

Management System: [Project Management](#)

Subject Area: [Project Reporting](#)

Managing OECM Monthly Reporting Requirements (Project Assessment and Reporting System (PARS))

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1.0 Applicability

This procedure applies to Office of Environmental Management (EM) Federal Project Directors (FPDs), Integrated Project Team (IPT) Members, and Program Managers responsible for the execution of all projects subject to the mandatory project management requirements in [U.S. Department of Energy \(DOE\) O 413.3B, Program and Project Management for the Acquisition of Capital Assets](#).

2.0 Required Procedure

The following steps are not necessarily performed sequentially.

Step 1	The FPD, with support from the IPT, must obtain a Project ID Number to be used in the submittal of project data. NOTE: New projects need to obtain a Project ID Number before project data can be entered into PARS. If the project is for a Major Item of Equipment (MIE), an operating expense, or other type of funding where there is no Project Data Sheet and Line Item Project Number for the project, the HQ Program Manager or the FPD will develop a Project ID Number in consultation with the Cognizant Budget Office and the DOE Office of Engineering and Construction Management (MA-50).
Step 2	The FPD and the Federal Staff on the IPT must gain access to PARS for the purpose of entering and monitoring project data. The FPD and Federal IPT Staff can obtain access to PARS by completing the questions in the DOE Project Assessment and Reporting System (PARS) .

<p>Step 3</p>	<p>The FPD, with support from the IPT, must enter Project Status/Performance Data, appropriate for the current project standing, into PARS by the last day of each month.</p> <p>NOTE: Project data entered into PARS is the project status data for post CD-0, or project cost performance data for post CD-2, for the most recently completed performance monitoring period, typically the previous month (for example, by July 31, status/performance data is entered for the performance period ending June 30). Data entered into PARS must always to be traceable to the contractor’s monthly status report or other formal reporting tool by which the FPD assesses project status/performance. General guidance on PARS can be found in the following documents:</p> <ul style="list-style-type: none"> • DOE Project Assessment and Reporting System (PARS) User Manual ; • DOE Project Assessment and Reporting System (PARS) Data Model; and • DOE Project Assessment and Reporting System (PARS) Data Dictionary.
<p>Step 4</p>	<p>The EMCBC PARS Point of contact is Jon Stickelman.</p>
<p>Step 5</p>	<p>The PARS POC coordinates FPD/IPT and HQ Program Office Staff review of the Draft Monthly Project Status Report (MSRP) issued by MA-50 at approximately the middle of each month and submits a consolidated set of comments for all projects to MA-50 in accordance with the review timeframe set by MA-50.</p>
<p>Step 6</p>	<p>The PARS POC coordinates with the FPD/IPT and HQ Program Office Staff to prepare a brief summary explaining the causes of project variances and project issues identified in the Draft MPSR, as well as any mitigation actions being taken to address identified variances and/or issues. The narrative summary is provided to MA-50 for inclusion in the Final MSRP in accordance with the timeframe set by MA-50.</p>

3.0 References

- [DOE O 413.3B](#), *Program and Project Management for the Acquisition of Capital Assets*
- [DOE Project Assessment and Reporting System \(PARS\)](#)
- [DOE Project Assessment and Reporting System \(PARS\) User Manual](#),
- [DOE Project Assessment and Reporting System \(PARS\) Data Model](#)
- [DOE Project Assessment and Reporting System \(PARS\) Data Dictionary](#)
- [DOE Office of Engineering and Construction Management \(OECM\) \(MA-50\) Project Management Web site](#)