technical risk consequences are expected to occur and intervention is needed. For more information, see “Guidance for Determining Technical Risk Ratings” in the QPR Module Guidance document.

In the “Urgency” textbox, enter a narrative explaining the urgency of the entered technical risks. Character Limit: 80 Characters. (REQUIRED)

In the “Difficulty” drop-down menu, select a color rating to indicate the difficulty of the entered risks. Handling Difficulty is a measure of the complexity and/or difficulty in developing and implementing a suitable solution to technical issues. For more information, see “Guidance for Determining Technical Risk Ratings” in the QPR Module Guidance document.

In the “Difficulty” textbox, enter a narrative explaining the difficulty of the entered technical risks. Character Limit: 80 Characters. (REQUIRED)

In the “Resolution” drop-down menu, select a color rating to indicate the resolution of the entered risks. Resolution Path is a measure of progress made towards achieving expected results and reducing risk during implementation of the handling strategy. For more information, see “Guidance for Determining Technical Risk Ratings” in the QPR Module Guidance document.

In the “Resolution” textbox, enter a narrative explaining the resolution of the entered technical risks. Character Limit: 80 Characters. (REQUIRED)

Once data has been entered, select “Save” and the data will be saved.

If you would like to clear the screen of data entered, select “Cancel.”

Select the “Back” button to return to the QPR General Information Screen.

Quality Assurance

Step 1. Select “Quality Assurance” from the drop-down menu at the top of the QPR General Information screen. The “Quality Assurance” screen appears, as shown below in **Figure 4:27**.

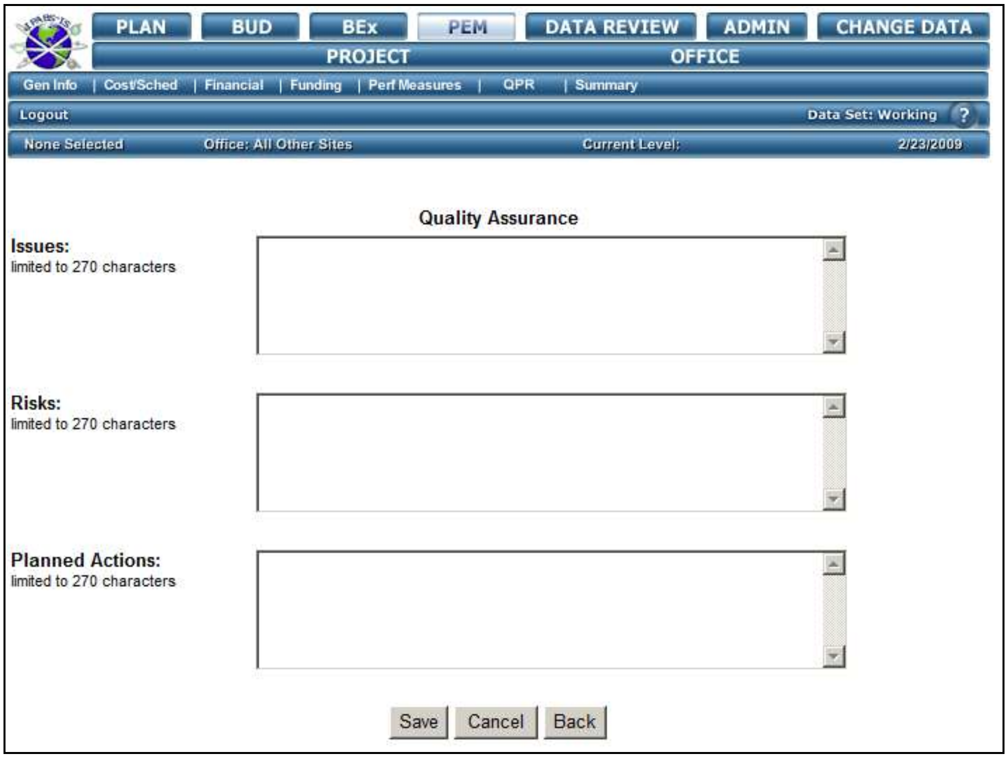


Figure 4.27: Quality Assurance Sub-Screen

In the “Issues” data field, enter a description of current or on-going quality assurance issues of concern that impact work being done correctly, timely, and safely. Input could be from recent assessments, trends, Performance Metrics, number of open action items, recurring issues, etc. Character Limit: 270 Characters.

In the “Risks” data field, identify and describe risks that could impact the project being done correctly, timely, and safely. The risks described can be related to “issues” [above] or to any other FPD identified risk. Character Limit: 270 Characters.

In the “Planned Actions” data field, enter a description of planned actions to address quality assurance issues or project risks. Character Limit: 270 Characters.

Once data has been entered, select “Save” and the data will be saved.

If you would like to clear the screen of data entered, select “Cancel.”

Select the “Back” button to return to the QPR General Information Screen.

Funding

Step 1. Select “Funding” from the drop-down menu at the top of the QPR General Information screen page. The Funding screen appears, as shown below in **Figure 4:28**.

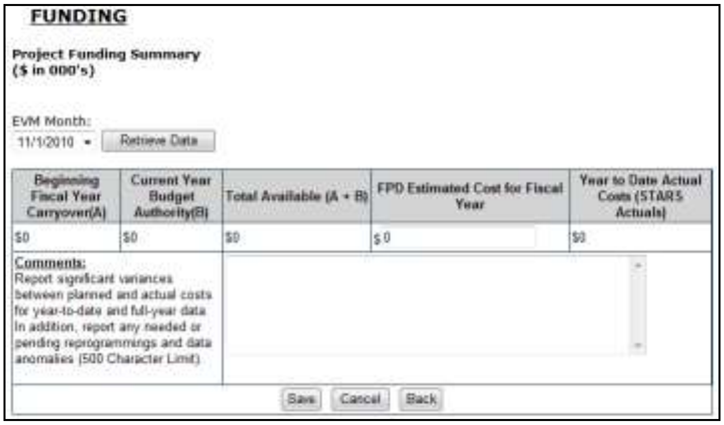


Figure 4.28: Funding Sub-Screen

Step 2. Enter the FPD Estimated Cost for Fiscal Year. Value should be provided in thousands of dollars.

Step 3. Users can view prior month data by selecting a prior EVM month from the drop down menu. The prior month must be in the current fiscal year. Clicking the “Retrieve Data” button allows users to populate the Funding data that was entered for the selected previous month.

Step 4. In the “Comments” textbox, report and describe significant variances between planned and actual costs for year to date and full year data, and report any needed or pending reprogramming actions or data anomalies. Character Limit: 50 Characters.

Step 5. User can view prior EVM months in the current fiscal year by

Step 6. Once data has been entered, select “Save” and the data will be saved.

Step 7. If you would like to clear the screen of data entered, select “Cancel.”

Step 8. Select the “Back” button to return to the QPR General Information Screen.

Note: Only numerical data will be populated/saved in the following data fields: “Beginning Fiscal Year Carryover (A),” “Current FY Budget Authority (B),” “Total Available Dollars (A+B),” “FPD Estimated Cost for Fiscal Year,” and Year to Date Actual Costs (STARS Actuals).

Contract

Step 1. Select “Contract” from the drop-down menu at the top of the QPR General Information screen. The Contract screen appears, as shown below in **Figure 4:29**.

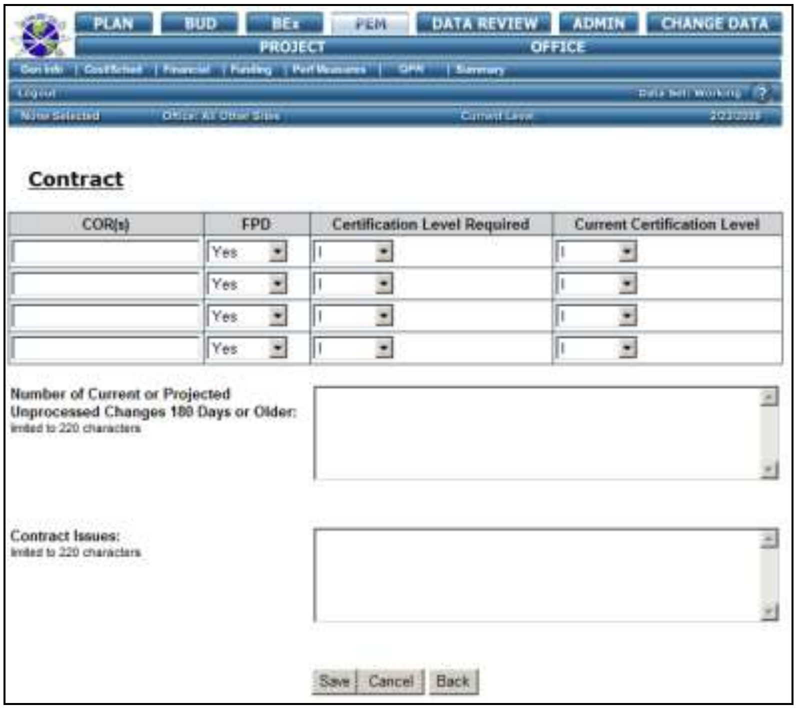


Figure 2.29: Contract Sub-Screen

Enter the name of each of the Contracting Officer’s Representatives (COR(s)).

For each of the Contracting Officer’s Representatives, select either “Yes” or “No” in the FPD drop-down. This will indicate which COR is the FPD.

For each of the Contracting Officer’s Representatives, enter the required COR Certification Level (I, II, or III). **Note: Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.**

For each of the Contracting Officer’s Representatives, enter the current COR Certification Level (I, II, or III). **Note: Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.**

Enter the number of current or projected unprocessed changes 180 days or older and an explanation of the unprocessed changes into the “Number of Current or Projected Unprocessed Changes 180 Days or Older” data field. Character Limit: 220 Characters.

Enter an explanation of any contract issues in the “Contract Issues” data field. Character Limit: 220 Characters.

Once data has been entered, select “Save” and the data will be saved.

If you would like to clear the screen of data entered, select “Cancel.”

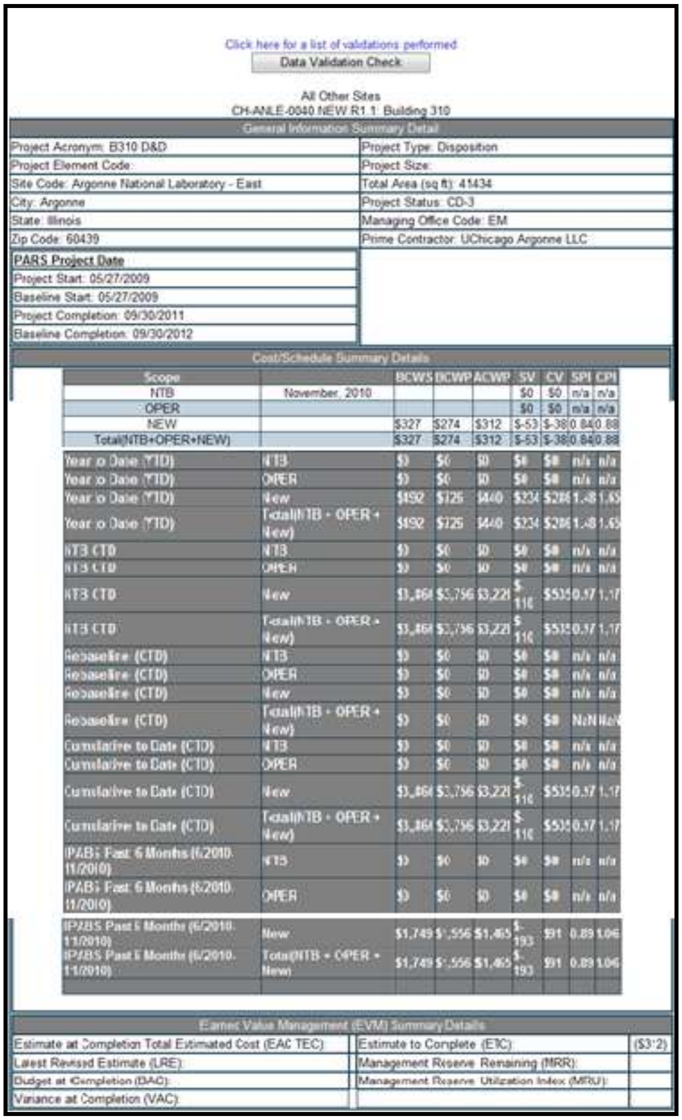
Select the “Back” button to return to the QPR General Information Screen.

Project Summary Reporting

The “Project Summary” tab displays read-only Project-level summary information based on data entered in the PEM tabs. This Summary tab also contains a validation routine control button that generates a list of outstanding data requirements that must be satisfied at the Project level to comply with approval requirements.

Instructions for Viewing Summary Information and Validations

Step 1 Select the “Summary” tab from the Project-level options available. All users will see summary detail data tables for the current month for General Information and Cost/Schedule as shown in Error! Reference source not found.**30**.



Click here for a list of validations performed

Data Validation Check

All Other Sites

CH-ANLE-0040 NEW R1.1: Building 310

General Information Summary Detail	
Project Acronym: B310 D&D	Project Type: Disposition
Project Element Code:	Project Size:
Site Code: Argonne National Laboratory - East	Total Area (sq ft): 41434
City: Argonne	Project Status: CD-3
State: Illinois	Managing Office Code: EM
Zip Code: 60439	Prime Contractor: UChicago Argonne LLC
PARS Project Date	
Project Start: 05/27/2009	
Baseline Start: 05/27/2009	
Project Completion: 09/30/2011	
Baseline Completion: 09/30/2012	

Cost/Schedule Summary Details

Scope		BCWS	BCWP	ACWP	SV	CV	SPI	CPI
NTB	November, 2010				$0	$0	n/a	n/a
OPER					$0	$0	n/a	n/a
NEW		$327	$274	$312	$-53	$-38	0.84	0.88
Total(NTB+OPER+NEW)		$327	$274	$312	$-53	$-38	0.84	0.88
Year to Date (YTD)	NTB	$0	$0	$0	$0	$0	n/a	n/a
Year to Date (YTD)	OPER	$0	$0	$0	$0	$0	n/a	n/a
Year to Date (YTD)	New	$192	[illegible]	[illegible]	$234	$28[illegible]	1.48	1.6[illegible]
Year to Date (YTD)	Total(NTB + OPER + New)	$192	[illegible]	[illegible]	$234	$28[illegible]	1.48	1.6[illegible]
NTB CTD	NTB	$0	$0	$0	$0	$0	n/a	n/a
NTB CTD	OPER	$0	$0	$0	$0	$0	n/a	n/a
NTB CTD	New	$3,46[illegible]	$3,756	$3,221	$-11[illegible]	$53[illegible]	0.97	1.17
NTB CTD	Total(NTB + OPER + New)	$3,46[illegible]	$3,756	$3,221	$-11[illegible]	$53[illegible]	0.97	1.17
Rebaseline (CTD)	NTB	$0	$0	$0	$0	$0	n/a	n/a
Rebaseline (CTD)	OPER	$0	$0	$0	$0	$0	n/a	n/a
Rebaseline (CTD)	New	$0	$0	$0	$0	$0	n/a	n/a
Rebaseline (CTD)	Total(NTB + OPER + New)	$0	$0	$0	$0	$0	NaN	NaN
Cumulative to Date (CTD)	NTB	$0	$0	$0	$0	$0	n/a	n/a
Cumulative to Date (CTD)	OPER	$0	$0	$0	$0	$0	n/a	n/a
Cumulative to Date (CTD)	New	$3,46[illegible]	$3,756	$3,221	$-11[illegible]	$53[illegible]	0.97	1.17
Cumulative to Date (CTD)	Total(NTB + OPER + New)	$3,46[illegible]	$3,756	$3,221	$-11[illegible]	$53[illegible]	0.97	1.17
(PARS Past 6 Months (6/2010-11/2010)	NTB	$0	$0	$0	$0	$0	n/a	n/a
(PARS Past 6 Months (6/2010-11/2010)	OPER	$0	$0	$0	$0	$0	n/a	n/a
(PARS Past 6 Months (6/2010-11/2010)	New	$1,749	$1,556	$1,465	$-193	$91	0.89	1.06
(PARS Past 6 Months (6/2010-11/2010)	Total(NTB + OPER + New)	$1,749	$1,556	$1,465	$-193	$91	0.89	1.06

Earned Value Management (EVM) Summary Details			
Estimate at Completion Total Estimated Cost (EAC TEC):		Estimate to Complete (ETC):	($3[illegible]2)
Latest Revised Estimate (LRE):		Management Reserve Remaining (MRR):	
Budget at Completion (BAC):		Management Reserve Utilization Index (MRUI):	
Variance at Completion (VAC):			

Figure 4.30: Summary Information Screen

Step 2. Select the "Click here for a list of validations performed" hyperlink at the top of the screen to view a list of validations performed on the summary screen.

Step 3. Click the "Data Validation Check" control button to run data validation routines on the General Information, Cost/Schedule, and QPR data. A list of data requirements that must be met before the data can be approved at the Project level will populate should such inconsistencies exist. This list consists of data deficiencies and inconsistencies, such as missing general information fields or required funding values not entered. (See Error! Reference source not found.**1**).

Figure 4.31: Approval Validation Screen

PEM Data Validations:

QPR

- QPR projects must provide a FPD Assessment of the project (Green/Yellow/Red.)
- QPR projects must provide at least one Fiscal Year of data for the FPD EAC Table
- QPR projects must provide at least one Fiscal Year of data for the Original BAC Table
- QPR projects must provide three project risks and planned action narratives

General Information

- Projects must select a Managing Office Code.
- Project must provide a Project Size.
- Project designated as an Other System project, must have a Total Projected Cost of less than $400 million. Major projects must have a TPC value of greater than $400 million.
- Projects must enter a Project Start Date.
- Each project must select a Project Type.
- Project Start Date must be prior to PARS Project Completion Date.
- Projects must select a Site Code.
- Projects must select a Project Status.
- Projects must enter a Project Completion Date.
- Project must enter a Project Acronym.

Cost/Schedule

- For all projects a BCWP value must be entered through the current month.
- For all projects LRE cannot be negative where provided.
- For all projects an ACWP value must be entered through the current month.
- For all projects BCWS, BCWP must be entered where ACWP is not null.
- Recovery Act Site Representative Project Assessment Rating
- Short and Long Recovery Act Site Representative Project Status Narratives Must Be Entered For All ARRA Projects.
- For all Projects EAC TEC cannot be negative where provided.

Funding

- Each project must provide a Total Estimated Cost (TEC) value.
- The Total Contingency for Projects must be less than the TPC.
- For all projects the Disposition Date must be between Project Start and End Dates.
- Each project must have a Total Estimated Cost (TEC) value less than or equal to the TPC value.
- Each project must provide a Total Projected Cost (TPC) values.

Step 4. Review the list of data deficiencies that may exist. As previously noted, all data must comply in order to approve at the Project level.

When all data requirements have been met and the current user has approval rights for the selected project, an "Approve" control button will display below the message reading "Data complies with validation check" after selecting the "Data Validation Check" button. If all data requirements have been met, but the user does not have approval rights to the current project, then the following message will appear on screen "Data complies with validation check, however, you do not have approval authority."

Step 5. Click the "Approve" control button to approve the current project. When approved, all information for current project will be locked.

Viewing and Editing Operations/Field Office Level Information

The tabs available at the Operations/Field Office level offer a broad overview of the data collected at the Office level. The following sections explain the tabs and the processes for viewing Office-level data.

Entering the Office Level

Step 1. Select "Office" as the reporting level from the IPABS-IS navigation bar within Project Execution.

Step 2. Select a tab to work with first. The Office level is divided into three tabs, Geo Site Completion, Contracts, and Summary, as shown in Error! Reference source not found.**2**.

Figure 4.32: Operations/Field Office-Level Tabs Screen

4.1.6 Geographic Site Completion Tab

The "Geo Site Completion" tab displays all of the Geographic Sites associated with the selected Office. This tab is accessible to all users within the selected Office. At this time, historical information for Geo Sites are present in this tab, but all collection of Geo Site information should be completed in the Performance Measures Module in New IPABS.

Instructions for Viewing and Entering Geo Site Completion Data

Step 1. Select the "Geo Site Completion" tab from the available options. All users will see a list of Geographic Sites associated with the selected Office, as shown in Error! Reference source not found.**3**. These sites are listed in order of Planned Completion year, and then sorted by Actual Completion date.

Figure 4:33: Geo Site Completion Screen

Step 2. Enter the Actual date in the MM/DD/YYYY format for the appropriate Geo Site. The Actual date entered must fall within the current reporting period. Future actual dates cannot be entered. The Actual date must be backed by completion of all performance measures associated with the Projects tied to the Geographic Site. If mistakes have been made while revising previously saved information, press the "Cancel" control button to revert to the saved version.

Step 3. Press the "Save" control button at the bottom of the screen to ensure that the information is retained.

Step 4. If the YYYY portion of the Actual Date does not match the Target Date for a Geographic Site, or if the Target date has passed and no Actual date has been entered, the Target date field becomes a hyperlink to the Geo Site Completion Variance Narrative Screen (Error! Reference source not found.**4**). To access the variance narrative, click on the Target value hyperlink..

Figure 4:34: Geo Site Completion Variance Narrative Screen

Step 5. Type or paste an explanation of the variance in the space provided.

Step 6. If mistakes have been made while revising previously saved narratives, press the "Cancel" control button to revert to the saved version.

Step 7. Press the "Save" control button at the bottom of the screen to ensure that the information is retained.

Step 8. Press the “Back” control button to return to the Geo Site Completion screen (Error! Reference source not found.**4**).

4.1.7 Contracts Tab

The Contracts Tab displayed Contract information for the selected office. This data is now read-only and available for historical reference in Data Collection. Some of the data, such as the Performance Narratives and Project Narratives can be accessed in the Performance Measures Module in New IPABS.

4.1.8 Operations Summary

The “Office Summary” tab displays read-only Office-level summary information based on data entered in the Project Execution Module tabs. The Office Summary tab also contains a validation routine control button that generates a list of outstanding Office level data requirements that must be satisfied at both the Project and Office level in order to approve at the Office level. This list consists of data deficiencies and inconsistencies such as, missing milestone variance narratives or required funding values not entered for all Projects. This tab is also where users with approval authority are able to approve the Office once all data requirements have been satisfied.

Note: Approving at the Office Level is the same process as approving at the Project Level. See Figure 4.30 for more information as well as the Office Level Data Validations.

4.1.9 Unlocking Projects in PEM

Entering the Administration Module

Step 1. Use the mouse to choose the Admin level from the IPABS-IS Information Structure Map. If the user has the appropriate office level administrative rights, a set of tabs will appear (Error! Reference source not found.**35**).

Figure 4.35: Admin Tab Screen

Note:	If only a user profile displays, then the user does not have the appropriate rights to unlock projects. You must contact the Site Administrator or the IPABS-IS Help Desk to perform this task.

Instructions for Unlocking Projects

Step 1. Select PEM Admin from the list of Tabs and depending on a user's level of access, the Managers Tab will display.

Step 2. Select the Managers Tab from the available options. The user will be presented with a list of the projects established in the office the user belongs to (Error! Reference source not found.**36**). If a project has been approved, it will show with a check in the Approved column along with the name of the user who approved the project and the date the project was approved.

Carlsbad Operations/Field Office					
Project Field Code	Project Name	Approved By	Approved	Approval Date	PARS Project
CB-3020	Safeguards and Security		☐		N
CB-3080.O1	Operate Waste Disposal Facility (Operations)		☐		N
CB-3080.PY	Operate Waste Disposal Facility (PY)		☐		N
CB-3080.R1	Repository		☐		N
CB-3080/3081/3090.R1P	WIPP Recovery Act Project		☐		N
CB-3081.O1	Central Characterization Project (Operations)		☐		N
CB-3081.PY	Central Characterization Project (PY)		☐		N
CB-3081.R1	Central Characterization		☐		N
CB-3090.O1	Transportation (Operations)		☐		N
CB-3090.PY	Transportation (PY)		☐		N
CB-3090.R1	Transportation	Twitchell, Chad	☑	12/21/2010	N
CB-0100	US/Mexico/Border/Material Partnership Initiative		☐		N
CB-0101	Economic Assistance to the State of New Mexico		☐		N
CB-0900	Pre-2004 Completions		☐		N

Save Cancel Back

Figure 4.36: Project List Screen

Step 3. To unlock a project, uncheck the box in the approved column for the appropriate project.

Step 4. If mistakes have been made while revising, press the "Cancel" control button to revert to the saved version.

Step 5. Select the "Back" button to return to the previous page.

Step 6. Press the "Save" control button at the bottom of the screen to ensure that the information is retained.

Note: Projects may only be unlocked through this screen and cannot be locked. If a user mistakenly unchecks a project that should remain approved, press the cancel button. Once a project is unlocked and the save button is pressed, it may only be locked again by pressing the Approval button on the Project Level Summary Tab.

Instructions for Adding or Deleting Project Approvers

Step 1. From the screen described above and in **Figure 4.36**, select the project hyperlink of the project for which the approver list will be modified. This hyperlink will take the user to the Project Approver screen (Error! Reference source not found.**37**).

Figure 4.37: Project Approver Screen

Step 2. Place a check in the box(es) next to the users who should be removed as authorized approvers for the selected project.

Step 3. Press the “Delete” button to remove the users selected in Step 2.

Step 4. Press the “Back” button to return to the project list (Error! Reference source not found.**37**).

Step 5. Press the “Add” button to add a new user to the list of authorized approvers for the selected project on the screen shown in **Figure 4.37**. The user will be taken to the Add Project Approver screen (Error! Reference source not found.**38**).

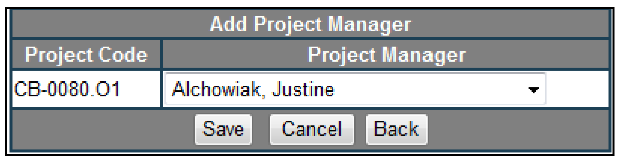


Figure 4.38: Add Project Approver Screen

Step 6. Select a user from the provided picklist to grant project approval authority.

Step 7. If mistakes have been made while selecting a user, press the "Cancel" button.

Step 8. Press the “Save” button to add the user to the authorized approvers list. This will also return the user to the Project Approver screen.

Step 9. Press the “Back” control button to return to the Project Approver screen without adding a new approver.

5. Milestones Module

5.1 Introduction

The Milestone Module contains all milestones data in IPABS. This guidance will explain how users can view, edit, submit, and approve Milestones.

5.2 Navigation and Screens

5.2.1 Home Page

The Milestone Module Home Page displays the Navigation Menu on the left hand side and a central window displaying data screens, such as the Milestone Summary, Milestone Detail and Confirmation Screens.

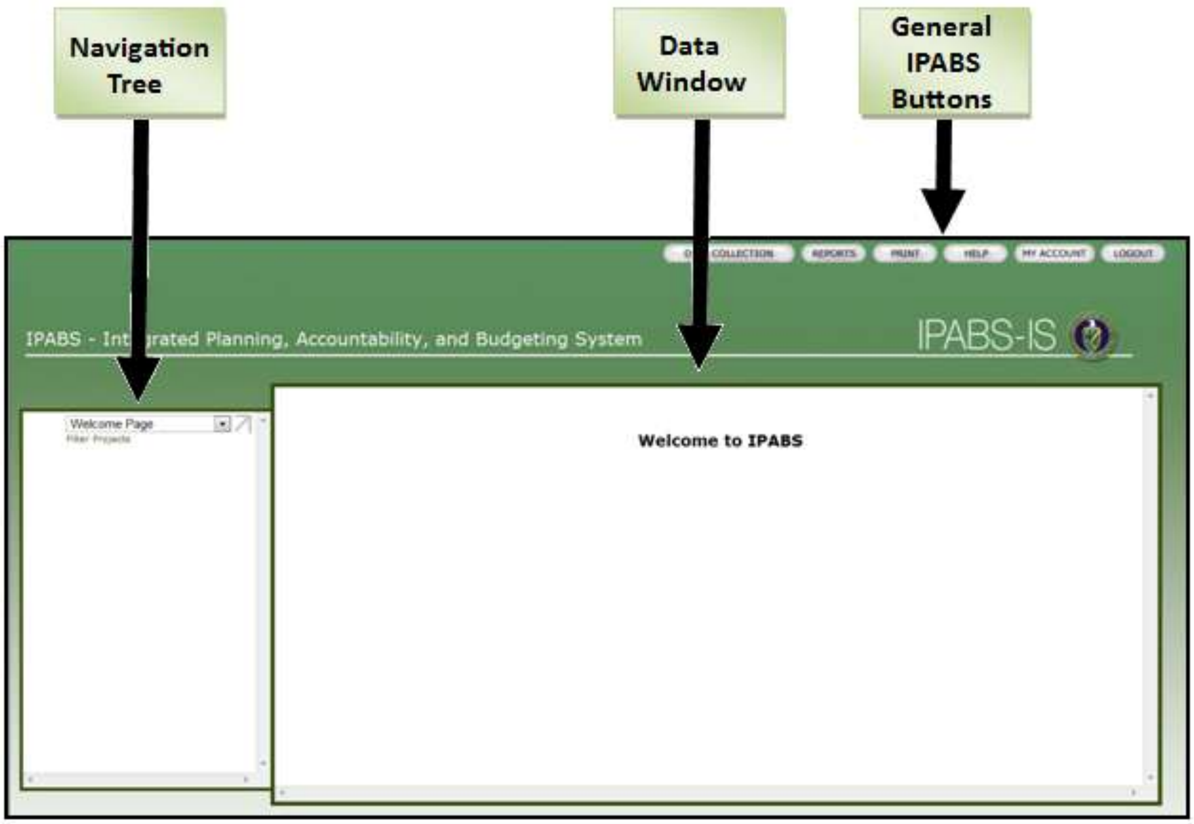


Figure 57: Milestone Module Home Page

At the top of the screen, the following General IPABS buttons are available: Data Collection, Reports, Print, Help, My Account, and Logout.

Figure 58: General application buttons

Data Collection –Provides a link back to the IPABS-IS Data Collection home page.

Print – Produces the Milestone Print Package

- From the Milestone Detail Screen, the Print Package is an HTML document containing all information about the selected milestone
- From the Milestone Summary Screen, the Print Package is an excel document that contains every milestone under the selected entity.

Help –Displays general help documentation about the Milestone Module.

My Account – Displays details about the current user's account. Allows the user to change password and account settings.

Logout – Logs the user out IPABS and redirects to the main login screen

5.2.2 Navigation Tree

The Navigation Tree allows users to access the Office, Site, or PBS of their choice. The "+" button allows users to drill down to lower levels. For example, selecting the "+" next to an office refreshes the navigation pane to show all sites within that office.

5.2.3 Milestone Summary Screen

The Milestone Summary Screen can be viewed at the Office, Site, PBS, POP, or Subproject level. Once an entity is selected from the navigation tree, the Milestone Summary Screen shows the basic information about every milestone created under the selected entity.

NOTE: When the Milestone Summary Screen first populates, it will only show milestones created directly at the level selected. For example, if an office is selected, the Screen will only show milestones created under that office *at the office level*. To show all milestones created at or below the selected level, created at any level, use the "View All" button. More guidance on the "View All" button is below.

	Milestone #	Milestone Name	Milestone Categories	Baseline Completion Date	Forecast Date / Actual Date	Milestone Status	Action / Action Date	Schedule Status
	CH-ANLE-0040.NEW.R1.1-001	Initiate project baseline preparation	RA	6/1/2009	06/01/2009 06/01/2009	Accepted	11/29/2009	Complete
	CH-ANLE-0040.NEW.R1.1-003	Complete project baseline planning	RA	4/15/2010	04/15/2010	Accepted	11/29/2009	On Schedule
	CH-ANLE-0040.NEW.R1.1-004	Award D&D contract	RA	5/28/2010	05/28/2010	Accepted	11/29/2009	On Schedule
	CH-ANLE-0040.NEW.R1.1-005	Completed decontamination readiness review	RA	7/29/2010	07/29/2010	Accepted	11/29/2009	On Schedule
	CH-ANLE-0040.NEW.R1.1-006	Complete demolition readiness review	RA	2/25/2011	02/25/2011	Accepted	11/29/2009	On Schedule
	CH-ANLE-0040.NEW.R1.1-007	DOE notified that demolition is complete	RA	7/28/2011	07/28/2011	Accepted	11/29/2009	On Schedule
	CH-ANLE-0040.NEW.R1.1-008	DOE accepts final report and submits CD-4Package indicating...	RA	8/30/2011	08/30/2011	Accepted	11/29/2009	On Schedule

Figure 59: Milestone Summary Screen

Data Columns:

Checkbox – Clicking on a checkbox selects the corresponding milestone. Selected milestones can be submitted, cancelled, accepted, or sent to rework, depending on the user's access level. Allows selection of an individual milestone to perform an action. Clicking the top check box in the column header selects all milestones on the screen.

Milestone # - An automatically generated milestone identification number based on the level identifier. For example, if an office level milestone is created, the system will use the ~~2~~ digit office acronym and a three digit identifier (001, 002, 003, etc.) to generate the milestone number. Each Milestone number is also a hyperlink to the Milestone Detail screen.

Example:

Oak Ridge: OR-001 (Office Level Milestone)

East Tennessee Technology Park: OR-ETTP-001 (Site Level Milestone)

Safeguards and Security [OR-0020]: OR-0020-001 (Project Level Milestone)

Name – The user entered Milestone name.

Categories – Shows if the milestone was designated as any of the following: Planning / Budget (PB), Regulatory / Compliance (RC), Site Completion (SC), Procurement (PR), Project Key (PK), ARRA (RA)

Baseline Completion Date – The estimated date of completion when the milestone was created. Once a milestone has been submitted, this date cannot be edited.

Forecast Date/Actual Date – This cell is split. The top date in each cell displays the Forecast Date and the bottom date displays the Actual Date. The Forecast Date is the updated planned completion date for the milestone. The Actual Date is the date the milestone was completed.

Status – Displays the workflow status of Working, Ready for Admin Review, Ready for HQ Review, Accepted or Rework. **HQ users** can only see milestones with a status of <u>Accepted</u> or <u>Ready for HQ Review</u>. All other users can see all milestone statuses.

Action – Displays a more detailed indicator of any action taken on the milestones for easier review. The following values are provided:

- ***New* –** Displayed for newly added milestones
- ***Updated* –** Displayed for existing milestones that have been changed since their creation.
- ***Cancelled* –** Displayed for existing milestones that have been cancelled.

Action Date – The date the last action was performed on the milestone.

Schedule Status – Displays the current status based on the Baseline Completion, Forecast, and Actual dates. This field is automatically generated by IPABS.

- ***Forecast to be Delayed*** - Displayed for incomplete milestones when the Forecast date is later than the Baseline Completion date and neither has passed.
- ***Delayed*** - Displayed for incomplete milestones when the Forecast date is the same as or later than the Baseline Completion date and the Baseline Completion date has passed.
- ***Ahead of Schedule*** - Displayed for incomplete milestones when the Forecast date is earlier than the Baseline Completion date and the Baseline Completion date has not yet passed.

- ***Completed*** – Displayed when an actual date has been entered.

Navigation Buttons:

Figure 60: Milestones Summary Screen Navigation Buttons

The default Milestone Summary Screen divides the milestones into multiple pages, showing 10 milestones per page. At the bottom of the Milestone Summary Screen, there are two ways to change the milestones that appear on the screen.

Page Number – The arrows at the bottom of the screen will show, from left to right, the first page, previous page, next page, and last page of milestones. Additionally, the dropdown menu next to "Page" allows users to navigate to a specific page by page number.

Milestone / Page – The milestones / page feature allows users to select how many milestones will appear on one page. The Milestone Summary Screen defaults to show 10 milestones per page, but this can be changed to 25 or 50 milestones per page.

Actions:

The actions available to a user depend on the level of access granted to the user.

Actions Available to All Users:

Figure 61: Buttons Available to All Users

View All – When an entity on the navigation tree is selected, the Summary Screen first shows only milestones created directly under that entity. Selecting the "View All" button will refresh the Summary Screen to display all milestones created at the current level and all sub-levels. For example, if a Site is selected, and the user clicks "View All," the Milestone Summary Screen will refresh to display all milestones created for any PBS or Subproject within that Site.

Filter – Users can choose to filter milestones by status: Accepted, Ready for Admin Review, Ready for HQ Review, Rework, or Working. Only milestones with the selected status will appear in the Milestone Summary Screen.

ARRA Only – Selecting the check box next to “ARRA Only” will refresh the Milestone Summary Screen and show only milestones that have been flagged as ARRA.

Actions Available to Field Users:

Figure 62: Field User Buttons

Batch Upload – Brings users to the Batch Upload Screen in the Milestone Module. From this screen, Field Users and Site Administrators can create multiple milestones at once, using the Batch Upload Template. The Batch Upload Template and a detailed Batch Upload Guidance are available from the Batch Upload Screen. The links to these documents are highlighted below in **Figure 63**.

Figure 63: Batch Upload Screen

Submit to Admin – Field Users can submit a working milestone to the Site Administrator for approval.

Cancel – Allows a user to cancel a milestone. Cancelled milestones will show a “Working” status, and the action will be updated to “Cancel”.

Add New Milestone – Allows users to add a new milestone directly under the entity selected in the navigation tree. Clicking the “Add New Milestone” button will bring the user to a blank Milestone Detail screen, where all the necessary information about the milestone will be entered.

Actions Available to Site Administrators:

Figure 64: Site Administrator Buttons

Batch Upload – See above

Submit to HQ–Allows Site Administrators to submit milestones to Headquarters for review.

Submit to Admin – Site Administrators can submit a working milestone to the Site Admin for approval.

Cancel Milestone – See above

Add New Milestone – See above

Rework –Site Administrators may select “Rework” to send a milestone back to the field user to be edited. Milestones must be in “Ready for Admin Review” status to be sent to “Rework” by the Site Administrator. When a user selects “Rework,” a narrative must be entered to explain why the milestone has been sent back. This action updates the milestone status to “Rework”.

Approve - Site Administrators are able to “Approve” milestones that are in “Ready for Site Admin Review” status. Once a milestone is approved, the data transfers to the approved dataset and will appear in the Milestone Reports.

Actions Available to Headquarters Users:

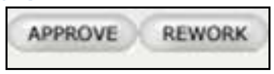


Figure 65: Headquarters User Buttons

Rework –Headquarters users may select “Rework” to send a milestone back to the Site to be edited. The milestone must be in “Ready for HQ Review” status. When a user selects “Rework,” a narrative must be entered to explain why the milestone has been sent back to the site. This action updates the milestone status to “Rework”.

Approve - Headquarters user may “Approve” milestone that is in “Ready for HQ Review” status. Once a milestone is accepted, it is added to the current approved dataset and will appear in Milestone Reports.

5.2.4 Milestone Detail Screen

In the Milestone Summary Screen, each Milestone ID number serves as a hyperlink to the Milestone Detail Screen for that particular milestone. below, in **Figure 66**, the Milestone ID hyperlink is highlighted.

	Milestone #	Milestone Name	Milestone Categories	Baseline Completion Date	Forecast Date / Actual Date	Milestone Status	Action / Action Date	Schedule Status
	VL-LANL-0030.R1.1-006	LASO Approve 435.1 Wavers	RA	2/10/2010	02/10/2010	Working	UPDATED 03/25/2010	
	VL-LANL-0030.R1.1-002	LANL MDA-B EMRAP START	RA,PK	7/15/2009	07/23/2009 07/23/2009	Accepted	02/05/2010	Completed
	VL-LANL-				09/30/2009			

Figure 66: Hyperlink to the Milestone Detail Screen

By selecting this hyperlink, users will generate the Milestone Detail Screen, shown below in **Figure 67**. This screen allows users to edit, review, submit, or approve milestones, based on their level of access in the module.

Figure 67: Milestone Detail Screen in View Only Mode

Actions: View Only Screen

View History – Displays a log of actions that have been taken on the milestone. The log includes the name of the users, the date the action was taken, and any narrative the user entered regarding their action. For example, if a milestone is set to rework, a user could select "View History" to see which user sent it to rework, and the narrative explaining what must be changed in the milestone.

Edit – By default, the Milestone Detail screen displays milestone information in "View Only" mode. The edit button, highlighted above in **Figure 67**, will refresh the screen and display the Milestone Detail Screen in Editable Mode. From this screen, a Field User or Site Administrator can change all editable fields.

- **Note:** Edit button only appears for milestones that have not been completed. Milestones with an actual date that has been accepted are not editable.

Submit to HQ – Available to Site Administrators. Only available for working milestones that are eligible to be submitted to HQ.

Submit to Admin – Available to Field Users and Site Administrators. Only available for working milestones that are eligible to be submitted to the Site Administrator.

Approve – Available to Site Administrators and HQ Users. Only available to milestones in "Ready for Admin Review" (Site Administrators) or "Ready for HQ Review" (Headquarters users).

Rework – Available to Site Administrators and HQ Users. Only available to milestones in "Ready for Admin Review" (Site Administrators) or "Ready for HQ Review" (Headquarters users).

Below, **Figure 68** shows the Milestone Detail Screen in Editable Mode. Note that not ALL fields can be edited. Some fields are generated automatically by IPABS or locked from editing.

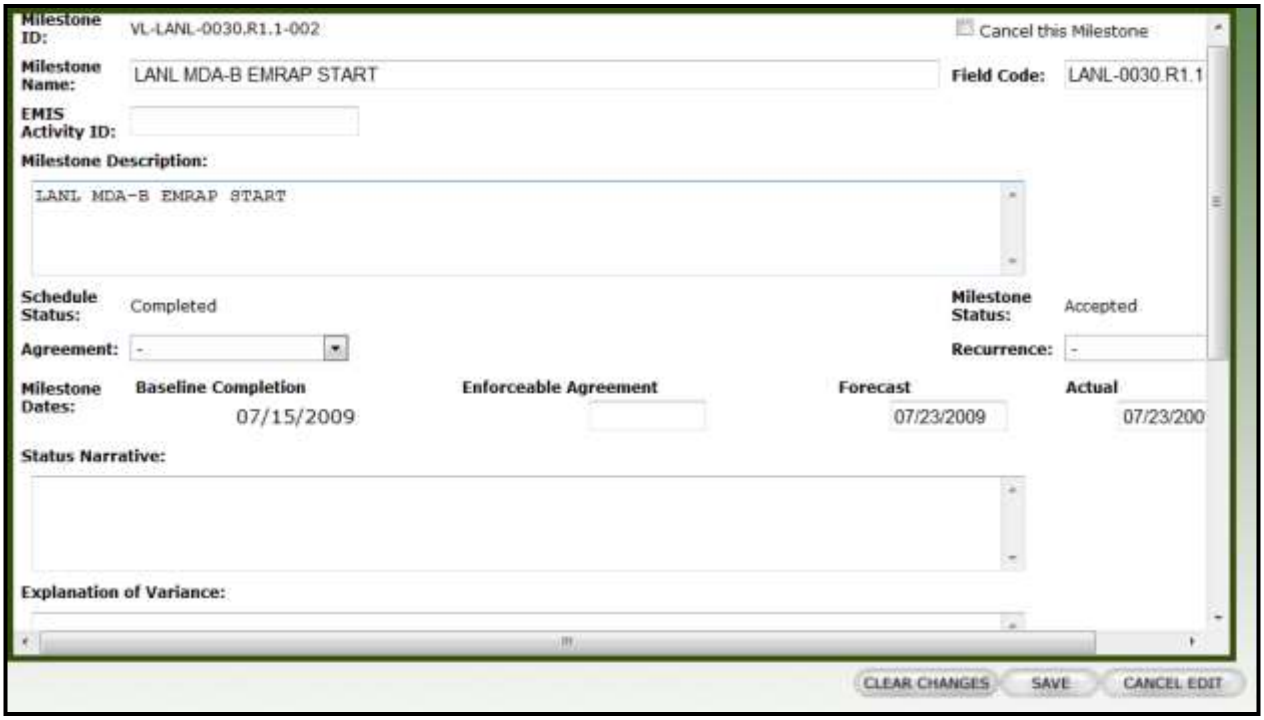


Figure 68: Milestone Editable Detail Screen

Data Fields

Milestone # – The Milestone Identification Number is a unique ID number that is automatically generated by IPABS-IS when the Milestone is created. If the Milestone existed in the Planning, Budget Formulation, or Project Execution Milestone Modules of IPABS-IS, the Milestone # displays the previous value. (View Only)

Cancel this Milestone – A checkbox users may select to cancel a milestone. (Editable)

Milestone Name – The short name of the Milestone. (Editable text – limited to 100 characters).

EMIS Activity ID – A user entered Milestone Identification number from the EMIS system. (Editable text – limited to 20 alphanumeric characters)

Milestone Description – A detailed description of the milestone. (Editable text box)

Milestone Code – The unique code designated by the Operations/Field Office for each milestone (Editable text box)

Schedule Status – Displays the current status of the milestone's scheduled completion. This field is automatically generated by IPABS (View only)

Status – Displays the workflow status of the milestone: Rework, Working, Ready for Admin Review, Ready for HQ Review, or Accepted. This field is automatically generated by IPABS. (View only)

Recurring – Indicates the frequency of the milestone: Monthly, Quarterly, Yearly, or Blank. This field is selected by users from a drop-down list. (Editable)

- **Note:** If a recurrence is selected, IPABS does not automatically create additional milestones recurring at that frequency. Each recurring milestone must be manually created.

Regulatory Agreement – If the milestone is flagged as "Enforceable Agreement," then a Regulatory Agreement must be selected from this drop-down list. The list displays all Regulatory Agreements entered into IPABS-IS for the site. (Editable)

Baseline Completion Date – The estimated date of completion when the milestone was created. (User Entered. Becomes view only after it has been entered)

Enforceable Agreement Date – The legally enforceable completion date for Regulatory Agreement Milestones. (Editable)

Forecast Date – The most current completion date expected for the milestone. (Editable)

Actual Date – The actual completion date of the milestone. Once an Actual Date is entered and approved, then the entire Milestone is locked from editing and available as View Only. (User Entered)

Status Narrative – Available to provide milestone updates, clarifications, or concerns related to the status of the milestone. (Editable text box)

Explanation of Variance Narrative – Available to provide an explanation of delays in milestone completion. (Editable text box)

Milestone Categories – Indicates the type of milestone. Categories are divided into seven groups: Planning / Budget, Regulatory / Compliance, Site Completion, Procurement, Project Key, Contract and ARRA.

- The ARRA flag is selected automatically by IPABS. If the milestone is created under an ARRA entity, it will be flagged as ARRA. If a milestone is created under a base entity, it will not be flagged as ARRA.
- If the Enforceable Agreement category is selected, then a Regulatory Agreement date is required and a Regulatory Agreement must be selected from the drop down list.

Actions: Editable Screen

Clear Changes – Refreshes the Milestone Detail Screen and clears any changes the user made to the data. The Milestone Detail Screen refreshes in Editable Mode.

Save – Saves all changes to the current page. The Milestone Detail Screen will refresh to show the screen in "View Only" mode.

Cancel Edit – Returns to the Milestone Detail Screen in View Only mode. No changes are saved.

5.3 Workflow

Below, **Figure 69** shows the Milestone workflow. This framework is designed to support a workflow where field users enter their data and either the Site Administrator or Headquarters (HQ) reviews the data before it is added to the approved data set. The Site Administrator or HQ reviewers can send milestones back to the field with comments to request an update to the data, or accept the data for the approved dataset.

All new milestones have to be approved by an HQ reviewer. Once a new milestone has been accepted, certain fields in the milestone can be updated. Whether the changes are reviewed and approved at the site or by HQ depends on the fields that have been updated.

Please note that once a milestone is approved, it remains open to the field for editing until it has been completed.

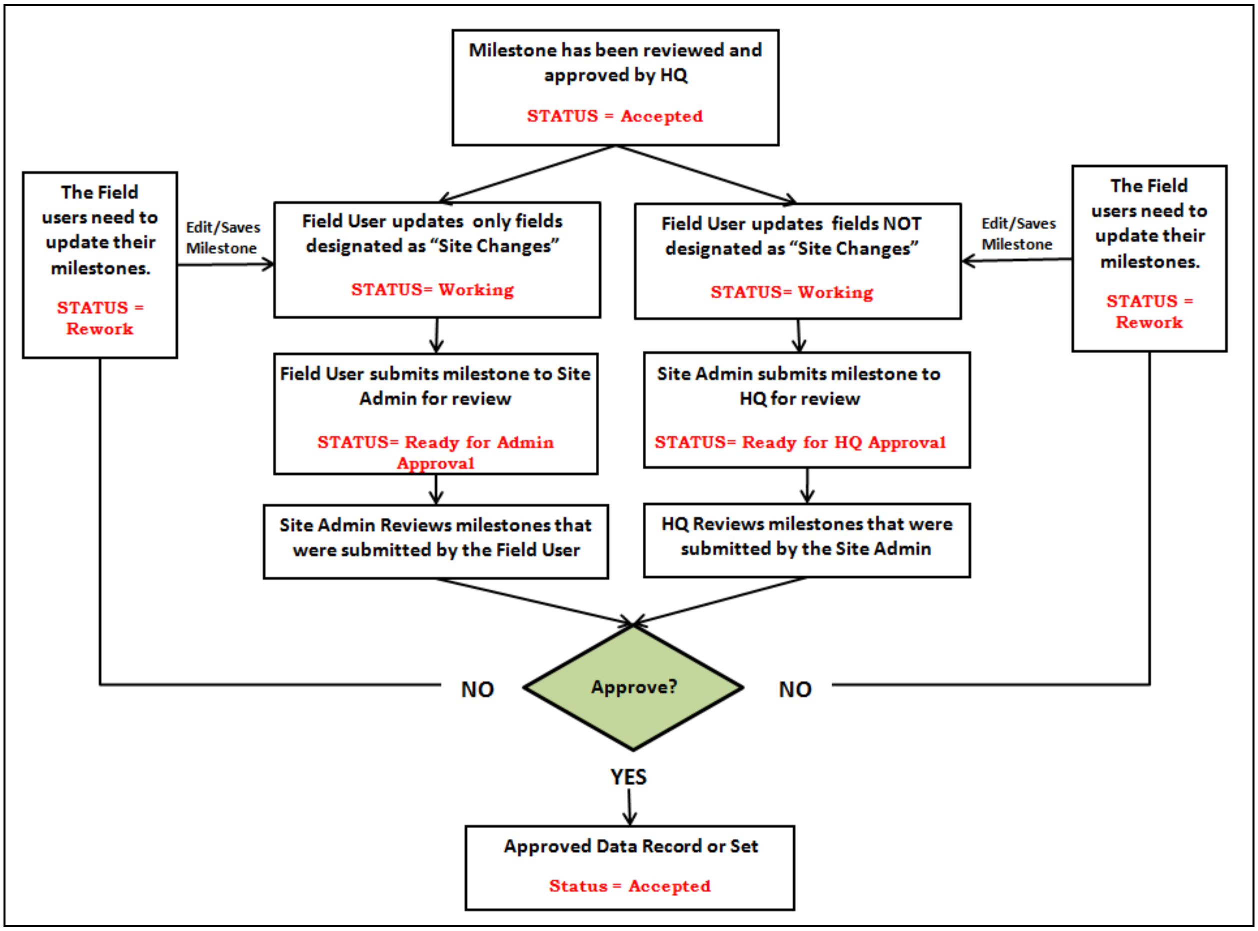


Figure 69: The Milestone Workflow

5.3.1 Site Changes

When the following fields are updated in an accepted milestone, the changes only need to be approved by the Site Administrator:

- Forecast Date
- Actual Date
- Field Code
- EMIS Activity ID
- Status Narrative
- Explanation of Variance

Note: If the milestone has not previously been approved or any other field is updated, the milestone must be submitted to HQ for review.

5.3.2 Statuses

Working: The default status when a Milestone is created or updated.

Ready for Admin Approval: Indicates the Field User has submitted the milestone data to the Site Admin for review.

Ready for HQ Approval: Indicates the Site Administrator has submitted the milestone data to HQ for review.

Accepted: Indicates a HQ reviewer accepted the Ready for HQ submitted milestone data. Also indicates that a Site Administrator has accepted site-level changes to an accepted milestone. The accepted data will be updated into the current approved dataset.

Rework: Indicates a HQ reviewer or Site Administrator requires further updates to the milestone. A reason for rework must be provided to explain the required updates.

5.3.3 Access Levels

All users are granted specific user access rights at the Office, Site, PBS, or Sub-Project level. Below are the four access levels:

Read-Only: Can view milestones across the selected entity.

Field User: Can Add, Edit, Save, and Cancel milestones across the selected entity, as well as submit milestones to the Site Administrator for approval.

Admin: Can Add, Edit, Save, and Cancel milestones across the selected entity, submit milestones for Admin and HQ approval. Can also Rework and Approve milestones that are in "Ready for Admin Approval" status.

HQ User: Can Rework and Approve milestones that are in "Ready for HQ Approval" status. HQ Reviewers can only view "Accepted" and "Ready for HQ Approval" milestones.

Table 1: Actions Available Based on User Access Level

	Actions				
User	*Add*	*Edit(Save/Cancel)*	*Submit*	*Rework*	*Approve*
Read-Only					
Field User	YES	YES			
Site Admin	YES	YES	YES	YES	YES
HQ Reviewer				YES	YES

5.3.4 Confirmation Screen

The Confirmation Screen plays an important role in the Milestone Workflow. This screen allows users to review the information and enter a narrative explaining the change. The confirmation screen is displayed whenever Submit to Admin, Submit to HQ Review, Approve, or Rework is selected. The confirmation screen also appears when milestones are Batch Cancelled.

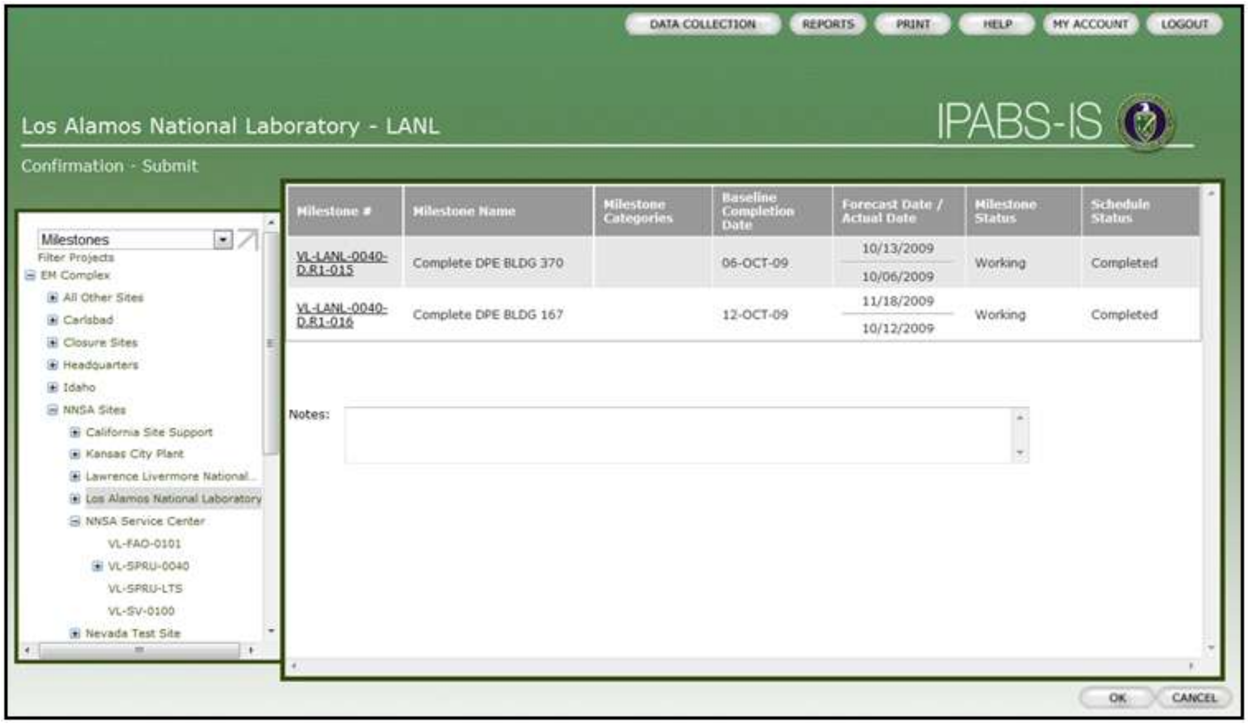


Figure 70: Confirmation Screen

The confirmation screen will display the following fields:

List of Milestones – This list shows all milestones that were selected to be Accepted, Submitted, Cancelled, or sent back for Rework.

Notes – This text box allows users to enter a narrative, explaining the action. The narrative will apply to all milestones on the list. A narrative is required if the milestones are being sent to Rework.

Below, **Table 2** shows which actions can be performed, based on the Milestone Status. Please note that all actions cannot be taken on all statuses.

Table 2: Actions Available Based on Milestone Status

Current Status	**Action that can be performed**			
	Submit	Rework	Accept	Cancel
Working	YES			YES
Ready for Admin Review		YES	YES	YES
Ready for HQ Review		YES	YES	YES
Accepted				YES

5.4 Milestone Actions

Each user has personalized access to specific Offices, Sites, or PBSs. A user's access level determines what actions he/she can take in the milestone module.

5.4.1 Adding a Milestone

To add a new milestone at the Office, Site, PBS, or subproject level:

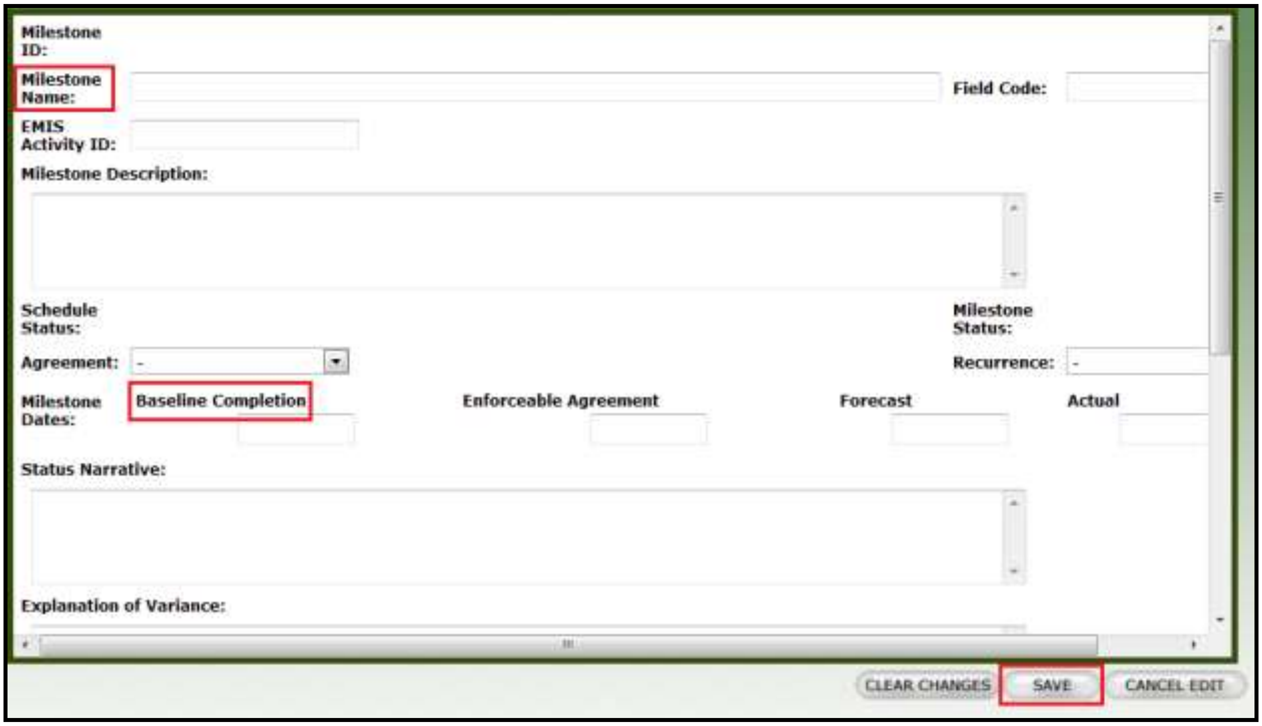


Figure 71: New Milestone Detail Screen

Step 1: Select the Office, Site, PBS, or subproject in the Navigation Tree. **Note:** The milestone will be created directly under the entity select. For example, if an Office is selected, the milestone will be created at the office level.

Step 2: Click on the "Add New Milestone" button on the Milestone Summary Screen.

Step 3: A blank Milestone Detail Screen will appear, as shown above in **Figure 71**.

Step 4: Enter data. The Milestone Name and Baseline Completion Date are **required**. Both fields are highlighted in **Figure 71**.

Step 5: Click the "Save" button, highlighted in **Figure 71**. This will display the newly created milestone in "View Only" mode.

Step 6: Click the Office/Site/PBS/Subproject in the Navigation Tree to see the new Milestone on the Milestone Summary screen. The status will show as "Working" and the Action will be "New."

5.4.2 Updating a Milestone

To update an existing milestone:

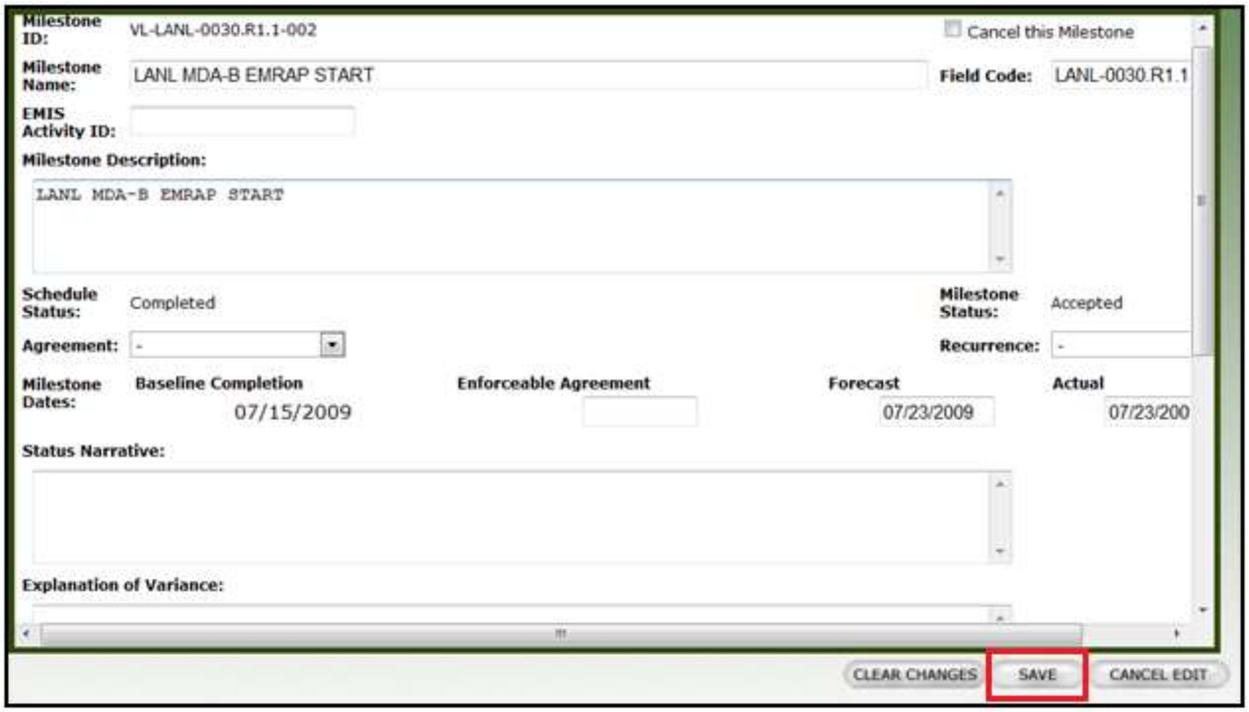


Figure 72: Editable Milestone Detail Screen

Step 1: Click on Milestone ID (hyperlink) on the Milestone Summary Screen, highlighted in **Figure 66**.

Step 2: Screen will refresh to display the Milestone Detail Screen in “View Only” mode

Step 3: Click the “Edit” button at the bottom of the screen.

Step 4: Edit necessary data. **Note:** The Milestone ID, Schedule Status, Milestone Status, and Baseline Completion Date cannot be edited.

Step 5: Click “Save,” highlighted above in **Figure 72**. The screen will refresh to show the milestone in “View Only” mode with all changes.

Step 6: Click on the Office/Site/PBS/Subproject in the Navigation Tree to see the updated Milestone on the Milestone Summary screen. The status will show as “Working” and the Action will display “Updated.”

Note:

Only accepted milestones **without** an actual date can be edited.

Editing or Cancelling an "Accepted" milestone will create a new "Working" copy of the milestone. The "Accepted" version will remain in the system and will continue to appear in reports. Once the "Working" copy is accepted, the "Accepted" version will be updated to reflect all changes.

Editing a "Rework" or "Ready for Admin" milestone will change the status to "Working". Only one record of the milestone is kept.

5.4.3 Cancelling a Single Milestone

To cancel an existing milestone:

Figure 73: Cancelling a Milestone

Step 1: Click on Milestone ID (hyperlink) on the Milestone Summary Screen, highlighted in **Figure 66**.

Step 2: Screen will refresh to display the Milestone Detail Screen in "View Only" mode

Step 3: Click the "Edit" button at the bottom of the screen.

Step 4: Select the checkbox next to "Cancel this Milestone," highlighted above in

Figure 73.

Step 5: Click "Save."

Step 6: Click the Office/Site/PBS/Subproject in the Navigation Tree to see the updated Milestone on the Milestone Summary screen. The status will show as "Working" and the Action will show "Cancelled"

5.4.4 Batch Cancelling Milestones

Users can also cancel milestones from the milestone summary screen. Multiple milestones can be cancelled at once, allowing users to "Batch Cancel" milestones.

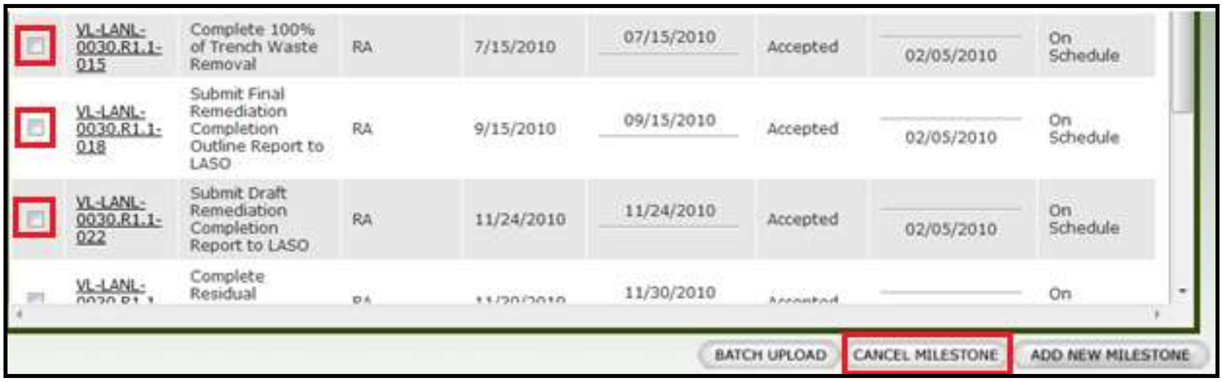


Figure 74: Batch Cancelling a Milestone

Step 1: On the Milestone Summary Screen, select a Milestone by clicking on the checkbox next to the Milestone ID number. Multiple milestones can be selected.

Step 2: When all the correct milestones have been selected, click the "Cancel" button, highlighted above in **Figure 74**.

Step 3: The screen will refresh to display the Confirmation Screen, shown in **Figure 70**. The confirmation screen will list all milestones that have been selected to be Cancelled.

Step 4: Enter any necessary explanation into the "Notes" section (**not required**). This narrative will apply to all milestones listed above.

Step 5: Click the "OK" to Cancel all milestones listed. The status of each milestone will change to "Working" and the action will be "Cancelled."

5.4.5 Submitting a Milestone to Headquarters

Below are the steps for a Site Administrator to submit a milestone to Headquarters for acceptance.

Figure 75: Submitting a Milestone

Step 6: On the Milestone Summary Screen, select a Milestone by clicking on the checkbox next to the Milestone ID number. Multiple milestones can be selected and submitted at once.

Step 7: When all the correct milestones have been selected, click the “Submit” button, highlighted above in **Figure 75**.

Step 8: The screen will refresh to display the Confirmation Screen, shown in **Figure 70**. The confirmation screen will list all milestones that have been selected to be Submitted.

Step 9: Select the checkbox next to “FPD Has Reviewed these Milestones” if the FPD has reviewed all milestones being submitted.

Step 10: Enter any necessary explanation into the “Notes” section (**not required**). This narrative will apply to all milestones listed above.

Step 11: Click the “OK” to Submit all milestones listed. The status of each milestone will change to “Ready for HQ Review.”

5.4.6 Submitting a Milestone to the Site Administrator

Below are the steps for a Field User to submit a milestone to the Site Admin for acceptance.

Figure 76: Submitting a Milestone for Admin Approval

Step 12: On the Milestone Summary Screen, select a Milestone by clicking on the checkbox next to the Milestone ID number. Multiple milestones can be selected and submitted at once.

Step 13: When all the correct milestones have been selected, click the “Submit to Admin” button, highlighted above in **Figure 75**.

Step 14: The screen will refresh to display the Confirmation Screen, shown in below in **Figure 77**. The confirmation screen will list all milestones that have been selected to Submitted to Admin.

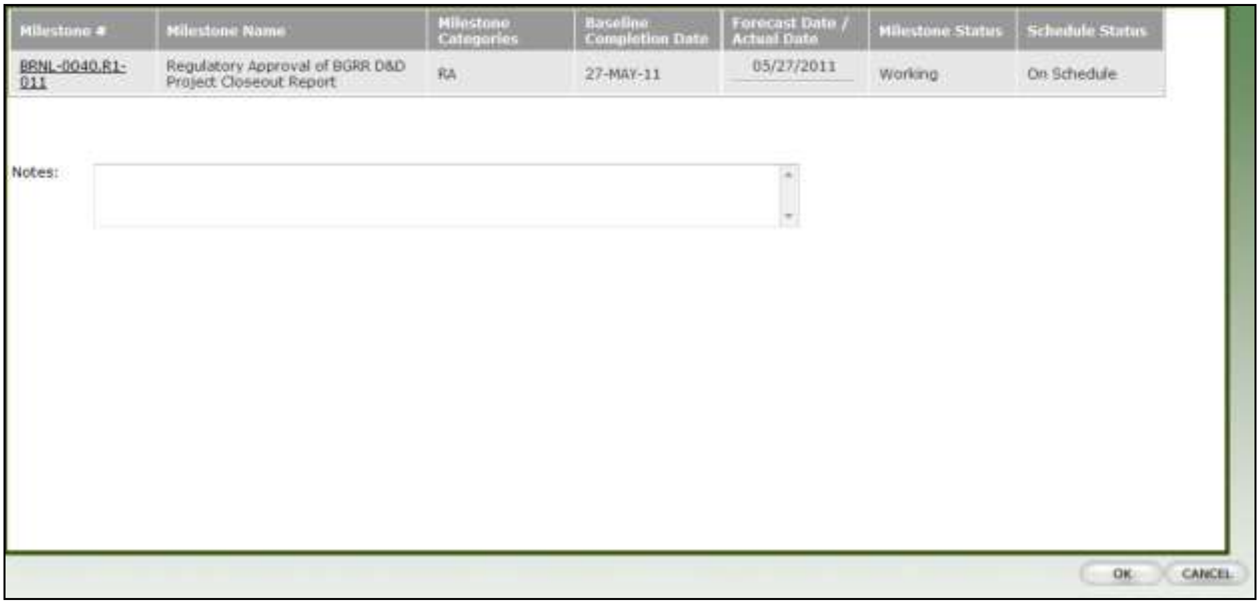


Figure 77: Confirmation Screen

Step 15: Enter any necessary explanation into the "Notes" section **(not required).** This narrative will apply to all milestones listed above.

Step 16: Click the "OK" to Submit all milestones listed. The status of each milestone will change to "Ready for Admin Approval."

5.4.7 Sending a Milestone to "Rework" (Admin User)

When a Site Administrator discovers that a submitted milestone needs further updates by the Field User, the milestone status needs to be set back to "Rework."

Figure 78: Sending a Milestone to Rework

Step 1: Select the checkbox next to each milestone to be sent to Rework. Milestone must be in "Ready for Admin Review" status.

Step 2: When all the correct milestones have been selected, click the "Rework" button, highlighted above in **Figure 79**.

Step 3: The screen will refresh to display the Confirmation Screen. The confirmation screen will list all milestones that have been selected to be sent to Rework.

Step 4: A narrative is **required** in the "Notes" section. This narrative will apply to all milestones listed above.

Step 5: Click the "OK" button to send all milestones listed to Rework. The status of each milestone will change to "Rework."

5.4.8 Sending a Milestone to "Rework" (HQ User)

When a Headquarters reviewer discovers that a submitted milestone needs further updates by the field, the milestone status needs to be set to "Rework."

Figure 79: Sending a Milestone to Rework

Step 6: Select the checkbox next to each milestone to be sent to Rework. Milestone must be in "Ready for HQ Review" status.

Step 7: When all the correct milestones have been selected, click the "Rework" button, highlighted above in **Figure 79**.

Step 8: The screen will refresh to display the Confirmation Screen, shown in **Figure 70**. The confirmation screen will list all milestones that have been selected to be sent to Rework.

Step 9: A narrative is required in the "Notes" section. This narrative will apply to all milestones listed above.

Step 10: Click the "OK" to send all milestones listed to Rework. The status of each milestone will change to "Rework."

5.4.9 Accepting a Milestone

If an HQ user approves of a submitted milestone, the user can Accept the milestone. When a milestone is accepted, the data will be automatically sent to the approved dataset for reporting.

Figure 80: Accepting a Milestone

Step 1: Select the checkbox next to each milestone to be Accepted

Step 2: When all the correct milestones have been selected, click the "Approve" button, highlighted above in **Figure 80**.

Step 3: The screen will refresh to display the Confirmation Screen, shown in **Figure 70**. The confirmation screen will list all milestones that have been selected to be Accepted.

Step 4: Enter any necessary explanation into the "Notes" section (**not required**). This narrative will apply to all milestones listed above.

Step 5: Click the "OK" to Accept the list of milestones. The status of each milestone will change to "Accepted" and the milestones will appear in reports.

6. Get to Green Module

6.1. Introduction

Get to Green Plans are a means of tracking Project status and recording the planned actions that will help bring Project status to “green.” Specifically, each plan contains:

1) Assessments (red, yellow, or green) from the Federal Project Director (FPD), the Office of Engineering and Construction Management (OECM), and the EM Office of Project Management (EM-11).
2) Descriptions of Planned Actions that will be taken in order to bring Projects to “green” status.
3) Narratives describing progress and issues.

The Get to Green Module is a component of the IPABS-IS system, which collects, stores, and reports a variety of information related to EM budgeting, planning, and project execution. The Get to Green Module provides EM staff with quick and easy access to active and archived Get to Green Plans. The module also provides version control by ensuring that only one active Get to Green Plan at a time can be created for each Project, and that only users with the appropriate access can modify each plan. Finally, the module allows authorized EM users to run reports on these plans.

This guidance document describes all functionality associated with the Get to Green Module; including creating new plans and viewing, editing, and deleting existing plans. For further assistance with the Get to Green Module, please contact the IPABS-IS Help Desk at 703-574-6767 or via IPABSSupport@tritonfsi.com.

6.2. Accessing the Get to Green Module

The IPABS-IS Get to Green Module is located within the New IPABS Modules Home Page. The following steps outline how to access the Get to Green Module:

Step 1 Access the IPABS-IS homepage at https://ipabs-is.em.doe.gov.

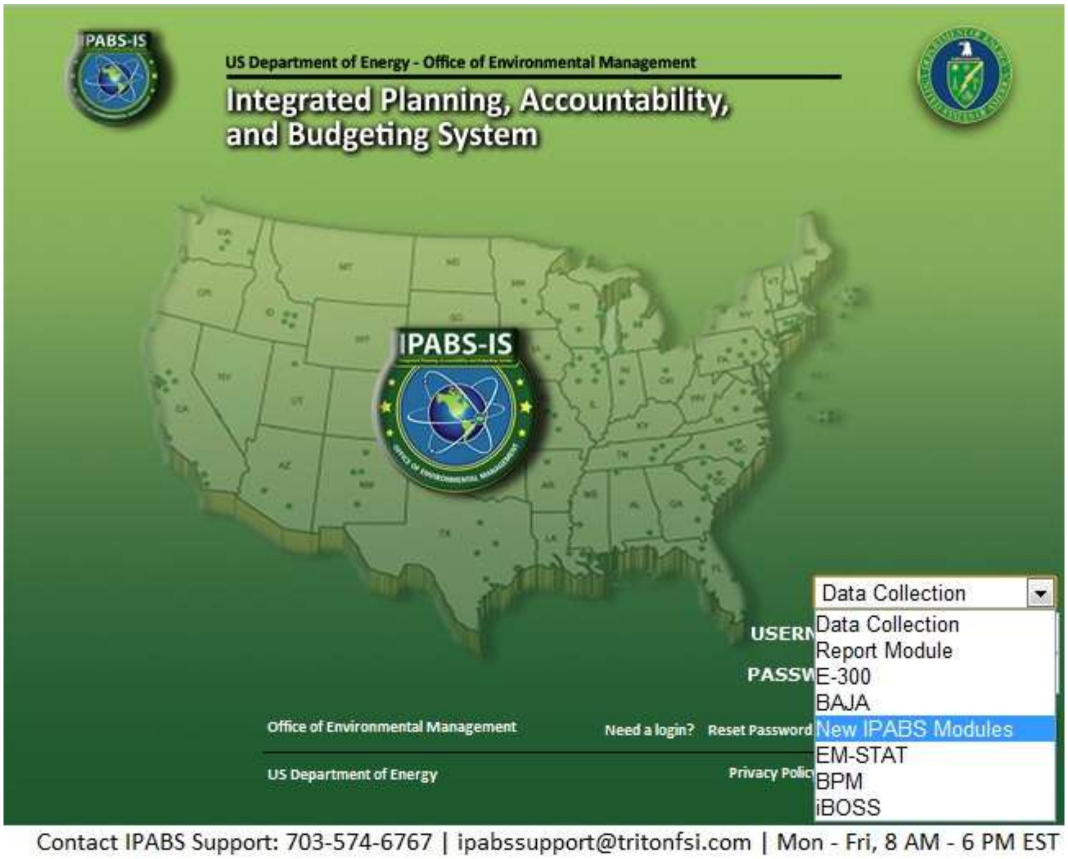


Figure 1: IPABS Home Page

Step 2 Select “New IPABS Modules” from the drop-down menu, as shown in Figure 1, above.

Step 3 Enter your login name and password.

Step 4 Click “Go.” The system will open the New IPABS Modules Home Page.

Figure 2: Get to Green Module in New IPABS

Step 5 Select "Get to Green" from the drop down menu located in the upper-left part of the screen, as shown in Figure 2, above.

6.3. Viewing and Printing Get to Green Plans

All users with access to the IPABS-IS Get to Green Module can view and print Get to Green Plans. Instructions for viewing and printing are provided below:

Step 1 Navigate to the IPABS-IS home page (https://ipabs-is.em.doe.gov/ipabs/).

Step 2 Select "New IPABS Modules" from the drop-down menu.

Step 3 Enter a valid username and password, and then click "Go."

Step 4 Select "Get to Green" from the drop-down menu in the upper-left corner of the screen.

Step 5 To view all of the Get to Green Plans associated with a given Office, click on the name of that Office in the navigation tree on the left side of the screen. To view plans associated with a specific Site, click the plus sign to the left of the associated Office, then click on the name of the Site. To view plans associated with a specific PBS, click the plus sign to the left of the associated Site, then click on the PBS Field Code. The screen will display a row of summary information for each active Get to Green Plan associated with the selected Office, Site, or PBS, as shown in Figure 3, above.

Figure 3: Office Level Summary View of all Plans

Step 6 To view closed Get to Green Plans associated with the same Office, Site, or PBS, select “Closed” from the drop-down menu in the upper-right of the screen.

Step 7 To view an active or closed plan in PDF format, click the checkbox to the left of the plan. Then, click the “View/Print Plan(s)” button. The system will open the selected plan in a printable, PDF format.

Step 8 To print the plan, click the “Print” button within the application that is being used to open the PDF file (e.g. Adobe Reader).

6.4. Understanding Get to Green Plan Data

Get to Green Plans serve to document four important types of data:

- General project information.
- Project status ratings (red, yellow, or green) and rating explanations from the following three entities: The EM Office of Project Management (EM-11), the Department of Energy’s Office of Engineering and Construction Management (OECM), and the project’s Federal Project Director (FPD).
- Planned actions that will be taken to advance the project to a “green” status rating
- Notes and comments from EM-11 and EM-3.

6.4.1. Sample Get to Green Plan

Generated Get to Green Plans display all of the data types described above in a standardized and easily readable format. A sample Get to Green Plan is shown in Figure 4, below.

FPD Get to Green Plan

<table>
<tr><td>Status: Active</td><td>PBS Name: Soil and Water Remediation-Moab (PY)</td><td colspan="3">PBS: CBC-MOAB-0031.PY</td><td rowspan="2">Projected Date Get To Green:
July - 2009</td></tr>
<tr><td>FPD: Don Metzler</td><td>Dep Sec Monthly Report of (Month-Year):
July - 2009</td><td>OECM Rating:
Yellow</td><td>FPD Rating:
Green</td><td>EM HQ Rating:
Yellow</td></tr>
<tr><td colspan="6">Executive Summary (Issues/Plans) by FPD:</td></tr>
<tr><td colspan="6">Based on data through May 2009 the project's cost and schedule performance are GREEN (CPI=1.00, SPI=.97). OECM advised the project on 7/14/09 that its July 2009 assessment would be GREEN.
EVMS Certification - OECM has instructed Energy Solutions to implement CAP. Final review scheduled for Aug-Sept.
Contract/Baseline Alignment - Memo from FPD to EM-1 dated 7/7/09 advises disposition of REAs and resulting alignment of contract and baseline.</td></tr>
<tr><td rowspan="2">Planned Actions</td><td rowspan="2">Responsible Organization</td><td colspan="3">Completion Date</td><td rowspan="2">Status as of:
July - 2009</td></tr>
<tr><td>Original Target Date</td><td>Forecast Date</td><td>Actual Date</td></tr>
<tr><td>Obtain EVMS Certification for Energy Solutions</td><td>EM GJO</td><td>11/30/2008</td><td>9/30/2009</td><td></td><td>OECM has instructed Energy Solutions to implement CAP and gather evidence. Final review is anticipated for August/September 2009.</td></tr>
<tr><td>Align Energy Solutions contract and Approved CD-2 baseline</td><td>EM GJO</td><td>2/28/2009</td><td>6/30/2009</td><td>7/7/2009</td><td>FPD memo to EM-1 advised disposition of REAs and resulting alignment of contract and baseline.</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="6">EM-11 Comment Narrative</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="6">EM-50 Comment Narrative</td></tr>
<tr><td colspan="6"></td></tr>
</table>

Figure 4: Get to Green Plan

6.4.2. Definition of Get to Green Plan Data Fields

Get to Green Plans consist of a number of different data elements, all of which are entered and stored in IPABS-IS. Each data field is described below.

General Project Information:

- **PBS Name —** The name of the PBS, e.g. “Soil and Water Remediation-Argonne National Laboratory-East.”
- **PBS Field Code —** The alphanumeric field code for the PBS, e.g. CH-ANLE-0030.
- **Federal Project Director (FPD) —** The DOE individual responsible and accountable for project management activities.
- **Status —** Every Get to Green Plan has one of two statuses: ACTIVE or CLOSED. Get to Green Plans associated with Projects with “yellow” or “red” assessments should have a status of “active.” Projects cannot be assessed as “green” until the associated plan has a status of “closed.”
- **Projected Date to Get to Green —** The projected date on which the PBS will receive a “green” rating from OECM.

Project Ratings and Explanations:

- **OECM Rating** — The assessment (red, yellow, or green) given to the project by the Department of Energy's Office of Engineering and Construction Management in the most recent Deputy Secretary Monthly Report.
- **Dep Sec Monthly Report of (Day/Month/Year) —** The release date of the Deputy Secretary Report that was used as the basis for the "OECM Rating" field in the plan.
- **OECM Rating Explanation —** A narrative account of the risks or issues that motivated the OECM rating. Note: This narrative appears in the IPABS-IS Get to Green Module but, does not appear in generated PDF Get to Green Plans.
- **FPD Rating —** The assessment (red, yellow, or green) given to the project by the FPD. This is a non-editable field. Field Sites enter the FPD Rating in the General Information Tab of the IPABS-IS Project Execution Module (PEM). Then, this data is pulled directly into the Get to Green Plan.
- **Executive Summary (Issues/Plans) by FPD —** The Federal Project Director uses this space to summarize project issues and outline Planned Actions.
- **EM-11 Rating —** The assessment (red, yellow, or green) given to the project by its assigned EM-11 analyst.
- **EM-11 Rating Explanation —** A narrative account of the risks or issues that motivated the EM-11 rating. **Note:** This narrative appears in the IPABS-IS Get to Green Module, but does not appear in the generated PDF Get to Green Plans.

Planned Actions:

- **Planned Actions —** A short description of an action that will be taken to help move the project to a status assessment of "green."
- **Responsible Organization —** The organization (e.g. EM-3.3) primarily responsible for completing the Planned Action.

- **Original Target Date —** The target date for completion of the action that was reported when the action was first entered into the Get to Green Module.
- **Forecast Date —** The forecast date for completion of the action based on the most recent information. This may differ from the Original Target Date due to situational changes or due to additional information that arose after the action was originally entered into the Get to Green Module.
- **Actual Date —** The actual date when the action was completed. This field is not filled out until the action has been completed.
- **Status —** A description of the progress that has been made towards completing the action and the steps that will be taken to complete the action.

Notes:

- **EM-11 Notes —** EM-11 uses this space to summarize project issues and outline planned actions.
- **EM-3.2/EM-3.2/EM CBC/EM-3.01 Notes —** The listed EM-3 sub-Offices use this space to summarize project issues and outline planned actions.

6.5. Creating a Get to Green Plan

Only Field Users have the ability to create Get to Green Plans. Plans can only be created for Projects that do not currently have an active Get to Green Plan. To create a new Plan:

Step 1 Navigate to the IPABS-IS Get to Green Module, as described in Section 11.2: Accessing the Get to Green Module.

Step 2 Select a PBS from the navigation tree on the left. (Get to Green Plans can only be created at the PBS Level.)

Step 3 Click the “Create Plan” button at the bottom-right of the screen.

Step 4 Fill out the data fields on the screen. For more information on what should be entered in each field, refer to Section 11.4: “Understanding Get to Green Plan Data.” Please note that Get to Green Plans should not exceed a single printed page in length. To check whether a newly created plan exceeds a single page, view the plan in PDF format as explained in Section 11.3, above.

Step 5 Click the “Save” button to create the new plan.

6.6. Editing Get to Green Plans

The data in each Get to Green Plan is controlled by three different screens within the Get to Green Module: the Plan Data Screen, the Planned Actions Screen, and the Project Ratings Screen. Instructions for editing all three screens are provided in the following sections.

6.6.1. Editing Get to Green Plan Data

For each Get to Green Plan, the Plan Data Screen stores the Projected Date to Get to Green, the FPD’s Executive Summary, explanations of the OECM and EM-11 project ratings, and notes from EM-11 and EM-3. The following steps outline how to edit the data stored on this screen:

Step 1 Navigate to the IPABS-IS Get to Green Module, as described in Section 11.2: Accessing the Get to Green Module.

Step 2 Select an Office, Site, or PBS to view the associated Get to Green Plans.

Figure 5: Modified Date

Step 3 Click on the underlined “Modified Date” associated with a plan, as shown in

Figure 5. The system will display the text of the plan.

Step 4 Click the “Edit” button. The fields on the screen will now be editable, as shown in Figure 6 below.

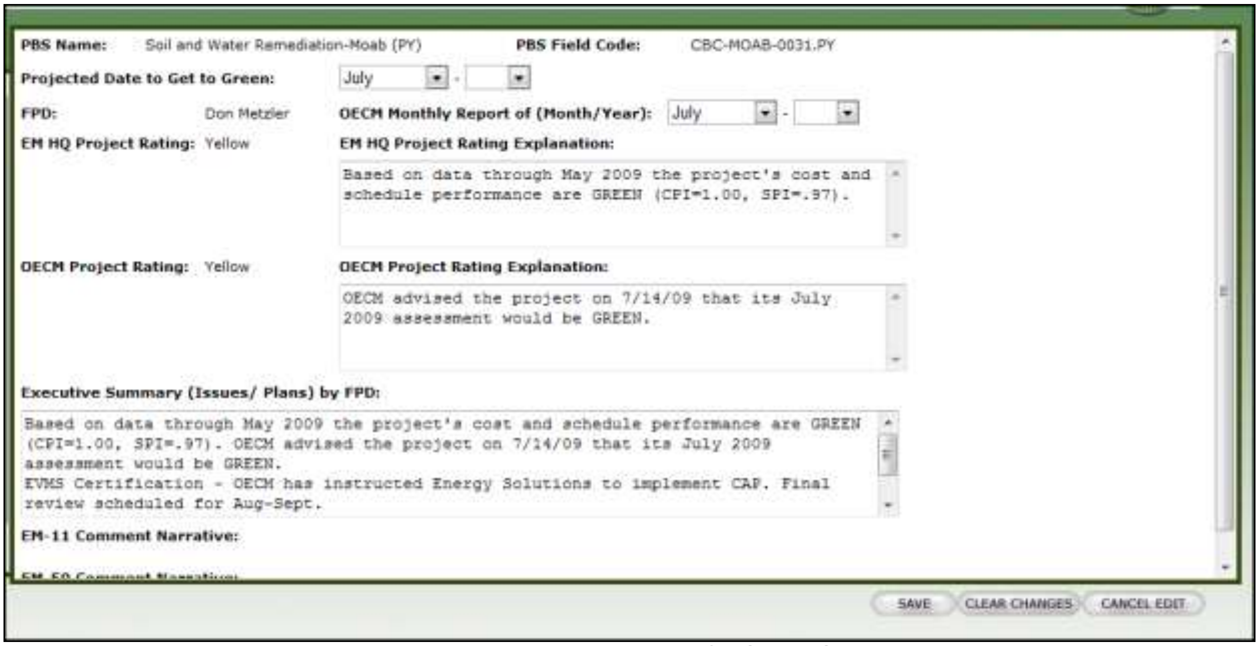


Figure 6: The ‘Edit’ screen of a Get to Green plan

Step 5 Perform any desired modifications to the data. Note that the ability to edit fields on this screen is limited based upon user access level.

Step 6 After making any desired modifications, click the “Save” button. Any changes will be saved and will appear immediately in generated PDF versions of the Get to Green Plan.

Note: Get to Green plan can be edited depending on a user’s access level. The Narrative is only editable by EM-11 users, EM-3 users, and the EM-3 Office Director. EM-11 Comment Narrative is only editable by EM-11 users, EM-3 users, and the EM-3 Office Director. All other fields on this screen are only editable by Field Users.

6.6.2. Closing Get to Green Plans

Once a Get to Green Plan is no longer in active use, the EM-3 Office Director should mark the plan inactive by setting its status to “Closed.” The following steps detail how to close a plan:

Step 1 Navigate to the IPABS-IS Get to Green Module, as described Section 11.2: Accessing the Get to Green Module.

Step 2 Select an Office, Site, or PBS in order to view the associated Get to Green Plans.

Step 3 Click the checkbox to the left of a plan.

Step 4 Click the “Close” button to close the selected plan. A screen will display prompting the user to enter an explanation for closing the plan.

Step 5 Enter an explanation and then click “OK” to close the plan. Closed plans can be viewed by selecting “Closed” or “All” in the filter in the upper-left of the screen, as described in Section 11.3: Viewing and Printing Get to Green Plans.

6.6.3. Deleting Get to Green Plans

The EM-3 Office Director can permanently remove a Get to Green Plan from the system by deleting it. Unlike closed plans, deleted plans cannot be viewed by any user. To delete a plan:

Step 1 Navigate to the IPABS-IS Get to Green Module, as described in Section 11.2: Accessing the Get to Green Module.

Step 2 Select an Office, Site, or PBS to view the associated Get to Green Plans.

Step 3 Click the checkbox to the left of a plan

Step 4 Click the “Delete” button to delete the selected plan. A screen will appear prompting the user to enter an explanation for deleting the plan.

Step 5 Enter an explanation, and then click “OK” to delete the plan. Deleted plans are permanently removed from the system and are not viewable by any user.

6.6.4. Editing Planned Actions

Each Get to Green Plan contains a number of Planned Actions that will help bring the project to “green” status. Field users can add, edit, and delete the Planned Actions associated with each plan. The following steps outline how to edit the data stored in the Planned Actions Screen:

6.6.4.1. Navigating to the Planned Actions Screen

Step 1 Navigate to the IPABS-IS Get to Green Module, as described in Section 11.2: Accessing the Get to Green Module.

Step 2 Select an Office, Site, or PBS to view the associated Get to Green plans

Step 3 Click on the underlined “Modified Date” associated with the plan. The system will display the text of the plan.

Step 4 Click on the “Planned Actions” button, as shown in Figure 7 below.

Figure 7: Planned Actions

6.6.4.2. Adding a Planned Action

Step 1 In the Planned Actions Screen, click the “Add” button. The Add Planned Actions Screen will appear, as shown in Figure 8 below.

Figure 8: Planned Action Fields

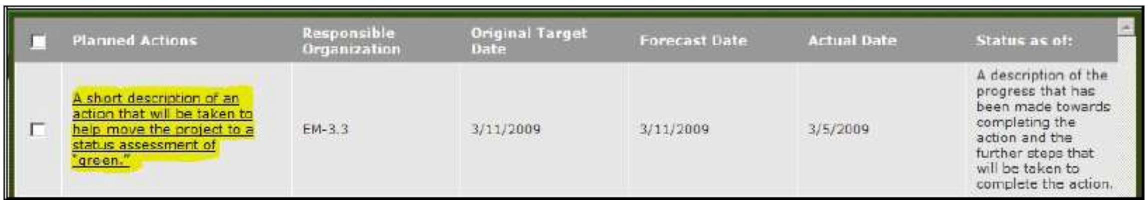
Step 2 Each Planned Action consists of six different pieces of information, as described in Section 11.3: Viewing and Printing Get to Green Plans. Fill out all of these fields except for Actual date, which will not be entered until the Planned Action has been completed, and Forecast Date, which automatically matches the Original Target Date for newly created Get to Green Plans.

Step 3 Click the “Save” button to add the new Planned Action to the Getting to Green Plan.

Step 4 Click the “Summary” button to return to the Planned Actions Screen.

6.6.4.3. Editing a Planned Action

Step 1 In the Planned Actions Screen, click on the underlined name of a Planned Action, as shown in Figure 9, below. The system will display a detailed, non-editable view of the Planned Action.



	Planned Actions	Responsible Organization	Original Target Date	Forecast Date	Actual Date	Status as of:
	A short description of an action that will be taken to help move the project to a status assessment of "green."	EM-3.3	3/11/2009	3/11/2009	3/5/2009	A description of the progress that has been made towards completing the action and the further steps that will be taken to complete the action.

Figure 9: Editing a Planned Action

Step 2 Click the “Edit” button at the bottom-right of the screen. The data on the screen will now be editable.

Step 3 Perform any desired modifications to the displayed data.

Step 4 Click the “Save” button to save the changes to the Planned Action.

Step 5 Click the “Summary” button to return to the Planned Actions Screen.

6.6.4.4. Deleting a Planned Action

Step 1 In the Planned Actions Screen, click the checkbox to the left of a Planned Action.

Step 2 Click the “Delete” button. The Planned Action will be removed from the selected Get to Green Plan.

6.6.5. Editing Project Ratings

EM-11 users, EM-3 users, and the EM-3 Office Director have the ability to modify the EM-11 and OECM ratings that appear in Get to Green Plans. To modify the ratings:

Step 1 Navigate to the IPABS-IS Get to Green Module, as described in Section 11.2: Accessing the Get to Green Module.

Step 2 Select an Office, Site, or PBS.

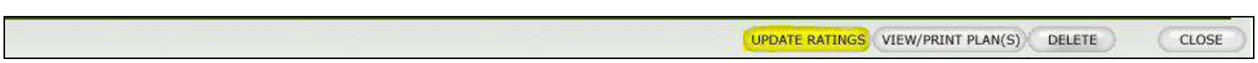


Figure 10: Update Ratings button

Step 3 Click the “Update Ratings” button, as shown in Figure 10. A screen will display showing the PBS Field Code, OECM Rating, and EM-11 Rating of every PBS at the selected level. For example, if the Office of River Protection (ORP) is selected, all ORP PBSs will be displayed.

Step 4 Click the “Edit” button. The OECM and EM-11 ratings will now be editable via drop-down menus, as shown in Figure 11.

Figure 11: OECM and EM-11 Ratings

Step 5 Use the drop-down menus to select the desired ratings (red, yellow or green). Note that the “Current OECM Rating” should always match the rating listed in the most recent Deputy Secretary Report.

Step 6 Click the “Save” button to save changes. The updated ratings will appear in the Project’s Get to Green Plans.

6.7. Get to Green Reports in the Report Module

The IPABS-IS Report Module allows users to easily view compiled data from multiple Get to Green Reports. The IPABS-IS Report Module displays Get to Green data in PDF, Excel, HTML, XML, and CSV formats. Please note that any changes to the data in the Get to Green Module will not appear in the Report Module until the next business day.

6.7.1. Accessing the IPABS-IS Report Module

The IPABS-IS Report Module is separate from the Get to Green Module. To access the Report Module:

Step 1 Navigate to the IPABS-IS Get to Green Module, as described in Section 11.2: Accessing the Get to Green Module.

Step 2 Click the “Reports” button at the top of the screen, as shown in Figure 12.

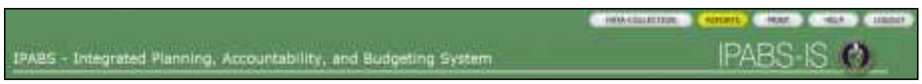


Figure 12: Reports Button in New IPABS

Step 3 The system will prompt the user to enter a login name and password. Not all IPABS-IS users have access to the Report Module. If your login credentials are not accepted by the system, please contact the IPABS Help Desk to request access.

Step 4 After successfully logging into the Report Module, click “Get 2 Green,” as shown in Figure 13, to view the four Get to Green reports.

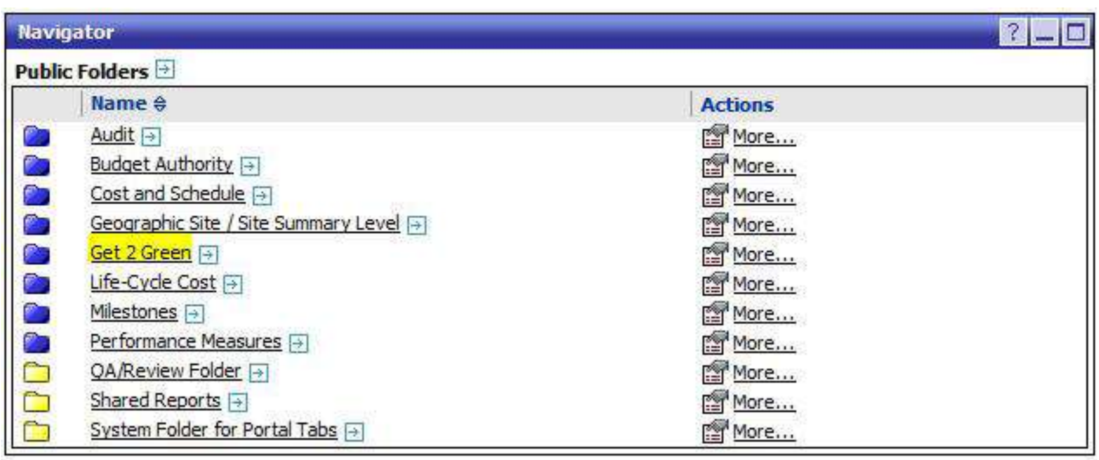


Figure 13: Reports Module, Public Folders

Step 5 There are four different Get to Green reports, as shown in Figure 14 below. Click on the name of a report to run that report. (Detailed descriptions of each report are provided below).

Figure 14: Get to Green Report Folder

6.7.2. Description of "G2G-01: Get 2 Green Plans"

The "Get 2 Green Plans" report consists of a summary of every Get to Green Plan that has been created for Projects with red or yellow status. The report can be run for all Offices in the EM Complex, a single Office, a single Site, or a single PBS. The "Get 2 Green Plans" report also allows users to view the full text of each plan. To view the full text of a plan, click on its "Modified Date," which is underlined, as shown in Figure 15 below.

6.7.3. Description of "G2G-02: Get 2 Green Planned Actions"

The "Get 2 Green Planned Actions" report displays all uncompleted Planned Actions associated with Get to Green Plans. Completed actions (i.e. those that have a value entered in the "Actual Date" field) do not appear in this report. Planned Actions associated with Projects that have achieved "green" status also do not appear in this report. The report can be run for all Offices in the EM Complex, a single Office, a single Site, or a single PBS.

6.7.4. Description of "G2G-03: Got 2 Green"

The "Got 2 Green" report consists of a summary of every active Get to Green Plan that has been created for Projects that are currently assessed at green status. The report can be run for all Offices in the EM Complex, a single Office, a single Site, or a single PBS. The "Got 2 Green" report also allows users to view the full text of each plan. To view the full text of a plan, click on its "PBS Code," which is underlined.

6.7.5. Description of "G2G-04: FPD Get 2 Green Plan"

The "FPD Get 2 Green" report consists of the full text of every Get to Green Plan that has been created. The report can be run for all Offices in the EM Complex, a single Office, a single Site, or a single PBS.

6.8. User Access Rights

Each IPABS-IS User Account has a specific access level. The ability for users to view, add, modify, and delete data in IPABS-IS is determined by their access level. Table 1 (below) summarizes the actions that users of each access level can perform within the Get to Green Module.

Table 1 User Access Levels

Actions	Read Only	Field User	EM-53/EM-3	EM-3 Office Director
Access Get to Green Module	X	X	X	X
Update OECM Rating			X	X
Update EM-53 Rating			X	X
Create Plan		X		
View/Print Plan	X	X	X	X
Delete Plan				X
Close Plan				X
Save Plans		X	X	X
Complete the following data fields: - Projected Get to Green Date - Dep Sec Monthly Report of <date> - Executive Summary (Issues/Plans) by FPD - Planned Actions - Responsible Organization - Original Target Date (once entered, saved and locked) - Forecast Date - Actual Date - Status As of <date>		X		
EM-53 Narrative			X	X
EM-3.2/EM-3.3/EM CBC/EM-3.01 Narrative			X	X
Add Planned Actions		X		
Delete Planned Actions		X		
View/Run Get to Green Reports	X	X	X	X

7. ARRA Module

7. 1 Overview

The American Recovery and Reinvestment Act of 2009 (ARRA) was enacted and signed into law by President Barack Obama on February 17, 2009. The act was established to jumpstart the economy through job creation in fields such as infrastructure planning and development, increased development of alternative energy sources, and the expansion of educational opportunities and healthcare for Americans.

Under the Recovery Act, Environmental Management (EM) was appropriated $6 billion to create new jobs across the complex through the acceleration of environmental cleanup work. EM is using the existing Integrated Planning Accountability and Budgeting System – Information System (IPABS-IS) to collect data, monitor performance, and report this information to key stakeholders. In April 2009, the IPABS-IS system was enhanced to support the data collection needs for ARRA projects. Below is detailed guidance to support the data collection needs for Recovery Act projects on the following areas in IPABS-IS:

- Filtering on Project types (ARRA, EM, Non-EM, Near Term Baseline [NTB], Quarterly Project Review [QPR])
- PBS Structure
- New Modules

Filtering Projects: The system has been modified to allow users to filter by: ARRA, EM, Non-EM, NTB, and QPR. Users may view multiple filters at a time. Note that some projects will fall under multiple categories.

Step 1: Login to the New IPABS-IS Modules.
Step 2: Select the "Filter Projects" hyperlink found under the Modular drop down box. The hyperlink is highlighted below in Figure 81.
Step 3: Select the "Enable Filter" check box, highlighted below in Figure 81.
Step 4: Check the boxes next to the categories you would like to view. Deselect those categories you are not interested in viewing.
Step 5: Select the "OK" button. The Navigation Tree will be updated to reflect the filter changes.

Figure 81: Filters in New IPABS-IS

7.2 Project Baseline Summary (PBS) Structure

The Project Baseline Summary (PBS) structure in IPABS-IS has been expanded to allow for separate reporting of base program and Recovery Act information. Recovery Act projects are reported at a level below the PBS level, the sub-project level. Sub-projects are rolled up to the Project Operating Plan (POP) level. Each Project Operating Plan (POP) corresponds to a single apportionment of funds from the Office of Management and Budget. Multiple POPs have been created for sites that received more than one apportionment. All data can also be rolled up to the PBS level, which may include base project data as well.

Below, **Figure 82** shows an example of the ARRA project structure, and highlights the POP and corresponding subprojects.

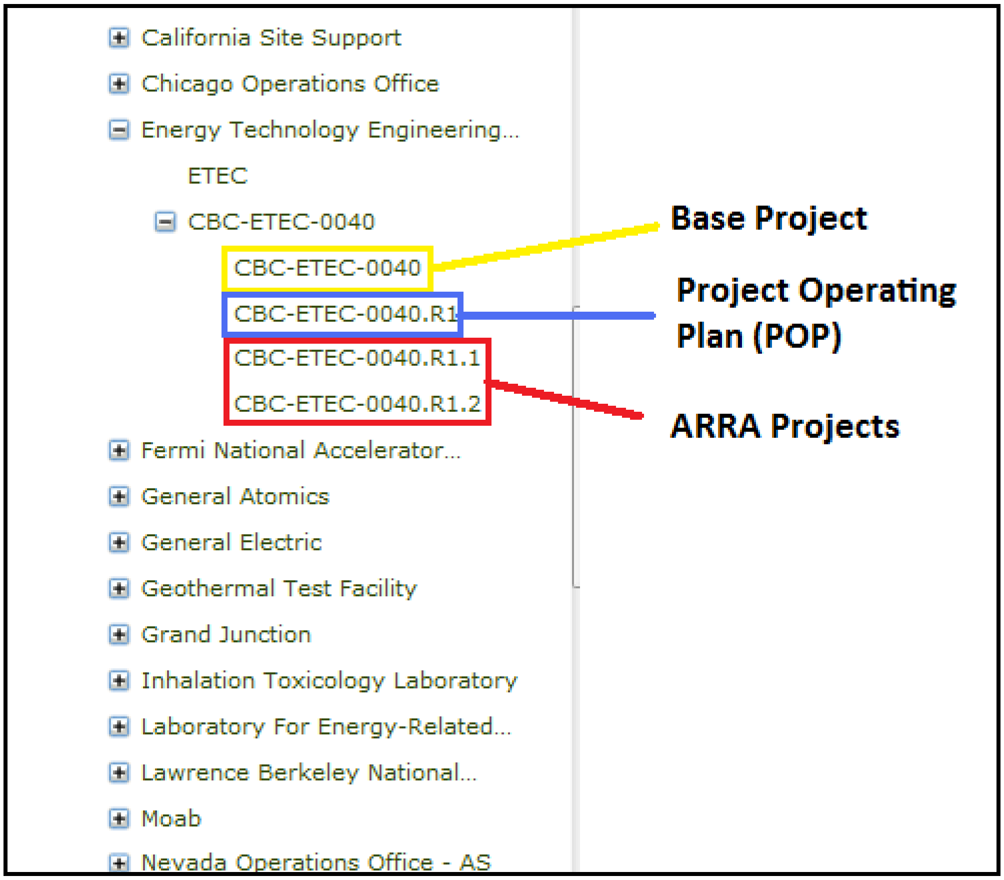


Figure 82: ARRA Project Structure

Sites will be reporting data at the PBS Level for site summary information, at the POP Level to coincide with the apportionment, and at the Sub-project Level for data .

The level of reporting is determined by the level of apportionment

- **POP Level** –Data in IPABS-IS can be rolled to the POP Level to show the planned activities and the work accomplished with each apportionment of Recovery Act funds. POPs were created for two reasons: either to accelerate the accomplishment of existing scope under a PBS, or to introduce new scope to a Site. POPs that introduce new scope have ".NEW" in the POP Field Code.
- **Sub-Project Level** – POPs are divided into sub-projects based on the scope of the work. Data is reported to the sub-project level, including Performance Measure Monthly Actuals, EVM data, and milestones.

The tables in the "ARRA Project Structure" section show all the ARRA POPs and sub-projects that have been created in IPABS-IS to track the work being done under the ARRA funding.

7.3 New IPABS-IS Modules

In light of the increased activity and funding within EM, new modules have been created in

IPABS-IS to better track the data. The following modules have been created:

- Performance Measures
- Cost
- EMEL
- Milestones
- ARRA
- Admin
- Get to Green
- QPR
- General Information

Each module has been designed to facilitate the entry and retrieval of data into and from IPABS-IS. This is especially important with ARRA data, which is used to reflect the success of the Recovery Act.

Each new IPABS-IS module has an individual guidance document that explains the purpose of the module and includes step-by-step instructions. These guidance documents can be found in the “Help” Section of new IPABS-IS, shown below in **Figure 83**.

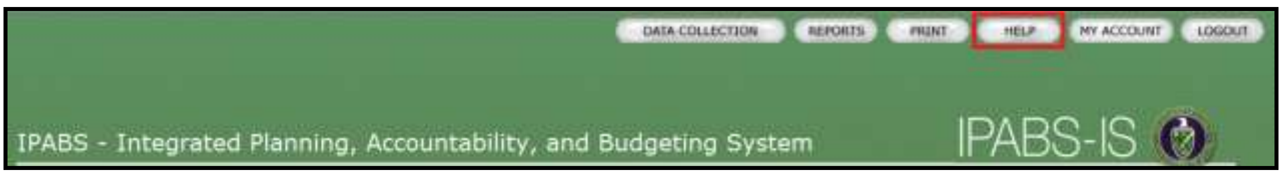


Figure 83: IPABS-IS Help Section

7.4 Project Performance Corporation Site Support

7.4.1 Analytics Team

Project Performance Corporation (PPC) has assigned an experienced Analyst for every site. The assigned Analyst will be able to guide sites through the necessary steps to update data to reflect the ARRA funds allocated to DOE-EM. Below you will find the Analyst assigned to the sites receiving said funds. As in the past, for general IPABS-IS questions or user account requests please contact the IPABS-IS Help Desk (contact information provided below).

Site	Name	Phone Number	E-mail
All Other Sites	**Callie Littleton**	703-574-6763	Callie.Littleton@tritonfsi.com
Carlsbad	**Dora (Ozgun) Browning**	703-574-6441	Dora.Browning@tritonfsi.com
Closure Sites	**Callie Littleton**	703-574-6763	Callie.Littleton@tritonfsi.com
Idaho	**Sadé Seaborne**	703-574-6447	Sade.Seaborne@tritonfsi.com
NNSA Sites	**Shansel Nagia**	703-574-6421	Shansel.Nagia@tritonfsi.com
SPRU	**Callie Littleton**	703-574-6763	Callie.Littleton@tritonfsi.com
Oak Ridge	**Dora (Ozgun) Browning**	703-574-6441	Dora.Browning@tritonfsi.com
Portsmouth/Paducah	**Sadé Seaborne**	703-574-6447	Sade.Seaborne@tritonfsi.com
Richland	**Shansel Nagia**	703-574-6421	Shansel.Nagia@tritonfsi.com
River Protection	**Callie Littleton**	703-574-6763	Callie.Littleton@tritonfsi.com
Savannah River	**Shansel Nagia**	703-574-6421	Shansel.Nagia@tritonfsi.com
West Valley	**Dora (Ozgun) Browning**	703-574-6441	Dora.Browning@tritonfsi.com
Any Sites with general IPABS-IS questions or user account requests	**IPABS Help Desk**	703-574-6767	IPABSSupport@tritonfsi.com

7.5 ARRA Project Structure

The following tables outline the ARRA Project structure that was implemented in IPABS-IS. The tables include the Office, Site, and POP associated with each ARRA project. The field codes for the POPs and projects show where that entity can be found in the navigation tree.

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
All Other Sites	Argonne National Laboratory-East	ANL Recovery Act Project	CH-ANLE-0040.NEW.R1	Building 310	CH-ANLE-0040.NEW.R1.1
All Other Sites	Argonne National Laboratory-East	ANL Recovery Act Project	CH-ANLE-0040.NEW.R1	Building 330	CH-ANLE-0040.NEW.R1.2

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
All Other Sites	Argonne National Laboratory-East	ANL Recovery Act Project	CH-ANLE-0040.NEW.R1	AGHCF waste & materials disposition	CH-ANLE-0040.NEW.R1.3
All Other Sites	Argonne National Laboratory-East	ANL Recovery Act Project	CH-ANLE-0040.NEW.R1	TRU waste disposition	CH-ANLE-0040.NEW.R1.4
All Other Sites	Brookhaven National Laboratory	BNL Recovery Act Project	BRNL-0040.R1/0041.R1	Graphite Research Reactor D&D	BRNL-0040.R1
All Other Sites	Brookhaven National Laboratory	BNL Recovery Act Project	BRNL-0040.R1/0041.R1	Nuclear Facility D&D-High Flux Beam Reactor	BRNL-0041.NEW.R1
All Other Sites	Brookhaven National Laboratory	BNL Recovery Act Project	BRNL-0040.R1/0041.R1	High Flux Beam Reactor D&D	BRNL-0041.R1
All Other Sites	Energy Technology Engineering Center	ETEC Recovery Act Project	CBC-ETEC-0040.R1	EPA Radiological Characterization	CBC-ETEC-0040. R1.1
All Other Sites	Energy Technology Engineering Center	ETEC Recovery Act Project	CBC-ETEC-0040.R1	Area IV Soil and Groundwater Remediation	CBC-ETEC-0040. R1.2
All Other Sites	Moab	Moab Recovery Act Project	CBC-MOAB-0031.R1	Moab Recovery Act Project	CBC-MOAB-0031.R1
All Other Sites	Stanford Linear Accelerator Center	SLAC Recovery Act Project	CBC-SLAC-0030.R1	SLAC Recovery Act Project	CBC-SLAC-0030. R1
Carlsbad	Waste Isolation Pilot Plant	WIPP Recovery Act Project	CB-0080/0081/0090.R1	Repository	CB-0080.R1

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Carlsbad	Waste Isolation Pilot Plant	WIPP Recovery Act Project	CB-0080/0081/0090.R1	Central Characterization	CB-0081.R1
Carlsbad	Waste Isolation Pilot Plant	WIPP Recovery Act Project	CB-0080/0081/0090.R1	Transportation	CB-0090.R1
Closure Sites	Miamisburg	Mound Operable Unit 1 Recovery Act Project	OH-MB-0031.NEW. R1	Operable Unit 1	OH-MB-0031.NEW.R1
Headquarters	Headquarters	Title X Uranium/ Thorium Reimbursement Program	HQ-UR-0100.R1	Title X Uranium/ Thorium Reimbursement Program	HQ-UR-0100.R1
Idaho	Idaho National Laboratory	INL Buried Waste Recovery Act Project	ID-0030B.R1	Buried Waste	ID-0030B.R1.1
Idaho	Idaho National Laboratory	INL Buried Waste Recovery Act Project	ID-0030B.R1	In-Situ Grouting	ID-0030B.R1.2
Idaho	Idaho National Laboratory	INL Buried Waste Recovery Act Project	ID-0030B.R1	Soil and Groundwater Operations	ID-0030B.R1.3
Idaho	Idaho National Laboratory	INL Buried Waste Recovery Act Project	ID-0030B.R1	Idaho Soil and Groundwater Buy-Back	ID-0030B.R1.4
Idaho	Idaho National Laboratory	INL D&D Recovery Act Project	ID-0040B.R1	D&D NE Facilities (New)	ID-0040B.NEW. R1.3
Idaho	Idaho National Laboratory	INL D&D Recovery Act Project	ID-0040B.R1	D&D (NTB)	ID-0040B.R1.1

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Idaho	Idaho National Laboratory	INL D&D Recovery Act Project	ID-0040B.R1	D&D (OPER)	ID-0040B.R1.2
Idaho	Idaho National Laboratory	INL TRU Waste Recovery Act Project	ID-0013.R1/0013.NEW.R1	TRU Waste	ID-0013.NEW.R1
Idaho	Idaho National Laboratory	INL TRU Waste Recovery Act Project	ID-0013.R1/0013.NEW.R1	TRU Waste	ID-0013.R1
NNSA Sites	Los Alamos National Laboratory	Defense Soil and Groundwater	VL-LANL-0030.R1	Soil and Water Remediation - LANL MDA B	VL-LANL-0030. R1.1
NNSA Sites	Los Alamos National Laboratory	Defense Soil and Groundwater	VL-LANL-0030.R1	Soil and Water Remediation - LANL GW Wells	VL-LANL-0030. R1.2
NNSA Sites	Los Alamos National Laboratory	Defense Soil and Groundwater	VL-LANL-0030.R1	MDA-B Operations	VL-LANL-0030. R1.3
NNSA Sites	Los Alamos National Laboratory	LANL Defense D&D Recovery Act Project	VL-LANL-0040-D.R1	D&D – TA-21	VL-LANL-0040-D. R1.1
NNSA Sites	Los Alamos National Laboratory	LANL Defense D&D Recovery Act Project	VL-LANL-0040-D.R1	D&D – TA-21 Operations	VL-LANL-0040-D. R1.2
NNSA Sites	Los Alamos National Laboratory	LANL Non-Defense Recovery Act Project	VL-LANL-0040-N.R1	D&D - Tritium System Test Assembly	VL-LANL-0040-N. R1.1
NNSA Sites	Los Alamos National Laboratory	LANL Non-Defense Recovery Act Project	VL-LANL-0040-N.R1	D&D-TSTA Operations	VL-LANL-0040-N. R1.2
NNSA Sites	Nevada Test Site	NTS Recovery Act Project	VL-NV-0030/0080.R1	NNSS Recovery Act Project - Soil and Water Remediation	VL-NV-0030.R1

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
NNSA Sites	Nevada Test Site	NTS Recovery Act Project	VL-NV-0030/0080.R1	NNSS ARRA Buy-Back	VL-NV-0030.R2
NNSA Sites	Nevada Test Site	NTS Recovery Act Project	VL-NV-0030/0080.R1	Operate Waste Disposal Facility	VL-NV-0080.R1
NNSA Sites	NNSA Service Center	SPRU Recovery Act Project	VL-SPRU-0040.R1	Building G2 and H2 D&D	VL-SPRU-0040. R1.1
NNSA Sites	NNSA Service Center	SPRU Recovery Act Project	VL-SPRU-0040.R1	Contaminated Soil Removal - North Field	VL-SPRU-0040. R1.2
Oak Ridge	East Tennessee Technology Park	Oak Ridge UE D&D Funded Recovery Act Project	OR-0040.R1	K-27 Demolition Preparation	OR-0040.R1.1
Oak Ridge	East Tennessee Technology Park	Oak Ridge UE D&D Funded Recovery Act Project	OR-0040.R1	K-33 Demolition	OR-0040.R1.2
Oak Ridge	East Tennessee Technology Park	Oak Ridge UE D&D Funded Recovery Act Project	OR-0040.R1	K-25 Buy-Back Scope	OR-0040.R1.3
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project	OR-0042.NEW.R2	ORNL Non-Defense Legacy Material Removal	OR-0042.NEW. R2.1
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project	OR-0042.NEW.R2	ORNL Non-Defense Facility Demolition - 2000 Complex	OR-0042.NEW. R2.2
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project	OR-0042.NEW.R2	ORNL Non-Defense Misc. Facility Demolition	OR-0042.NEW. R2.3

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project--Defense ORNL D&D	OR-0042.R1	ORNL Defense Legacy Material Removal	OR-0042.R1.1
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project--Defense ORNL D&D	OR-0042.R1	ORNL Defense Facility Demolition	OR-0042.R1.2
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project--Defense ORNL D&D	OR-0042.R1	ORNL Defense Remedial Actions	OR-0042.R1.3
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project--Defense ORNL D&D	OR-0042.R1	Facility Demolition - Hot Cell	OR-0042.R1.4
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project--Defense ORNL D&D	OR-0042.R1	ORNL Bethel Valley Burial Grounds	OR-0042.R1.5
Oak Ridge	Oak Ridge National Laboratory	Oak Ridge Recovery Act Project--Defense ORNL D&D	OR-0042.R1	Facility Demolition Small Facilities	OR-0042.R1.6
Oak Ridge	Oak Ridge Reservation	Oak Ridge Defense TRU Waste Recovery Act Project	OR-0013B.R1	TRU Waste	OR-0013B.R1.1
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Y-12 Excess Material Disposition	OR-0041.NEW. R1.1

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Y-12 Biology Complex	OR-0041.NEW. R1.2
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Y-12 9206 Filter House D&D	OR-0041.NEW. R1.3
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Y-12 Facility D&D	OR-0041.R1.1
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Y-12 Remedial Preparation	OR-0041.R1.2
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Disposal Facility Expansion – EMWMF	OR-0041.R1.3
Oak Ridge	Y-12 Plant	Y-12 Recovery Act Project	OR-0041.R1	Disposal Facility Expansion – Sanitary Landfill	OR-0041.R1.4
Paducah	Paducah Gaseous Diffusion Plant	Paducah Recovery Act Project	PA-0040.R1	C-410 D&D	PA-0040.R1.1
Paducah	Paducah Gaseous Diffusion Plant	Paducah Recovery Act Project	PA-0040.R1	C-340 D&D	PA-0040.R1.2
Paducah	Paducah Gaseous Diffusion Plant	Paducah Recovery Act Project	PA-0040.R1	C-746-A D&D	PA-0040.R1.3
Paducah	Paducah Gaseous Diffusion Plant	Paducah Recovery Act Project	PA-0040.R1	Paducah Buy Back	PA-0040.R1.4

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Portsmouth	Portsmouth Gaseous Diffusion Plant	Portsmouth Recovery Act Project	PO-0013/0040.R1	UMC disposition	PO-0013.R1
Portsmouth	Portsmouth Gaseous Diffusion Plant	Portsmouth Recovery Act Project	PO-0013/0040.R1	X-701B Plume Remediation	PO-0040.R1.1
Portsmouth	Portsmouth Gaseous Diffusion Plant	Portsmouth Recovery Act Project	PO-0013/0040.R1	X-533 D&D	PO-0040.R1.2
Portsmouth	Portsmouth Gaseous Diffusion Plant	Portsmouth Recovery Act Project	PO-0013/0040.R1	X-633 D&D	PO-0040.R1.3
Portsmouth	Portsmouth Gaseous Diffusion Plant	Portsmouth Recovery Act Project	PO-0013/0040.R1	X-760 D&D	PO-0040.R1.4
Portsmouth	Portsmouth Gaseous Diffusion Plant	Portsmouth Recovery Act Project	PO-0013/0040.R1	D&D Buy Back	PO-0040.R1.5
Program Direction	Program Direction	Program Direction - EM - Defense	HQ-PD-0100.RD	Program Direction - EM - Defense Environmental Management	HQ-PD-0100.RD
Program Direction	Program Direction	Program Direction - EM - Non-Defense	HQ-PD-0100.RN	Program Direction - EM - Non-Defense Environmental Management	HQ-PD-0100.RN
Program Direction	Program Direction	Program Direction - EM - UED&D Fund	HQ-PD-0100.RU	Program Direction - EM - Uranium Enrichment D&D Fund	HQ-PD-0100.RU

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Richland	Hanford Site	Central Plateau Soil and Groundwater	RL-0030.R1	Central Plateau Soil and Groundwater Cleanup	RL-0030.R1.1
Richland	Hanford Site	Central Plateau Soil and Groundwater	RL-0030.R1	Central Plateau Soil and Groundwater Operations Activities	RL-0030.R1.2
Richland	Hanford Site	Hanford Central Plateau D&D Recovery Act Project	RL-0011.R1/0040.R1	PFP D&D	RL-0011.R1
Richland	Hanford Site	Hanford Central Plateau D&D Recovery Act Project	RL-0011.R1/0040.R1	U Plant/Other D&D	RL-0040.R1.1
Richland	Hanford Site	Hanford Central Plateau D&D Recovery Act Project	RL-0011.R1/0040.R1	Outer Zone D&D	RL-0040.R1.2
Richland	Hanford Site	Hanford Central Plateau D&D Recovery Act Project	RL-0011.R1/0040.R1	Central Plateau D&D Operations	RL-0040.R1.3
Richland	Hanford Site	Hanford Recovery Act Project--TRU and Solid Waste	RL-0013C.R1	MLLW Treatment	RL-0013C.R1.1
Richland	Hanford Site	Hanford Recovery Act Project--TRU and Solid Waste	RL-0013C.R1	TRU Waste	RL-0013C.R1.2

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Richland	Hanford Site	Hanford River Corridor D&D Recovery Act Project	RL-0041.R1	100 K Area Remediation	RL-0041.R1.1
Richland	Hanford Site	Hanford River Corridor D&D Recovery Act Project	RL-0041.R1	ERDF Cell Expansion	RL-0041.R1.2
Richland	Hanford Site	Hanford River Corridor D&D Recovery Act Project	RL-0041.R1	Accelerated Remediation and Disposal	RL-0041.R1.3
Richland	Hanford Site	Hanford River Corridor D&D Recovery Act Project	RL-0041.R1	Super Cell 10	RL-0041.R1.4
Richland	Hanford Site	River Corridor Soil and Groundwater	RL-0041.R2	River Corridor Soil and Groundwater	RL-0041.R2
River Protection	River Protection	ORP Recovery Act Project	ORP-0014.R1	Tank Farm Infrastructure Upgrades	ORP-0014.R1.1
River Protection	River Protection	ORP Recovery Act Project	ORP-0014.R1	Other Infrastructure Upgrades	ORP-0014.R1.2
River Protection	River Protection	ORP Recovery Act Project	ORP-0014.R1	Facility Upgrades	ORP-0014.R1.3
River Protection	River Protection	ORP Recovery Act Project	ORP-0014.R1	Waste Feed Infrastructure Upgrades	ORP-0014.R1.4
River Protection	River Protection	ORP Recovery Act Project	ORP-0014.R1	SY Transfer Line Upgrade	ORP-0014.R1.5

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Savannah River	Savannah River Site	Savannah River Recovery Act Project--CH and RH TRU	SR-0013.R1	Canyon Complex Support	SR-0011C.R1.1
Savannah River	Savannah River Site	Savannah River Recovery Act Project--CH and RH TRU	SR-0013.R1	Solid Waste Disposition	SR-0013.R1.1
Savannah River	Savannah River Site	Savannah River Recovery Act Project--CH and RH TRU	SR-0013.R1	Accelerated TRU Waste Disposition	SR-0013.R1.2
Savannah River	Savannah River Site	Savannah River Recovery Act Project--Liquid Waste Tank Infrastructure	SR-0014C.R1	Liquid Waste Systems Recapitalization	SR-0014C.R1.1
Savannah River	Savannah River Site	Savannah River Recovery Act Project--Liquid Waste Tank Infrastructure	SR-0014C.R1	Contractor Pension Payment Contribution	SR-0014C.R1.PEN
Savannah River	Savannah River Site	Savannah River Recovery Act Project--P & R Area Completion	SR-0030.R1	P and R Area Completion GPP and Operations	SR-0030.R1.1
Savannah River	Savannah River Site	Savannah River Recovery Act Project--P & R Area Completion	SR-0030.R1	P Reactor Decommissioning Project	SR-0030.R1.2

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
Savannah River	Savannah River Site	Savannah River Recovery Act Project--P & R Area Completion	SR-0030.R1	P Ash Basin Remedial Action Project	SR-0030.R1.3
Savannah River	Savannah River Site	Savannah River Recovery Act Project--P & R Area Completion	SR-0030.R1	R Reactor Decommissioning Project	SR-0030.R1.4
Savannah River	Savannah River Site	Savannah River Recovery Act Project--P & R Area Completion	SR-0030.R1	R Ash Basin Remedial Action Project	SR-0030.R1.5
Savannah River	Savannah River Site	SRS D&D M & D Areas Recovery Act Project	SR-0030.R2	M and D Area Completion GPP and Operations	SR-0030.R2.1
Savannah River	Savannah River Site	SRS D&D, Soil & Groundwater Activities Site-wide Recovery Act Project	SR-0030.R3	Site Wide Completion GPP and Operations	SR-0030.R3.1
Savannah River	Savannah River Site	SRS D&D, Soil & Groundwater Activities Site-wide Recovery Act Project	SR-0030.R3	Heavy Water Components Test Reactor Decommissioning Project	SR-0030.R3.2
Savannah River	Savannah River Site	SRS D&D, Soil & Groundwater Activities Site-wide Recovery Act Project	SR-0030.R3	Savannah River Recovery Act Project-Inactive Facility S&M	SR-0040.R1
West Valley	West Valley Demonstration Project	West Valley Recovery Act Project	OH-WV-0013.R1/0040.R1	TRU and Solid Waste	OH-WV-0013.R1

Office Name	Site Name	POP Name	POP Field Code	ARRA Project Name	ARRA Project Field Code
West Valley	West Valley Demonstration Project	West Valley Recovery Act Project	OH-WV-0013.R1/0040.R1	Main Plant D&D	OH-WV-0040.R1.1
West Valley	West Valley Demonstration Project	West Valley Recovery Act Project	OH-WV-0013.R1/0040.R1	Other D&D	OH-WV-0040.R1.2

8. QPR Automation Module

8.1 QPR Background

The Quarterly Project Reviews (QPRs), monthly Quad Charts, and EM-11 Monthly Tri-chart PowerPoint (PPT) packages are used to regularly review the status of EM projects. The QPRs are delivered quarterly to Headquarters' Senior Management by Federal Project Directors (FPDs). These packages review areas of importance in assessing the overall state of the Project: Earned Value Management (EVM), Lifecycle Cost, Risks and Mitigation Strategy, Safety of the Project, and Contract Management data. An overall assessment (red, yellow, or green) is assigned to the Project by the FPD. During the presentation, the FPD must explain the assessment of the Project based on key data reported in the QPR package. The monthly packages – Quad Chart and EM-11 Monthly Tri-Charts – are used by Headquarters (predominantly EM-11, Project Management Oversight) in monthly reviews of each EM Cleanup Project and Line Item. These monthly reports focus on Lifecycle Cost and EVM data. Unlike the Quarterly Reports, these are brief high-level assessments of each Cleanup Project and Line Item.

Beginning in February 2006, EM Headquarters made the decision to create one QPR PPT package template. This template would be populated based on QPR data entered monthly into the IPABS-IS system. From February 2006 through June 2008, these packages were created via Visual Basic for Applications (VBA) within Excel. In April 2008, Headquarters began full automation via IPABS-IS with the introduction of the new QPR Module. This QPR PPT automation ensures data accuracy and consistency while improving package generation time. Now through the QPR Module, located within the New IPABS-IS Modules, sites have the ability to generate, download, and review QPR PPT packages. This eliminates the time lapse between QPR data updates and QPR PPT package generation. Data extracted from the queries will be managed in the QPR Business Processing Layer. The QPR Business Processing Layer is responsible for the creation of the PPT slides and population of the data points on the slides.

This guidance document provides users with information on how to use the new QPR Module. Phase I of the QPR Module guidance provides users with instructions on how to run the automated QPR Monthly Quad Chart.

Field, Admin, and HQ users will have the option to generate the QPR Monthly Quad Chart and/or the QPR Quarterly package at the Office, Site, Project, and Line Item levels. However, the EM-11 Monthly Analysis Report will only be available to HQ users. These three reports are part of Phase II and Phase III of the QPR Automation Initiative.

Users are able to select which projects/line items they would like to include within the PPT package. The package will run information based on the most recently approved dataset in IPABS-IS. The QPR Monthly PPT package will be created as a read-only file and the PPT files will run using Microsoft PowerPoint 2003. The IPABS-IS Support Help Desk Administrator will have access to the log data to provide information on any QPR generation inquiries.

8.2 Updates to QPR Data

Users will update QPR data via the PEM Module within the Data Collection Module. QPR PPT package generation will be completed via the QPR Module within the New IPABS-IS Modules.

8.3 Access Levels

All users are granted specific user access rights based on the information provided by the office's Site Administrator.

The current access rights a user may obtain are:

- **Field/Admin User –** Users at these access levels will be able to generate the Quad Chart and QPR PPT packages for those offices to which they are assigned within the module.

- **HQ User –** Users at this access level will be able to generate a QPR Quad Chart PPT package for those offices to which they are assigned within the module. This level also allows users the ability to create FPD Monthly PPT packages.

8.4 IPABS-IS Home Page

To access the QPR Module, select “New IPABS Modules” from the drop down list that appears on the IPABS-IS login page, as shown in **Figure 84**. After “New IPABS Modules” has been selected, enter a valid username and password in order to access the module.

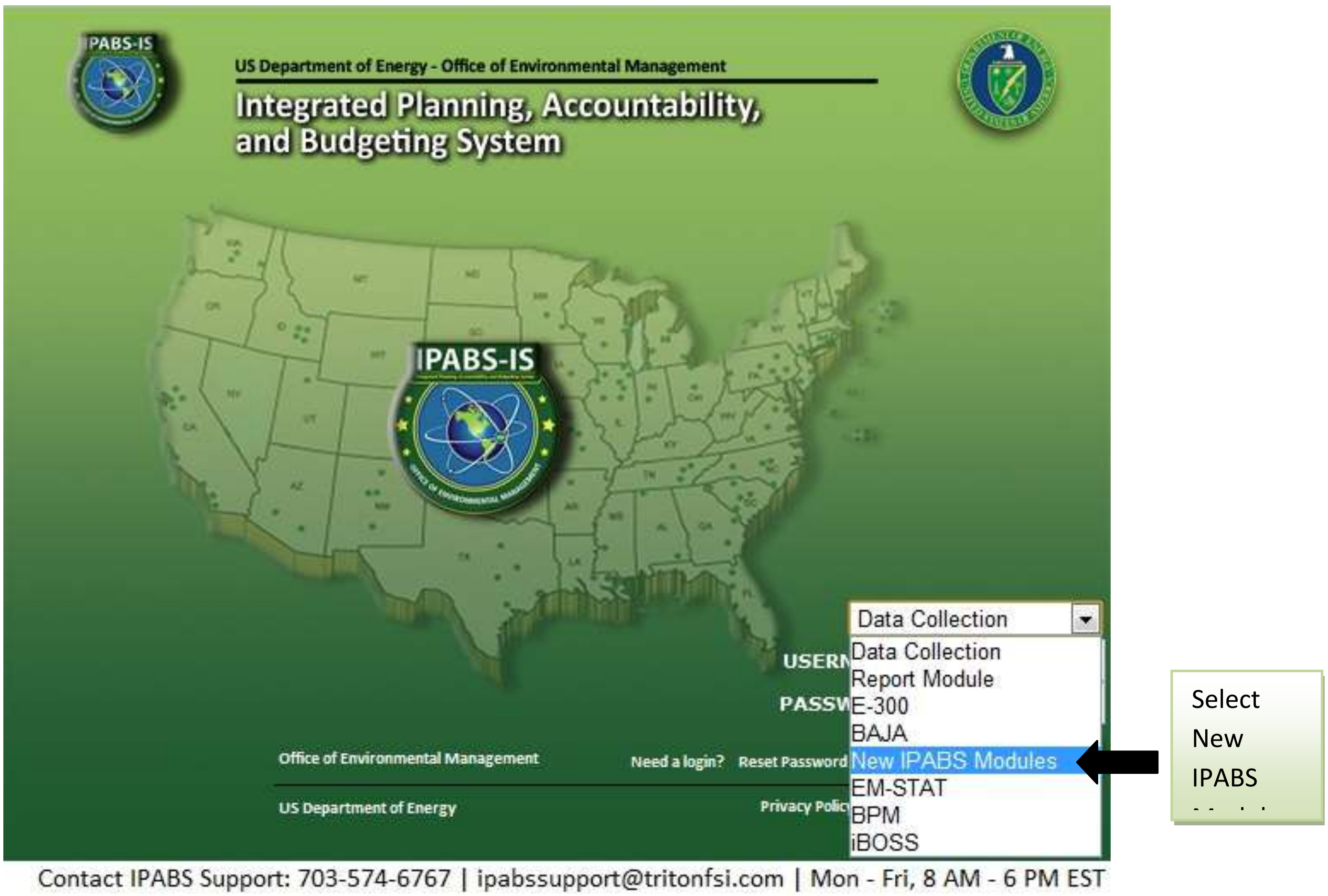


Figure 84: IPABS-IS Home Page

8.4.1 New IPABS Modules Home Page

To access the QPR Module, select “QPR" from the drop down menu located in the Navigation Tree that appears on the left side of the New IPABS Modules main page, as shown in **Figure 85**. **Note:** The system currently defaults to the Welcome Page and users will need to select “QPR” from the drop down list to navigate to the QPR Module.

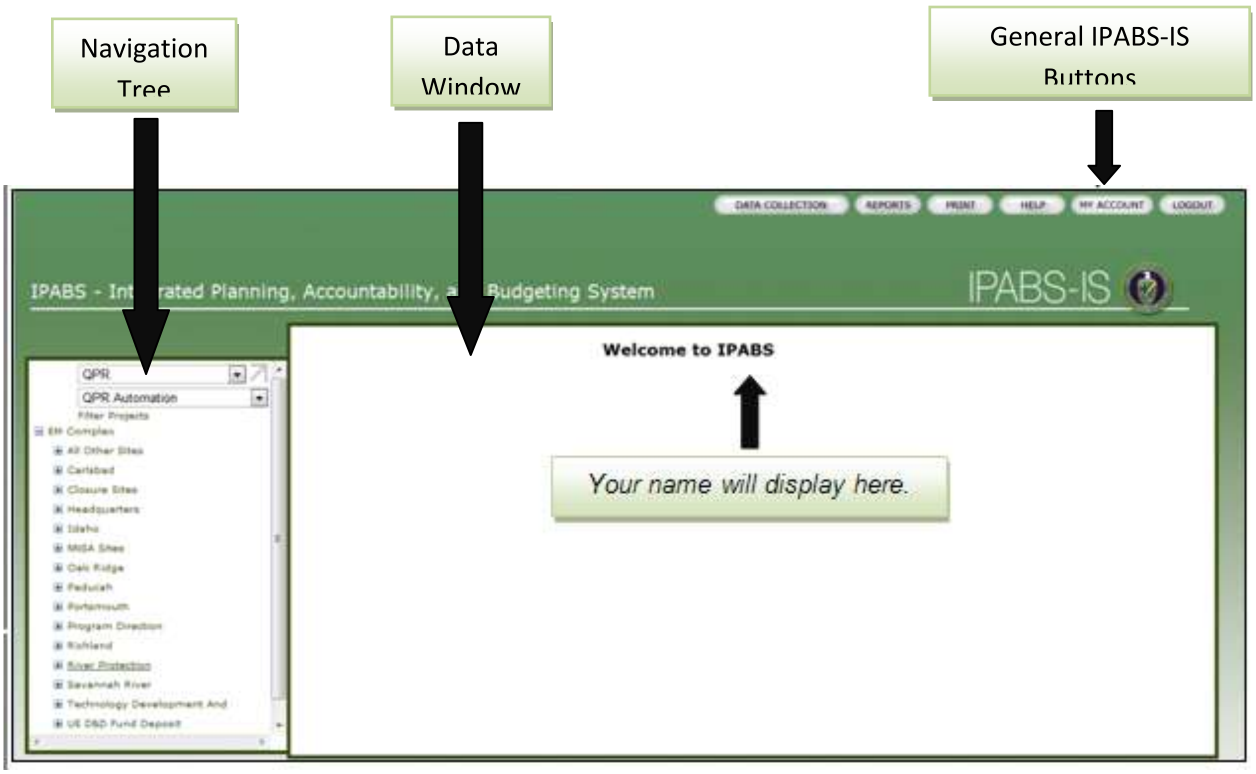


Figure 85: New IPABS Modules Home Page

To assist the user with navigating IPABS-IS, the following General Application buttons are located in the top right of the screen: Data Collection, Reports, Print, Help and Logout, as shown in **Figure 86**.

Figure 86: General Application Buttons

Actions associated with the General Application buttons are:

- **Data Collection** – Links back to the IPABS-IS Data Collection main page, allowing the user to access other areas of IPABS-IS, such as the PEM Module.

NOTE: The Data Collection link also provides access to the PEM Module, where the QPR data is stored. All updates to QPR data are made in the PEM Module.

- **Reports** – Links to the Report Module.
- **Print** – Provides a printable view of the information currently displayed in the Data Window.
- **Help** – Displays general help documentation for the new IPABS-IS Modules in the Data Window.
- **My Account –** Shows user-specific information to the account such as Username, contact information, and user type.
- **Logout –** Logs the user out of the New IPABS Modules application and automatically redirects to the main IPABS-IS log-in page.

8.4.2 New IPABS Module Navigation Tree

User access level is granted based on the user's role. Each user may access their assigned Offices, Sites, or Project Baseline Summaries (PBSs).

The Navigation Tree allows the user to access the Welcome Page, Milestones, Performance Measures, QPR, EM EL, Cost, Get to Green, ARRA, and General Information modules. To display the QPR Module, select "QPR" from the drop down menu in the Navigation Tree. After the system refreshes, a second drop down will appear, as shown in Figure 4, which allows the user to select the following options:

- **QPR Automation** – Allows users to create Quarterly QPR PPT ("QPR Monthly Update") and FPD Monthly PPT ("Monthly Quad") reports.
- **Dashboard** – Allows users to manage the slides that appear in the QPR Section of the EM Dashboard, located on the EM Portal.

  The Dashboard submodule defaults to display the slide summary screen. This screen shows all existing slides under the specific Office, Site, or Subproject that has been selected from the navigation tree. From this screen, Field/Admin and HQ users can change the slide order, delete existing slides, and create new slides.

  From the Slide Summary Screen, users can also navigate to the Slide Detail Screen. The slide detail screen shows the slide title, description, priority level, and backup data for the selected slide. Field/Admin and HQ users can edit and save this data.

  Once data in the Dashboard submodule is saved, it migrates to the approved dataset. There is no approval process in this submodule. Once data has been updated and saved, the changes automatically appear on the QPR Section of the EM Dashboard.

- **Safety –** Allows users to enter, save, and approve safety data for ARRA Projects. Safety data must be entered at the lowest level of reporting. This data appears in the QPR Section of the EM Dashboard, located on the EM Portal**.**

  Field Users and Site Administrators can enter a safety rating for each of the 15 safety occurrence categories. Safety ratings are:
    - Green - No Attention Required
    - Yellow - Some Attention Required
    - Red - Attention Required

  Site Administrators can approve safety data that has been entered. Data must be approved and migrated overnight to appear on the EM Dashboard. Read Only Users and Headquarters Users can view safety data that has been entered, but cannot edit or approve data.

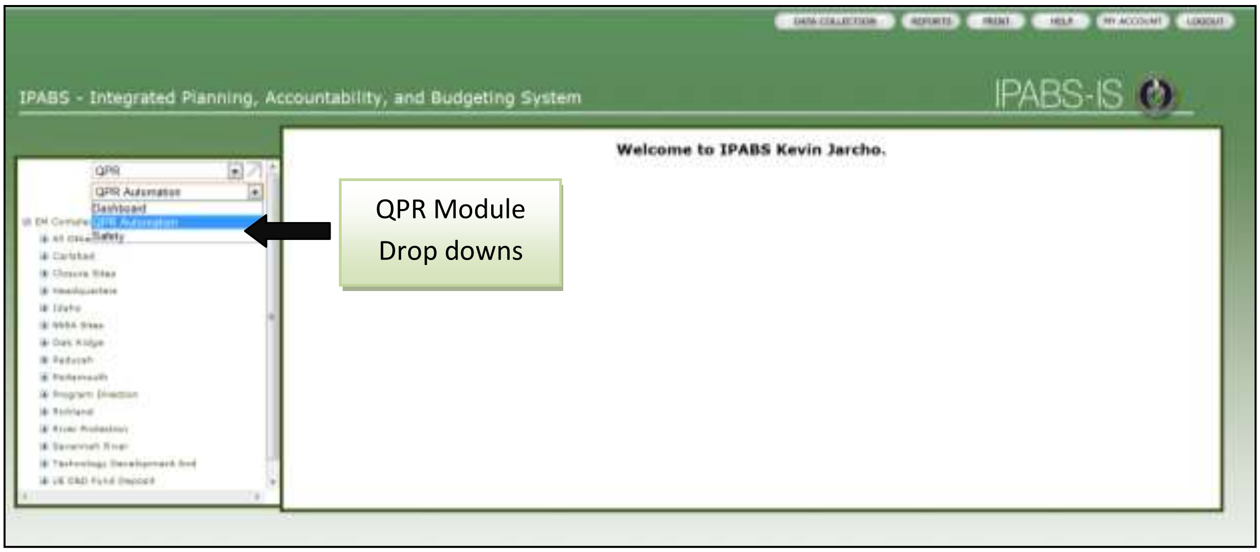


Figure 4: IPABS-IS Home Page

Once the second drop down appears, the user will be able to view all projects at the Office level by clicking the "+" next to EM Complex in the navigation tree. The user is able to select the desired Office, Site, or Project. Figure 5 and 6 below, depict how offices can be expanded or collapsed with the "+/-" button to display all sites contained within the Office, projects contained within the Site, and subprojects contained within the Project.

Figure 5: Select QPR Section from the Navigation Tree

Figure 6: Expanded QPR Navigation Tree

8.4.3 QPR Automation Screen

8.4.3.1.1 QPR Automation Screen- Viewing Level of Choice

To access the QPR Automation Screen, select “QPR” from the drop down box located within the navigation tree. Next, select “QPR Automation” from the second drop down box within the navigation screen. Once “QPR Automation” is chosen, the user will select the appropriate Office, Site, or PBS for which to run a QPR PPT Package. The screen will then display the list of cleanup projects or line items flagged for Quarterly Project Review Reports associated with the selected Office, Site, or PBS. From the drop-down menus along the top of the screen, users shall select the report type and EVM month. Then, select individual or multiple items to be displayed in the report. Once the report type, EVM month, and project fields have been satisfied, select the “Run Report” button, at the bottom right of the screen, to generate the PPT. A command prompt will appear, at which point users may choose to open or save the PPT file.

HQ users can generate the Quarterly QPR PPT (“QPR Monthly Update”) package as well as the FPD Monthly PPT (“Monthly Quad”) package. The Quarterly QPR PPT contains the Monthly Quad package as well as slides with information from other modules, such as Performance Measures and Milestones. Sites use the Quarterly QPR PPT to generate report packages for posting to the EM Portal and presentation to senior management. Field and Administrative users can only generate the Quarterly QPR PPT package. The FPD Monthly PPT is used by EM-11 staff to create a report for management.

NOTE: The system does not allow users to run QPR packages based on working data.

The automation screen displays the date on which data was most recently approved. The QPR automation screen at the Office Level is shown in Figure 7.

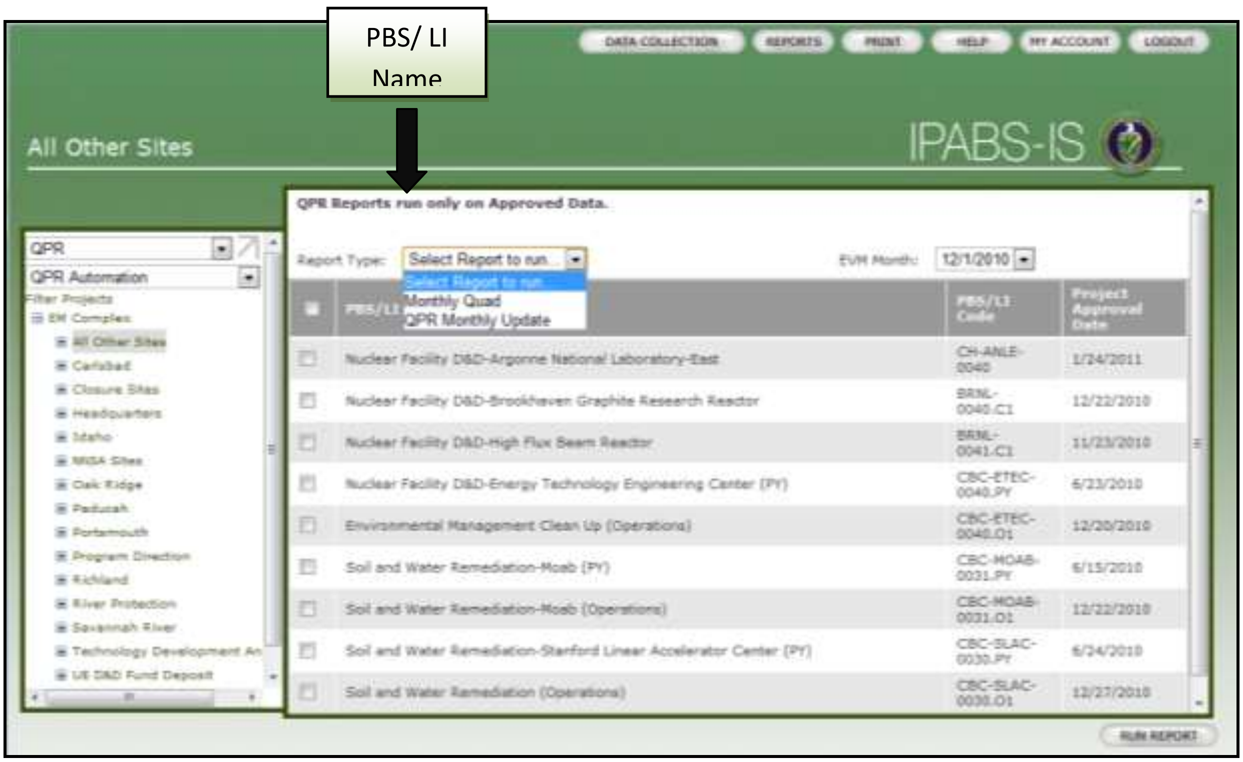


Figure 7: QPR Automation Screen Office Level

Data Columns QPR Automation Screen

- **Check Box** - Allows selection of individual or multiple projects or line items. To select all projects/line items displayed on the screen, click the top check box in the column header. The system will generate the report for all projects/line items selected once the “Run Report” button clicked.

NOTE: For offices with multiple projects/ line items, the system will display projects on multiple pages. To show all projects/ line items, select the “All” option from the “Number/ Page” drop down list at the bottom of the screen.

- **PBS/LI Name** - The name for the Project or Line Item as directed by the EM Budget Office.

- **PBS/LI Code** - The numerical code for the Project or Line Item based on the code as directed by the EM Budget Office. *For example. ID-0013B (Project) or 06-D-401 (Line Item).*

QPR Automation Screen Navigation and Action Buttons

The QPR Automation Screen allows users to navigate through the screen(s) of projects and Line Items and generate the reports. Figure 8, below, displays a sample of the action buttons.

Figure 8: Sample buttons- QPR Automation Screen

- **Scroll Arrows** - Allows the user to scroll forward or backward through multiple pages of Projects and Line Items.
- **Page** - Indicates the current page as well as the total number of pages of Projects and Line Items at the selected level (Office, Site, or Project).
- **Number/Page** - Allows the user to determine the number of Projects and Line Items to be displayed on each page of the QPR Automation Navigation Screen. Users wanting to show all projects within the Office on a single screen shall select the “All” option from the drop down list, at the bottom of the screen. The screen will update to show all Projects and Line Items within the Office. Users may then select those Projects or Line items to be included in the PPT package. (See Figure 8 for additional information about this feature).
- **Run Report** - Allows the user to run the report selected based on the chosen Projects/Line Items.

NOTE: If the user selects only certain projects/ Line Items, the system will generate the report reflecting only those selected data fields.

Figure 9 displays the drop down list related to the Number/Page menu. This drop-down menu determines whether the QPR Automation Screen displays 10, 25, 50, or all of the Projects and Line Items under the selected Office, Site, or PBS. After choosing the number of Projects and Line Items to display, the user shall select the checkboxes next to the Projects and Line Items to include in the generated report. Finally, select the “Run Report” button.

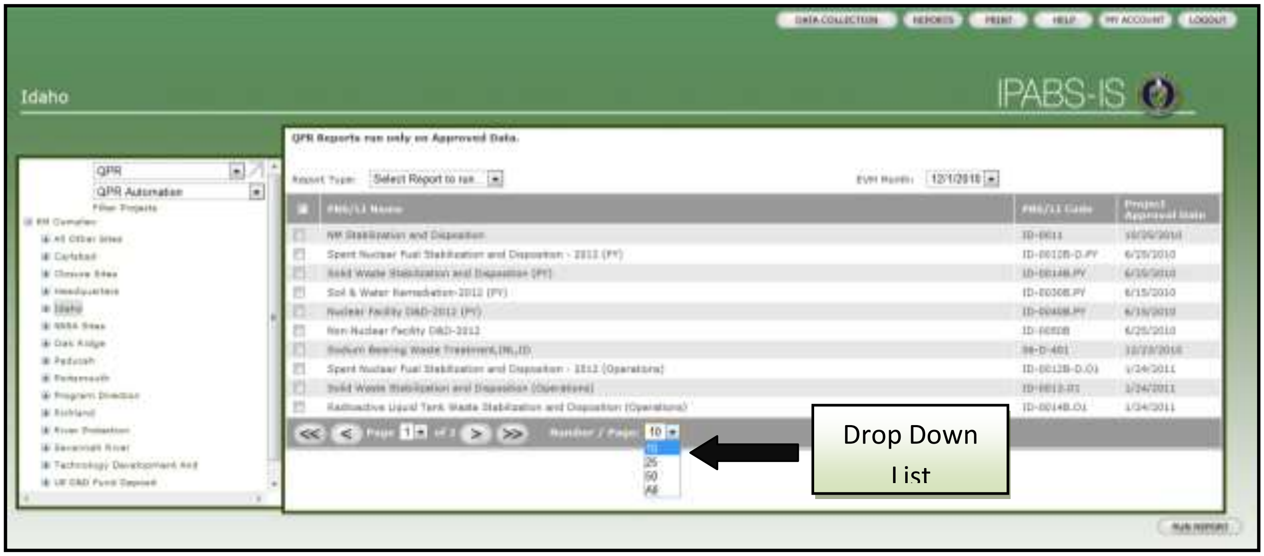


Figure 9: View of the Number/Page Drop-down List

8.4.4 QPR Automation Screen “Run Report” Action Button

When a user with the appropriate access level selects the “Run Report” button, the system will display PowerPoint dialog box with three options. The user will be prompted to Open, Save, or Cancel the QPR Quad Chart.

NOTE: Users should refer to the “Help” section in PowerPoint for assistance using the PowerPoint Software.

Figure 10, below, displays a screen shot of the PowerPoint dialog box and the options available to the user.

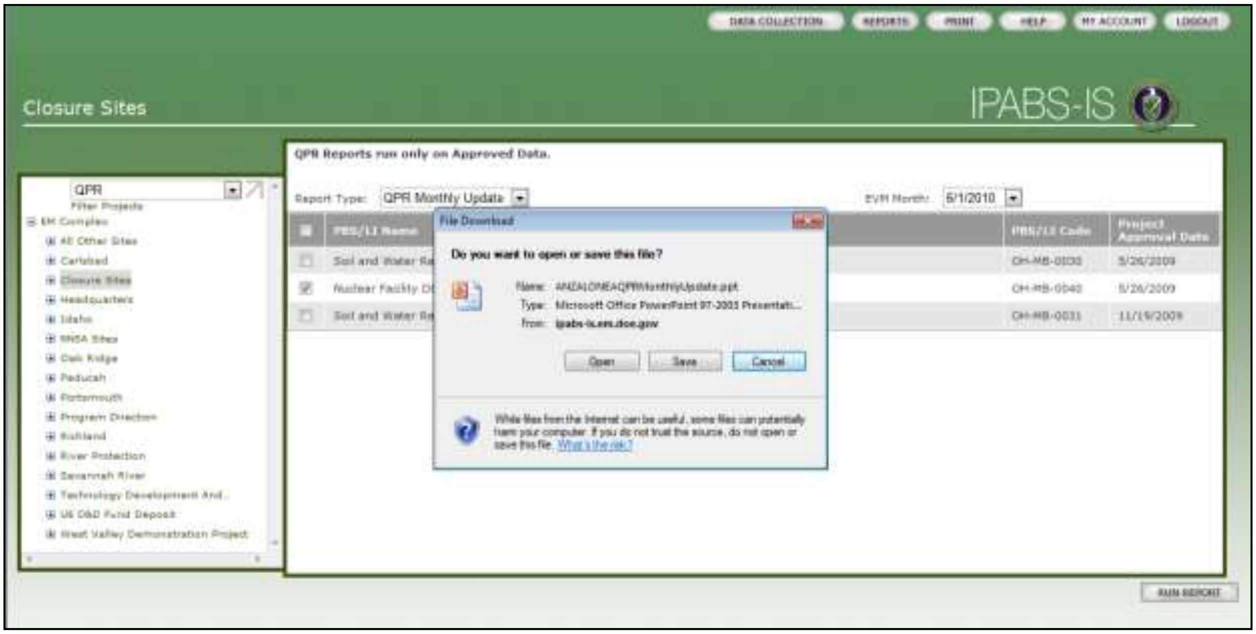


Figure 10: QPR PPT Dialog Box Options

Options include:

Open: Allows the user to view the PPT immediately. This will not save or print the PPT, and if the PPT is closed, the document will not be saved.

Save: Allows the user to save the QPR Quad Chart PPT to the preferred location.

Cancel: Cancels the generation of the QPR PPT.

NOTE: If the user selects the red "X" at the top of the dialog box, it will close and the document will not be saved. If this happens, the user will have to re-generate the PPT package from the beginning.

8.4.5 Uploading QPR Reports to the EM Portal

Each Site within the EM Complex is responsible for generating the Base Capital Asset and Operating Activity QPR PowerPoint packages and uploading them to the EM Portal.

The EM Portal is a web-based application that is viewable via your Internet Explorer browser. Each user is set up with a unique username and password. For EM Portal access or technical questions contact Kaye Sylvester, EM-72 at 202-586-5419 or via email at kaye.sylvester@em.doe.gov. Please direct all policy questions regarding the Community Site to Eric Cochran at or 301-903-7330 via email at eric.cochran@em.doe.gov.

All registered EM Portal users will have access to the EM-11 HQ Project Management Office folder. The community will store Monthly Quad Charts, finalized QPR PPT packages, and guidance support for QPRs. Sites will upload the final QPR PPT packages into the "Final Packages" folder, which is located within the EM-11 HQ Project Management Office portal page. If you are having difficulties locating a Site QPR PPT package within the community, please contact the EM Portal Help Desk at 202-586-1900.

To upload a QPR package to the portal:

NOTE: Per EM-11's direction, all QPR packages shall be uploaded before the QPR presentation. Please refer to the monthly guidance for the specified due date.

1. Access the EM Portal using the URL, https://idoe.doe.gov**,** via your Internet Explorer browser.
2. Log-in using your assigned username ID and password. If you are unable to log-in, please contact the EM Portal Help Desk at 202-586-1900.
3. Click the "My Communities" tab below the main menu.

Figure 11: My Communities Tab and Selection of Respective Site

4. Select the appropriate site from the drop down list. A screen will appear that displays the QPRs for all Base projects associated with each site.
5. On the left hand side of the screen, select the arrow to the left of "Monthly Project Reviews," as seen below on Figure 12.

Figure 12: Selecting Monthly Project Reviews

NOTE: ARRA Monthly Reviews are not uploaded by the site. Rather, they are uploaded by Project Performance Corporation. The final ARRA Monthly Reviews can be viewed by the sites via the American Recovery and Reinvestment Act community.

6. Click the "Upload New File" icon in the header row, as highlighted in Figure 13, below. When this icon is selected, a dialog box will appear.

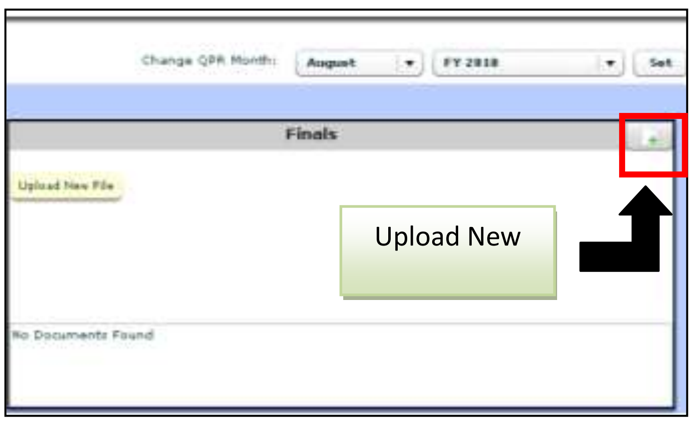


Figure 13: Uploading a File into the Monthly Project Reviews Screen

7. Select "Browse" to locate and select the QPR package to be uploaded to the EM Portal. Within the upload dialog box, the following fields must have entered information: Standard Name, Short Title, and Document Date. Please refer to Figure 14, below, for a visual reference.

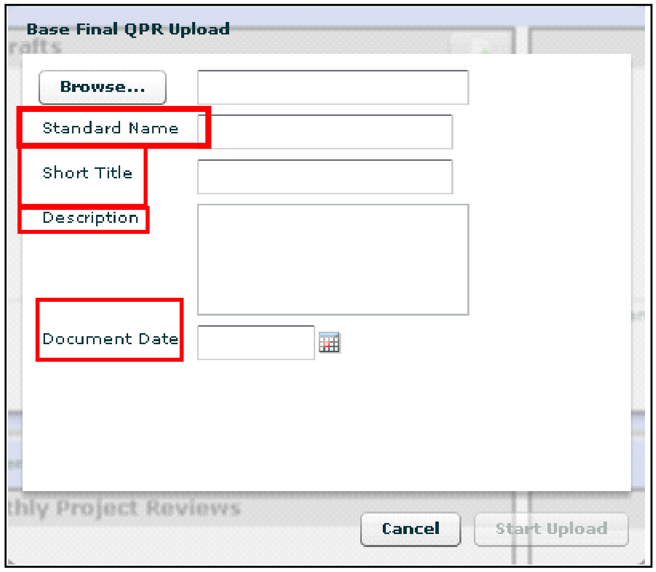


Figure 14: QPR Upload Dialog Box

8. Once this data has been entered, select the “Start Upload” button.

NOTE: The uploading of QPR packages takes approximately 15 minutes, meaning that the package will not immediately show on the screen upon selecting “Upload.” Please do not repeat the upload process before waiting the recommended time.

8.5 QPR Chart Reference Diagrams by Quadrant

The following section provides a detailed breakdown of each slide in a Base QPR package and provides a description of information contained within each slide. The slides and explanations below are simply a reference for the user.

8.5.1 QPR Cover Page

Los Alamos National Laboratory

Quarterly Project Review

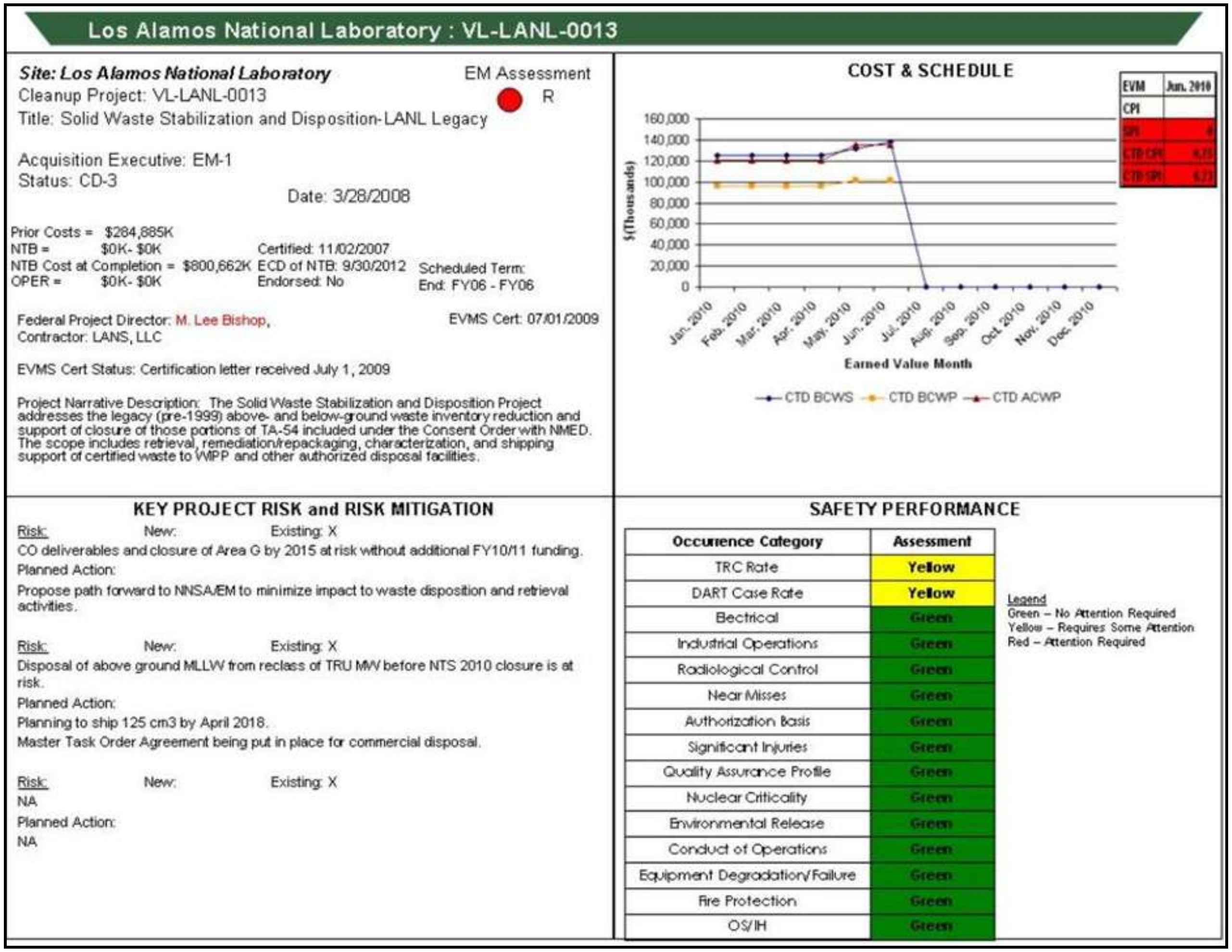
Environmental Management

safety ❖ performance ❖ cleanup ❖ closure

June 2010 EVM Data

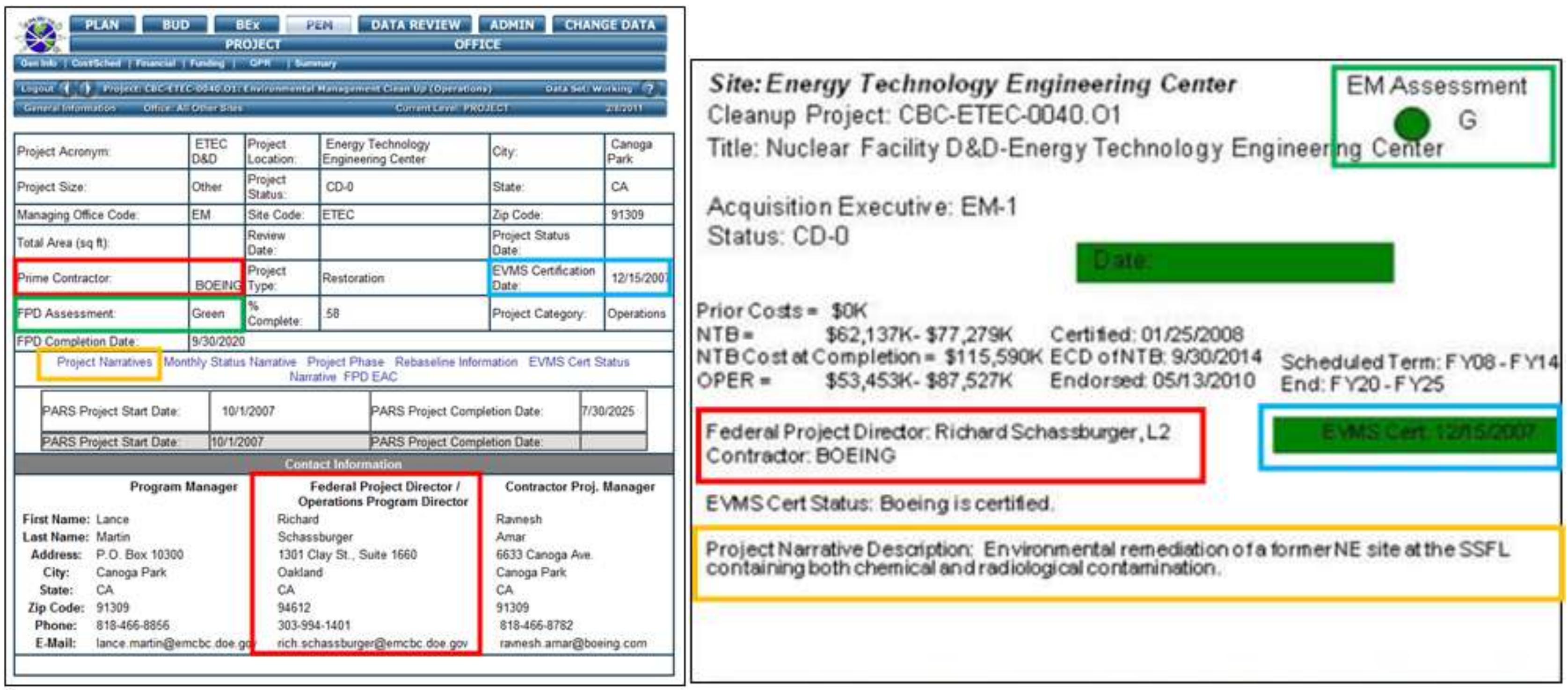
QPR PPT Package Generated on 8/5/2010

8.5.2 Sample of the First QPR Quad Chart Slide



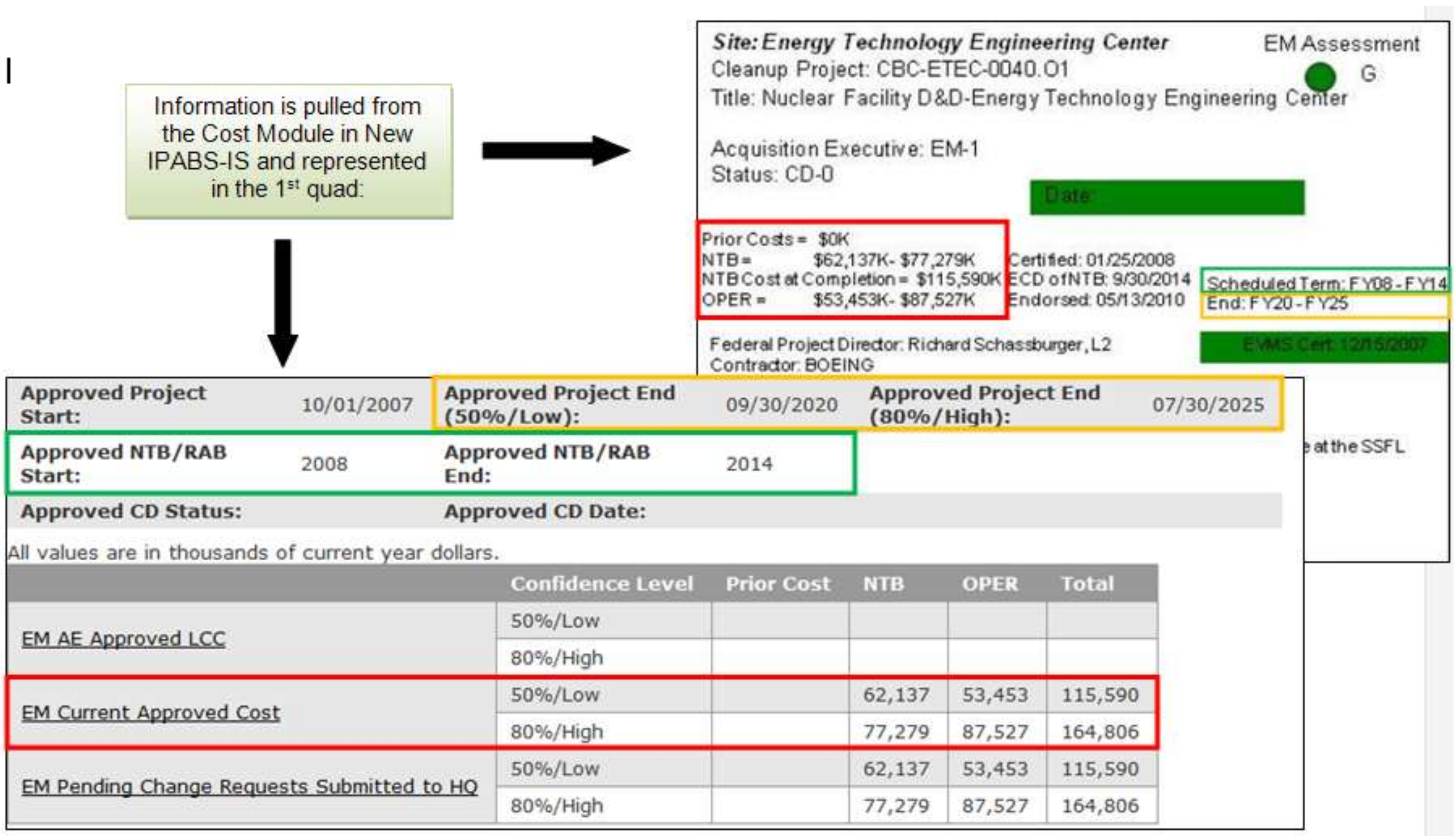
8.5.2.1 Data Crosswalk for Quad 1, Part 1, First Quad Chart

This diagram displays the General Information that is pulled from the PEM Module of IPABS-IS and is displayed in the first quadrant of the first quad chart of the QPR package. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the first quadrant of the quad chart.



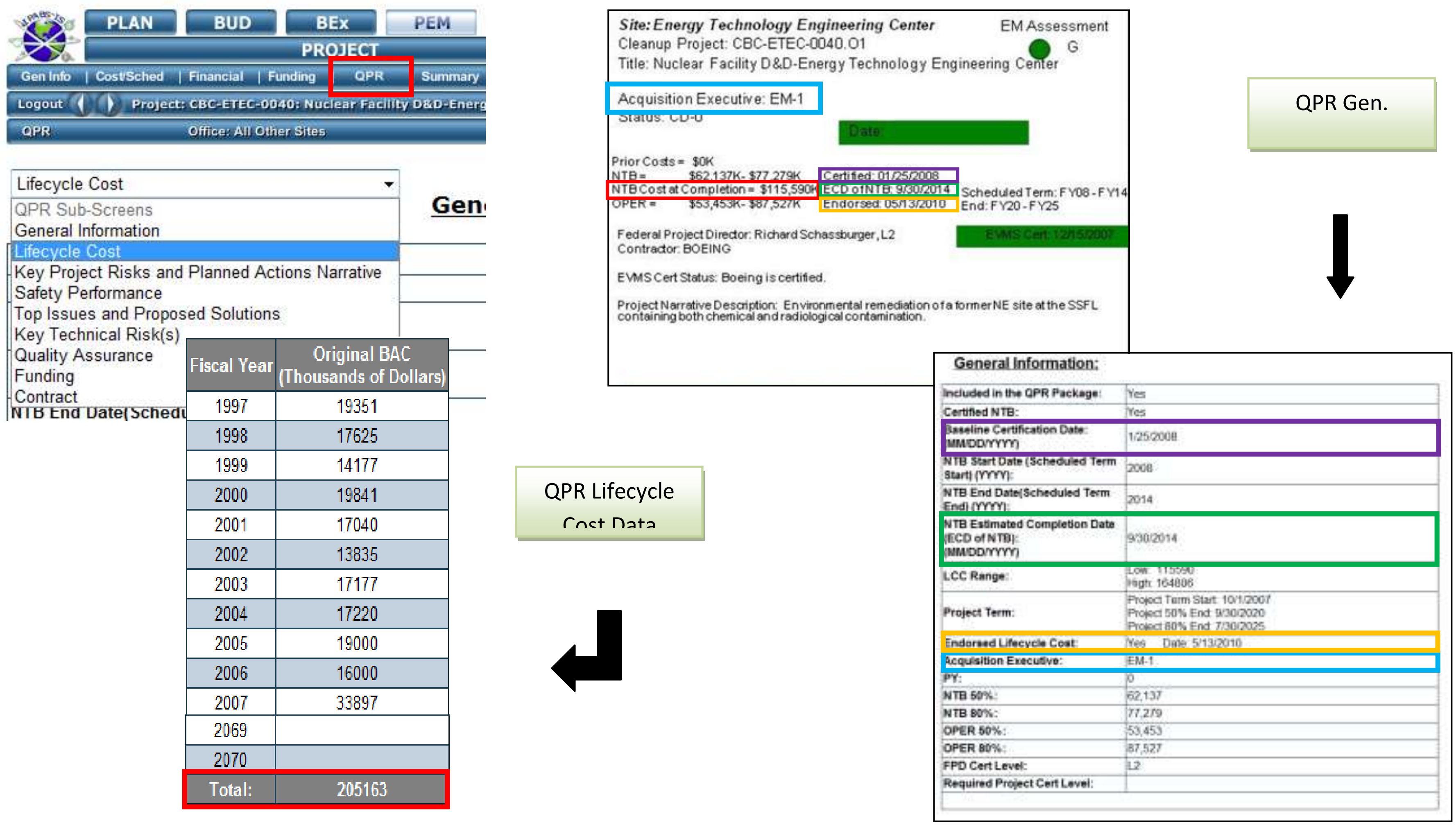
8.5.2.2 Data Crosswalk for Quad 1, Part 2, First Quad Chart

The color coded data fields, in the diagram below, signify the information populated from the Cost Module in New IPABS-IS that are represented in the first quadrant of the Quad Chart.



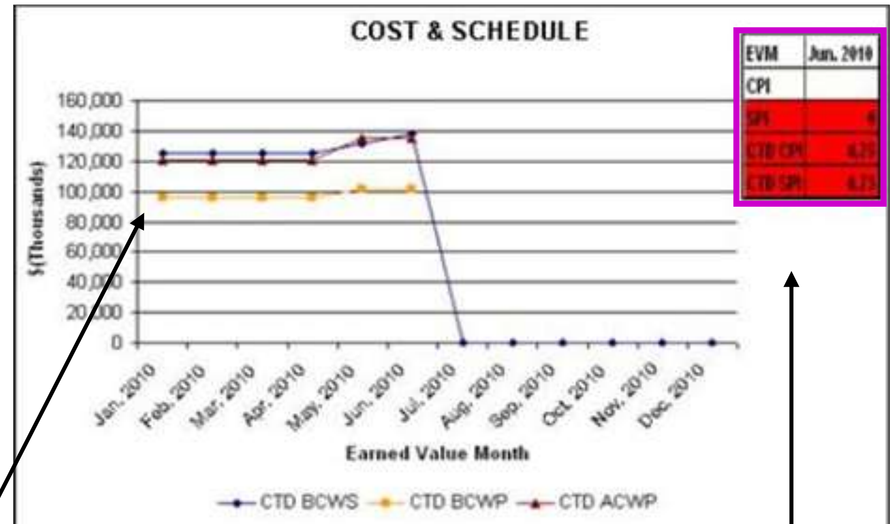
8.5.2.3 Data Crosswalk for Quad 1, Part 3, First Quad Chart

The remaining information displayed in the first quadrant of the first quad chart is pulled from the General Information and Lifecycle Cost screens within the QPR tab of the PEM Module. The data fields are color coded in order to show the relationship between the data pulled from the PEM Module and where it is shown within the Quad Chart.



8.5.2.4 Data Crosswalk for Quad 2, First Quad Chart

The data in Quad 2 is populated from the Cost/Schedule tab within the PEM Module.

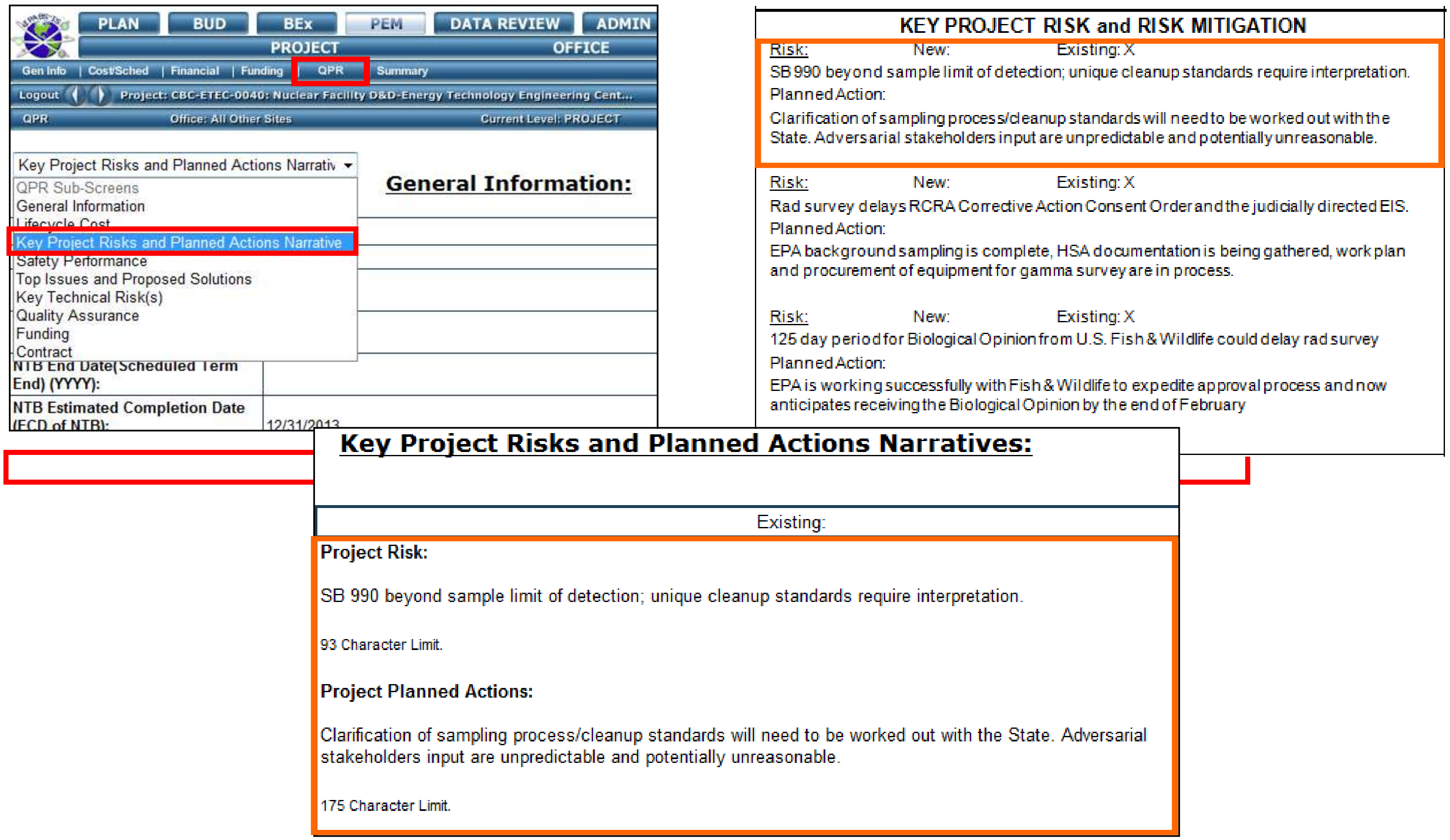


PARS Execution Month: 6/1/2010

Previous Year 2009 Next Year 2011	BCWS	BCWP	ACWP	STARS Actuals	SV	SV%	CV	CV%	SPI	CPI	SCI
October, 2009	$0	$0	$0	$4,518	$0		$0		n/a	n/a	n/a
November, 2009	$0	$0	$0	$8,071	$0		$0		n/a	n/a	n/a
December, 2009	$0	$0	$0	$7,676	$0		$0		n/a	n/a	n/a
January, 2010	$0	$0	$0	$7,507	$0		$0		n/a	n/a	n/a
February, 2010	$0	$0	$0	$11,364	$0		$0		n/a	n/a	n/a
March, 2010	$0	$0	$0	$5,713	$0		$0		n/a	n/a	n/a
April, 2010	$0	$0	$0	$7,854	$0		$0		n/a	n/a	n/a
May, 2010	$6,735	$5,259	$14,969	$15,235	$-1,476	-22	$-9,710	-185	0.78	0.35	0.27
June, 2010	$6,792	$0	$0		$-6,792		$0		0	n/a	n/a
July, 2010	$6,185	$0	$0		$-6,185		$0		0	n/a	n/a
August, 2010	$5,949	$0	$0		$-5,949		$0		0	n/a	n/a
September, 2010	$5,687	$0	$0		$-5,687		$0		0	n/a	n/a
Year to Date (YTD)	$13,527	$5,259	$14,969	$67,938	$-8,268		$-9,710		0.39	0.35	0.14
NTB CTD	$0	$0	$0	$0	$0		$0		n/a	n/a	n/a
Rebaseline (CTD)	$0	$0	$0	$0	$0		$0		n/a	n/a	n/a
Cumulative to Date (CTD)	$138,374	$101,540	$135,423	$361,340	$-36,834		$-33,883		0.73	0.75	0.55
IPABS Past 6 Months (1/2010-6/2010)	$13,527	$5,259	$14,969	$47,673	$-8,268		$-9,710		0.39	0.35	0.14
2010 Baseline Total:	$0										

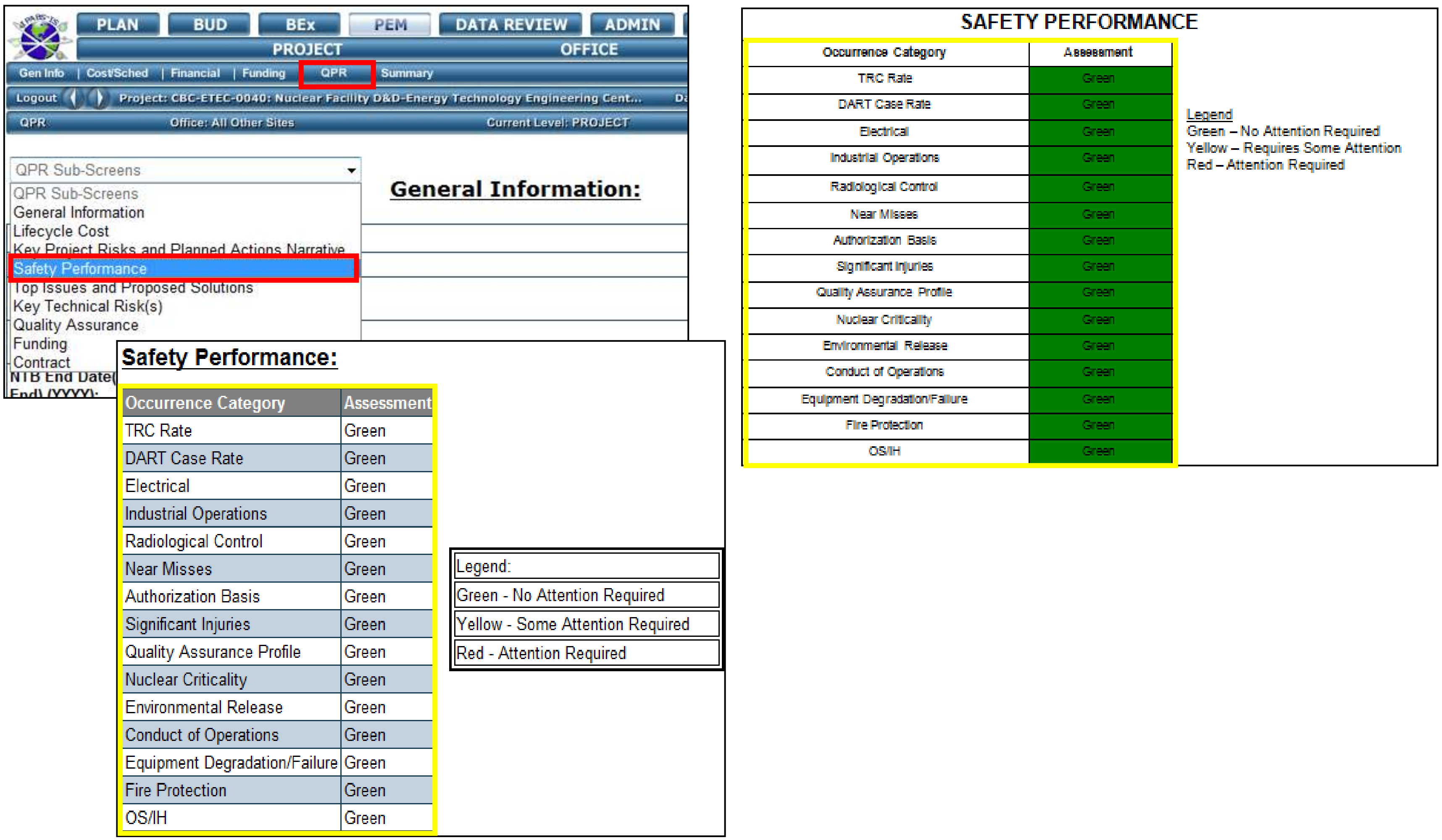
8.5.2.5 Data Crosswalk for Quad 3, First Quad Chart

The data in the third quadrant is populated from the Key Project Risks and Planned Actions Narratives screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the third quadrant of the Quad Chart.



8.5.2.6 Data Crosswalk for the Quad 4, First Quad Chart

The data in the fourth quadrant is populated from the Safety Performance screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the fourth quadrant of the Quad Chart.



8.5.3 Sample of the Second Quad Chart Slide

Paducah Gaseous Diffusion Plant : 02-U-101

KEY TECHNICAL RISK(S)

Technical Risk Rating: 5/10

Risks: (High or Moderate tech risks)

Consequences:

5/10

Maturity:

Urgency:

Difficulty:

Resolution:

QUALITY ASSURANCE

Issues: Contractor QA program recognized as having long-standing weakness. Emphasis remains on ensuring quality preparations and evidence packages to support startup rather than systemic corrective actions.

Risks: Close out actions may uncover issues requiring acute remedies to suppport schedule.

Planned Actions: Continue monitoring and follow-up as necessary.

FUNDING SUMMARY ($ in 000's)

Beginning Fiscal Year Carryover (A)	Current Year Budget Authority (B)	Total Available (A+B)	FPD Estimated Cost for Fiscal Year	Year to Date Actual Costs (STARS ACWP)
$0	$0	$0	$0	$236

Comments:

CONTRACT

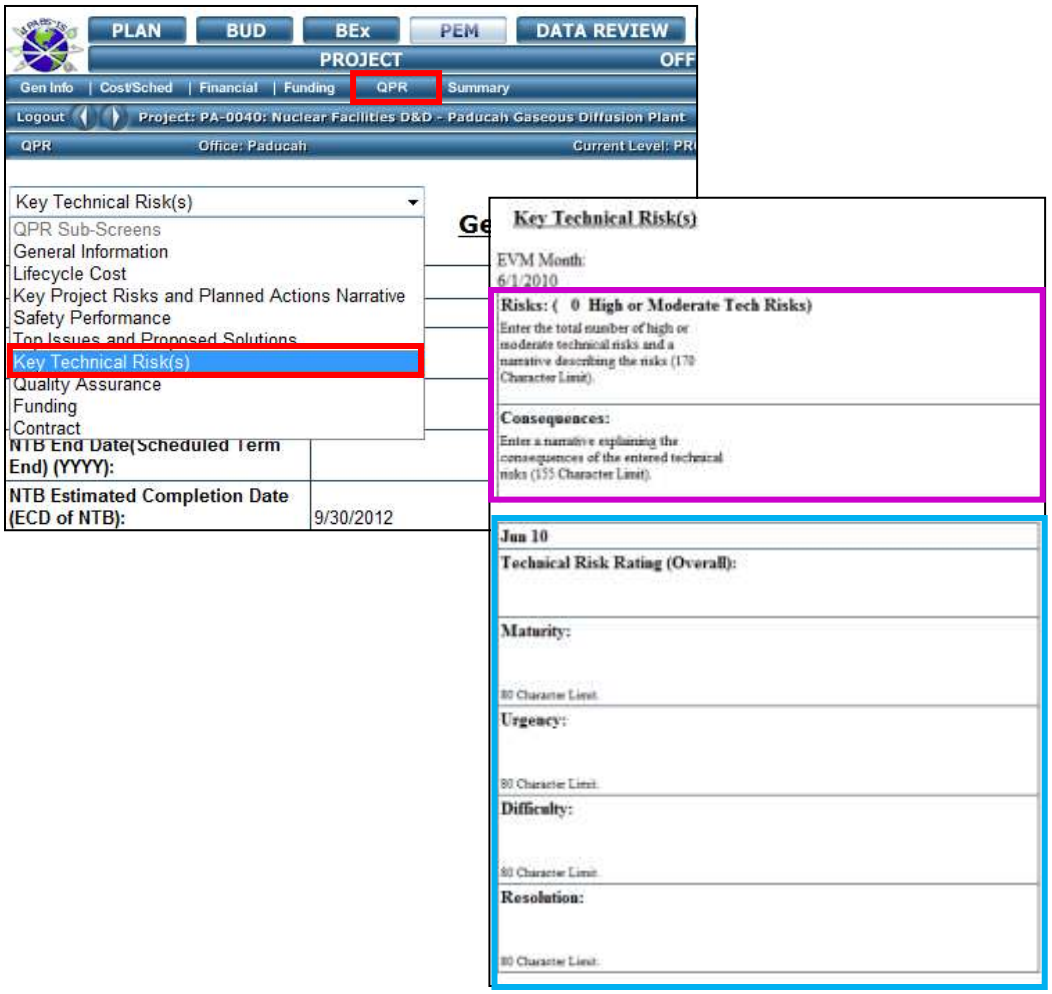
COR(s)	Certification Level Required/Current
J. Zimmerman*	III/III
W. Murphie	I/I

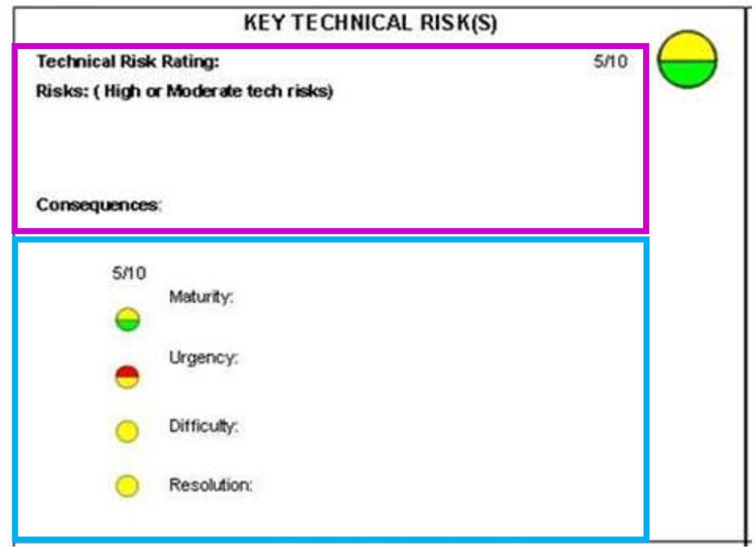
Number of Current or Projected Unprocessed Changes 180 Days or Older: None

Contract Issues: None

8.5.3.1 Data Crosswalk Quad 1, Second Quad Chart

The data in the first quadrant is populated from the Key Technical Risk(s) screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the first quadrant of the Quad Chart.





NOTE: Make sure to enter and approve the Key Technical Risk data prior to the moving forward of the EVM month. Once the EVM month moves forward, users can no longer enter data for the previous month.

8.5.3.2 Guidance for Determining Technical Risk Ratings

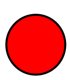
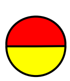
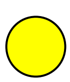
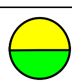
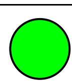
The Technical Risk Rating is used to enhance EM management confidence and assurance that risk management is: 1. being implemented on projects on a consistent basis, and 2. technical risk is being identified, managed, and communicated to management. Use of the Technical Risk Rating provides Federal Project Directors the opportunity to discuss what they consider to be the most significant technical risks. Per the *DOE-EM Engineering & Technology Roadmap:* “Technical risks are known technical issues that could prevent project success. Uncertainties are indefinite or unpredictable technical aspects of a project.”

These ratings only address project technical risks (e.g. engineering, design, technology) and do not include other project or programmatic risks (e.g. regulatory, funding, NEPA, litigation risks). All technical risks should be included on the second quad chart. ***Technical risks should not be listed or discussed on the first Quad Chart.***

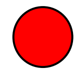
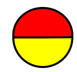
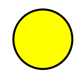
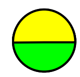
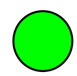
For guidance on the preparation of the Technical Risk Ratings, see the following document: Technical Risk Rating Criteria and Methodology, Rev. 1, July 2008, which is the primary guidance document for risk rating. The following instructions represent a summary of this document.

Technical Risk Rating: Users will designate current and past quarter overall risk assessments for the project/ line item. The risk assessment will take the form of colored circles (Red/Red-Yellow/Yellow/Yellow-Green/Green).

Overall Technical Risk Rating must be determined for both the current and past quarter. The overall project Technical Risk Rating is determined by a qualitative assessment completed by the Federal Project Director. The Federal Project Director bases this assessment on the individual criteria values and other input as appropriate. The final rating is symbolized by a colored circle that is designated based on the following table:

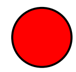
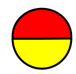
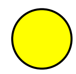
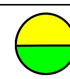
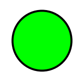
Technical Risk Rating	Management Impact
	Project technical risk(s) require hightened attention and may require Acquisition Executive decisions on direction or resources.
	Project technical risk(s) require additional focus and may require Acquisition Executive decisions on direction or resources.
	Project technical risk(s) have concerns in several areas and may require additional focus by the Integrated Project Team.
	Project technical risk(s) are manageable. Minor concern in selected areas, but additional focus not required.
	Project technical risk(s) are manageable as planned.

Maturity: Technical Maturity is a measure of maturity/availability/existence for the technology needed to address the consequences of the risk. This criterion answers the question: "Are the needed technologies ready for deployment?" The Technical Maturity rating is based on the lowest or least mature element of the project. Technical Maturity is determined from either a formal Technical Readiness Assessment (TRA) or based on the FPD's judgment per the descriptions in the table below:

Technical Maturity Description[4]	Rating
Basic process technology principles observed and reported; or equipment and process concept formulated; or TRL = 1, 2.	
Equipment and process analysis and proof of concept demonstrated in a simulated environment; or laboratory testing of similar equipment systems completed in a simulated environment; or TRL = 3, 4.	
Bench scale equipment/process system demonstrated in a relevant environment; or TRL = 5.	
Prototypical equipment/process systems demonstrated in a relevant environment; or actual equipment systems/process systems successfully operated in the expected operational environment; or TRL = 6, 7.	
Actual equipment/process successfully operated in limited operational and/or operational environments; or TRL = 8, 9.	

[4] Technical Maturity descriptions are based on the March 2008 final EM TRA / TMP Guide

Urgency: Risk Urgency is a measure of the relative time in the project schedule when technical risk consequences are expected to occur and intervention is needed. This criterion answers the question: “Are the impacts close, does the project have time to work-out the issues, and is the critical path delayed?” The impacts to be considered are the consequences of risk(s) (e.g., critical path schedule delays, cost increases, missed stakeholder commitments, etc.) taken from the risk assessments. This could be based on a single risk or several risks. The intent is to provide the opportunity to bring management attention to any potential impacts due to technical risks occurring in the near term. Risk Urgency is determined from the following table:

Risk Urgency Description	Rating
Performance and/or critical path impacts expected to occur within 6 months; urgent attention and increased focus required to address impact, need to work handling resolution actions aggressively.	
Performance and/or critical path impacts expected to occur within 6 to 9 months; response planning may be needed.	
Performance and/or critical path impacts expected to occur within 9 to 12 months planning window.	
Performance and/or critical path impacts expected to occur within 12 to 18 month planning window.	
Performance and/or critical path impacts expected to occur after 18 months; flexibility in implementing handling actions.	

Difficulty: Handling Difficulty is a measure of the complexity and/or difficulty in developing and implementing a suitable solution to technical issues. This criterion answers the question: "How difficult is it going to be to define and perform actions that will mitigate the risk(s)?" This judgment could be based on a single risk or several risks. The intent is to inform management of difficult technical areas that present a significant challenge.

If an External Technical Review (ETR) or other technical peer review has been conducted, the results of the review should be considered as input to the confidence in the plan.

Handling Difficulty Description	Rating
Technical requirements incomplete; or handling strategy not defined; or handling strategy considered very complex and/or extremely challenging; or peer review rejected handling strategy.	
Some uncertainty with technical requirements; or handling strategy incomplete; or handling strategy considered complex and/or challenging; or uncertainty in completeness of handling strategy; or peer review identified problems with handling strategy.	
Technical requirements known changes in interpretation possible; or handling strategy defined, changes possible or with some complexity/challenges; or some doubt in effectiveness of handling strategy; or peer review not conducted or no results yet.	
Technical requirements known, interpretation clear; or handling strategy defined, minimal challenges; or minor changes possible; or confidence in the expected results; or peer review supports most of handling strategy.	
Technical requirements known, interpretation clear; or handling strategy clearly defined and accepted, straightforward approach; or high confidence in the expected results; or peer review supports strategy.	

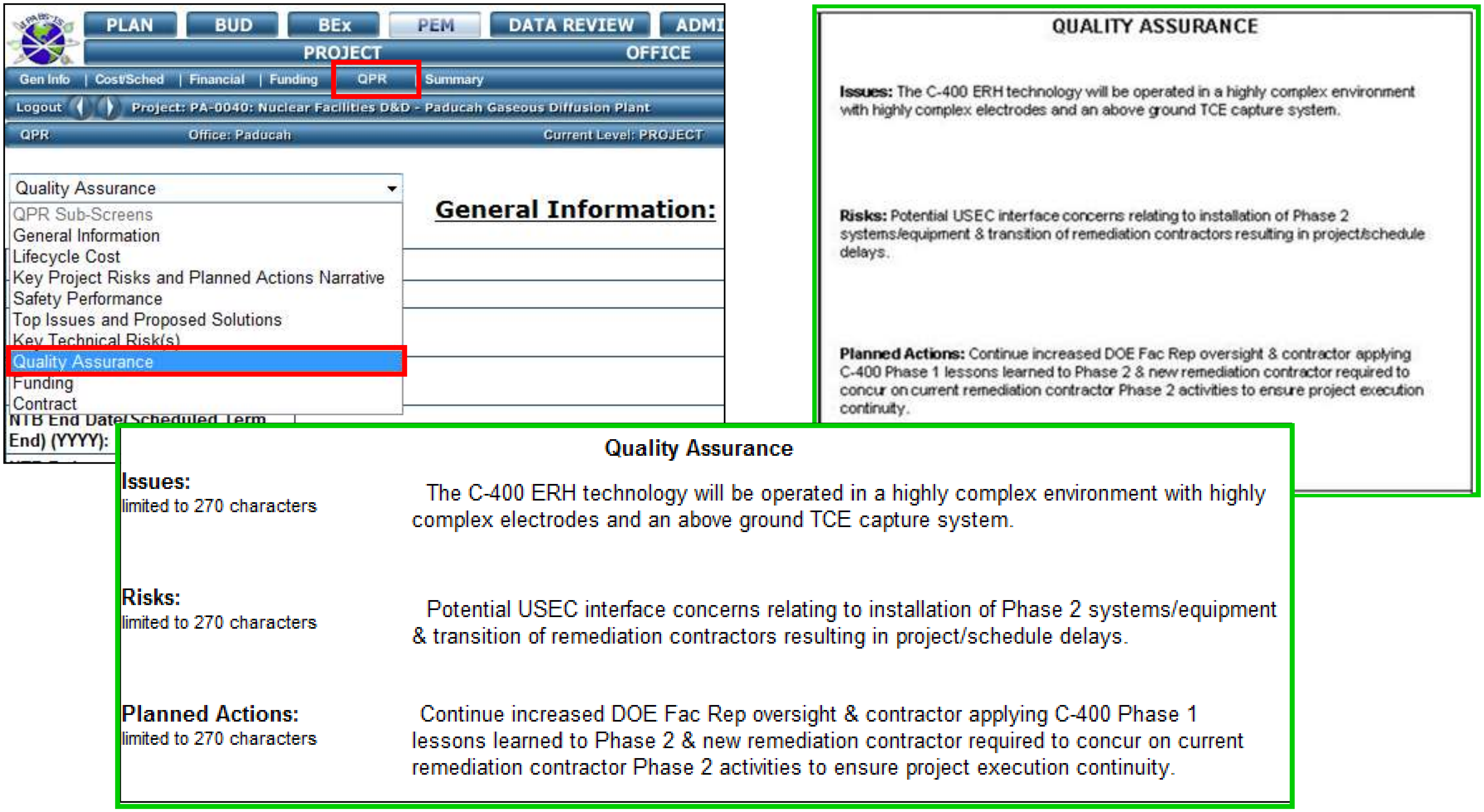
Resolution: Resolution Path is a measure of progress made towards achieving expected results and reducing risk during implementation of the handling strategy[5]. This criterion answers the question: "Are the results from the risk handling actions mitigating the risk(s) as expected?" From a project perspective, the FPD determines whether handling strategies have been defined in a measurable way; whether strategies are on track for implementation; and whether the forecast reduction in risk is occurring as expected. Additionally, the FPD determines whether additional knowledge gained in implementing the handling strategies shows risks at a higher risk level (greater likelihood and/or consequence) than originally conceived. This judgment could be based on a single risk or several risks. Resolution Path is determined using the following table:

Resolution Path Description	Rating
Results are contrary to expected outcomes; or negative impact on risk mitigation; or strategy not working, requires revision.	
Results are inconclusive, with doubt on effectiveness; or unknown impact on risk mitigation; or risk reduction may be in jeopardy.	
Handling strategy not started yet; or preliminary results as expected but inconclusive; or risk reduction is uncertain or somewhat less than expected; or handling strategy may need minor revision.	
Handling producing expected results; or results support risk reduction; or strategy is on track.	
Strategy has effectively reduced risk impact (confirmed by data or analysis).	

[5] "Handling Strategy" and "Mitigation" are used here to discuss plans or action necessary to avoid or minimize the impact of the technical risk as defined in DOE M 413.3-1.

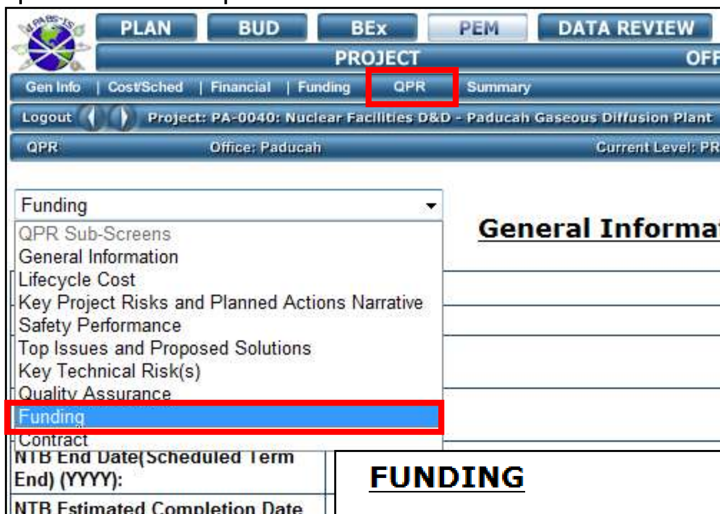
8.5.3.3 Data Crosswalk Quad 2, Second Quad Chart

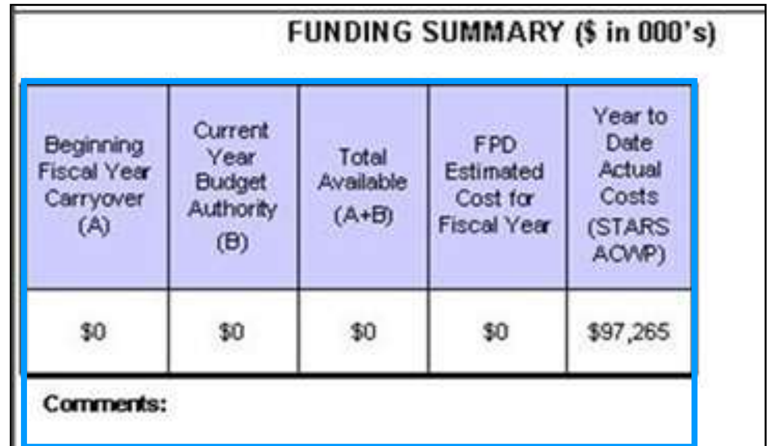
The data in the second quadrant is populated from the Quality Assurance screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the second quadrant of the quad chart.



8.5.3.4 Data Crosswalk Quad 3, Second Quad Chart

The data in the third quadrant is populated from the Funding screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the third quadrant of the quad chart.

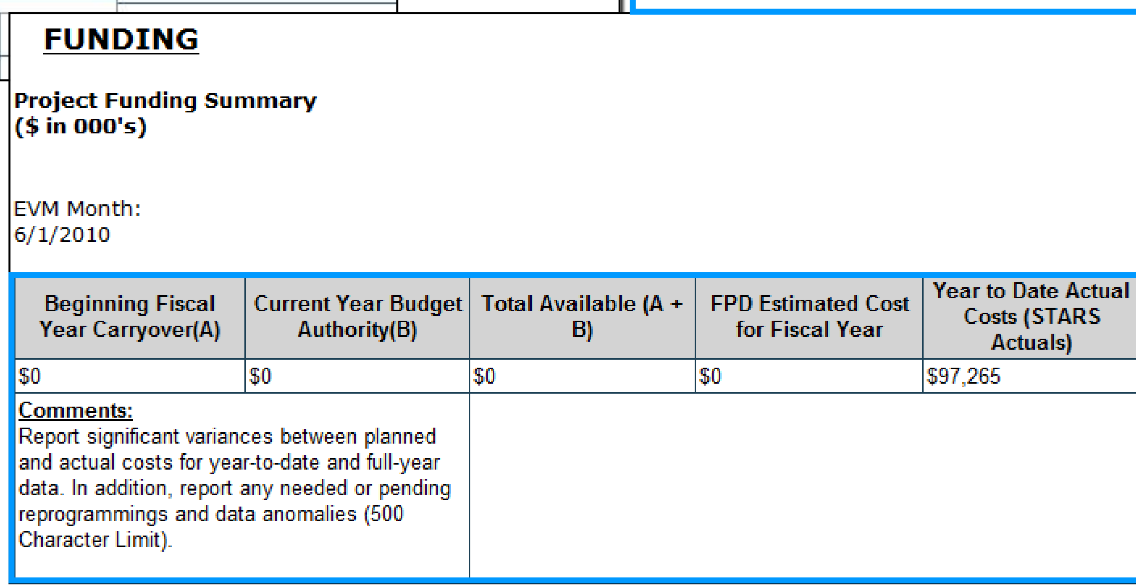




FUNDING SUMMARY ($ in 000's)

Beginning Fiscal Year Carryover (A)	Current Year Budget Authority (B)	Total Available (A+B)	FPD Estimated Cost for Fiscal Year	Year to Date Actual Costs (STARS ACWP)
$0	$0	$0	$0	$97,265

Comments:



FUNDING

Project Funding Summary ($ in 000's)

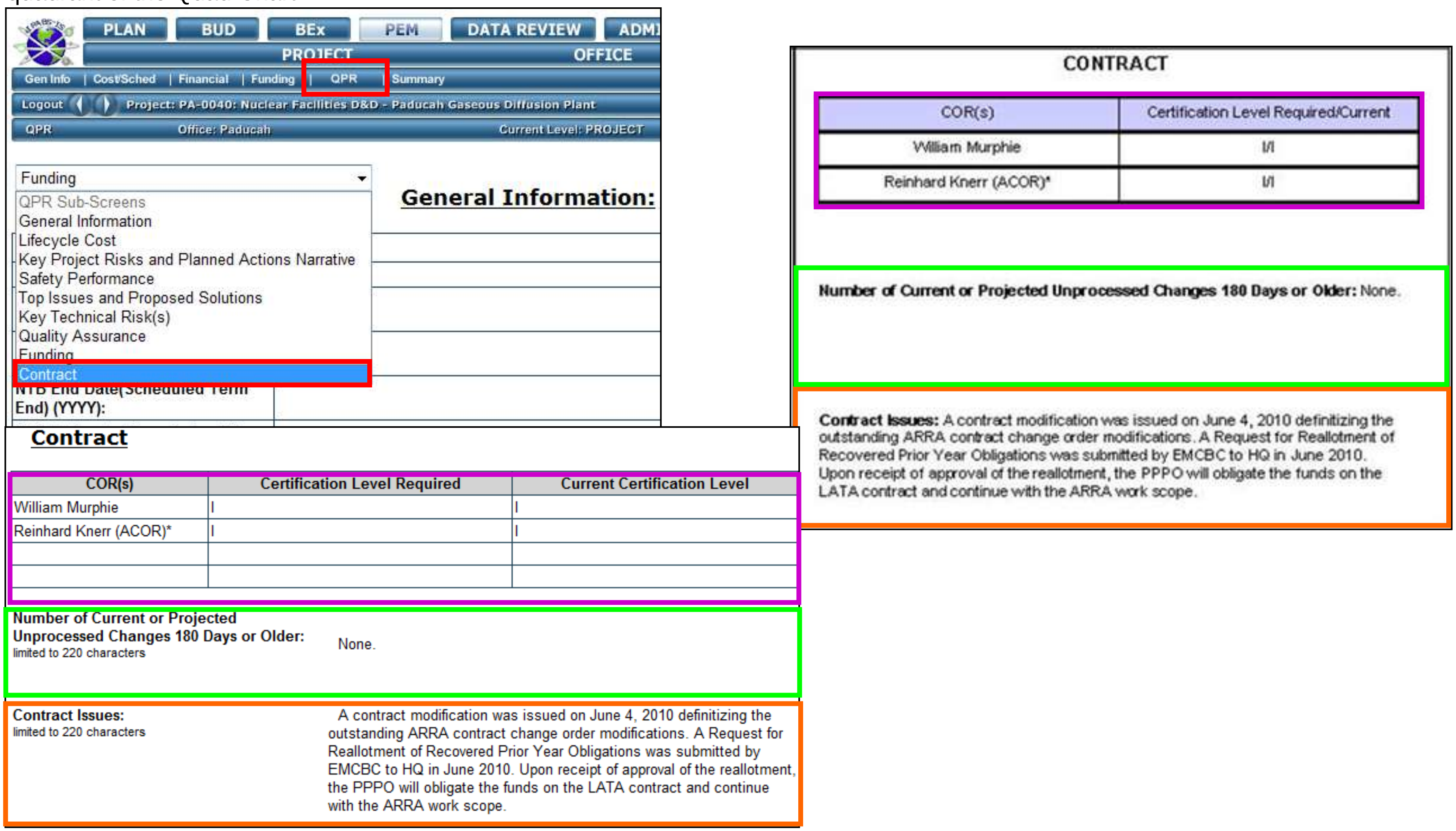
EVM Month: 6/1/2010

Beginning Fiscal Year Carryover(A)	Current Year Budget Authority(B)	Total Available (A + B)	FPD Estimated Cost for Fiscal Year	Year to Date Actual Costs (STARS Actuals)
$0	$0	$0	$0	$97,265

Comments:
Report significant variances between planned and actual costs for year-to-date and full-year data. In addition, report any needed or pending reprogrammings and data anomalies (500 Character Limit).

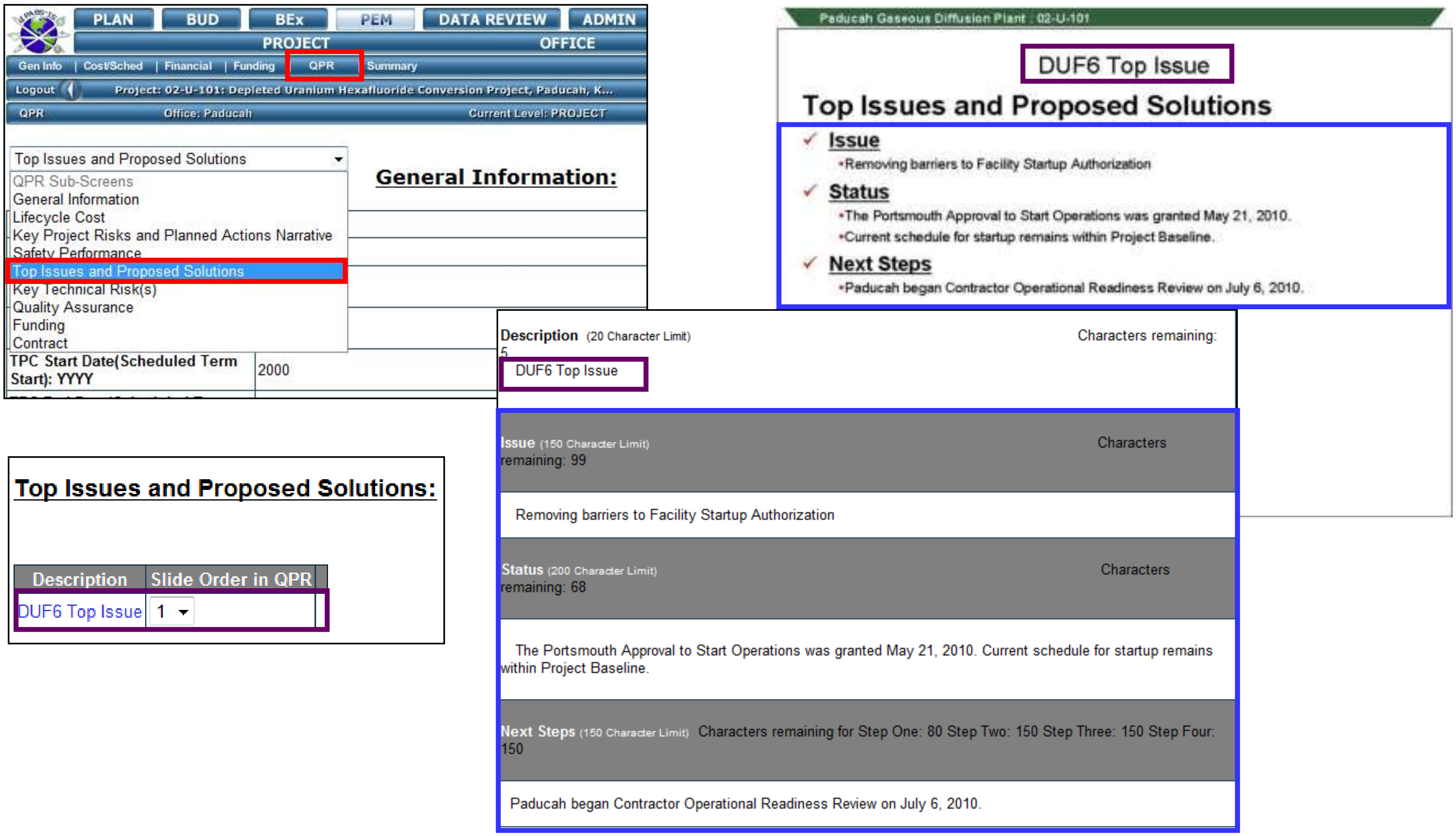
8.5.3.5 Data Crosswalk for Quad 4, Second Quad Chart

The data in the fourth quadrant is populated from the Contract screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the fourth quadrant of the Quad Chart.



8.5.4 Top Issues and Proposed Solutions Slide

The data in the Top Issues and Proposed Solutions slide is populated from the Top Issues and Proposed Solutions screen that exists within the QPR tab of the PEM Module. The data fields are color coded in order to illustrate from where the information is pulled in PEM and where it is displayed within the slide.



8.6 QPR Crosswalk by Data Field

8.6.1 Clean-Up Project

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Title of Package	Cover Page	Site Name in IPABS-IS System	Site title within which projects contained in the QPR PPT packages are associated.
Date of Package	Cover Page	QPR Package Generation Date	Date Site QPR package was generated (manually updated within PPT.).
Office Name	Cover Page	Office Name in IPABS-IS System	Office with which projects are associated.
Level 1 Schedule	Level 1 Schedule Page	Primavera PBS Level Schedule, Provided by the Site	
PBS #	First Site Quadrant Chart, 1st quadrant	PBS Number in IPABS-IS System	Project Baseline Summary number.
Title	First Site Quadrant Chart, 1st quadrant	PBS Title in IPABS-IS System	Full title of the Project Baseline Summary.
Prior Costs	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	For a Project with an NTB date, Prior Costs is the cost from the start of the Project until the year before the first year of the NTB date (NTB-1). For a Project with-out a NTB date, Prior Costs is the prior-to-current year cumulative cost of the Project.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
NTB	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	Cost of the Project for the prescribed period of time for the NTB date. The NTB is displayed in the QPR as a range. This reflects the uncertainty of the baseline cost—there is 50% confidence that NTB will not exceed the range’s low parameter (the first number) and 80% confidence that it will not exceed the range’s high parameter (the second number).
Out-year Planning Estimate Range OPER	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	For a Project with a NTB date, OPER is the estimated cost of the remaining Project after the NTB ending date. For a Project without a NTB date, OPER is the estimated cost of the Project for its planning range. The OPER is displayed in the QPR as a range. This reflects the uncertainty of the estimated cost—there is 50% confidence that NTB will not exceed the range’s low parameter (the first number) and 80% confidence that it will not exceed the range’s high parameter (the second number).
NTB Start Date (Scheduled Term Start)	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	This is a locked data field and will be populated with the NTB Start Date displayed in the Cost Module.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
NTB End Date (Scheduled Term End)	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	This is a locked data field and will be populated with the NTB End Date displayed in the Cost Module.
NTB Estimated Completion Date (ECD of NTB)	First Site Quadrant Chart, 1st quadrant	PEM Module, Project Level, QPR Tab, General Information, NTB Estimated Completion Date (ECD of NTB)	This is a user-entered data field. Site Federal Project Directors enter their estimate for the completion of the Project's NTB.
[Project] End	First Site Quadrant Chart, 1st quadrant	Cost Module, Project Level	The official approved Project End Dates at the 50% and 80% Confidence Levels.
Certified [NTB]	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Certified NTB	Occurs when an EIR or IPR validates the NTB at the CD-2 phase or through the completion of the Project. A certified NTB is based on whether or not the Office of Engineering and Construction Management has issued a memorandum recommending validation of the Lifecycle Cost (LCC). NTB value is required regardless of "Certified NTB" value (Y/N).
Certified [NTB Date]	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Baseline Certification Date	The date that OECM or EM-50 has certified the validity of the project's NTB.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Endorsed [OPER]	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Endorsed LCC	The lifecycle cost has to be approved under configuration control in order for it to be considered endorsed. If the LCC is endorsed, then the date of endorsement shall be entered. If LCC has not been endorsed, “No” will display in the Endorsed field. The date that OECM or EM-10 has endorsed the validity of the project’s OPER (in conjunction with the certification of the NTB).
NTB Cost at Completion (Formerly EAC of NTB)	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Lifecycle Cost hyperlink; NTB Cost at Completion	FPD’s estimate of the cost for the NTB period only. Prior Years should not be included.

8.6.2 Line-Item Projects

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Title of Package	Cover Page	Site Name in IPABS-IS System	Site title within which projects contained in the QPR PPT packages are associated.
Date of Package	Cover Page	QPR Package Generation Date	Date Site QPR package was generated (manually updated within PPT.).
Office Name	Cover Page	Office Name in IPABS-IS System	Office with which projects are associated.
Level 1 Schedule	Level 1 Schedule Page	Primavera PBS Level Schedule, Provided by the Site	
Line Item Project [number]	First Site Quadrant Chart, 1st quadrant	PBS Number in IPABS-IS System	Project Baseline Summary number.
Title	First Site Quadrant Chart, 1st quadrant	PBS Title in IPABS-IS System	Full title of the Project Baseline Summary.
FPD Assessment	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; FPD Assessment	The three-tier (Green, Yellow, Red) assessment system used by EM FPD's to rate overall Project performance; Green- the Project is expected to meet its near-term cost/schedule performance; Yellow- the Project is at risk of not meeting its near-term cost/schedule performance; and Red- the Project has not met or is expected not to meet its near-term cost/schedule performance.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Total Project Cost (TPC)	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; TPC	The sum of the Total Estimated Cost (TEC) and Other Project Costs (OPC). TEC includes Project costs incurred after CD-1 such as: costs associated with the acquisition of land and land rights; engineering, design, and inspection; direct and indirect construction/fabrication; and the initial equipment necessary to place the plant or installation in operation. OPC are operating funds and include all Project costs that are not identified as TEC costs and generally include costs for planning; conceptual design; research and development; and for startup and operation. The TPC data field is locked and will be pulled from the PEM Module.
Certified	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Certified TPC	Indicates that the TPC has been certified for use by OECM or EM-10.
Validation (TPC Date)	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Certification Date	Validation Date is the date the TPC is validated through an OECM.
[TPC] Scheduled Term	First Site Quadrant Chart, 1st Quadrant	PEM Module; Project Level; QPR Tab; General Information; TPC Project Term Start Date; and TPC Project Term End Date	A range composed of the following two elements: The TPC Project Term Start Date (the date of scheduled Project Start). TPC Project Term End Date (Scheduled End) is the PARS End Date. This is a locked data field.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
TPC Cost at Completion (formerly EAC)	First Site Quadrant, 1st Quadrant	PEM Module; Project Level; QPR Tab; TPC Cost at Completion (total)	The current estimated cost for program authorized work. Measured in thousands of dollars.
Estimated Completion Date (ECD) of TPC	First Site Quadrant Chart, 1st Quadrant	PEM Module; Project Level; QPR Tab; Estimated Completion Date of TPC	This is a user-entered data field. Site FPD's enter their estimate for the completion date of the work scope that is included in the Total Project Cost.

8.6.3 Projects & Sub-Projects/ Line-Item Data Fields

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Federal Project Director	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Federal Project Director	The individual at DOE responsible and accountable for Project management activities.
Contractor	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Prime Contractor	The prime contractor responsible for designing and/or executing the Project.
Acquisition Executive	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; QPR Tab; General Information; Acquisition Executive	Responsible for the site's Acquisition Management System. Implements policies and practices and provides oversight for the overall Project. (REQUIRED)
EVMS Certification Date	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; EVMS Certification Date	This field displays the certification date on contractor EVM systems. This date is used to verify the last review that was made in PARS by either external or internal sources.
Status	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Project Status	The current critical decision last approved by the Acquisition executive.
Status Date	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; Project Status; Phase Start Actual	The actual date of Project inception.
Project Narrative Description	First Site Quadrant Chart, 1st quadrant	PEM Module; Project Level; Gen Info Tab; General Information; Project Narratives; Project Description (Short)	A brief Project overview and summary statement explaining the essential features of the Project.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Schedule Performance Index (SPI)	First Site Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; SPI Data Fields (Six Month Data Pulled Based on Approved Financial Date)	SPI, the ratio of the physical work performed to the baseline schedule, calculated by dividing the Budgeted Cost of Work Performed (BCWP) by the Budgeted Cost of Work Scheduled (BCWS).
Cost Performance Index (CPI)	First Site Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CPI Data Fields (Six Month Data Pulled Based on Approved Financial Date)	CPI is the ratio of budgeted costs to actual costs for progress reported during the current month; it's determined by dividing the BCWP by the Actual Cost of Work Performed (ACWP). A quotient less than 1.0 indicates substandard performance, while a quotient greater than 1.0 indicates exceptional performance.
Cost Variance Cumulative to Date (CV NTB CTD)	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV NTB CTD	CV NTB (CTD) is calculated by subtracting the ACWP NTB CTD from the BCWP NTB CTD. NTB CTD EVM data is defined as all EVM data from NTB Start through CY. A positive value indicates that the actual costs were less than the projected costs for the work performed, indicating a cost under run. A negative number indicates that the actual costs were more than the projected costs for the work performed, indicating a cost overrun.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Schedule Variance Cumulative to Date (SV NTB CTD)	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; SV NTB CTD	SV NTB (CTD) determined by subtracting the BCWS NTB CTD from the BCWP NTB CTD, measured in dollars. NTB CTD EVM data is defined as all EVM data from NTB Start through CY. A positive value indicates more work was accomplished than planned according to the baseline plan, indicating the Project to be ahead of schedule. Negative values indicate that less work was accomplished than planned, indicating the Project is behind schedule.
Schedule Performance Index Cumulative to Date (SPI NTB CTD)	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; SPI NTB CTD	SPI NTB (CTD), the ratio of the physical work performed to the baseline schedule, calculated by dividing the BCWP NTB CTD by the BCWS NTB CTD. NTB CTD EVM data is defined as all EVM data from NTB Start through CY.
Cost Performance Index Cumulative to Date (CPI NTB CTD)	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CPI NTB CTD	CPI NTB (CTD) is the ratio of budgeted costs to actual costs for progress reported; determined by dividing the NTB BCWP CTD by the NTB ACWP CTD. NTB CTD EVM data is defined as all EVM data from NTB Start through CY. A quotient less than 1.0 indicates substandard performance, while a quotient greater than 1.0 indicates exceptional performance.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Schedule Variance Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months SV	Schedule Variance Last Six Months determined by subtracting the BCWS Last Six Months from the BCWP Last Six Months, measured in dollars. A positive value indicates more work was accomplished than planned according to the baseline plan, indicating the Project to be ahead of schedule. Negative values indicate that less work was accomplished than planned, indicating the Project is behind schedule.
Cost Variance Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months CV	Cost Variance Last Six Months is calculated by subtracting the ACWP Last Six Months from the BCWP Last Six Months. A positive value indicates that the actual costs were less than the projected costs for the work performed, indicating a cost under run. A negative number indicates that the actual costs were more than the projected costs for the work performed, indicating a cost overrun.
Cost Performance Index Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months CPI	CPI Last Six Months is the ratio of budgeted costs to actual costs for progress reported during the last six month determined by dividing the BCWP Last Six Months by the ACWP Last Six Months. A quotient less than 1.0 indicates substandard performance, while a quotient greater than 1.0 indicates exceptional performance.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Schedule Performance Index Last Six Months	First Quadrant Chart, Earned Value Management Quadrant	PEM Module; Project Level; Cost/Schedule Tab; CV IPABS Past Six Months SPI	Schedule Performance Last Six Months, is the ratio of the physical work performed to the baseline schedule, calculated by dividing the BCWP Last Six Months by the BCWS Last Six Months.
Risk	First Quadrant Chart, Key Project Risk and Risk Mitigation Quadrant	PEM Module; Project Level; QPR Tab; Key Project Risks and Planned Actions Narratives Hyperlink; Project Risk (Three Provided Per PBS)	Based on the Federal Project Director's assessment of Project risks. These are the top three (3) risks associated with the Project that will likely impact the project's cost and/or schedule.
Planned Action	First Quadrant Chart, Key Project Risk and Risk Mitigation Quadrant	PEM Module; Project Level, QPR Tab; Key Project Risks and Planned Actions Narratives Hyperlink; Project Planned Action (Three Provided Per PBS)	Based on the Federal Project Director's assessment of Project risks. These are the action(s) planned or implemented to mitigate the risks.
New/Existing [Risk]	First Quadrant Chart, Key Project Risk and Risk Mitigation Quadrant	PEM Module; Project Level; QPR Tab; Key Project Risks and Planned Actions Narratives Hyperlink; New/Existing	An existing risk is one that has been cited in the "Key Project Risks and Planned Actions" section of a previous QPR report, a new risk is one that has not.
TRC Rate	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; TRC Rate	Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
DART Case Rate	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; DART Case Rate	Based on the Federal Project Director's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Significant Injuries	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Significant Injuries	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Near Misses	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Near Misses	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison at EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Industrial Operations	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Industrial Operations	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison at EM-20.
OS/IH [Occupational Safety/Industrial Hygiene]	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; OS/IH	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Fire Protection	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Fire Protection	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Electrical	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Electrical	Based on the FPD’s Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Authorization Basis	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Authorization Basis	Based on the FPD’s Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Nuclear Criticality	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Nuclear Criticality	Based on the FPD’s Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Radiological Control	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Radiological Control	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Conduct of Operations	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Conduct of Operations	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Quality Assurance Profile	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Quality Assurance Profile	Based on the FPD's Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Equipment Degradation/Failure	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Equipment Degradation/Failure	Based on the FPD’s Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Environmental Release	First Quadrant Chart, Safety Performance Quadrant	PEM Module; Project Level; QPR Tab; Safety Performance Hyperlink; Environmental Release	Based on the FPD’s Green/Yellow/Red assessment of specific safety criteria based on guidance from the Office of Environmental Management DAS for Safety Management and Operations (EM-20) and/or the Office of Environmental Management Chief Safety Officer. If you have questions on these fields or need more guidance, contact your Site liaison EM-20.
Budgeted Cost of Work Scheduled (BCWS)	Earned Value: Five Quarters Cumulative Schedule and Cost Variance – Cumulative FY 2004 to Present ($K) Graph	PEM Module; Project Level; Cost/Schedule Tab BCWS	BCWS is defined by the estimated dollar value of the work planned to be completed each month of the fiscal year.
Budgeted Cost of Work Performed (BCWP)	Earned Value: Five Quarters Cumulative Schedule and Cost Variance – Cumulative FY 2004 to Present ($K) Graph	PEM Module; Project Level; Cost/Schedule Tab; BCWP	BCWP is defined as the budgeted dollar value of the work completed.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Actual Cost of Work Performed (ACWP)	Earned Value: Five Quarters Cumulative Schedule and Cost Variance – Cumulative FY 2004 to Present ($K) Graph	PEM Module; Project Level; Cost/Schedule Tab; ACWP	ACWP is defined as the actual amount of the costs incurred for the work accomplished.
Technical Risk Rating (Overall)	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Technical risks are known technical issues that could prevent project success. For more information, see "Guidance for Determining Technical Risk Ratings," section 11.5.3.2.
Number of High or Moderate Technical Risks	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter the total number of high or moderate technical risks. (REQUIRED)
Risks [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative describing the entered risks. (REQUIRED)
Consequences [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the consequences of the entered technical risks. (REQUIRED)
Maturity [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Technical Maturity is a measure of the maturity/availability/existence of the technology needed to address the consequences of the risk. For more information, see "Guidance for Determining Technical Risk Ratings," section 11.5.3.2.
Maturity [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the maturity of the entered technical risks. (REQUIRED)

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Urgency [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Risk Urgency is a measure of the relative time in the project schedule when technical risk consequences are expected to occur and intervention is needed. For more information, see "Guidance for Determining Technical Risk Ratings," section 11.5.3.2.
Urgency [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the urgency of the entered technical risks. (REQUIRED)
Difficulty [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Handling Difficulty is a measure of the complexity and/or difficulty in developing and implementing a suitable solution to technical issues. For more information, see "Guidance for Determining Technical Risk Ratings," section 11.5.3.2.
Difficulty [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the difficulty of the entered technical risks. (REQUIRED)
Resolution [Color-coded Risk Rating]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Resolution Path is a measure of progress made towards achieving expected results and reducing risk during implementation of the handling strategy. For more information, see "Guidance for Determining Technical Risk Ratings," 11.5.3.2.
Resolution [Narrative]	Second Quad Chart, Key Technical Risk Quadrant	PEM Module; Project Level; QPR Tab; Key Technical Risk(s) Screen	Users will enter a narrative explaining the resolution of the entered technical risks. (REQUIRED)

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Issues [Narrative]	Second Quad Chart, Quality Assurance Quadrant	PEM Module; Project Level; QPR Tab; Quality Assurance Screen	Users will provide current or on-going quality assurance issues of concern that impact work being done correctly, timely, and safely. Input could be from recent assessments, trends, Performance Metrics, number of open action items, recurring issues, etc. (REQUIRED)
Risks [Narrative]	Second Quad Chart, Quality Assurance Quadrant	PEM Module; Project Level; QPR Tab; Quality Assurance Screen	Users will identify risks that impact the project being done correctly, timely, and safely. The risks described can be related to “issues” [above] or to any other FPD identified risk. (REQUIRED)
Planned Actions [Narrative]	Second Quad Chart, Quality Assurance Quadrant	PEM Module; Project Level; QPR Tab; Quality Assurance Screen	Users will provide planned actions to address quality assurance issues or project risks. (REQUIRED)
Beginning Fiscal Year Carryover	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The balance from the Project’s prior fiscal year cost. This is a locked data field. **Source: STARS data (IPABS-IS, PEM Financial Tab, Beginning Unexpended Obligation)**
Current Year Budget Authority	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The amount of new Budget Authority appropriated for the current fiscal year. This is a locked data field. **Source: STARS data (IPABS-IS, PEM, Financial Tab, AFP)**

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Total Available	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The amount of available funding for the project = Carryover into Current FY + Current FY Budget Authority. This is a locked data field. **Source: STARS data (IPABS-IS, PEM, Financial Tab, Current Year Total Available)**
Planned Cost for Current Fiscal Year – IPABS-IS	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	The planned cost for the current fiscal year. This is a locked data field. **Source: New IPABS-IS, Cost Module, Current Approved LCC**
FPD Estimated Cost for Fiscal Year	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	This is a user-entered field. The estimate should include **all** costs to be incurred by the PBS for the current fiscal year, factoring in current project schedule and cost performance as appropriate. Costs should be entered in thousands of dollars.
Year to Date BCWP (IPABS)	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	This table will display the Year to Date Budget Cost of Work Performed (YTD BCWP) value from IPABS-IS. This is a locked data field. **Source: IPABS-IS, PEM, Cost and Schedule Tab, YTD BCWP**
Year to Date Actual Costs	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	This information is the actual cost of the project in STARS from the start of the fiscal year through the month being reported. This is a locked data field. **Source: IPABS-IS, PEM, Cost and Schedule Tab, YTD STARS ACWP**

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Comments [Narrative]	Second Quad Chart; Funding Quadrant	PEM Module; Project Level; QPR Tab; Funding Screen	Users will report significant variances between planned and actual costs for year to date and full year data. In addition, users will report any needed or pending reprogramming actions or data anomalies.
Contracting Officer's Representative (CORs)	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter the names of the Contracting Officer's Representatives.
Certification Level Required	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter the required COR Certification Level (I, II, or III). ***Note: Certification values entered in the Contract Quadrant must be COR, not PMCDP, certification levels.***
Certification Level (Current)	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter the current COR Certification Level for each COR (I, II, or III).
FPD/Non-FPD [Asterisk]	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will indicate which Contracting Officer's Representative is the Federal Project Director. This is indicated by an asterisk on the generated QPR slide.
Number of Current or Projected Unprocessed Changes 180 Days or Older	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter a number followed by an explanation for the unprocessed changes.
Contract Issues	Second Quad Chart; Contract Quadrant	PEM Module; Project Level; QPR Tab; Contract Screen	Users will enter an explanation of any contract issues.

Data Field in QPR Site Package	Location within QPR Site Package	Data Source	Data Field Definition
Title	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Description (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	The user will have the ability to add, edit, or delete the title to be displayed above the “Top Issues and Proposed Solutions” slide. Character limit: 20. [REQUIRED]
Issue	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Issue (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	Based on the Federal Project Director’s assessment of Project issues. These include major issues that will likely impact the Project and can include regulatory decisions, government furnished services or items, Project performance issues, procurement decisions, and Project management issues. Character limit: 150. (At least 1 is required.)
Status	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Status (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	Based on the Federal Project Director’s assessment of Project issues. This is the status of the issue and should describe the actions taken to address the issue(s). Character limit: 200. (At least 1 is required.)
Next Steps	Top Issues and Proposed Solutions	PEM Module; Project Level; QPR Tab; Proposed Top Issues and Proposed Solutions hyperlink; Next Steps (Limit of 5 Top Issues and Proposed Solutions Slides Per Project)	Based on the Federal Project Director’s assessment of the Project issues. This is a description of the next steps recommended/required to resolve the issue(s). 150 character limit. (At least 1 is required.)