

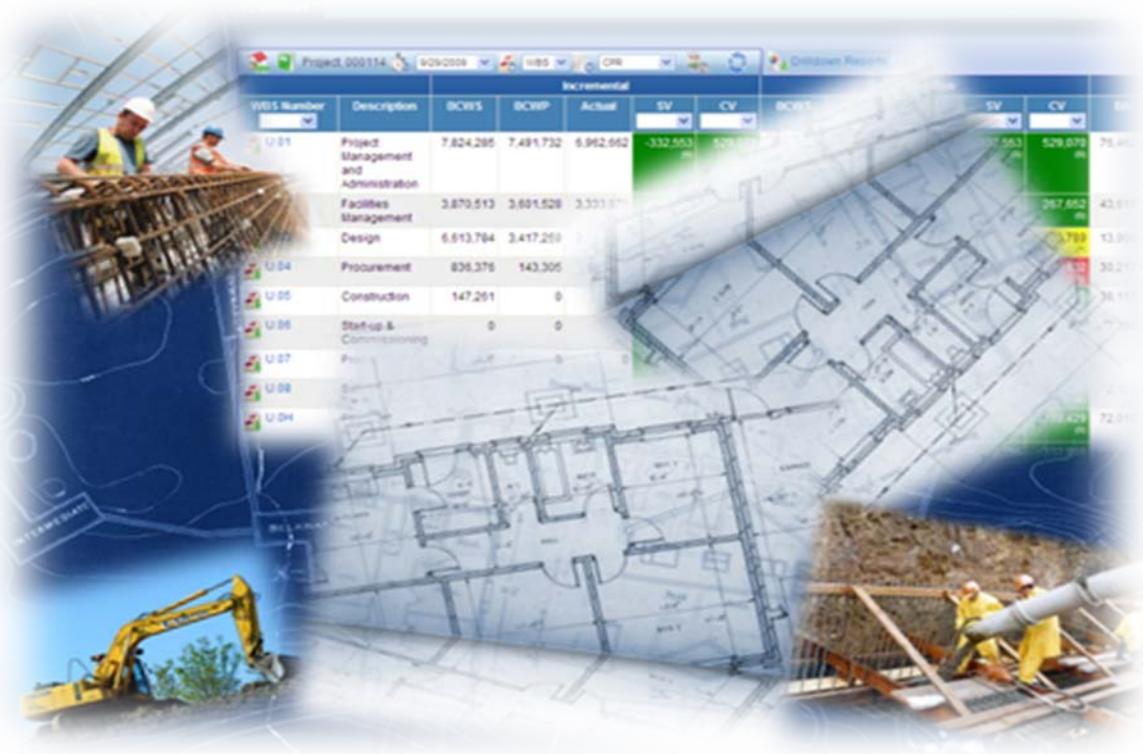


U.S. Department of Energy

# PARS II

## Project Assessment and Reporting System

# User Guide



## PARS II Release V8.0.20110608



Department of Energy

June 28, 2011

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## Title Page

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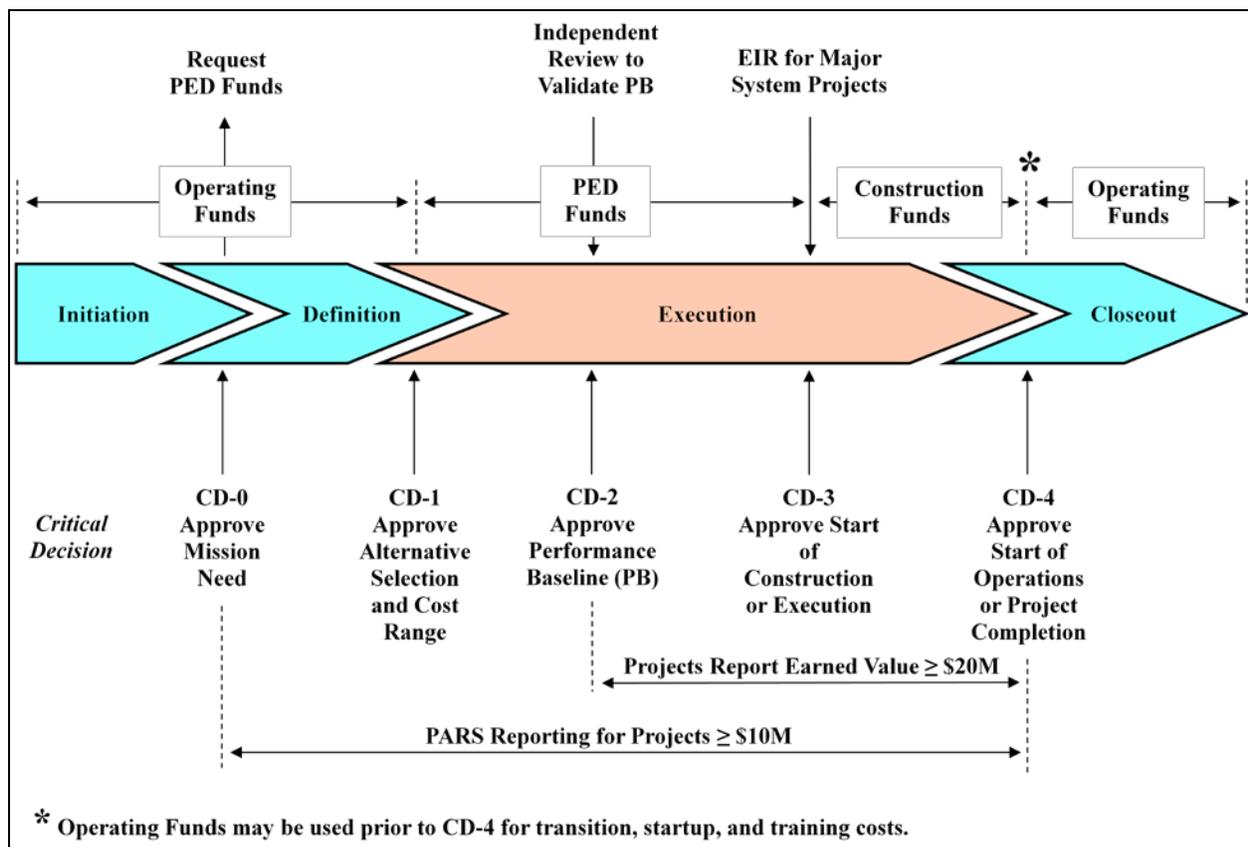
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# 1 INTRODUCTION

The Department of Energy (DOE) Office of Engineering and Construction Management (OECM) introduced its Project Assessment and Reporting System (PARS) as part of the DOE's project reform initiative that began in 1999. The new, DOE-wide, PARS II deployment is a web-based Commercial-Off-The-Shelf (COTS) product that is configured to support and enhance the oversight and evaluation capabilities of DOE project analysts for capital asset projects.

Earned Value (EV) and Schedule data for capital projects are extracted directly from contractor project management systems and uploaded into PARS II with no manual re-keying of data. PARS II gives DOE project analysts a standardized toolset for evaluating and tracking this data, as well as providing data entry and reporting capabilities for summary-level, Oversight and Assessment (OA) information.

PARS II is a component of the iManage, enterprise-wide systems initiative, and its design reflects how DOE executes and monitors capital projects. Figure 1 *Typical DOE Acquisition Management System for Line-Item Projects* shows the typical process flow of a capital project through Critical Decision (CD) milestones, and the criteria for projects to be included in PARS II reporting.

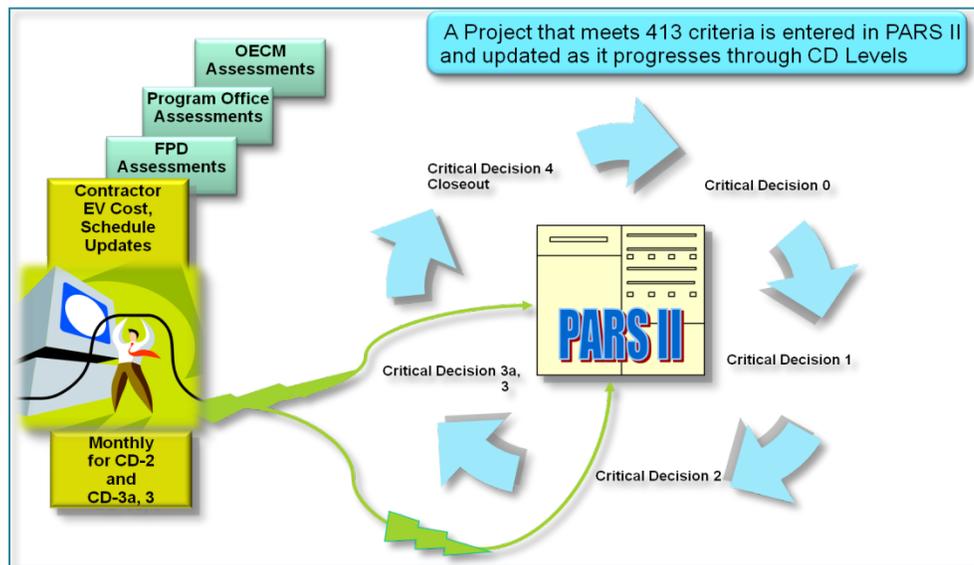


**Figure 1 Typical DOE Acquisition Management System for Line-Item Projects**

*Source: DOE O 413.3B*

Figure 2 “*Process Cycle of a Project in PARS II*” shows the major functions performed in PARS II. The right-hand side of the diagram represents the life-cycle of a project in PARS II with updates occurring as milestones are

achieved. The left-hand side of the diagram shows the updates that are performed on a monthly basis. Monthly updates are accepted in PARS II for all projects in the database and at any CD level. Approval of CD-0 initiates a requirement for project status reporting. As indicated in Figure 1, this reporting continues through the approval of CD-4 for all projects with a Total Project Cost (TPC) greater than or equal to \$10M. At CD-2 and continuing through CD-4, projects with a TPC greater than or equal to \$20M must report earned value performance in PARS II.



**Figure 2 Process Cycle of a Project in PARS II**

## 1.1 Purpose of this Document

This document serves as a reference manual to assist DOE end-users in performing their respective functions within the PARS II web application. The document provides a description and “How To” for the major functions in PARS II.

## 1.2 How to Use this document

PARS II is designed to accommodate the functional and informational requirements of users who have different roles in project assessment and reporting. This document is written as a role-based user guide with individual chapters targeted for each particular user group, described as follows:

- All Users – Chapters 1 and 2, Introduction and Getting Started in PARS II
- Additional chapters are required for each user group:
  - OECM Senior Management, Federal Program Manager(FPM), Deputy FPM, Program Secretarial Office, Contracting Officer Representative, Acquisition Executive
    - Chapters 3-6, View all data and reporting
  - Federal Project Director (FPD), Deputy FPD, and FPD staff
    - Chapters 3-8, View all data and reporting, update FPD oversight and assessment monthly

status, add attachments

- Program Office Analyst (or PMSO)
  - Chapters 3-8, View all data and reporting, update Program OA monthly status, add attachments
- OECM Analyst, SC Program Manager, and SC FPD who have elected to perform complete OA data entry
  - Chapters 4 - 9, Add/edit Projects, add/edit Critical Decisions, Key Performance Parameters, Baseline Change Proposals, Budget/Funding Profiles, update OA monthly status, add attachments, view all data and reporting
- Contractors performing Monthly Upload of Project Performance data
  - Chapters 4 and 10, Submit Project Performance data upload, view dashboards

### 1.3 Document Conventions

For each major function in PARS II, this document presents:

- A short description
- A table of the toolbar icons pertaining to the current window
- A step-by-step procedural guide to performing the function

This documentation uses the following conventions:

**Table 1 Document Conventions**

Convention	Description
Procedures to perform a function	Numbered "How to" steps.
Click <b>Exit</b>	Bold text indicates the button to click or option to select.
<i>TIPS, Notes</i>	Appears in blue italic text.
	A toolbar icon to click.

A list of acronyms is presented in Appendix C.

### 1.4 Roles and Access to the System

Within PARS II, several distinct classes of user roles are defined, each with different rights, privileges, and access, appropriate to the intended use of the system. Appendix A details the rights and privileges for each of the user roles in the table, *User Roles and Access Rights*. Presented in this section is a summary of those user roles

and access rights.

Users can view information for projects to which they have access. Project(s) access is granted when users request and receive a user account for PARS II. Typically, site users have access to view projects within their business domain, and Program users can view projects within their own Program Office. Data entry and update rights, however, are restricted.

***NOTE:** If users require access to projects outside of their own Program Office, those rights can be granted as necessary on an individual basis by an Administrator.*

#### **1.4.1 System Administrator**

Administrators have the greatest amount of access to the system. It is the Administrator's responsibility to create user accounts and assign permissions, configure appropriate security settings, and set access rights for other users and groups of users. System administration resides with EES/Dekker.

#### **1.4.2 Senior Management and Executives for OECM and Programs**

This class of user can view all OA project information, view contractor data, and generate reports.

#### **1.4.3 OECM Analyst, SC Program Manager, and SC FPD and their Alternate**

After PARS II System Administrators, these users have the highest level of system access. Within PARS II, they can:

- Initiate a Capital Project
- Initiate/update a project
- Assign and edit project contacts
- Update Critical Decision milestones – CD-1 through CD-4 and Closeout
- Add a baseline change proposal
- Update monthly status
- Edit key performance parameters
- Add attachments

#### **1.4.4 Federal Project Director and their Deputy (Non-SC)**

This class of user can view all OA project information, view contractor data, and generate reports. In addition, FPDs and their Deputies can edit and update appropriate monthly status fields, and add attachments.

#### **1.4.5 Program Analyst and their Alternate, Program Manager and their Deputy (Non-SC)**

This class of user can view all OA project information, view contractor data, and generate reports. Program Office staff can edit and update appropriate monthly status fields, and add attachments.

#### **1.4.6 Acquisition Executives, Contracting Officer Representatives, and Stakeholders**

This class of user can view all OA project information, view contractor data, and generate reports.

#### **1.4.7 Project Site Contractors and Managers**

Site contractors have the ability to upload EV, schedule, management reserve, risk, and variance reporting data from their respective local Earned Value Management (EVM) systems. Site contractors can view this data, as

with all users, in the Project Performance module of PARS II.

## 1.5 Data Hierarchy

PARS II is designed to reflect DOE’s organization of projects within the Program’s organizational structure. Figure 3 shows the hierarchal structure of data within PARS II. Level 1 and Level 2 are configurable in the application via system administrator functions. Level 3 is defined by users when initiating a new Capital Project in PARS II. Capital Project represents the “parent” or umbrella data element for child projects.

*NOTE: Refer to “Appendix D: PARS II Data Hierarchy Nomenclature Evolution” for more information.*

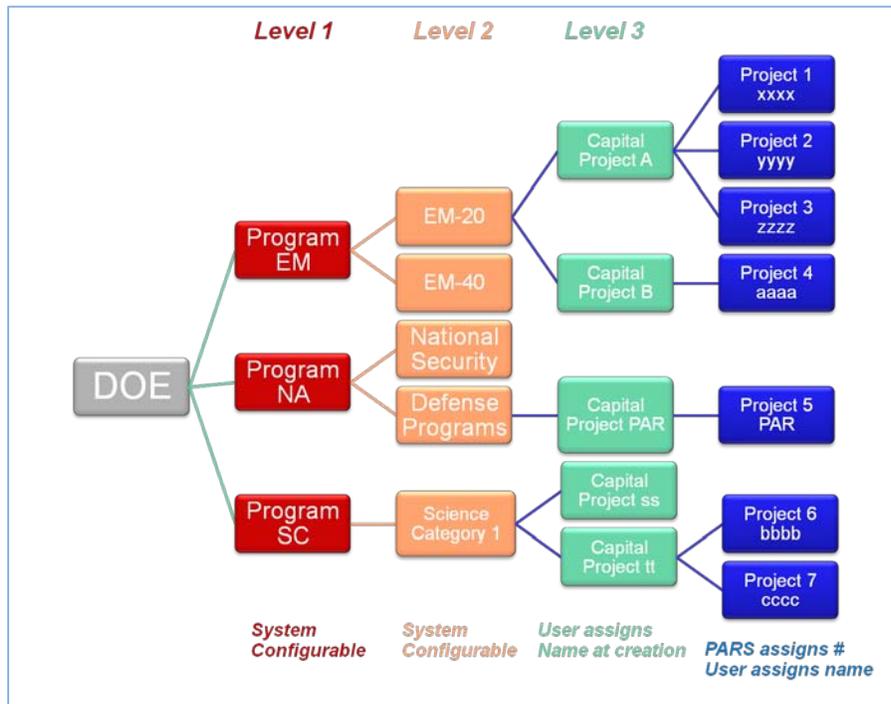


Figure 3 PARS II Data Hierarchy for Capital Projects

## 1.6 System Requirements

The system requirements for a PARS II user workstation are as follows:

- MS Windows XP 32-bit, or Windows7 (32- or 64-bit versions)
- Broadband access to the Internet
  - Network connectivity to <https://pars2training.doe.gov/> and <https://pars2.doe.gov/> for web and transfer of Excel spreadsheets (with embedded macros)
- MS Internet Explorer 8 (previous versions not supported)
- 1280 x 1024 monitor
- At least 2 GBytes of RAM (more if doing a lot of reporting)
- At least 2 CPU cores at 2.5 GHz (or 1 CPU core of at least 3+ GHz)
- MS Word, MS Excel – 1997 thru 2007 (Office 2010 applications are not supported)
- Reporting Active-X Control from Dekker, Ltd.

*TIP: Additional information for configuring workstations is located at:  
[http://management.energy.gov/documents/Configuring Workstations for use with the PARS II System.pdf](http://management.energy.gov/documents/Configuring_Workstations_for_use_with_the_PARS_II_System.pdf)*

## 2 GETTING STARTED IN PARS II

### 2.1 Logging in

To log in, a user must go to <https://pars2.doe.gov> and click on **Continue**. When prompted, enter username and password. Passwords are case sensitive. First-time users will be prompted to change their password.

**Note that if a user initially clicks on Cancel instead of Continue, the browser will display the PARS II home page:** [http://management.energy.gov/online\\_resources/pars2.htm](http://management.energy.gov/online_resources/pars2.htm)  
**This resource contains user documentation, access directions, training information, etc.**

Once logged in, users will be taken to a “Projects” tab within the Oversight & Assessment (OA) module. On the left-hand side of the window is a collapsible navigation bar with modules for:

- 1) OA
- 2) Project Performance
- 3) All Reports
- 4) Administration
- 5) Help.

Depending on the roles and responsibilities of the user logging in, some of these modules may not be visible.

### 2.2 Screen Layout

A typical PARS II screen layout is shown in Figure 4. The options displayed in the Navigation Bar vary based on a user’s access privileges.

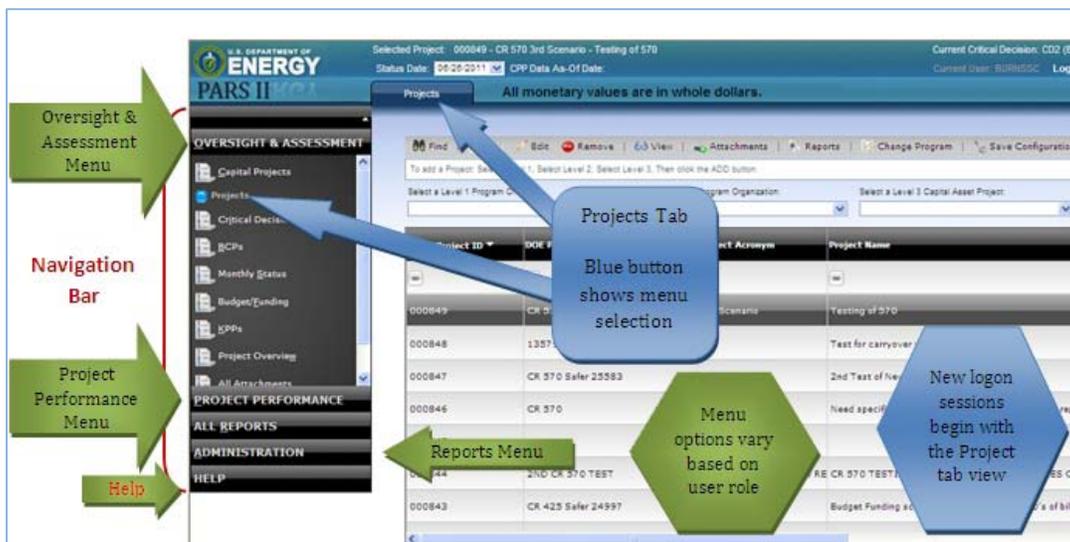


Figure 4 Typical PARS II Screen Layout

## 2.3 Title Bar

The top line of the PARS II window displays information about the project that is currently active for viewing or editing. If no project is selected, with the exception of the label “Selected Project,” the title bar is empty. When a project is selected, the title bar shows the PARS ID number, the Project Name, the Status Date (ending date) of the current month reporting period, the date of the latest contractor data upload, and the current Gateway (Critical Decision) for the selected project.

The second line of the title bar is grayed-out, and shows the User ID of the person logged into PARS II and the link to **Logout** of the system. The third line displays the message “All monetary values are in whole dollars”, indicating the dollar units which are entered or displayed on PARS II screens.

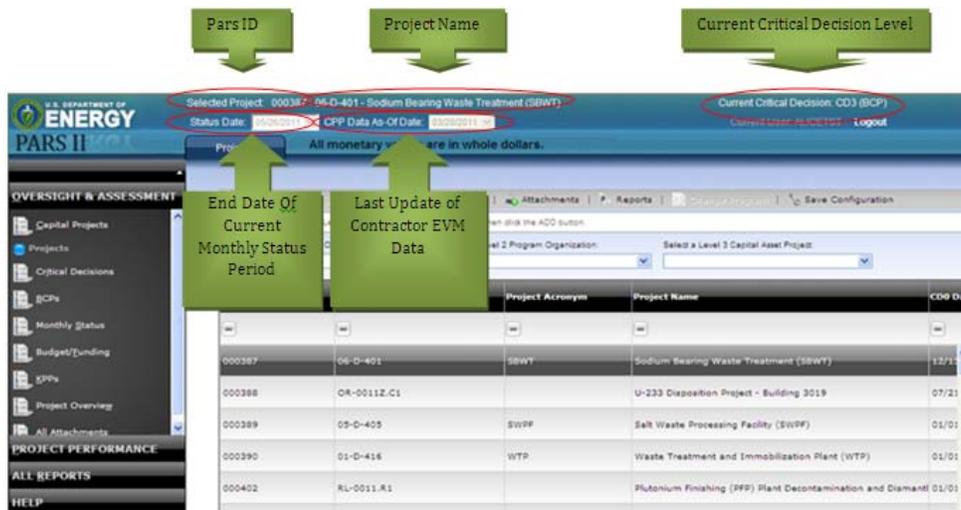


Figure 5 Title Bar - Line 1 and 2

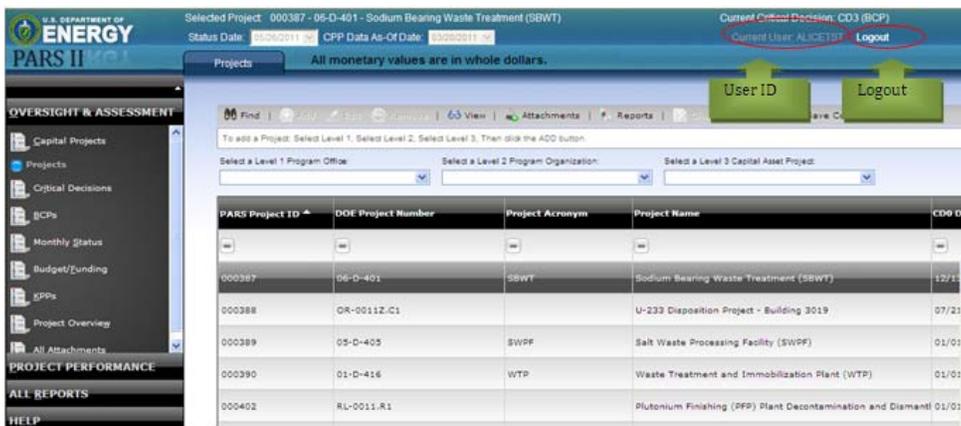
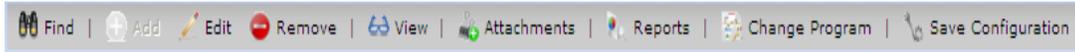


Figure 6 Title Bar - Line 2 and 3

## 2.4 Toolbar

The toolbar located near the top of PARS II windows provides an easy way to select an action, command, or function to perform for a project. Icons are activated or de-activated (grayed-out) based on the user role and sequence of events. For example, the View icon will not be activated until a user has highlighted a project in the

project list. The Add and Edit icons will not be activated for View-only users.



**Figure 7 Example Toolbar**

## 2.5 Data Values and Drop-down Lists

Data fields in PARS II contain one of the following types of values:

- Text – short text fields, such as name fields, contain up to 256 characters. Long text fields, such as narratives or notes, contain up to 4000 characters.
- Currency – All dollar values displayed or entered in screens are “whole dollars.” Reports may have factored dollars, in which case, the unit for dollars is indicated in the report.
- Date – formatted as mm/dd/yyyy.

Drop-down lists in PARS II may be static lists or dynamic lists. Static lists contain pre-populated values that can only be changed by the system administrator. Users submit requests to modify, delete, or insert new entries to the PARS II Helpdesk.

Dynamic lists are updated as users create entries. For example, when a Baseline Change Proposal (BCP) is entered into PARS, drop-down lists which contain BCP Titles are automatically updated to include the new BCP.

Reference the *Glossary of Screen Labels for PARS II V8.020100916* document for data definitions, format, and size details for each screen field.

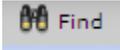
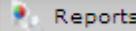
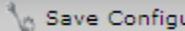
## 2.6 Selecting a Project

In order to view data or perform any functions in PARS II, users must start by selecting a project.

From the “Projects” screen, users can see a list of projects within their own Program Office, by making selections from the pre-populated “Level 1 Program Office,” “Level 2 Program Organization,” and “Level 3 Capital Asset Project” drop-downs. Alternately, users can search for a particular project using the “Find” button in the toolbar. Projects are searchable by a number of identifiers, including Program Office, PARS Project ID, Project Name, DOE Project Number, Project Type, Project Category, and more.

Once the results are displayed, clicking on the desired project will cause the toolbar icons to become active. The project and its associated OA data can be accessed for viewing, editing (for users with update rights), or generating reports. Also, the contractor project performance dashboards and reports can be viewed for the selected project.

**Table 2 Project Tab Icons - Before Project Selection**

ACTIVE ICON	PURPOSE
	Search for a project or group of projects. Activates a window where search criteria can be entered to locate a specific project or a group of projects matching the selected criteria.
	Generate reports, if any, pertaining to the “Projects” tab.
	Save the current sort sequence of the project list. Users may click on a column heading to sort the project list by the values in that column.

## 2.6.1 Find a Project

1. Select **Projects** from the Navigation Bar. The Project list may be empty or not.

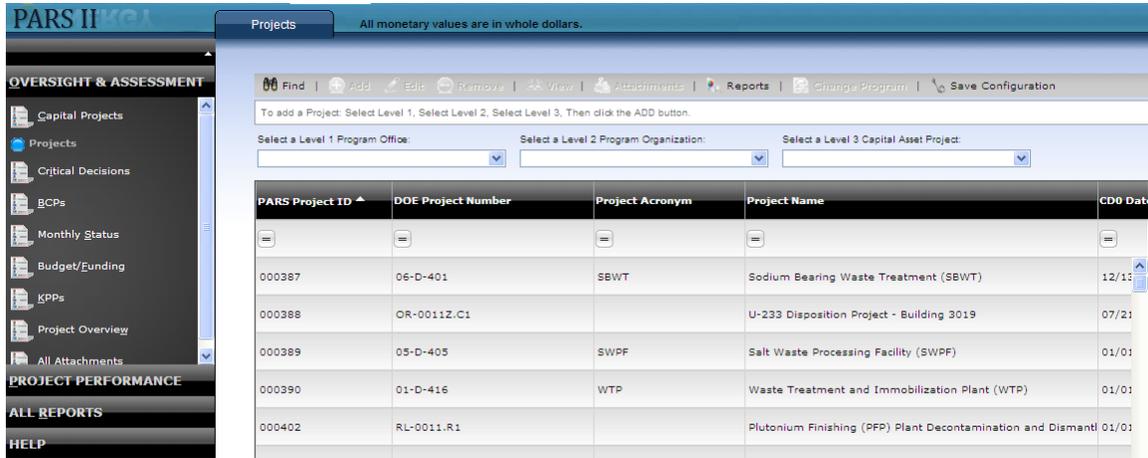


Figure 8 Projects Tab

2. Click .

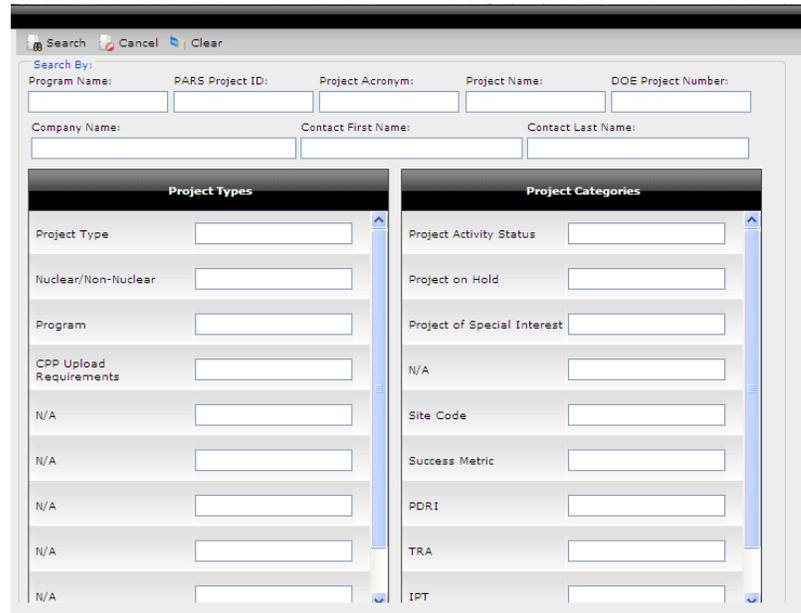
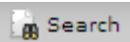
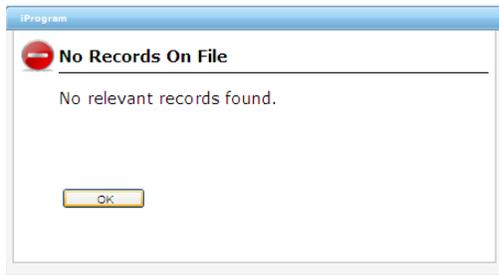


Figure 9 Find Screen

3. Enter **Search Criteria** in one or more data fields. All or just a few characters can be entered for a search value. PARS II searches for any occurrence of the characters within the data field. For multiple fields, the search is an “AND” search (i.e., a project must meet all of the criteria specified to be included in the search results).

- Click . Wait while the search progresses. When the search is complete, the “Projects” tab displays with the list of projects that met the Find criteria.

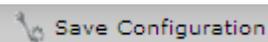
*TIP: If no projects met the specified criteria, a message displays and the project list is empty.*



*Return to the Find screen to enter different criteria.*

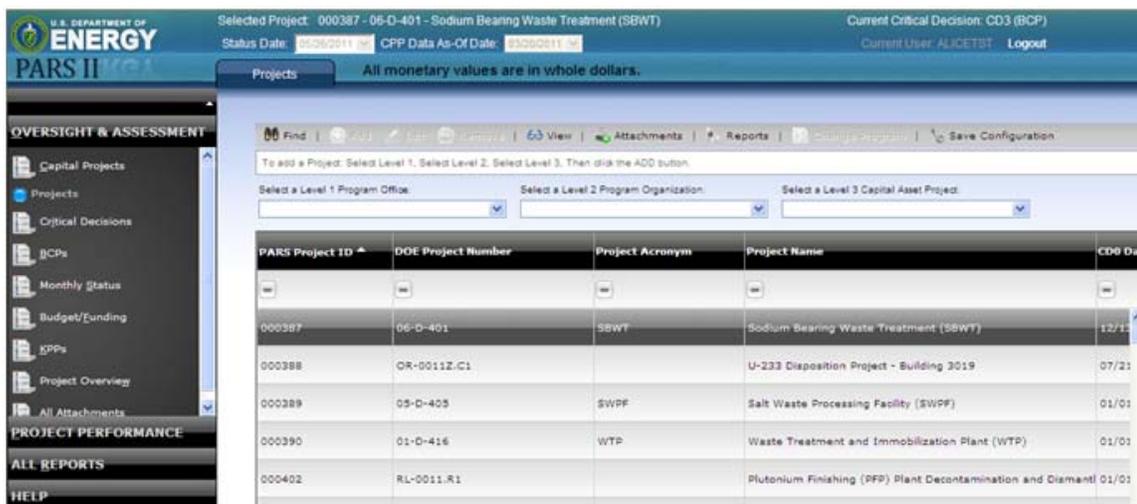
*TIP: Use the Clear button to clear out any previous search criteria that do not apply to the new search.*

## 2.6.2 Sort the Project List

- Click a column heading to sort the list by that column.
- Click  to save the sort arrangement. Throughout this session and for subsequent logon sessions, PARS II will use the saved sort arrangement until there is a new search.

## 2.6.3 Select a Project

- Highlight by clicking the **PARS Project** to be selected. Wait while the project data is loaded. Notice the change in the Project Title line at the top of the window, and the additional icons that are activated.



Selected Project: 000387 - 05-D-401 - Sodium Bearing Waste Treatment (SBWT)      Current Critical Decision: CD3 (BCP)  
 Status Date: 05/05/2011      CPP Data As-Of Date: 05/05/2011  
 Current User: ALICETST      Logout

U.S. DEPARTMENT OF ENERGY  
**PARS II**

Projects      All monetary values are in whole dollars.

Find | Add | Edit | Cancel | 63 View | Attachments | Reports | Change Program | Save Configuration

To add a Project: Select Level 1, Selected Level 2, Selected Level 3. Then click the ADD button.

Select a Level 1 Program Office:      Selected a Level 2 Program Organization:      Selected a Level 3 Capital Asset Project:

PARS Project ID	DOE Project Number	Project Acronym	Project Name	CD# Date
000387	05-D-401	SBWT	Sodium Bearing Waste Treatment (SBWT)	12/11
000388	OR-0011Z.C1		U-233 Disposition Project - Building 3019	07/21
000389	05-D-405	SWPF	Salt Waste Processing Facility (SWPF)	01/01
000390	01-D-416	WTP	Waste Treatment and Immobilization Plant (WTP)	01/01
000402	RL-0011.R1		Plutonium Finishing (RFP) Plant Decontamination and Diamant	01/01

**Figure 10 Highlight to Select a Project**

### 3 OVERSIGHT AND ASSESSMENT – VIEW ONLY

The OA module of PARS II differs based on the user’s role. This chapter presents the view-only use of the OA module.

#### 3.1 Capital Projects

To view Capital Projects, users must click on “Capital Projects” within the OA module, and make a selection in both the “Select a Level 1 Program Office” and “Select a Level 2 Program Organization” drop-down menus. This calls up a list of Capital Projects within the selected Program Office Organization.

Selecting a Capital Project from the list and clicking the “View” icon in the toolbar opens a window that shows the Projects and their TPC and the estimated completion date (CD-4 Date) for each.

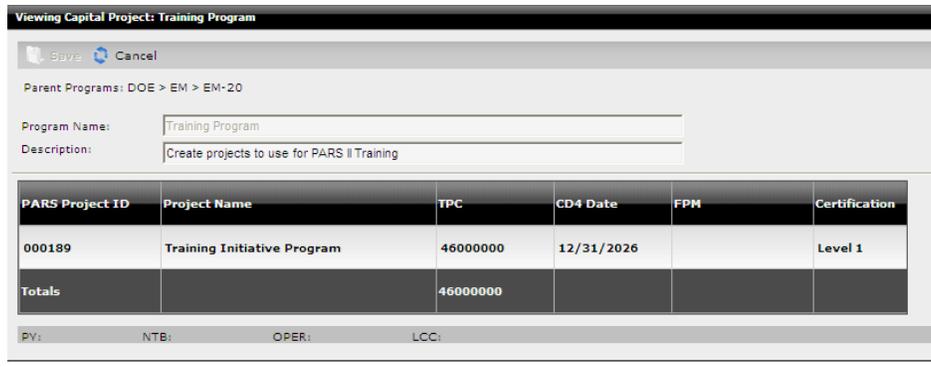
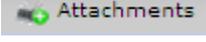
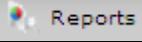


Figure 11 Viewing Capital Project

A “Totals” line contains the total of TPCs for the projects in the list.

Table 3 Capital Projects Icons – View Mode

ACTIVE ICON	PURPOSE
 View	View the full description of the Capital Project. Selecting “View” shows all of the same information as “Edit,” but simply disables the user input features.
 Attachments	Select and view any attachments that were uploaded to this screen.
 Reports	Generate reports, if any, pertaining to Capital Projects.

#### 3.1.1 View a Capital Project

1. Select **Capital Projects** from the Navigation Bar.
2. Select a Program Office from the **Level 1 Program Office** drop-down.

3. Select the Level 2 category from the **Level 2** drop-down. The Level 2 list is a dependent drop-down, and as such, will contain a list that varies depending on the Program Office selected in Level 1. Existing Capital Projects under the Level 1 and Level 2 categories, if any, are listed.

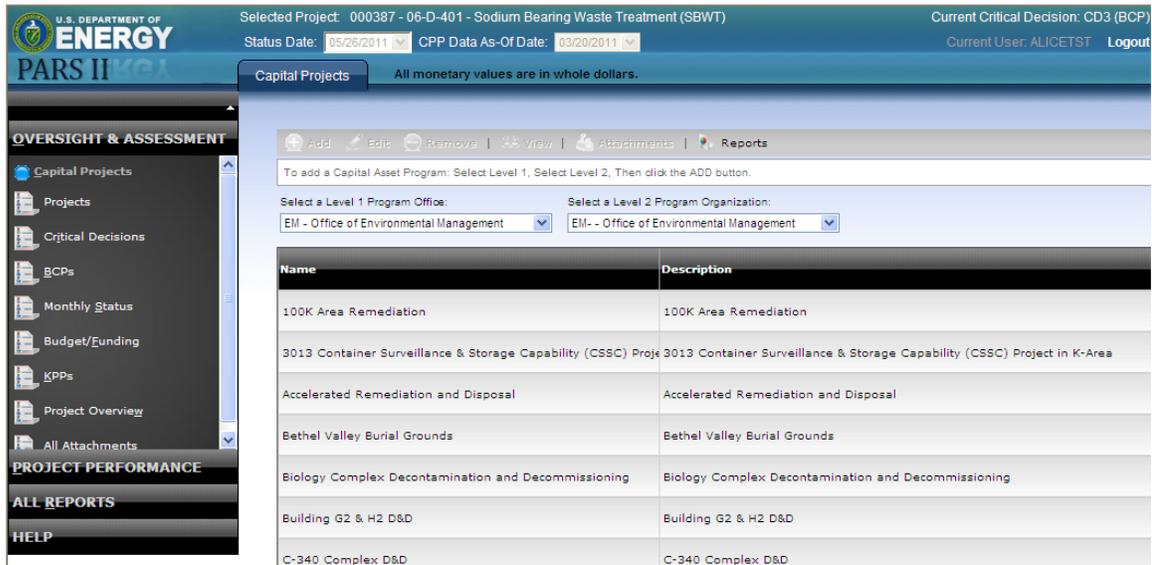
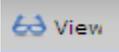


Figure 12 Capital Projects Tab

4. Click on the desired project from the list.
5. Click . The Capital Project description and a list of its associated projects displays.

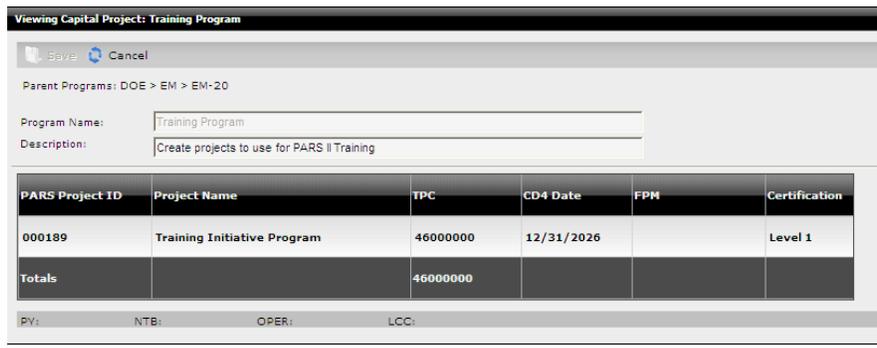
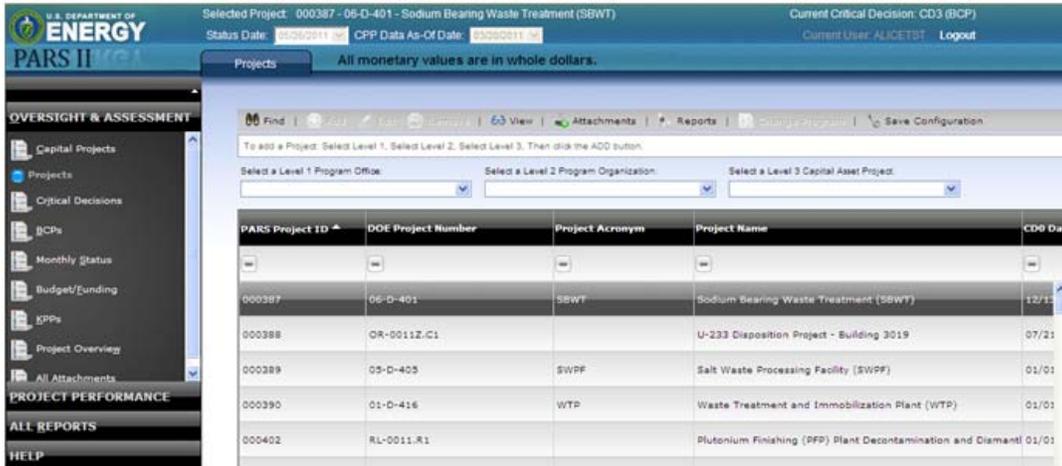


Figure 13 View Capital Project Description

6. When done, click **Cancel**.

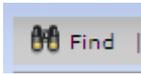
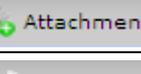
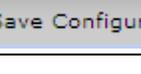
## 3.2 Projects

Selecting a project, as described in Section 2.6, will cause the toolbar icons to become active, and the project can be accessed for viewing, or generating reports.



**Figure 14 Projects Tab with a Project Highlighted for Selection**

**Table 4 Projects Tab Icons – After Project Selection – View Mode**

ACTIVE ICON	PURPOSE
	Search for a project or group of projects.
	View the Attributes of the Project or additional information for Contacts, such as phone or e-mail. Selecting “View” shows all of the same information as “Edit,” but simply disables the user-input features.
	Select and view any attachments that were uploaded to this screen.
	Generate reports, if any, pertaining to the attributes and contacts of the selected Project.
	Save the current Sort Sequence of the project list for use throughout the current session and for subsequent logon sessions.

### 3.2.1 View a Project

1. Click . The Viewing Project screen has two tabs: 1) “Project Attributes;” and 2) “Project Contacts.”

#### 3.2.1.1 View Project Attributes

2. The “Project Attributes” tab is displayed upon entry to the Viewing Project screen.

**Project Attributes**

Parent Programs: DOE>EM >EM->100K Area Remediation

PARS Project ID: 000387

CDD Date: 12/13/2004

DOE Project Number: 06-D-401

Project Name: Sodium Bearing Waste Treatment (SBWT)

Project Acronym: SBWT

Project Description: This project supports the equipment procurement, construction, construction management, quality assurance, and project management for the Sodium Bearing Waste Treatment Project. The present inventory of approximately 900,000 gallons of sodium bearing waste is stored in three 300,000 gallon, underground tanks in the Tank Farm Facility. This waste will be treated and stored onsite on an interim basis, pending final remediation, remediation ultimate disposal.

Project Types	Project Categories	Role	Contact Name	Certif
Project Type: 1 - Facility Constr	Project Activity Status: Active	PPM	Autar Rampertap	
Nuclear/Non-Nuclear: 2 - Non-Nuclear	Project on Hold: No	FPD Name	Richard Craun	Level
Program: EM-L	Project of Special Interest: No	OECM Analyst	Victoria Pratt	
CPP Upload Requirements: CPP Upload - w/ At	Site Code: BIL	Prime Contractor	CWI (INL)	Certif
	Success Metric: No-Cost (F)			

**Figure 15 Project Attributes Tab**

3. In addition to a narrative description of the project, the “Project Attributes” tab displays:
  - a. The system assigned PARS Project ID - the unique, permanent identifier for the project.
  - b. The user-entered DOE Project Number - the official DOE Project Identification Code for construction and engineering design projects as reported in the OMB A-11 Exhibit 300 or the program budget submission.
  - c. The Project Types, Project Categories, and the four primary project contacts on the bottom half of the screen. Other contacts associated with the project are viewed from the “Project Contacts” tab.

### 3.2.1.2 View Project Contacts

4. Click the **Project Contacts** tab to see the full list of contacts associated with the project.

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT) Current Critical Decision: CD3 (BCP)

Status Date: 01/26/2011 CPP Data As-Of Date: 03/20/2011 Current User: ALICETST Logout

Projects All monetary values are in whole dollars.

**Viewing Project : 06-D-401**

Role	Title	Contact Name	ORG	Certification	Date Assigned	Date Unassigned
PPM	Program Manager	Autar Rampertap			11/30/2010	
FPD Name	Federal Project Director	Richard Craun		Level 2	05/11/2010	
OECM Analyst	OECM Analyst	Victoria Pratt	Department of Er		12/13/2004	
Prime Contractor	Contractor	CWI (INL)	CWI (INL)	Certified	05/11/2010	

**Figure 16 Project Contacts Tab**

5. Scroll right to view e-mail address and phone number for the contact.

6. When done, click **Cancel**.

### 3.2.2 View Attachments

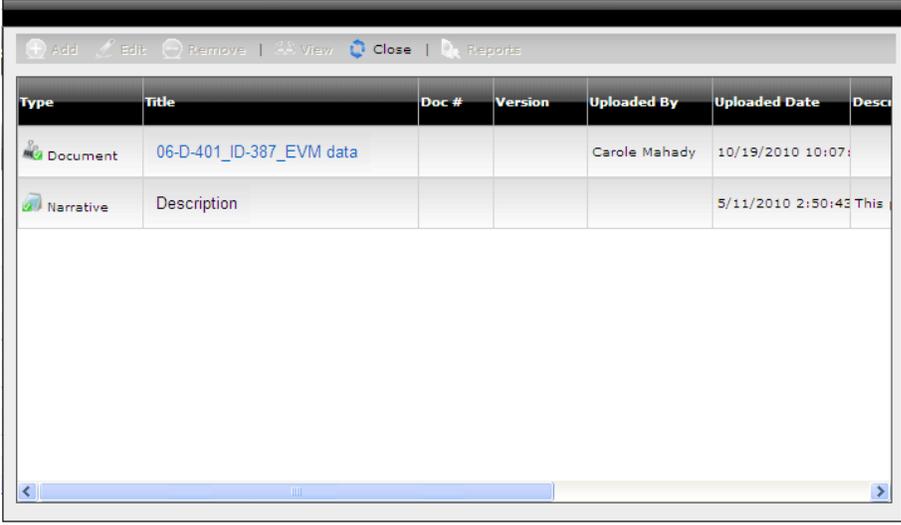
Documents appended to records, entries, and contacts are considered attachments, as are narratives entered within the other tabs in the OA module. For example, entering text into the “Project Description” field on the “Projects” tab or the “Assessment Narrative” field on the “Monthly Status” tab will add a record to the Attachments library under the “Narratives” category.

Using the “Attachments” toolbar icon opens an Attachments window that lists any narratives, appended documents, or hyperlinks to a web page that pertain to the active tab. The attachments are available for viewing. To exit from this window at any time, click the **Cancel** button on the toolbar.

The window displays the Type of attachment, its Title, a one-line excerpt under “Description,” Document Number and Version information, and information on the user who uploaded the document and the date it was uploaded.

#### 3.2.2.1 View Attachment Associated with Current Screen/Tab

1. Click  from the toolbar. The Attachment List window displays with the list of attachments pertaining to the current screen/tab.



Type	Title	Doc #	Version	Uploaded By	Uploaded Date	Description
Document	<a href="#">06-D-401_ID-387_EVM data</a>			Carole Mahady	10/19/2010 10:07:	
Narrative	Description				5/11/2010 2:50:43	This

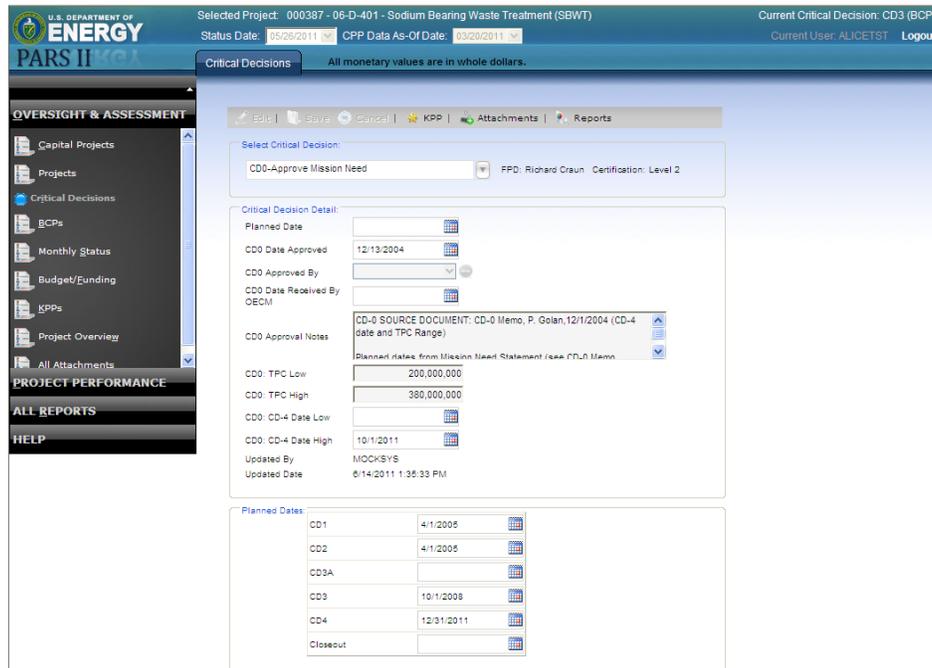
**Figure 17 Attachment List Associated with Selected Screen/Tab**

2. Click the **Title** to view the attachment. Documents open in the associated application window (e.g., Word, Excel, and Adobe Reader), narratives open in a window within PARS II, and Hyperlinks open to the appropriate web page.

### 3.3 Critical Decisions (CDs)

With a project selected, clicking on the “Critical Decisions” tab in the left-hand navigation bar will access a screen allowing users to view CD-0, CD-1, CD-2, CD-3A, CD-3, CD-4, and Closeout information.

Just below the toolbar is a drop-down menu containing each Critical Decision for the project. Below that are panes for “Critical Decision Detail” and “Planned Dates.” Upon selecting a Critical Decision from the drop-down, the fields will reflect the most recently entered or updated data.



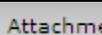
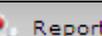
**Figure 18 Critical Decisions Tab – CD-0**

The “Critical Decision Detail” pane provides fields for the following:

- Planned date
- Approval date
- Name of approving authority
- Date received by OECM
- Approval notes
- TPC entries
- CD-4 attainment dates

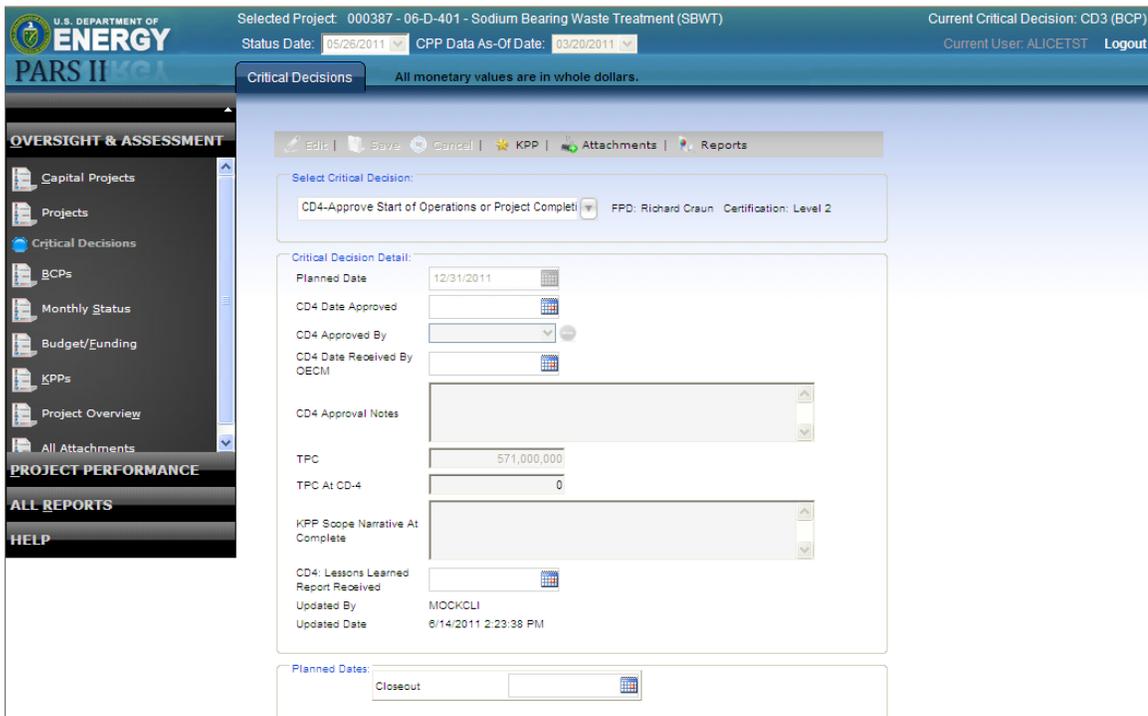
The “Planned Dates” panel provides fields for the expected dates that each Critical Decision from CD-2 through Closeout will be attained. Users can access Key Performance Parameters (KPPs) associated with the current CD screen via the KPP icon on the toolbar. The KPP icon is not activated for the CD-3, CD-3a, and Closeout screens.

**Table 5 Critical Decision Icons –View Mode**

ACTIVE ICON	PURPOSE
	Provides a direct link to the “KPP” tab listing only those KPPs associated with the current CD screen view. The KPP icon is not activated for the CD-3, CD-3a, and Closeout screens.
	Select and view any attachments that were uploaded to the current CD screen view.
	Generate reports, if any, pertaining to the current CD screen view.

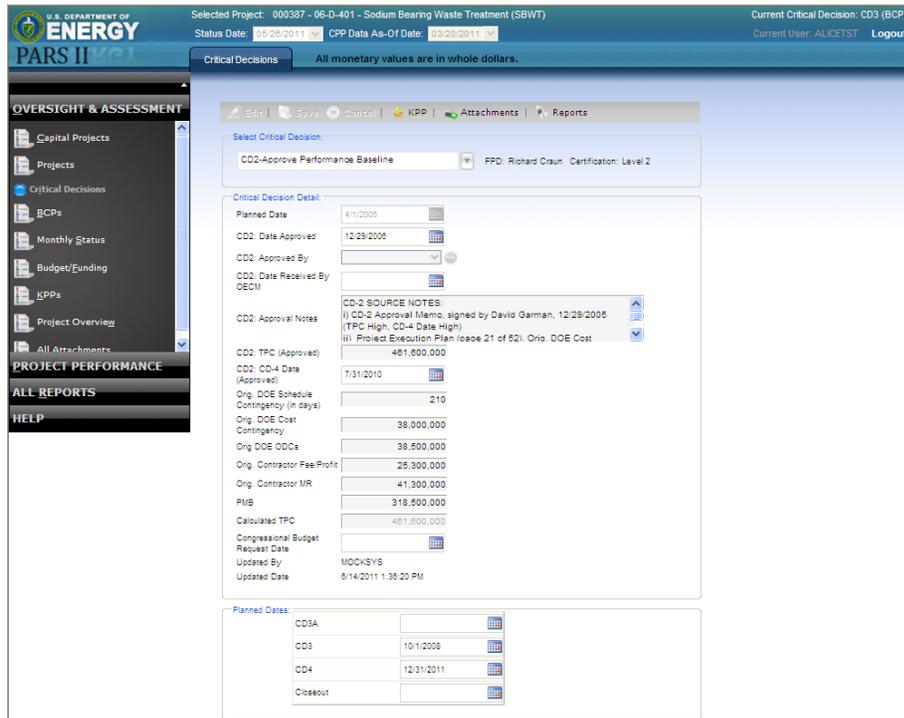
### 3.3.1 View Critical Decisions

1. Select **Critical Decisions** from the Navigation Bar. Regardless of the CD-level that is displayed, users can change it to view information for any CD-level.



**Figure 19 Critical Decisions Tab – CD-4**

2. Select **CD** level from the Select Critical Decision drop-down list.



**Figure 20 Critical Decisions Tab – CD-2**

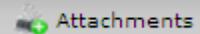
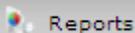
### 3.4 Baseline change proposals (BCPs)

The “BCPs” tab allows users to view information for proposed performance baseline changes. An indicator as to whether or not the BCP represents a directed change is by each title. Users can view the following:

- BCP submission date
- Approval date
- Name of approving authority
- Approval notes
- Projected TPC
- CD-4 attainment dates

Users can access Key Performance Parameters (KPPs) submitted for the BCP. Numbers that do not align with the Performance Baseline will be noted with an error message.

**Table 6 BCP Tab Icons – View Mode**

ACTIVE ICON	PURPOSE
	Provides a direct link to the “KPP” tab listing only those KPPs associated with the BCP.
	Select and view any attachments that were uploaded for the BCP displayed on the screen.
	Generate reports, if any, pertaining to the BCP displayed on the screen.

### 3.4.1 View BCP

1. Select **BCPs** from the Navigation Bar.
2. Select the **BCP** to view from the “Select BCP” dynamic drop-down list.

The screenshot displays the PARS II software interface for viewing a Baseline Change Proposal (BCP). The interface is titled "U.S. DEPARTMENT OF ENERGY PARS II" and shows the selected project as "000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)". The current critical decision is "CD3 (BCP)". The status date is "8/29/2011" and the CPP data as-of date is "8/29/2011". The current user is "ALICETST" and the user is logged out.

The main content area displays the details for BCP-02. The BCP Title is "02". The BCP Change Directed checkbox is unchecked. The Request Submission Date is "2/1/2011". The BCP Date Approved is "2/1/2011". The BCP Approved By is "Richard Craun". The BCP Date Received By is "OECM". The BCP Approval Notes section contains a list of notes, including "BCP-2 SOURCE NOTES: i) BCP Approval Memo, Daniel Poneman, 1/1/2011 (TPC, CD-4 Date High, KPP Update)". The BCP TPC (Approved) is "571,000,000". The BCP Change in Cost is "0". The BCP CD-4 Date (Approved) is "12/31/2011". The BCP Change in Schedule (in days) is "122". The DOE Schedule Contingency (in days) is "31". The DOE Cost Contingency is "0". The DOE ODCs are "37,500,000". The Contractor Fee/Profit is "0". The Contractor MR is "0". The PMB is "533,000,000". The Calculated TPC is "570,500,000". The Updated By is "MOCKCLI" and the Updated Date is "6/14/2011 2:30:22 PM".

The Planned Dates section shows the following dates:

Planned Dates	Date
CD3A	
CD3	
CD4	8/31/2011
Closeout	

Figure 21 Baseline Change Proposal – BCP

### 3.5 View Monthly Status

The “Monthly Status” tab provides three distinct organizational areas for project update:

- FPD
- Program
- OECM

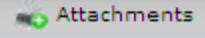
After selecting “Monthly Status” from the Navigation bar, each area can be accessed through a “Monthly Status Type” drop-down menu located just below the toolbar. The reporting fields in the “Monthly Status Detail” pane below will change to reflect only the fields relevant to each type of update. Users will be able to view the information in each of the three areas, but only those with FPD rights can update the FPD status, as is the case with the Program Office and OECM.

PARS II automatically sets the “Updated By” and “Updated Date” when each organizational representative enters an update for the current reporting period shown as the Status Date on the Title Bar of the screen. If the status

screen fields are blank, an update has not yet been entered for the reporting period. Viewing status data for prior months is performed via reports.

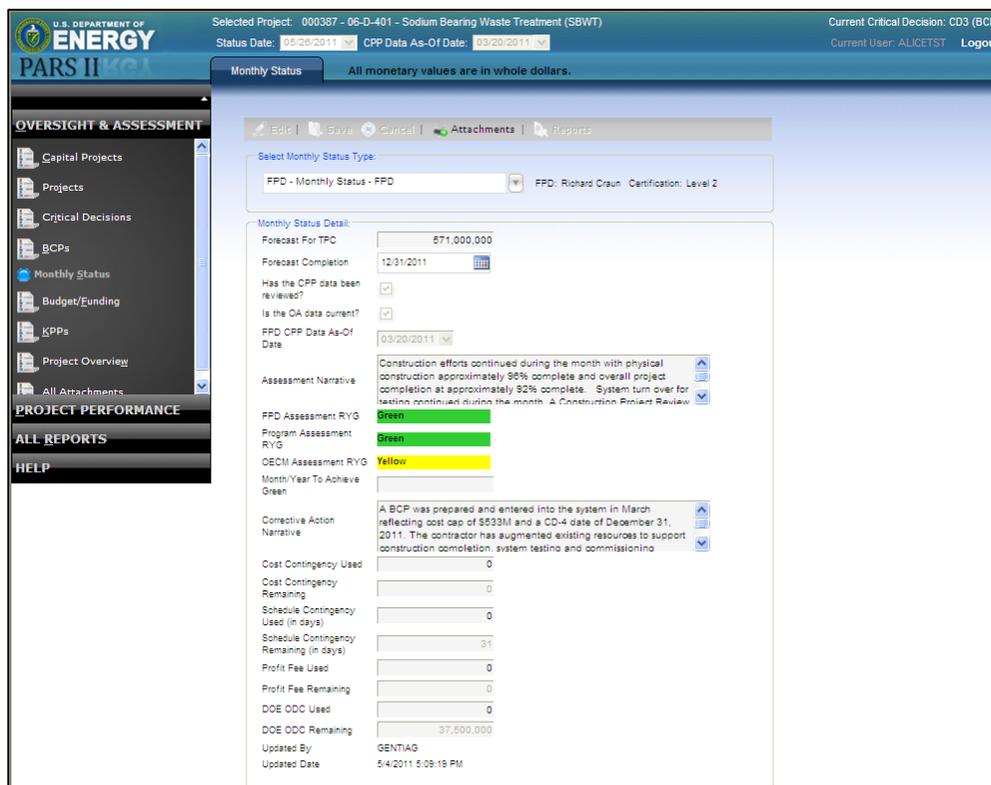
The first set of reporting fields that displays is the FPD monthly status update.

**Table 7 Monthly Status Icons - View Mode**

ACTIVE ICON	PURPOSE
	Select and view any attachments that were uploaded for the current monthly status.

### 3.5.1 FPD

After selecting “Monthly Status” from the Navigation bar and with “FPD” selected in the “Select Monthly Status Type” drop-down, PARS II will display the Federal Project Director’s monthly status update.



**Figure 22 Monthly Status Update - FPD**

Fields in the FPD Monthly Status Detail pane include “Forecast for TPC,” “Forecast Completion,” and “Assessment Narrative,” where the FPD reports an assessment on the project’s current performance.

Before entering a status update, FPDs are expected to review the Contractor Project Performance dashboards and the latest OA data. Selecting the “Has the CPP data been reviewed?” check box, the “Is the OA data current?” checkbox, and choosing the current CPP Data As-Of Date (from the date list drop down) indicates that the FPD has done so. The most recent upload CPP Data As-Of Date is shown in the date list drop down and in the title bar area below the project name.

The next three fields concern the FPD’s “Red-Yellow-Green” (RYG) assessment of the project. The FPD provides a color-coded assessment of the project’s progress, and if not “Green,” the date the FPD expects the project to attain “Green” status along with a “Corrective Action Narrative” suggesting a plan to attain that status.

Fields for Cost and Schedule Contingencies, Profit Fee reserves and ODC’s are also completed by the FPD prior to assessment.

### 3.5.1.1 View FPD Monthly Status Update

1. Select **Monthly Status** from the Navigation bar.
2. Verify **FPD** is the selected Monthly Status Type.
3. Note the RYG assessment color bands. The first Assessment box is the one pertaining to this screen, in this case, the FPD’s RYG assessment. A blank color band indicates that an assessment has not yet been entered into PARS II by that organization level.

### 3.5.2 Program

After selecting “Monthly Status” from the Navigation bar and with the “Program” entry from the drop-down selected, a user can view the Program’s (PORYG) assessment of the project’s RYG status and, if not already “Green,” the date the Program expects the project to attain “Green” status. Users also view the Program’s TPC Forecast, forecast for CD-4 completion, and Status Assessment Narrative.

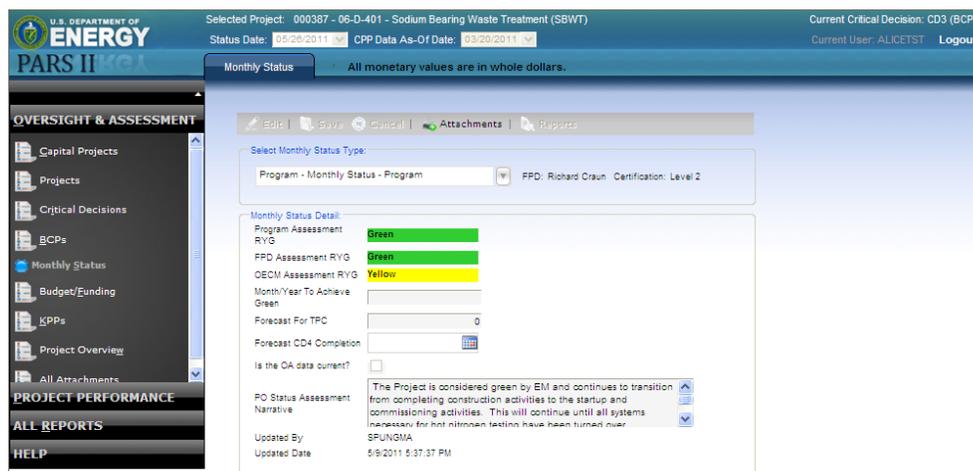


Figure 23 Monthly Status Update - Program Office

#### 3.5.2.1 View Program Office Monthly Status Update

1. Select **Monthly Status** from the Navigation bar.

2. Select **Program** from the Monthly Status Type drop-down list.
3. Note the RYG assessment color bands. The first Assessment box is the one pertaining to this screen, in this case, the Program Office RYG assessment. A blank color band indicates that an assessment has not yet been entered into PARS II by that organization level.

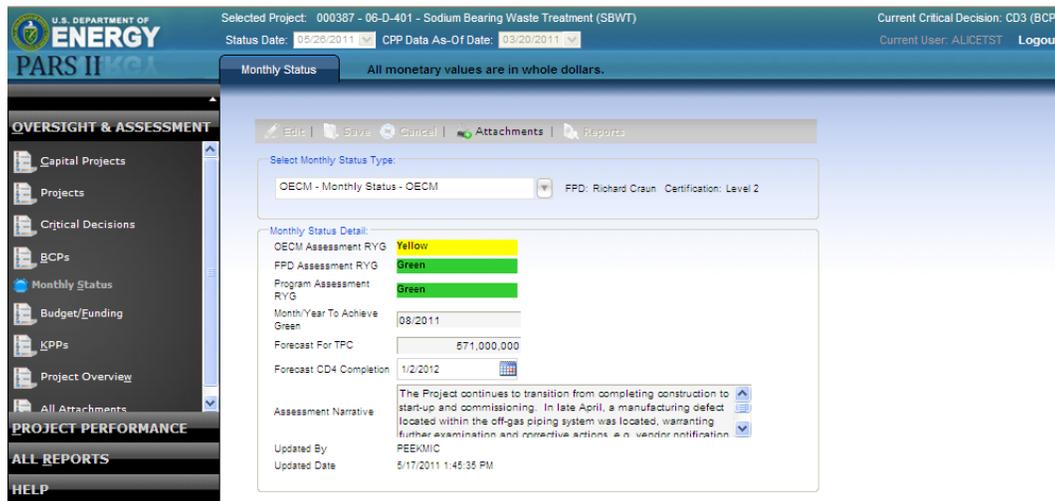
### 3.5.3 OECM

Like the FPD and Program Office, the OECM Analyst or Alternate OECM Analyst will have entered an RYG Assessment, the expected date of achieving “Green” status, the TPC forecast, and the forecast for CD-4 completion.

The OECM Analyst or Alternate Analyst also enters an Overall Assessment Narrative.

#### 3.5.3.1 View OECM Monthly Status Update

1. Select **Monthly Status** from the Navigation bar.
2. Select **OECM** from the Monthly Status Type drop-down list.



**Figure 24 Monthly Status Update - OECM**

3. Note the RYG assessment color bands. The first Assessment box is the one pertaining to this screen, in this case, the OECM assessment. A blank color band indicates that an assessment has not yet been entered into PARS II by that organization level.

## 3.6 Budget/Funding

The “Budget/Funding” tab in the OA module allows users to view by fiscal year, budget submissions or funding allocations that have been entered into PARS II. The “Funding Profile” drop-down list is pre-populated with the name of the budget/funding profiles: Integrated Priorities List (IPL), Office of Management and Budget (OMB), Congressional Budget Request (CBR), CD-2 Performance Baseline, and is dynamically updated when an event occurs, such as a BCP, that may require a new budget submission.

Users select which profile to view, the Budget Year submittal, and FY Start and FY End Dates for the years to view. Users click “Reset Grid” from the toolbar to generate and view the funding table.

Selecting an End Date beyond the end of the selected budget year will create multiple fiscal year columns in the Budget/Funding grid. In the example below, selecting a start date of Oct 1, 2010, and an end date of Sept 30, 2015 generated columns for FY 11, FY 12, FY 13, FY 14, and FY 15 in the grid.

Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	400,000	400,000	400,000	3,200,000
<b>TOTAL Request</b>	<b>5,540,000</b>	<b>6,040,000</b>	<b>5,840,000</b>	<b>6,340,000</b>	<b>5,840,000</b>	<b>29,600,000</b>
<b>Compare Funding Profile</b>						
Difference	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

**Figure 25 Budget/Funding Profile**

When users click the “+” icons beside Other Project Costs (OPC) and Total Estimated Cost (TEC), those rows will expand, revealing rows beneath. To move between Budget/Funding types, users must select a new Funding Profile from the drop-down menu and click “Reset Grid” from the toolbar.

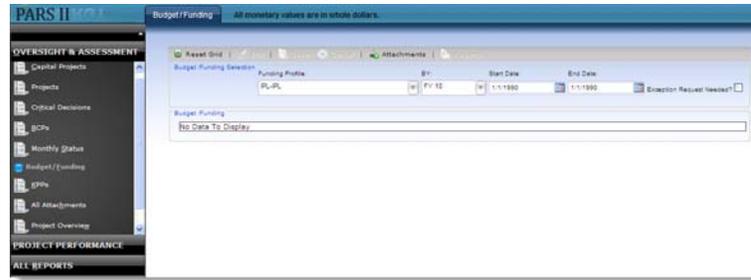
The “Compare Funding Profiles” drop-down menu below the “Total Request” calculation in the grid allows users to compare the current profile with another, and automatically calculates the difference in the Total Request for the two profiles.

**Table 8 Budget/Funding Icons – View Mode**

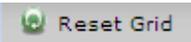
ACTIVE ICON	PURPOSE
Reset Grid	“Opens” the budget/funding table grid in View mode, and populates the table with the latest set of data or with zeroes if no data exists.
Attachments	Select and view any attachments that were uploaded to this screen.

### 3.6.1 View Budget/Funding

1. Select **Budget/Funding** from the Navigation Bar. Funding Profile criteria must be entered in order to display data.



**Figure 26 Budget/Funding – No Criteria Selection**

2. Select the criteria for the budget/funding table to be viewed.
  - a. Funding Profile from the drop-down list
  - b. BY submission from the drop-down list
  - c. FY Start Date – user choice
  - d. FY End Date – user choice
3. Click . The table displays with the selected funding profile for the years between Start Date and End Date.

 A screenshot of the PARS II software interface showing a detailed budget table. The window title is 'Budget/Funding' and a note at the top says 'All monetary values are in whole dollars.' The 'Budget/Funding Selection' section shows 'Funding Profile' as 'PL-PL', 'BY' as 'FY 10', 'Start Date' as '10/1/2010', and 'End Date' as '9/30/2015'. Below this is a table with the following data:
 

Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	400,000	400,000	400,000	3,200,000
<b>TOTAL Request</b>	<b>5,540,000</b>	<b>6,040,000</b>	<b>5,840,000</b>	<b>6,340,000</b>	<b>5,840,000</b>	<b>29,600,000</b>
<b>Compare Funding Profile</b>						
Difference	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

**Figure 27 Budget/Funding Table**

4. Expand  to display detail rows.

### 3.6.2 Compare Funding Profiles

5. **Double-click** the “Compare Funding Profiles” cell and select a different profile from the drop-down list to use for comparison against the current profile.

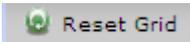
Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	400,000	400,000	400,000	3,200,000
TOTAL Request	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000
Compare Funding Profile						
Performance Baseline (CD-2)	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

**Figure 28 Compare Funding Profile Option**

- PARS II automatically calculates the difference between the Total Request of the two profiles, in this case the IPL profile being displayed and the CD-2 Performance Baseline profile selected for comparison.

Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	400,000	400,000	400,000	3,200,000
TOTAL Request	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000
Performance Baseline (CD-2)	3,070,000	4,100,000	5,330,000	3,330,000	4,380,000	20,210,000
Difference	2,470,000	1,940,000	510,000	3,010,000	1,460,000	9,390,000

**Figure 29 Compare Funding Profiles - Results**

- Reminder: Click  after any change in the criteria for the budget/funding table.

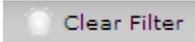
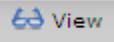
### 3.7 Key Performance Parameters (KPPs)

By clicking on the “KPPs” tab within the OA module, the user will bring up a page that allows for viewing and tracking KPPs. Users can then select the KPP to view from the displayed list of KPPs. The “CD” or “BCP” for the KPP is identified along with the KPP Number and the “Planned Scope.”

*Note: When accessing KPPs from the OA module, users will only see the latest KPPs entered and must click on the “Clear Filter button to view all KPPs.*

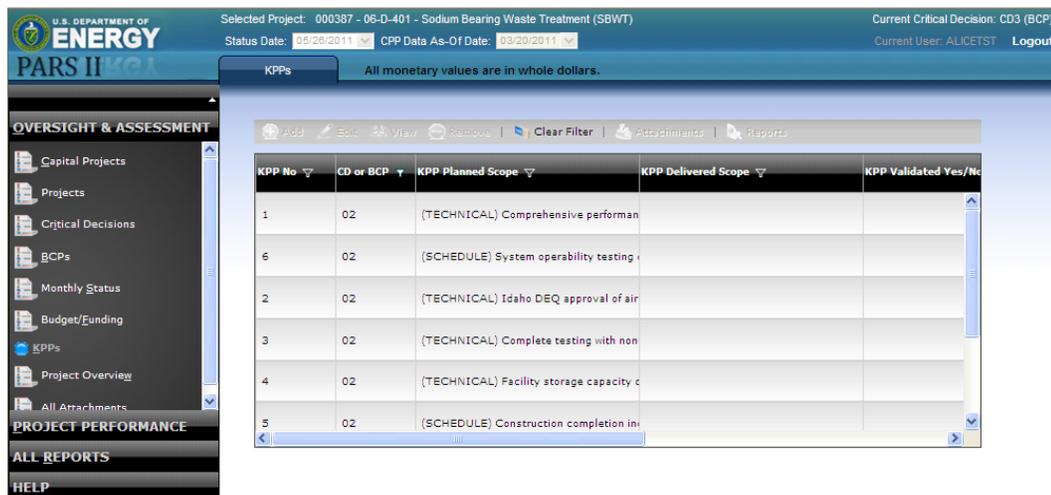
Once the KPP “Delivered Scope” field has been updated, a response regarding whether the KPP was validated will be visible. The KPP list can be sorted and filtered.

**Table 9 KPP Icons – View Mode**

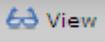
ACTIVE ICON	PURPOSE
	Restore complete list of KPPs by removing any filter that may have been applied.
	View selected (highlighted) KPP

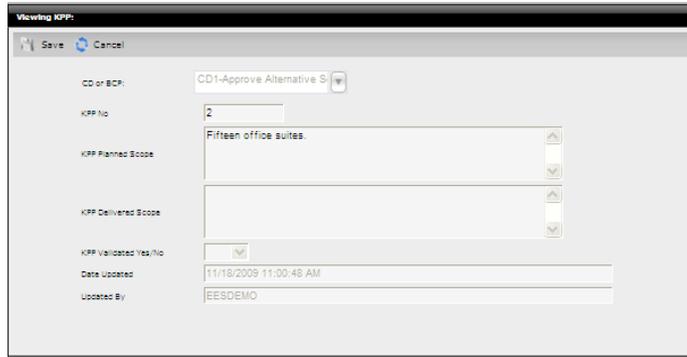
#### 3.7.1 View KPPs

1. Select **KPPs** from the Navigation Bar. To view the entire list, click on the “Clear Filter” button from the toolbar.



**Figure 30 Key Performance Parameter List**

2. Highlight a **KPP** and click  .



**Figure 31 Key Performance Parameter Screen**

- When finished viewing, click .

### 3.7.2 Sort the KPP List

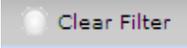
- Click a column header label to sort the list by that column.

### 3.7.3 Filter the list of KPPs

- Click the filter icon  for a column and select **filter value** from the drop-down list. The list regenerates with the filter applied.



**Figure 32 Filtered to Show CD-2 KPPs**

- Re-generate the full list by clicking . Resorting of the list may be necessary.

## 3.8 All Attachments

There are two ways to access Project Attachments within the PARS II system:

- Via the “All Attachments” tab in the OA module, which provides access to all narratives, documents, and hyperlinks for the selected project
- Via the “Attachments” icon in the toolbar at the top of each OA screen, which provides access to the narratives, documents, and attachments for only the active tab (i.e. “Monthly Updates” or “KPPs,” etc.)

Documents appended to records, entries, and contacts are considered attachments, as are narratives entered within the other tabs in the OA module. For example, text from the “Project Description” field on the “Projects” tab or the “Assessment Narrative” field on the “Monthly Status” tab will add a record to the Attachments library under the “Narratives” category.

*TIP: Only a user with “write” privileges who submitted an attachment can edit or delete it.*

The window displays the Type of attachment, its Title, a one-line excerpt under the heading “Narrative / Hyperlink / Document,” and the UserID of the individual who appended the document along with the date that it was performed.

In addition to providing access to all documents and narratives for the entire project, the “All Attachments” tab (opened from the collapsible navigation bar on the left-hand side of the screen) provides greater functionality than the toolbar icon. From within this tab, users can sort the list of attachments and apply filters to view only those attachments within a certain category, such as CD level or document type.

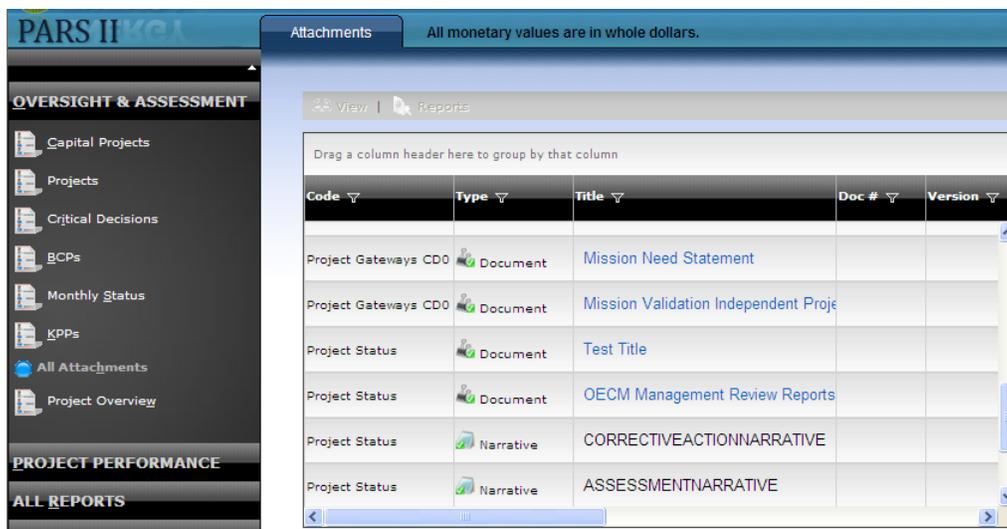


Figure 33 List of All Attachments for a Project

### 3.8.1 View List of All Attachments for a Project

1. From the Navigation Bar, select **All Attachments**. The “Attachments” tab displays a list of all attachments that have been submitted for the selected project. **Scroll** to see more.

### 3.8.2 Sort the Attachments List

2. Click a **column header** to sort the list by that column.

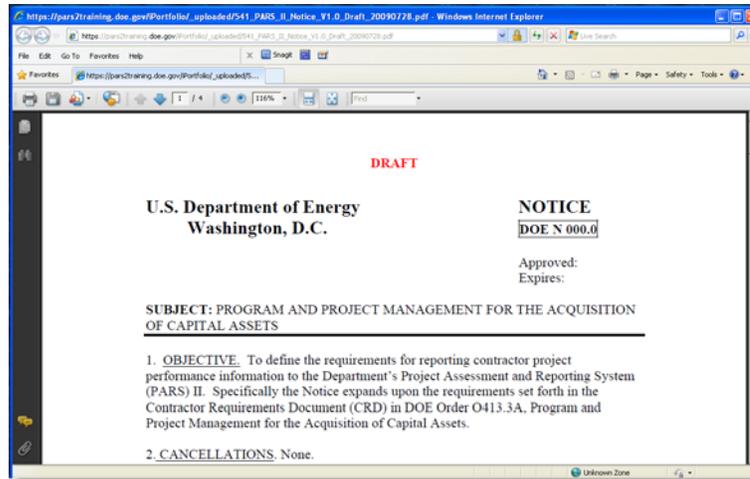
### 3.8.3 Filter the list of Attachments

3. Click the filter icon  for a column. A drop-down list displays.
4. Select a filter value from the drop-down list. Attachments matching that value are listed.

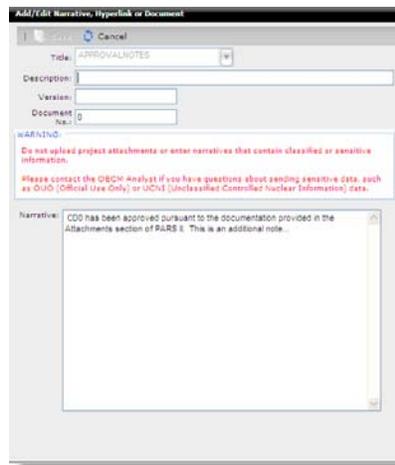
- Re-generate the full list, by clicking the filter icon  for the filtered column and selecting **ALL** from the drop-down list that displays under the column header.

### 3.8.4 View Attachment Content

- Click the **Title** to view the attachment. Documents open in the associated application window (e.g. Word, Excel, and Adobe Reader), narratives open in a window within PARS II, and Hyperlinks open to the appropriate web page.



**Figure 34 Document Attachment**



**Figure 35 Narrative Attachment**

## 3.9 Project Overview

The Project Overview is a single screen Excel Report that provides a summary of a project's status and assessment information. It displays the attributes, primary contacts, current status, cost summary and estimates, data entered at each CD milestone, KPPs, and any BCPs submitted for the project.



Project Overview																	
<b>Project Identification</b>																	
<b>PARS II Project ID:</b> 000587 <b>DOE Project No.:</b> 06-CI-401 <b>Project Name:</b> Sodium Bearing Waste Treatment (SBWT) <b>Project Type:</b> 1. Facility Construction <b>Nuclear:</b> No <b>Project Status:</b> Active <b>On Hold:</b> No <b>Special Interest:</b> No <b>Program:</b> EM <b>Site:</b> Idaho National Laboratory (INL)																	
<b>Points of Contact</b>																	
<b>Federal Project Dir:</b> Richard Craun, Level 2 (702) 821-9417, rcraunr@id.doe.gov <b>Program POC:</b> Auler Rampertasp (202) 953-0202, auler.rampertasp@em.doe.gov <b>OECD Analyst:</b> Victoria Pratt (202) 596-7350, Victoria.Pratt@hq.doe.gov <b>Contractor:</b> CH2M-WG Idaho, LLC (INL)																	
<b>Critical Decisions</b>																	
<b>Current CD:</b> CD3 <b>Current BCP:</b> BCP-02 <b>CD3 Approved By:</b> David Garman <b>P-02 Approved By:</b> Daniel Poneman <b>TPC (Approved):</b> \$571,000,000 <b>Date (Approved):</b> Dec 2011	<table border="1"> <thead> <tr> <th>Planned Dates</th> <th>Approved Dates</th> </tr> </thead> <tbody> <tr> <td>CD3: n/a</td> <td>Dec 2004</td> </tr> <tr> <td>CD4: Apr 2005</td> <td>Aug 2005</td> </tr> <tr> <td>CD5: Apr 2006</td> <td>Dec 2006</td> </tr> <tr> <td>CD6: Oct 2006</td> <td>Aug 2007</td> </tr> <tr> <td>CD7: n/a</td> <td>Jul 2008</td> </tr> <tr> <td>CD8: Dec 2011</td> <td></td> </tr> <tr> <td>Inscout: n/a</td> <td></td> </tr> </tbody> </table>	Planned Dates	Approved Dates	CD3: n/a	Dec 2004	CD4: Apr 2005	Aug 2005	CD5: Apr 2006	Dec 2006	CD6: Oct 2006	Aug 2007	CD7: n/a	Jul 2008	CD8: Dec 2011		Inscout: n/a	
Planned Dates	Approved Dates																
CD3: n/a	Dec 2004																
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CD6: Oct 2006	Aug 2007																
CD7: n/a	Jul 2008																
CD8: Dec 2011																	
Inscout: n/a																	
<b>Current Assessments - POST CD-2</b>																	
Current DOE Assessment Period: June 2011																	
<b>FPD Assessment:</b> <span style="background-color: green; color: white;">Green</span> <b>to Green Estimate:</b> n/a <b>D Forecasted TPC:</b> \$571,000,000 <b>D Forecasted CD4:</b> Dec 2011	<b>OECD Assessment:</b> <span style="background-color: yellow; color: black;">Yellow</span> <b>Months at Yellow:</b> 4 <b>to Green Estimate:</b> 10/2011 <b>M Forecasted TPC:</b> \$571,000,000 <b>M Forecasted CD4:</b> Jan 2012																
<b>Performance Baseline - POST CD-2</b>																	
CDI TPC Range: \$138,000,000 - \$200,000,000																	
<b>Original CD2 TPC:</b> \$441,000,000 <b>Est Approved TPC:</b> \$571,000,000 <b>M Forecasted TPC:</b> \$571,000,000 <b>D Forecasted TPC:</b> \$571,000,000	<b>Performance Snapshot</b> <b>V Performance Period:</b> April 2011 <b>CPI:</b> 0.95 <b>SPI:</b> 0.98 <b>Complete:</b> 92%																
<b>Original CD4:</b> Jul 2010 <b>Est Approved CD4:</b> Dec 2011 <b>M Forecasted CD4:</b> Jan 2012 <b>D Forecasted CD4:</b> Dec 2011	<table border="1"> <thead> <tr> <th>At BCP-02</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>Contingency (\$)</td> <td>\$0</td> </tr> <tr> <td>Contingency (Days)</td> <td>31 Days</td> </tr> <tr> <td>Due ODCs:</td> <td>\$37,600,000</td> </tr> <tr> <td>Proven CD</td> <td>\$0</td> </tr> <tr> <td>Contractor MI</td> <td>\$0</td> </tr> </tbody> </table>	At BCP-02	Remaining	Contingency (\$)	\$0	Contingency (Days)	31 Days	Due ODCs:	\$37,600,000	Proven CD	\$0	Contractor MI	\$0				
At BCP-02	Remaining																
Contingency (\$)	\$0																
Contingency (Days)	31 Days																
Due ODCs:	\$37,600,000																
Proven CD	\$0																
Contractor MI	\$0																
<b>Scope (KPPs):</b> 18 KPP(s) entered. See PROJECT KPPs for.	<table border="1"> <thead> <tr> <th>At BCP-02</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>Contractor PMI</td> <td>\$523,000,000</td> </tr> <tr> <td>Contractor EAC</td> <td>\$533,383,000</td> </tr> </tbody> </table>	At BCP-02	Current	Contractor PMI	\$523,000,000	Contractor EAC	\$533,383,000										
At BCP-02	Current																
Contractor PMI	\$523,000,000																
Contractor EAC	\$533,383,000																
	<table border="1"> <thead> <tr> <th>RAO1</th> <th>RAO2</th> <th>RAO3</th> </tr> </thead> <tbody> <tr> <td>AO = (BOEN / CPI)</td> <td>AO = (BOEN / CPI)</td> <td>AO = (BOEN / CPI)</td> </tr> <tr> <td>\$52,593,276</td> <td>\$63,673,216</td> <td>\$140,145,600</td> </tr> </tbody> </table>	RAO1	RAO2	RAO3	AO = (BOEN / CPI)	AO = (BOEN / CPI)	AO = (BOEN / CPI)	\$52,593,276	\$63,673,216	\$140,145,600							
RAO1	RAO2	RAO3															
AO = (BOEN / CPI)	AO = (BOEN / CPI)	AO = (BOEN / CPI)															
\$52,593,276	\$63,673,216	\$140,145,600															

Figure 38 Excel Window with Project Overview Report

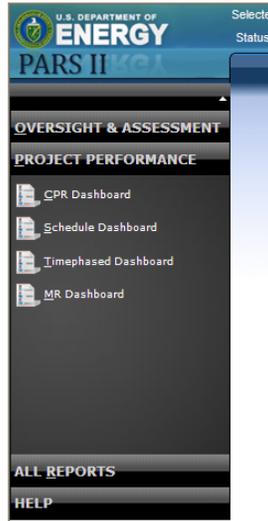
- At this point, users can work with the document in Excel Workbook, including saving a copy to user's local drive, editing, and printing a copy.

*NOTE: Any changes made to the Excel report are local changes. The PARS II database is not altered.*

- Return to the PARS II task window. Users can re-open the report without having it re-process as long as the user hasn't exited the "Overview" tab. Do this by clicking Reopen Report.

## 4 PROJECT PERFORMANCE

The Contractor Project Performance (CPP) module is the primary PARS II interface for viewing, analyzing, and reporting contractor project updates for EV, Schedule, Management Reserve, Risk, and Variance reporting data extracted monthly from their respective local EVM systems. It resides below the OA module in the left-hand side collapsible navigation bar.



**Figure 39 Project Performance Menu Options**

This module is also the primary PARS II interface for contractors. From here, contractors upload monthly updates. Contractors, as well as all other users, view this data in the project performance dashboards.

The contractor's data must be uploaded no later than the last workday of every month and must be current as of the closing of the previous month's accounting period. FPDs have until the third workday of the following month to accomplish their assessment. The Program Managers have until the sixth workday and OECM until the ninth workday to provide their assessment and to compile the monthly project status report. OECM will coordinate the report with the Programs and on the 25<sup>th</sup> day, forward the report to the Deputy Secretary.

### 4.1 Work Breakdown Structure / Organizational Breakdown Structure Data

Through the Project Performance module, users can access the Cost Performance Report (CPR), Schedule, and Time-phased data through the respective dashboard tabs in the navigation bar. Top-level dashboards show project data by Work Breakdown structure (WBS) or Organizational Breakdown Structure (OBS) number. The CPR dashboard includes the Analysis and Independent Estimate at Completion (IEAC) views of the dashboard data.

Clicking on any WBS or OBS number provides drilldown capabilities, allowing users to view detailed Incremental, Cumulative, and At Complete information on lower WBS/OBS levels. The toolbar provides navigation controls and the ability to adjust Red-Yellow-Green thresholds.

Users can filter the data by color using the drop-down Schedule Variance (SV), Cost Variance (CV), and Variance at Completion (VAC) menus. Once a selection is made from one of these menus, clicking the “Refresh” button on the toolbar will activate the filter.



**Figure 40 Dashboard Toolbar**

**Table 10 Dashboard Icons**

ACTIVE ICON	PURPOSE
	Provides an express return to the initial WBS/OBS Level after having drilled down to lower levels of WBS/OBS detail.
	Shows the PARS II Project ID for the dashboard. It is the same project that was selected from the OA “Projects” tab.
	Drop-down containing a list of each date (typically one per month) of Contractor-submitted data. This option allows users to view data from previous months.
	Drop-down list to select dashboard view by WBS or by OBS number.
	Drop-down list to select dashboard view of CPR, Analysis, or IEAC data.
	Brings up Threshold window where RYG thresholds can be changed for viewing the EV and Schedule dashboards. New settings remain in effect only during the current login session.
	Recycle/Refresh the dashboard when WBS/OBS Level, and/or Red, Yellow, Green filters are selected from column heading drop-down lists.
	Displays folder of WBS/OBS Reports to select for viewing or printing.
	Displays on the toolbar when user is drilling down through WBS/OBS levels. Changes dashboard view to the previous (parent) level.

## 4.2 CPR Dashboard

1. Select **Project Performance** from the Navigation Bar. The OA option collapses and the Project Performance option expands.

### 4.2.1 View CPR Dashboard

2. Select **CPR Dashboard** from the Project Performance option on the Navigation Bar. The CPR dashboard displays with the following default settings:
  - a. Time period → latest Contractor Upload Date
  - b. Table → WBS
  - c. Dashboard View → CPR

Drop-down list selections are available to modify one or more of these default settings. The dashboard will automatically re-generate based on the modified settings.

The screenshot shows the CPR Dashboard interface. At the top, it displays 'Selected Project: No Project Selected', 'Status Date: 09/29/2011', and 'CPR Data As-Of Date: 08/29/2011'. The current user is 'ALICETST'. The main area contains a table with the following data:

WBS Number	Description	Incremental				Cumulative				At Complete				
		BCWS	BCWP	Actual	SV	CV	BCWS	BCWP	Actual	SV	CV	BAC	EAC	VAC
U	BCP 120 BASELINE SCHEDULE	3,020,040	4,151,095	2,933,108	1,131,055	1,217,987	140,502,447	140,416,232	146,447,008	-86,215	-6,030,776	270,841,094	274,803,581	-3,962,487
UB	Undistributed Budget											0	0	
PMB	Performance Measurement Baseline	3,020,040	4,151,095	2,933,108	1,131,055	1,217,987	140,502,447	140,416,232	146,447,008	-86,215	-6,030,776	270,841,094	274,803,581	-3,962,487
MR	Management Reserve											-58,095,257		
Totals		3,020,040	4,151,095	2,933,108	1,131,055	1,217,987	140,502,447	140,416,232	146,447,008	-86,215	-6,030,776	212,745,837	274,803,581	-62,057,744

Figure 41 Cost Performance Report (CPR) Dashboard – WBS Table

#### 4.2.2 Check/Modify RYG Threshold Settings

3. Click the **Threshold Setting** icon . View the settings in order to appropriately interpret and analyze the RYG color coding on the dashboard.

The 'Change Threshold' dialog box allows users to set threshold values for different metrics. The settings are as follows:

	Incremental		Cumulative		At Complete
	SV	CV	SV	CV	VAC
Red (+)	20	20	20	20	20
Yellow (+)	10	10	10	10	10
Green	10	10	10	10	10
Yellow (-)					
Red (-)	15	15	15	15	15

Radio buttons are present for 'Percentage (%)' (selected) and 'Dollars (\$)'. 'OK' and 'Cancel' buttons are at the bottom.

Figure 42 RYG Threshold Settings

4. Threshold values can be adjusted to do “what if” analysis.
  - a. Select Percentage or Dollars radio button.
  - b. Click on data cell(s) and key-in new value(s).

*NOTE: The changed values will remain throughout the current logon session, including when selecting a different project to view. The thresholds will return to the default settings upon logout.*

5. Click **OK** to apply changes or **Cancel** when finished viewing.

#### 4.2.3 Drilldown to Detail

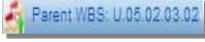
6. Click the WBS or OBS number of any cell within the WBS or OBS column to drilldown to more detail.

Selected Project: 000388 - OR-0011Z.C1 - U-233 Disposition Project - Building 3019  
 Status Date: 05/26/2011  
 CPP Data As-Of Date: 04/01/2011  
 Current User: ALJETST  
 Logout

CPR Dashboard  
 All monetary values are in whole dollars.

WBS Number	Description	Incremental				Cumulative				At Complete			
		BCWS	BCWP	Actual	SV	CV	BCWS	BCWP	Actual	SV	CV	BAC	EAC
U.01	Project Management and Administration	1,853,840	1,953,482	1,117,139	295,542	836,242	35,629,274	35,602,217	33,366,833	-27,057	2,236,265	82,840,440	80,342,210
U.02	Facilities Management	32,744	32,744	766	31,978	1,082,928	1,083,598	1,089,173	672	794,425	9,742,092	8,905,119	
U.03	Design	1,114,004	1,945,516	1,824,998	831,514	320,522	34,118,025	34,086,189	41,311,852	-31,837	7,225,863	34,648,279	41,876,945
U.04	Procurement	0	0	185,140	-185,140	1,577,855	1,558,098	1,790,840	-19,757	-232,742	32,848,751	32,153,493	
U.05	Construction	0	0	0	0	927,048	923,824	1,312,143	-3,222	-388,319	38,097,510	35,482,230	
U.06	Start-up & Commissioning	0	0	0	0	48,997	41,964	58,432	-7,033	-16,468	7,628,803	7,427,252	
U.07	Processing	0	0	0	0	0	0	0	0	0	0	0	
U.08	Safe Shut-Down	0	0	0	0	0	0	0	0	0	0	0	
U.09	MSRE Trap Depressurization	0	0	0	0	107,862	107,862	107,862	0	0	107,862	107,862	
U.00	DOE Capital Cost	219,351	219,351	5,067	214,284	3,430,990	3,430,990	3,699,830	0	-268,840	4,526,587	4,795,427	
U.0H	Phase 1 Historical Costs	0	0	0	0	62,801,670	62,801,670	63,730,244	0	-928,574	62,801,670	63,730,244	
U.10	Transportation and Disposition	0	0	0	0	0	0	0	0	0	0	0	
U.11	Alternative Analysis	0	0	0	0	0	0	0	0	0	0	0	
U.12	Readiness	0	0	0	0	0	0	0	0	0	0	0	
Total:		3,520,040	4,151,095	2,933,103	1,191,863	1,217,863	140,502,447	140,416,232	146,447,003	-86,215	-6,030,776	270,841,094	274,803,561

Figure 43 WBS Drilldown

7. Drilldown until an empty table displays. The previous level is the lowest level of detail available.
8. Return to the previous level by clicking the **Parent WBS number** icon .
9. Each click of  moves the table up one level.
10. For an express return to the first level, click the Home icon .

### 4.3 Schedule Dashboard

The Schedule Dashboard provides slip date and float date reporting by WBS number (and OBS number, if schedule activities are tied to OBS). Slip view shows both Start Date and End Date slip, and float view reflects free and total Baseline Critical and Current Critical float information, all according to the established RYG valuations. Like with the CPR and Time-phased dashboards, users may drilldown through WBS and OBS numbers, revealing data for lower WBS/OBS levels.

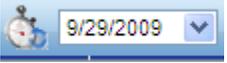
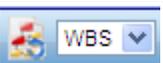
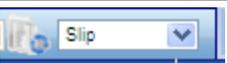
U.S. DEPARTMENT OF ENERGY  
 PARS II  
 Selected Project: 000388 - OR-0011Z.C1 - U-233 Disposition Project - Building 3019  
 Status Date: 05/26/2011  
 CPP Data As-Of Date: 04/01/2011  
 Current User: ALJETST

Schedule Dashboard  
 All monetary values are in whole dollars.

WBS Number	Description	Start Date Slips (Days)				End Date Slips (Days)				ETI
		< 30	> 30	> 60	> 90	< 30	> 30	> 60	> 90	
U.01	Project Management and Administration	612	48	22	46	582	59	30	57	1.58
U.02	Facilities Management	108	9	2	13	104	13	4	11	1.87
U.03	Design	1,269	43	14	76	1,125	141	46	90	2.05
U.04	Procurement	182	8	5	28	173	13	4	33	1.82
U.05	Construction	26				24		1	1	1.48
U.06	Start-up & Commissioning									
U.07	Processing									
U.08	Safe Shut-Down									
U.09	MSRE Trap Depressurization									
U.00	DOE Capital Cost									
U.0H	Phase 1 Historical Costs									
U.10	Transportation and Disposition									
U.11	Alternative Analysis									
U.12	Readiness									

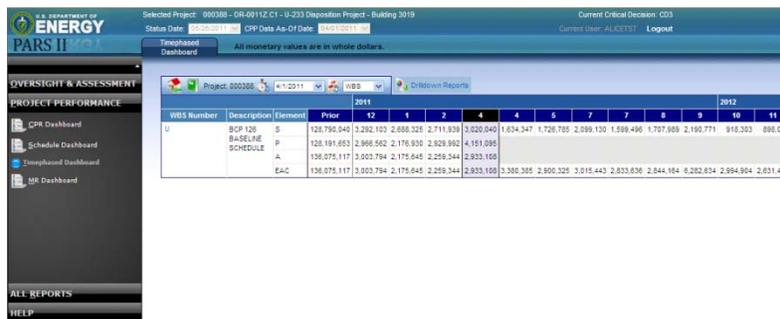
Figure 44 Schedule Dashboard

**Table 11 Schedule Dashboard Icons**

ACTIVE ICON	PURPOSE
	Provides an express return to the Level 1 WBS/OBS after having drilled down to lower levels of WBS/OBS detail.
	Shows the PARS II Project ID for the dashboard. It is the same project that was selected from the OA "Projects" tab.
	Drop-down containing a list of each date (typically one per month) of Contractor-submitted data. This option allows users to view data from previous months.
	Drop-down list to select dashboard view by WBS number or by OBS number (if schedule activities are tied to OBS).
	Drop-down list to select dashboard for Slip Date view or Float Date view.
	Displays folder of WBS/OBS Reports to select for viewing or printing.
	Displays on the toolbar when user is drilling down through WBS/OBS levels. Changes dashboard view to the previous (parent) level.

## 4.4 Time-phased Dashboard

Under the CPP module, users can access Time-phased data through the dashboard selection on the navigation bar. Top-level dashboards show project data by WBS or OBS number and, as with the CPR and Schedule dashboards, users may drilldown through WBS and OBS numbers, revealing data for lower detail levels.



**Figure 45 Time-phased Dashboard**

## 4.5 MR Dashboard

The MR Dashboard provides a basic view of MR transactions. The Attachment button is the only “active” button and allows the user to see any narratives attached to a particular MR transaction. Not all projects will have MR data uploaded and visible in the MR Dashboard.



Attachment	Transaction	Balance	Credit	Debit	REMARKS
	11/17/2010	-95,667.00	.00	95,667.00	WBS:1.07.02.30.10 OBS:1.0 Activity: Resource:
	2/10/2010	2,200,000.00	1,000,000.00	.00	WBS:1.07.02.30.20.90.15 OBS:1.0 Activity: Resource:
	9/16/2009	275,000.00	275,000.00	.00	WBS:1.07.02.30.20.90.05 OBS:1.0 Activity: Resource:
	9/16/2009	1,200,000.00	1,200,000.00	.00	WBS:1.07.02.30.20.90.15 OBS:1.0 Activity: Resource:

Figure 46 MR Dashboard

## 4.6 Dynamic Drilldown Reports

The right-hand side of the CPR, Schedule, and Time-phased dashboard toolbar has a button for “Drilldown Reports.” Clicking this will take the user to a list of pre-formatted Dynamic Drilldown Reports (DDR) that can be run. These DDRs are configured to report on the current WBS level.

1. Select **CPR Dashboard** under Project Performance on the Navigation Bar.
2. Select the time period, table, and view.

### 4.6.1 WBS Reports

3. Click  on the toolbar. The “DDR” tab displays with report folders. Since the WBS table was selected, the “DDR” tab contains the WBS report folder.

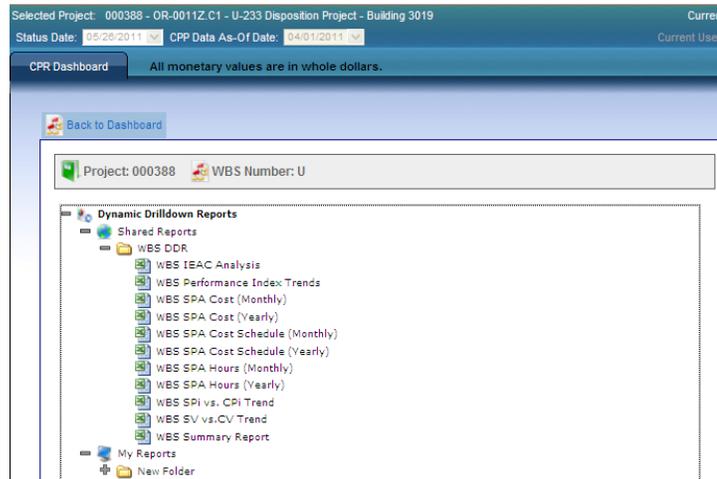


Figure 47 Drilldown Reports Tab

*NOTE: It is recommended to generate the Dynamic Drilldown Reports ONLY by using the Drilldown Reports*

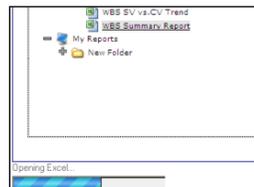
option from the dashboard. *Generating DDR reports from the ALL REPORTS menu results in only top level WBS/OBS data.*

4. Click  to expand the **WBS DDR** folders.



**Figure 48 Project Performance WBS Report Listing**

5. Click the **Report Title** from the WBS DDR folder. Wait for the report to generate. Status messages display at the bottom of the reports list.



**Figure 49 Downloading WBS Summary Report**

6. When generated, a new window opens in Excel containing the selected report.

Report Date: 2/12/2010 1:39:02 PM  
 Program Name: 000165  
 Status Date: 11/18/2009  
 Form: WBS Summary Report

### WBS Summary Report

Program Name:	000165			
Program Description:				
WBS Number:	U			
WBS Description:	U233 Disposition Project - GC2 Re-Design BCP-105			
Period:	2/27/2009	4/3/2009	5/11/2009	5/22/2009
Cumulative to Date				
BCWS	\$31,302,743.37	\$36,470,676.89	\$38,230,855.40	\$38,230,855.40
BCWP	\$86,664,348.13	\$30,325,825.24	\$36,808,282.21	\$36,808,282.21
ACWP	\$86,397,846.34	\$30,239,427.52	\$36,355,127.50	\$36,355,127.50
SV	(\$4,638,395.24)	(\$6,144,851.65)	(\$1,482,573.19)	(\$1,482,573.19)
SV%	-5.08%	-6.37%	-1.51%	-1.51%
SPI	0.349	0.336	0.385	0.385
CV	(\$332,898.81)	\$26,397.72	(\$146,845.29)	(\$146,845.29)
CV%	-0.38%	0.03%	-0.15%	-0.15%
CPI	0.336	1.000	0.338	0.338
Current Period				
BCWS	\$4,395,651.63	\$5,167,333.52	(\$174,438.67)	(\$174,438.67)
BCWP	\$2,978,107.70	\$3,661,477.11	\$4,451,942.73	\$4,451,942.73
ACWP	\$3,093,145.13	\$3,302,180.58	\$3,358,340.44	\$3,358,340.44
SV	(\$1,417,543.93)	(\$1,506,456.41)	\$4,626,381.40	\$4,626,381.40
SV%	-32.25%	-29.15%	-2652.15%	-2652.15%
SPI	0.678	0.708	-25.522	-25.522
CV	(\$115,037.43)	\$353,296.53	\$1,093,602.29	\$1,093,602.29
CV%	-3.86%	3.81%	24.56%	24.56%
CPI	0.363	1.109	1.326	1.326
At Complete				
BAC	\$37,764,109.92	\$38,554,312.53	\$38,335,810.08	\$38,335,810.08
EAC	\$359,080,970.09	\$362,383,150.67	\$369,636,828.40	\$369,636,828.40
VAC	(\$1,316,860.17)	(\$3,828,238.08)	(\$241,018.32)	(\$241,018.32)
ACI	0.336	0.363	0.333	0.333
TCPI (To EAC)	0.336	0.366	1.000	1.000
TCPI (To BAC)	1.001	1.000	1.001	1.001
% Scheduled	25.52%	26.31%	26.61%	26.61%

Figure 50 WBS Summary Report from Dashboard Drilldown Reports

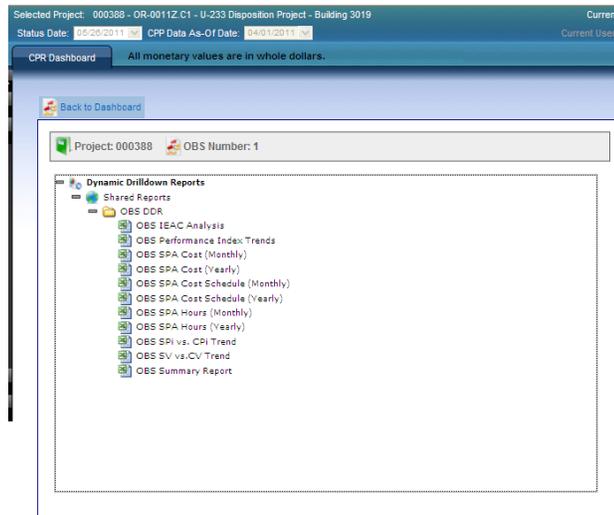
- At this point, users can work with the document in Excel Workbook, to include saving a copy to the user's local drive, editing, and printing a copy.

*NOTE: Any changes made to the Excel report are local changes only. The PARS II database is not altered.*

- When finished viewing, **Close** the Excel window. When closing Excel, a reminder displays to save the report (optional). If you save the report, select a folder on your local drive and rename the report.
- Return to the PARS II task window. When finished running reports, click

#### 4.6.2 OBS Reports

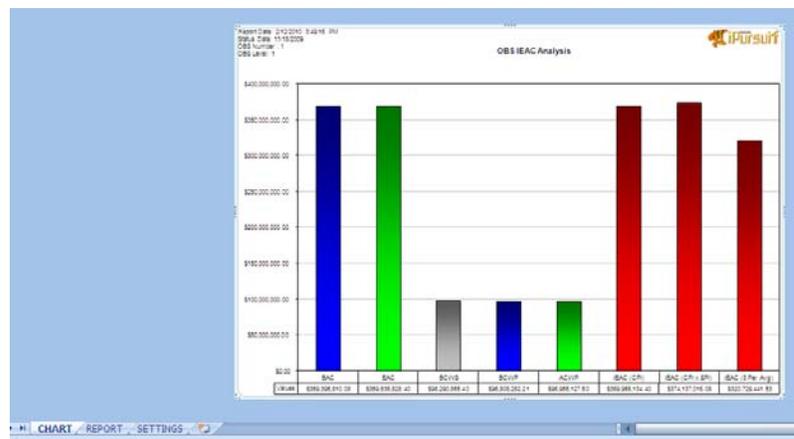
- To produce OBS reports, select the **OBS** table from the dashboard.
- Click on the toolbar. The "DDR" tab displays with report folders. Since the OBS table was selected, the "DDR" tab contains the OBS report folder. Expand the OBS folder to list the OBS reports.



**Figure 51 Project Performance OBS Report Listing**

*NOTE: It is recommended to generate the Dynamic Drilldown Reports ONLY by using the Drilldown Reports option from the dashboard. Generating DDR reports from the ALL REPORTS menu results in only top level WBS/OBS data.*

12. Select **OBS IEAC Analysis** report. Wait until the report opens in an Excel window.



**Figure 52 OBS IEAC Analysis Report from Dashboard Drilldown Reports**

13. When finished viewing, **Close** the Excel window. A reminder displays to save the report (optional). If you save the report, select a folder on your local drive and rename the report.

14. Return to the PARS II task window. When finished running reports, click



## 5 ALL REPORTS

Users have two options for generating OA reports: through the “Reports” toolbar icon in each of the OA tabs, or through the “All Reports” module.

1. Throughout PARS II, the “Reports” icon on the toolbar will bring up a list of reports, if any, which are appropriate to the screen currently being viewed by the user.
2. Opening the “All Reports” module from the left-hand side navigation bar gives users access to all built-in OA reports relevant to the open project, and reports which traverse multiple projects within the user’s own Program Office. In the navigation bar, the option “SSS Reports” appears. “SSS” stands for “Sort, Select, and Summarize.” Clicking this link will open the list of report templates.

To run a report, users must select the parent folder from the list of report types in the “All Reports” tab (in this case, the “PARS Reports” folder), and click the “+” icon beside the folder. This reveals the list of preset reports built into the system. Users must click “View” from the toolbar menu to generate their report. This will open a new Microsoft Excel window with the appropriate report as generated by PARS II.

Appendix B contains the EXCEL settings required for PARS II reports and a sample of each OA report.

### 5.1 Run a report

1. Select **ALL REPORTS** from the Navigation Bar.

*NOTE: Some of the OA reports traverse multiple projects, such as Project Summary by Program, so it does not matter which project users have open. But, others, such as the Critical Decisions Report, pertain to a specific project. Check that you have selected the appropriate project on which to report.*

2. Select **SSS Reports** under All Reports on the Navigation Bar. The “SSS Reports” tab displays with Report folders.

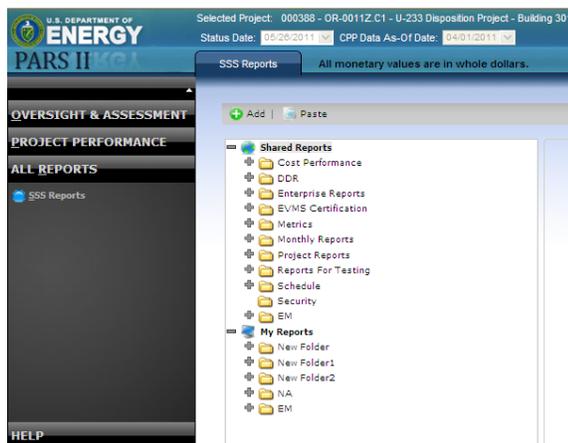
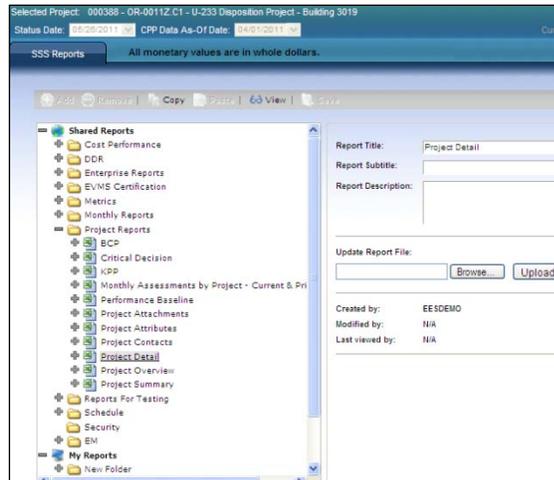


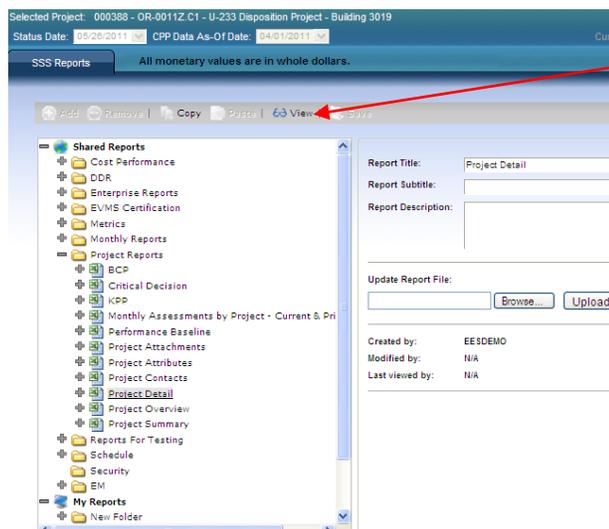
Figure 53 Reports - Sort, Select, Summarize – SSS Tab

3. Click **+** to expand the **Project Reports** folder.



**Figure 54 List of Project Reports**

4. Click on a report title. The Report Properties window displays on the right-hand side of the screen. Verify the report title that displays on the Report Properties window.



**Figure 55 Report Properties**

5. Click  to generate the report. (Wait as it processes.) Status messages appear above the progress bar indicating the following (some may occur too rapidly to see):
  - a. Loading – PARS II is loading the report definition and data query
  - b. Downloading (generating report)
  - c. Opening Excel
  - d. Formatting report

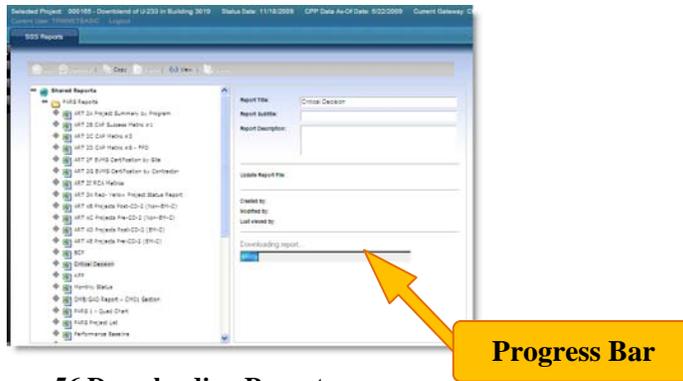


Figure 56 Downloading Report

6. When the report is generated, an Excel window displays with the report.

Name	Description	Planned Date	Approval Date	Approval Notes
CD0	Approve Mission Need		7/21/2003	Per the CD-1 approval memo by Mr. Raspoli, CD-0 and mission need was approved by the Director of the Office of Nuclear, Science, and Technology on July 21, 2003.
CD1	Approve Alternative Selection and Cost Range	5/31/2004	11/3/2006	
CD2	Approve Performance Baseline	8/31/2006	6/18/2010	CD2/3 on OR-0011Z.C1, capital asset portion of OR-0011Z, established on 6/18/10 as a result of EM decomposition efforts. Original/initial CD-2/3a date 5/25/07
CD3A	Approve Procurement of Long Lead Items or Early Construction	8/31/2006	5/25/2007	long-lead procurement & dismantlement \$13.7M
CD3	Approve Start of Construction	8/31/2006	6/18/2010	CD2/3 on OR-0011Z.C1, capital asset portion of OR-0011Z, established on 6/18/10 as a result of EM decomposition efforts. Original/initial CD-2/3a date 5/25/07. Construction phase not authorized to start with this CD2/3 approval.
CD4	Approve Start of Operations or Project Completion	9/30/2014		
Closeout		3/31/2015		

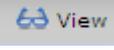
Figure 57 Critical Decision Report

Project Name	OR-0011Z.C1 - U-233 Disposition Project - Building 3019				Program	EM-L
OECA Analyst	Daren Morton				FPD Certification	PA
FPD	Knueger, John (865) 574-8283. knuegerjw@oro.doe.gov				EVMS Cert. Status	Certified
Site / Contractor	Oak Ridge / Isotech Systems					
CPI Cum.	SPI Cum.	CPI/SPI Cum. Start	Percent Complete	Get to Green Est.	TPC (\$M)	
0.96	1.00	9/29/2008	51.84%	09/2012	Original	Forecast
					\$239.72	\$436.55
Approved Dates				CD4 Dates		
CD-2	CD-3A	CD-3		Original	Approved	Forecast
6/18/2010	5/25/2007	6/18/2010		9/30/2003	9/30/2009	9/30/2014
<b>OECA Status Assessment (R) and Corrective Action Plan</b>						
R for 8 months						
The project assessment remains RED due to over budget performance, schedule delays and pending SAE approval of a revised performance baseline which has not yet been developed or presented by the Program. The PMB data being reported does not accurately reflect overall project status.						
As previously reported, the FPD, along with the contractor, is shifting focus to the direct disposition effort and completion of the Phase II alternative analysis. The completion of the Phase II alternative analysis will eventually determine the path forward for the capital asset effort and will define the revised scope, cost and schedule necessary to meet the mission need. Upon completion of the Phase II alternative analysis a revised baseline for the remaining capital asset work will be developed. It is anticipated that the revised baseline will not be fully developed until the end of FY 2012, supporting the resumption of capital asset work in FY 2013. However, with the shift in focus to operational activities, the program has indicated a desire to temporarily suspend capital asset reporting on the project. Suspending performance reporting would be inappropriate as costs will be incurred throughout the Phase II alternative analysis. The Program Office should submit a list of key milestones and a methodology detailing how progress will be measured and costs reported during the Phase II alternative analysis for the capital asset portion of the project.						

Figure 58 Report with Multiple Worksheet Tabs

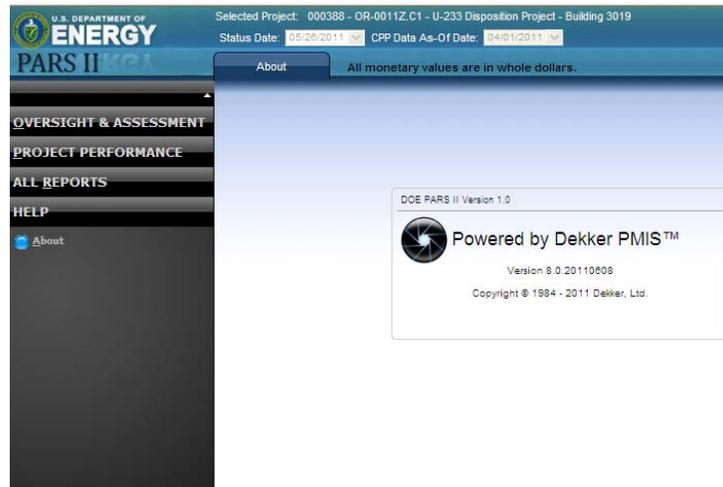
7. At this point, users can work with the document in Excel Workbook, to include saving a copy, editing, and printing a copy.

8. When finished viewing, **Close** the Excel window. A reminder message to save the report displays.
9. Return to PARS II task window. The report can be re-opened without re-processing, if needed.

*NOTE: After highlighting a Report Title, click  View to generate the report.*

## 6 HELP

By clicking the “About” option under the Help module, users can view the Version and Date of the PARS II version active for the logon session.



**Figure 59 PARS II Version # and Date**

### 6.1 Helpdesk & Homepage

Questions or comments about PARS II should be directed to the PARS II Help Desk:

- via email at [imanage.eas@hq.doe.gov](mailto:imanage.eas@hq.doe.gov)
- or by calling 301-903-2500
  - Select Option 4 - Enterprise Systems iManage
  - Then, select Option 5 - PARS II

Information is also available on the PARS II Homepage:

[http://management.energy.gov/online\\_resources/pars2.htm](http://management.energy.gov/online_resources/pars2.htm)

## 7 ENTER MONTHLY STATUS UPDATE

The “Monthly Status” tab provides three distinct organizational areas for project status update:

- FPD
- Level 1 Program
- OECM

After selecting “Monthly Status” from the Navigation bar, each organizational area can be accessed through a “Monthly Status Type” drop-down menu located just below the toolbar. The reporting fields in the “Monthly Status Detail” pane below will change to reflect only the fields relevant to each type of update.

Users will be able to either edit or view information for each of the three areas depending on the role of the user accessing the tab. For example, FPDs can update information in the FPD section, but are only able to view Program and OECM updates. Similarly, only a Program representative can update the Program section, and only an OECM analyst can update the OECM section.

Updates are entered to reflect the status for the reporting period shown as the Status Date on the Title Bar of the screen. Updates cannot be entered for prior reporting periods.

The “Monthly Status” tab displays one of three ways:

- a. For a new project or one that has just passed the CD-2 Gateway, the tab may be empty.
- b. For projects that have had on-going reporting in prior months, the status tab displays the most recent data entered in each field for the current reporting period. Any entries made in the EDIT mode, will overwrite/correct the current month’s status information.
- c. For projects that have had on-going reporting, the status tab may display with all the data fields blank. PARS II sets these fields to blank when the prior reporting period is closed. Blank fields indicate that the data has not yet been entered for the new time period.

### 7.1 FPD

With “FPD” selected in the “Select Monthly Status Type” drop-down list, PARS II will display and allow the editing of the Federal Project Director’s monthly status update for the current reporting period.

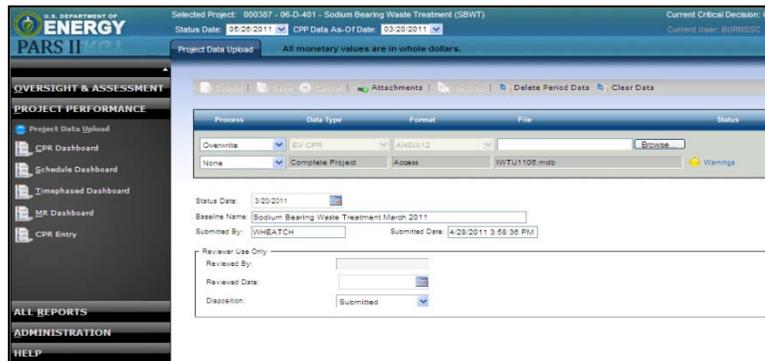
Before entering a status update, FPDs are expected to review the Contractor Project Performance dashboards and the latest OA data. Selecting the “Has the CPP data been reviewed?” check box, the “Is the OA data current?” checkbox, and choosing the current CPP Data As-Of Date (from the date list drop down) indicates that the FPD has done so. The most recent upload CPP Data As-Of Date is shown in the date list drop down and in the title bar area below the project name.

#### 7.1.1 Review Contractor EV and Schedule Upload

FPDs review the Contractor Project Performance data by viewing and analyzing the Upload Import log for issues that may need correction, and by viewing and analyzing the CPR, Schedule, and Time-phased dashboards as described in Chapter 4.

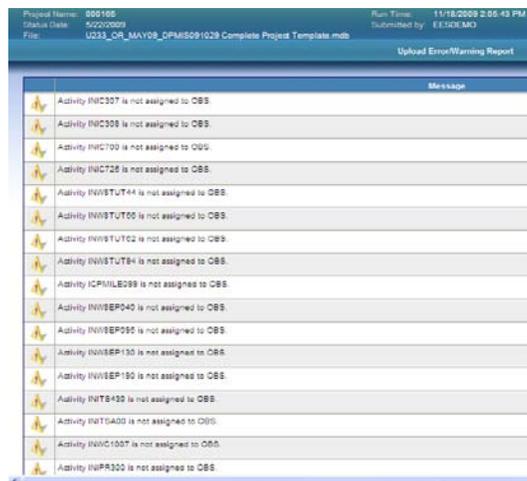
FPDs should review the contractor’s data prior to upload as the information is “live” at that point. The contractor’s data must be uploaded no later than the last workday of every month and must be current as of the closing of the previous month’s accounting period. FPDs have until the third workday of the following month to accomplish their assessment. The Program Managers have until the sixth workday and OEMC until the ninth workday to provide their assessment and to compile the monthly project status report. OEMC will coordinate the report with the Programs and on the 25<sup>th</sup> day, forward the report to the Deputy Secretary.

1. Select **Project Performance** from the navigation bar.
2. Select **Project Data Upload** from the Project Performance menu.



**Figure 60 Project Data Upload - FPD**

3. Click the  radio button under the status column.
4. View and analyze the Import Error log.



**Figure 61 Import Error Log**

5. View and analyze the CPR, Schedule, and Time-phased dashboards as described in Chapter 4.

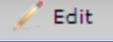
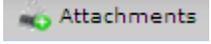
## 7.1.2 Update FPD Monthly Status

Fields in the FPD Monthly Status Detail pane include “Forecast for TPC,” “Forecast Completion,” which can be entered manually or from a selection calendar, and “Assessment Narrative,” where the FPD can enter an assessment on the project’s current performance.

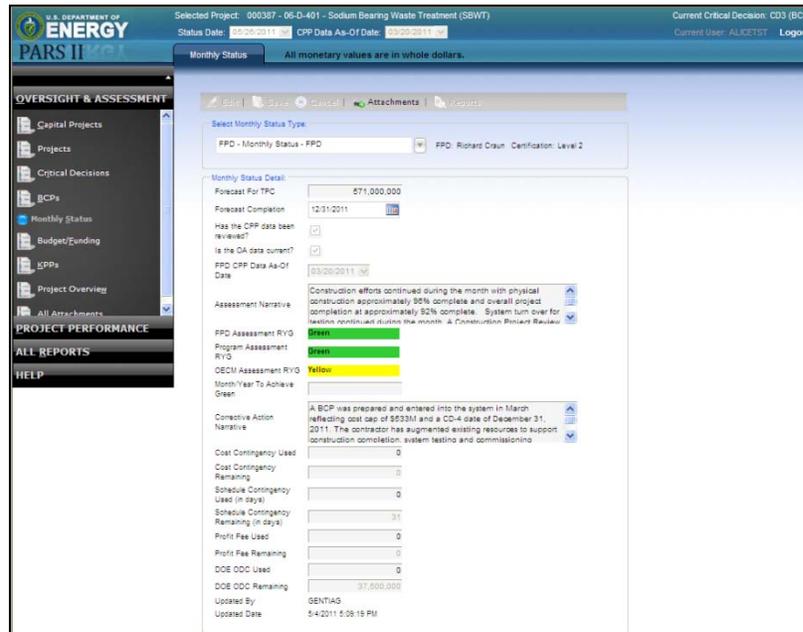
The next three fields concern the RYG assessment of the project. The system asks the FPD to offer a color-coded assessment of the project’s progress, and if not “Green”, an estimate of when the project is expected to attain “Green” status, along with a “Corrective Action Narrative” outlining a plan to attain that status.

Fields for Cost and Schedule Contingencies and ODC’s must also be completed. “Updated By” and “Updated Date” fields are automatically set by the system.

**Table 12 Monthly Status Icons - FPD**

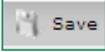
ACTIVE ICON	PURPOSE
	Edit the Monthly Status.
	View, edit, or add attachments associated with Monthly Status.

1. Select **Monthly Status** from the Navigation Bar. Verify that FPD Monthly Status is selected.



**Figure 62 FPD Monthly Status Screen**

2. Click  to begin entering monthly status information.
3. After reviewing the latest OA data as described in Chapter 3, click checkbox to indicate "Is the OA Data Current?" If it is not, leave it blank.

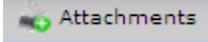
4. After reviewing the latest Contractor upload, click checkbox **"Has the CPP Data been Reviewed?"**
5. After reviewing the latest upload status date, select the correct date from the drop down list in the FPD CPP Data As-Of Date field. The most recent upload CPP Data As-Of Date is shown in the upload screen Status Date, the date list drop down and in the title bar area below the project name.
6. Enter/Update fields as needed. Fields in gray are calculated values. "Updated By" and "Updated Date" are populated by PARS.
7. Click . Users are returned to the View mode of the "Monthly Status" tab.

## 7.2 Program

With the "Program" entry from the status type drop-down list selected, a Program representative can input the Program Office's assessment of the project's RYG status and, if not already "Green," the date the Program Office expects the project to attain "Green" status. Before entering a status update, the Program representative is expected to have viewed and analyzed the latest contractor EV and Schedule upload as described in Chapter 4.

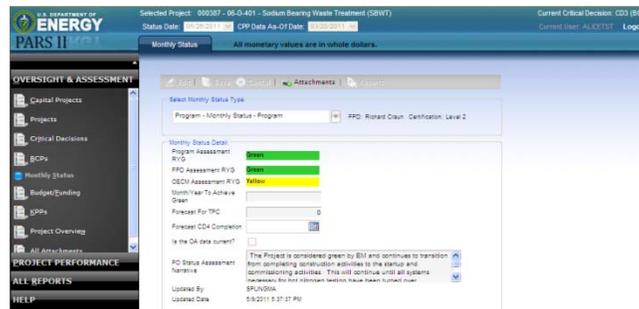
Like the FPD, the Program representative can enter a TPC Forecast, a forecast for CD-4 completion, and a Status Assessment Narrative. "Updated By" and "Updated Date" are automatically set by the system.

**Table 13 Monthly Status Update Icons - Program**

ACTIVE ICON	PURPOSE
 Edit	Edit the Monthly Status.
 Attachments	View, edit, or add attachments associated with Monthly Status.

### 7.2.1 Update Program Office Monthly Status

1. Select **Monthly Status** from the Navigation Bar.
2. Select **Program Monthly Status**.



**Figure 63 Program Monthly Status Screen**

2. Click  to begin entering monthly status information.

3. Enter/Update fields as needed. Fields in gray are calculated values. Updated By and Updated Date are populated by PARS.

4. Click . Users are returned to the View mode of the “Monthly Status” tab.

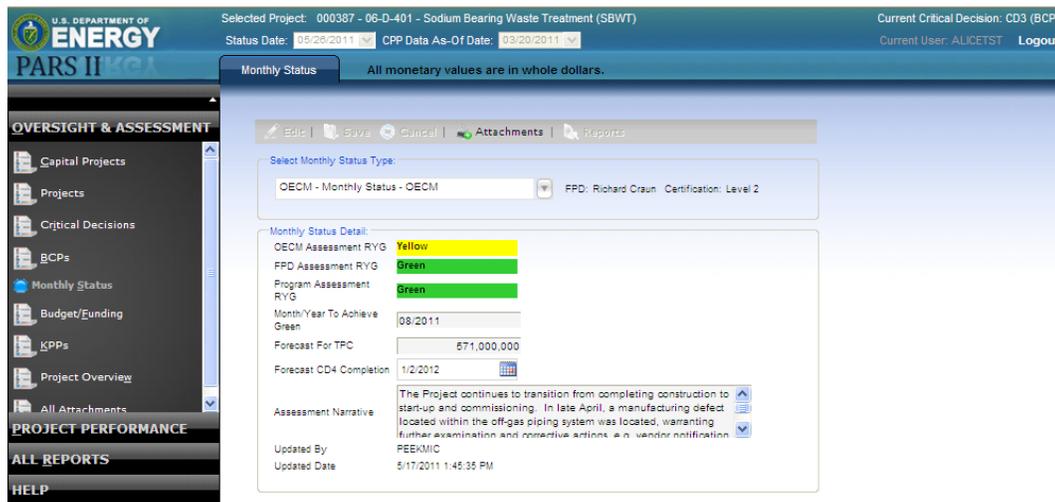
## 7.3 OECM

With the “OECM” entry from the status type drop-down list selected, the OECM Analyst or Alternate OECM Analyst can enter an assessment of the project’s RYG status and, if not already “Green,” the date OECM expects the project to attain “Green” status. Before entering a status update, the OECM representative is expected to have viewed and analyzed the latest contractor EV and Schedule upload as described in Chapter 4.

Like the FPD and the Program representative, the OECM analyst can enter a TPC Forecast, a forecast for CD-4 completion, and an Overall Assessment Narrative. “Updated By” and “Updated Date” fields are automatically set by the system.

### 7.3.1 Enter OECM Monthly Status Update

1. Select **Monthly Status** from the Navigation Bar.
2. Select **OECM Monthly Status** from the Select Monthly Status type.



**Figure 64 OECM Monthly Status Screen**

3. Click  to begin entering monthly status information, and to modify status fields as needed.
4. Enter/Update fields as needed. Fields in gray are calculated values. Updated By and Updated Date are populated by PARS.

5. Click . Users are returned to the View mode of the “Monthly Status” tab.

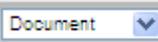
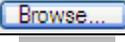
## 8 ADD AN ATTACHMENT

Users select the “Attachments” toolbar icon on the “Monthly Status” tab, or any tab that has an “Attachments” icon, to open an Attachments window. The Attachment window displays a list of narratives, hyperlinks, or appended documents pertaining to the active tab. In this window, users with “write” privileges can add new attachments by using the “Add” button on the toolbar. An existing attachment can be edited, or deleted from the toolbar, as well. To exit from this window at any time, click the “Cancel” button on the toolbar.

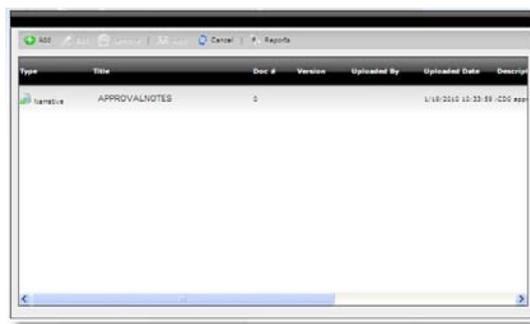
*Note: Only the user who submitted an attachment can edit or delete it.*

The “Add” button opens a window where the type of attachment can be selected from a drop-down list and a title can be assigned. A document can be attached, or content can be pasted or typed into the “Narrative” field or “Hyperlink” field.

**Table 14 Add Attachment Icons**

ACTIVE ICON	PURPOSE
	Opens window to select and add a new attachment.
	Permits edit of selected (highlighted) attachment. Only the user, who added the attachment, has rights to edit it.
	Drop-down list to select type of attachment – Document, Narrative, or Hyperlink. The default is Document.
	Opens window to browse through folders.
	Save the attachment.
	Exit the window.

1. From the “Monthly Status” tab, or any tab that has an “Attachments” icon, click . The Attachment window displays.



**Figure 65 Attachment Window**

2. Click **ADD**. The Add/Edit attachment window displays.
3. Select **Type of attachment – Document, Narrative, or Hyperlink** (the default is Document) from the drop-down list on the toolbar and follow instructions for whichever type was selected.

### 8.1.1 Document

4. Enter attachment identification information. The Title can be one selected from the drop-down Title list or typed if is not on the list.

5. **Browse** for the document to be attached, then .

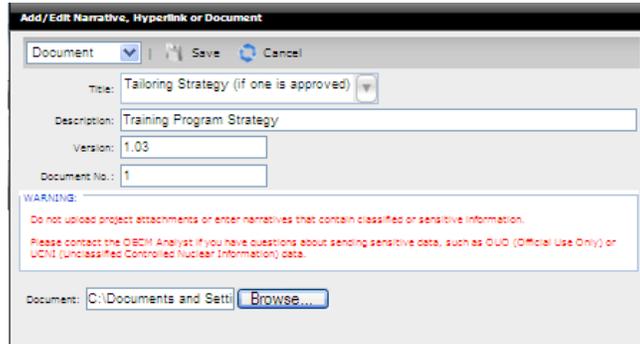


Figure 66 Add Document Attachment

### 8.1.2 Narrative

6. Enter attachment identification information. Type or Paste text in the Narrative box, then .

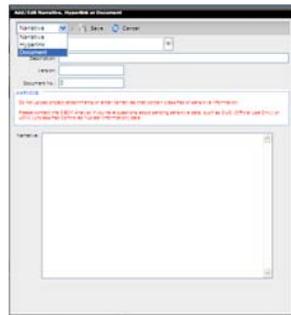


Figure 67 Narrative Attachment

### 8.1.3 Hyperlink

7. Enter attachment identification information. Type the **Link** in the Hyperlink field, then .

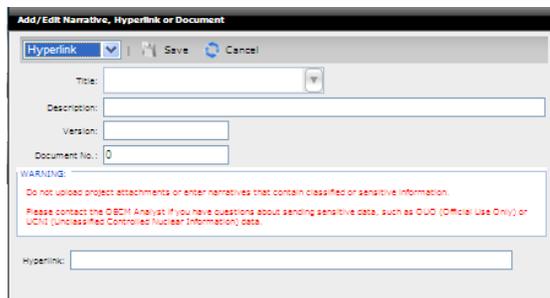


Figure 68 Hyperlink Attachment

## 9 OVERSIGHT AND ASSESSMENT - DATA ENTRY

To create, or edit a Capital Asset Project, and its associated Projects, CDs, BCPs, Budgeting and Funding, and KPPs, open the OA module.

### 9.1 Creating and Updating a Capital Project

In order to initiate a project in PARS II, users must first define its placement within the PARS II data hierarchy shown in the figure below. This is accomplished using the “Capital Projects tab. In the “Capital Projects tab users will select Level 1 and 2, and then select an existing Level 3, or create a new Level 3.

*NOTE: Refer to “Appendix D: PARS II Data Hierarchy Nomenclature Evolution” for more information.*

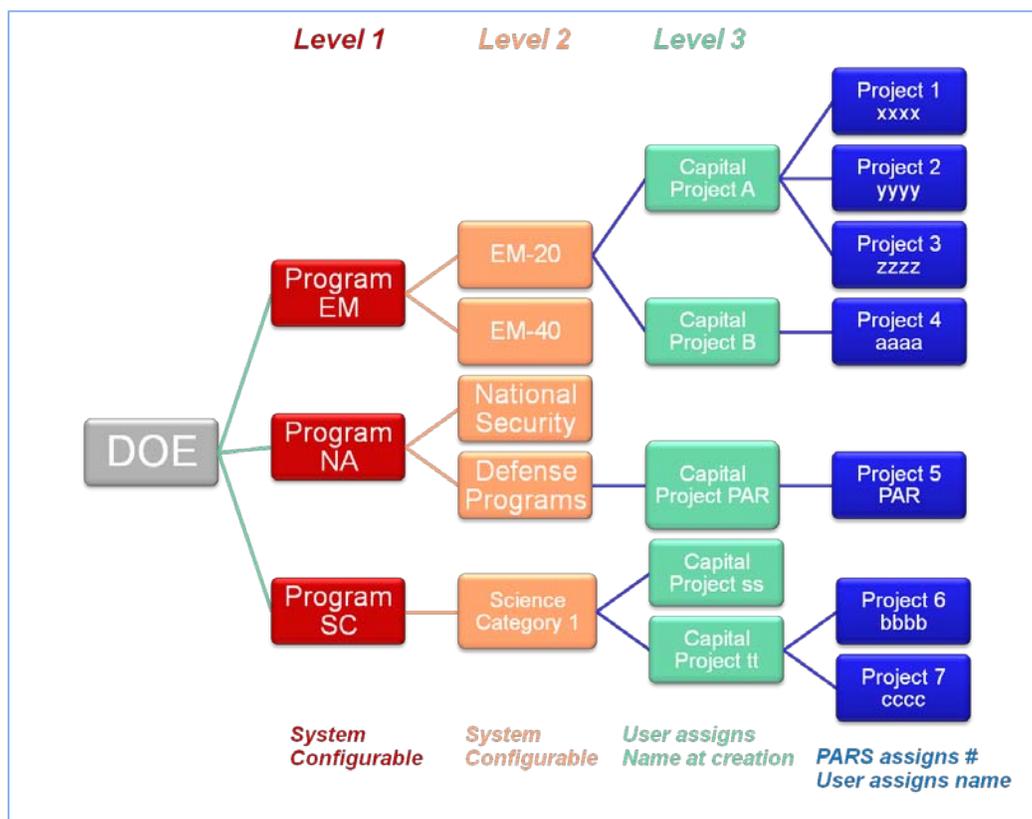
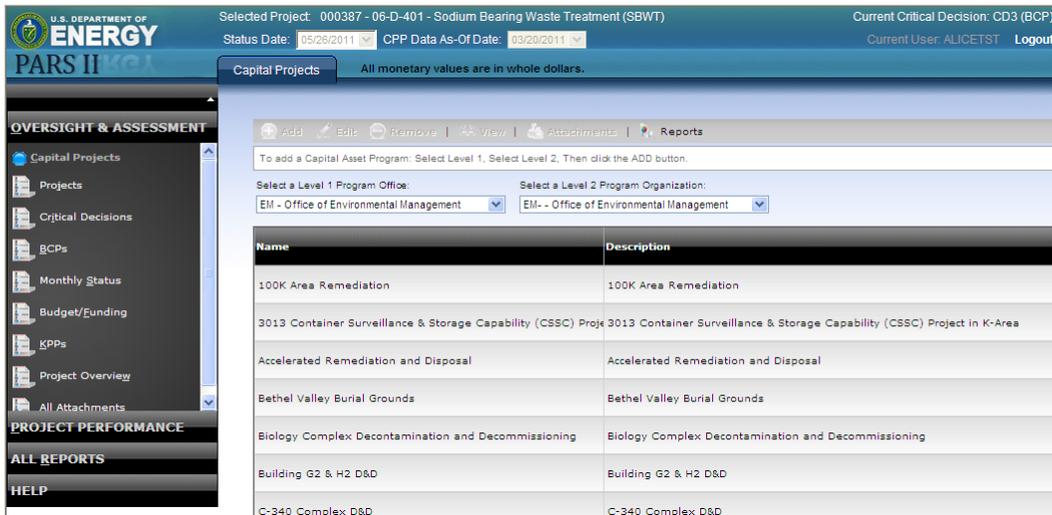


Figure 69 PARS II Data Hierarchy for Capital Projects

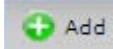
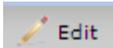
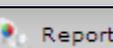
To edit or create a Capital Project, select the “Capital Projects” tab within the OA module.



**Figure 70 Capital Projects Tab**

The drop-down lists for “Level 1” and “Level 2” come pre-populated in PARS II. The system administrator can configure the Level 1 and 2 lists to reflect program requirements. Users make a selection from both lists, and the existing Capital Projects within that set will appear in the Name and Description table. To access an existing Capital Project, select it from the table and the toolbar icons will become active.

**Table 15 Add Capital Project Icons**

ACTIVE ICON	PURPOSE
	Create a new Capital Project
	Edit the description of an existing Capital Project. Note that the Capital Project name cannot be changed once it has been created and saved in the ADD function.
	View the full description of the Capital Project. Selecting “View” shows all of the same information as “Edit,” but simply disables the user input features.
	Select and view any attachments that were uploaded to this screen.
	Generate reports, if any, pertaining to Capital Projects

### 9.1.1 Add a Capital Project

1. Select **Capital Projects** from the Navigation Bar.
2. Select a Program Office from the **Level 1 Program Office** drop-down list.
3. Select the **Level 2 Program Organization** from the Level 2 drop-down list. The Level 2 list is a dependent drop-down, and as such, will contain a list that varies depending on the Program Office selected in Level 1.

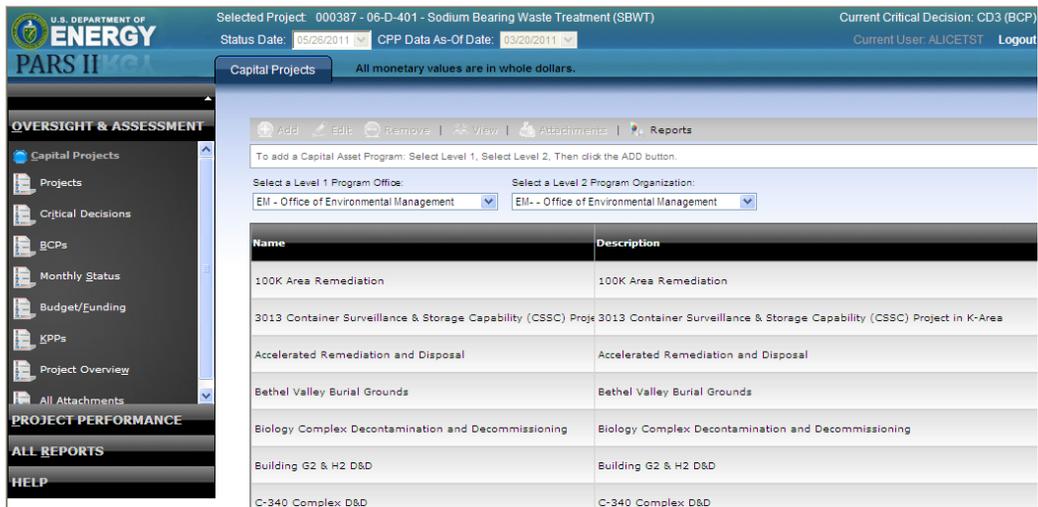


Figure 71 Capital Projects Tab

4. Existing Capital Projects under the selected Level 1 and Level 2 categories, if any, are listed.

5. Click  . The **Add a New Capital Project** screen displays.

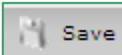


Figure 72 Add a Capital Project Screen

6. Enter the **Capital Program Name** field. This field represents the Capital Asset Project name – Level 3 of the data hierarchy.

*Note: This name cannot be edited after user clicks Save.*

7. Enter the **Description** field.

8. Click  . Users are returned to the “Capital Projects tab and the new capital asset project is added to the list of Capital Projects for the selected Level 1 and Level 2 categories.

## 9.2 Creating and Updating a Project

From the “Projects” screen, users can see a list of projects by making selections from the pre-populated “Level 1 Program Office,” “Level 2 Program Organization,” and “Level 3 Capital Asset Project” drop-down lists.

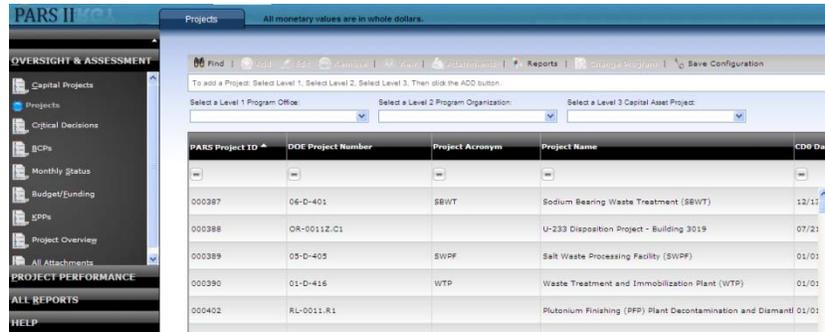
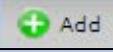
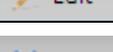
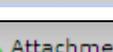


Figure 73 Projects Tab

Table 16 Projects Icons

ACTIVE ICON	PURPOSE
	Search for a project or group of projects.
	Create a new project within the selected Capital Project
	Edit the Attributes or Contacts for the selected project.
	View the Attributes of the Project or additional information for Contacts, such as phone or e-mail. Selecting “View” shows all of the same information as “Edit,” but simply disables the user input features.
	Select and view any attachments that were uploaded to this screen.
	Generate reports, if any, pertaining to the attributes and contacts of the selected Project.

### 9.2.1 Adding a New Project

To add a project users must make selections from the pre-populated “Level 1 Program Office,” “Level 2 Program Organization,” and “Level 3 Capital Asset Project” drop-down lists, as there is no project to find. This ensures that the new project is entered in the appropriate organizational hierarchy.

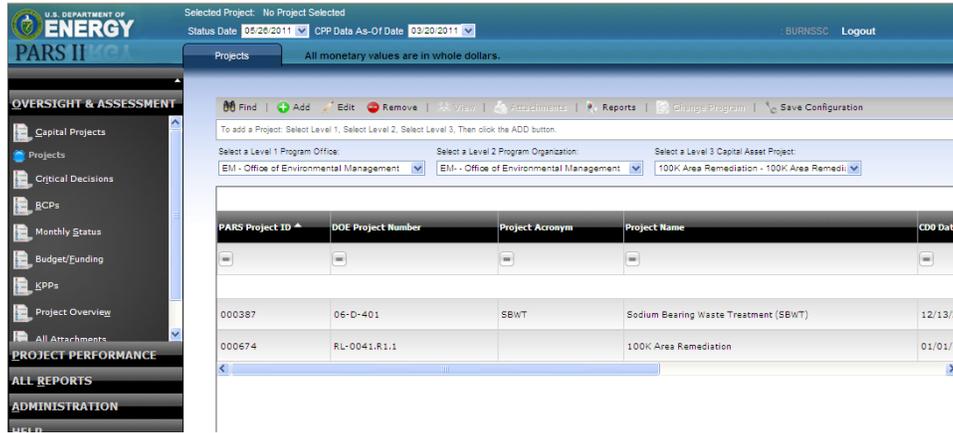
*Note: The appropriate Capital Asset Project must exist or be created before a Project can be created.*

To create a new project, click the “Add” icon from the toolbar. The new record provides a blank “Project Attributes” tab, where users can enter basic project naming data, project type, and project category information. Also provided is a blank “Project Contacts” tab.

1. Select **Projects** from the Navigation Bar. The “Projects” tab displays.
2. From each of the three drop-down lists, select the appropriate category for the new project to be added:
  - a) Level 1 Program Office

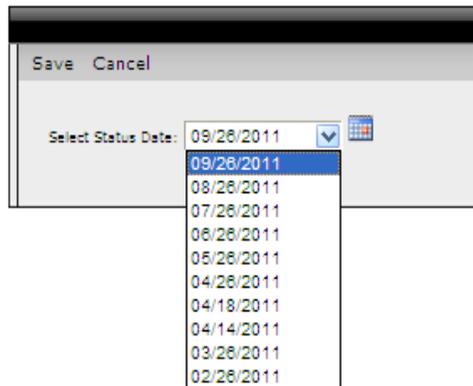
- b) Level 2 Program Organization
- c) Level 3 Capital Asset Project.

All three categories must be selected. After selecting the three category levels, any existing projects for those categories are listed.



**Figure 74 Three Hierarchy Selections for Add a Project**

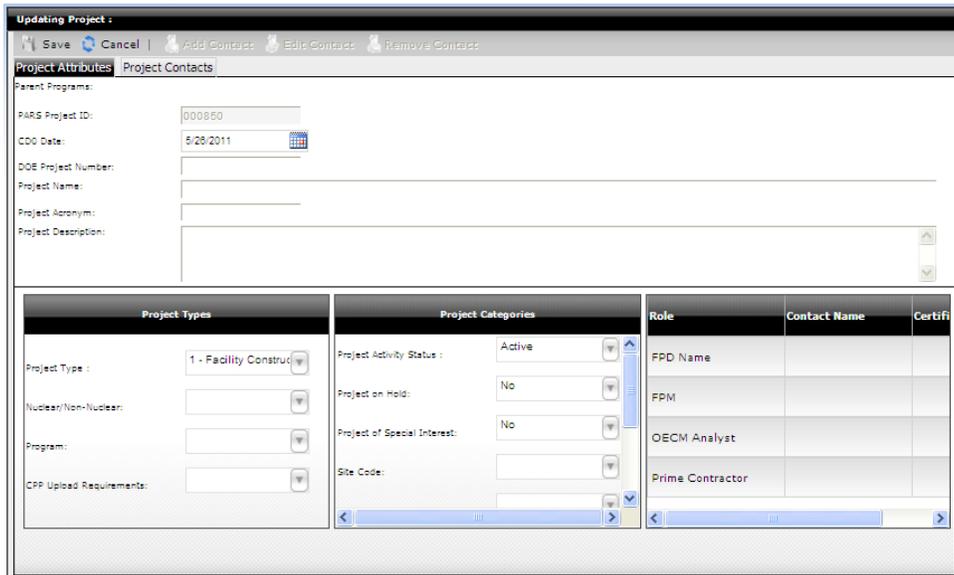
3. Click  . The Select Status Date Screen will display.



**Figure 75 New Project - Select Status Date**

4. Select the appropriate OA status date for the new project.

5. The **Updating a Project** screen displays with two tabs – “Project Attributes” and “Project Contacts.”



**Figure 76 Add a Project Screen**

### 9.2.1.1 Enter Project Attributes

1. Enter Project Attributes information. The PARS Project ID is automatically assigned and serves as the unique database identifier for the project.

- a. The CD-0 Date defaults to today’s date. Change the date if it is not correct. This date will also be used to set the initial Monthly Period Status Date that appears on the title bar. The initial Status date is one month forward from the CD-0 date.

*Note: This date must be earlier (less than) any anticipated CPP upload date.*

- b. Enter the DOE Project Number. The DOE Project Number is a “free-text” value and is the official DOE Project Identification Code for construction and engineering design projects as reported in the OMB A-11 Exhibit 300 or the program budget submission.
- c. Enter Project Name field.
- d. Enter Project Acronym.
- e. Enter Project Description.
- f. Select Project Type from drop-down list.
- g. Select Nuclear/Non-Nuclear from drop-down list.
- h. Select Program.
- i. Select CPP Upload Requirements
- j. Select Project Categories.
- k. Select Project Activity Status.
- l. Select Project On Hold.Select Project of Special Interest
- m. Select the site code.
- n. Select the Success Metric.
- o. Select the PDRI.
- p. Select the TRA.
- q. Select the IPT.

## 9.2.2 Select FPD, FPM, OEMC, and Primary Contractor Contacts

Table 17 Add/Edit Contacts Icons

ACTIVE ICON	PURPOSE
 Find Contact	Search Contacts Address Book for a contact.
 Add Contact	Opens window to add a contact by entering role, name, date assigned, or order number.
 Edit Contact	Edit the Contact role, date assigned, or order number.
	Type a name or click icon to find name in address book of contacts.
	Type date or select from calendar icon. Calendar window closes after a "day" is selected.

- From the "Project Attributes" tab, highlight **FPD, FPM, OEMC, or Primary Contractor** in the lower right contacts list box. The contact icons on the toolbar are activated. FPD is selected in the case shown here.

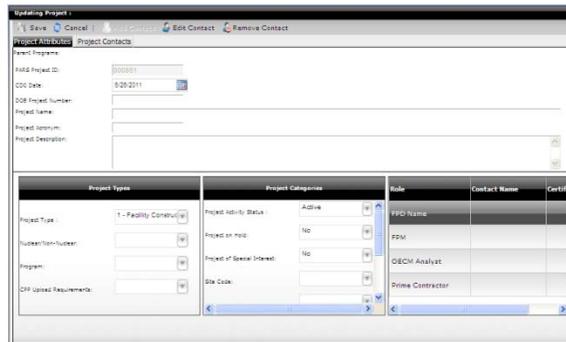


Figure 77 Highlight Contact Role

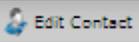
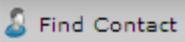
- Click . The Contact pop-up box displays with the **Role** value set to that of the role highlighted in the previous step, in this case, FPD.

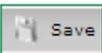


Figure 78 Edit Contact

3. Click . The Find Contact screen displays.



**Figure 79 Find Contact Screen**

- a. Enter **search criteria**. Only contacts that are pre-registered in the PARS II address book can be selected. The contacts address book is maintained by OECM and the system administrator.
- b. Click **Find**. (Wait until the search is complete.)
- c. Highlight **Contact** to select.
- d. Click **Select**. Users are returned to the add contacts screen with the selected contact name filled in.
- e. Select the **Date Assigned**. Note: the Date Unassigned is set when this contact is no longer associated with the project. The contact and role record is never removed (unless it is a user entry error). This permits retention of history for the project contacts.
- f. Enter the **order number** (optional). This number ranks the order in which names are listed in the Contact tab's list of contacts. The system assigns a default value for the order. Users have the option of changing the order value.
- g. Click . Users are returned to the "Project Attributes" tab. The selected name is now listed in the Contacts box.

### 9.2.3 Select Other Contacts

1. Switch to the **Project Contacts** tab.

Role	Title	Contact Name	ORG	Certification	Date Assigned	Date Unassigned
FPO Name	Federal Project Director	Diana Price		Level 4	01/11/2010	
Prime Contractor		Charlie Smith	XYZ Company		01/12/2010	
OECM Analyst	OECM Analyst	Jimmy Page	XYZ Corporation		01/10/2010	

**Figure 80 Project Contacts Tab**

2. Click . The Contact pop-up box displays with **blank role**.

Projects

Save Cancel Find Contact

Role:

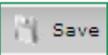
Contact:

Date Assigned:

Date Unassigned:

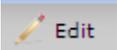
Order:

**Figure 81 Add Contact Screen**

3. Select the **Role** from drop-down list. Alternatively, the role can be typed in.
4. Click  on the “Contact” field. The “Find Contact” screen displays.
  - a. Enter **search criteria**. Only contacts that are pre-registered in PARS II can be selected. The contacts register is maintained by OECM and the system administrator.
  - b. Click **Find**. (Wait until the search is complete.)
  - c. Highlight **contact** entry.
  - d. Click **Select**. Users are returned to the “Add Contacts” screen with the selected name filled in.
  - e. Select the **Date Assigned**. Note: the “Date Unassigned” is set when this contact is no longer associated with the project. It is never removed (unless it is a user entry error). This permits retention of history for the project contacts.
  - f. Enter the **order number** (optional).
  - g. Click . Users are returned to the “Project Contacts” tab. The contact is added to the “Contacts” list.
5. Click  to close and exit “Add/Update Project.”

## 9.2.4 Updating an Existing Project - Attributes or Contacts

Users can locate projects via the drop-down menus or the “Find” icon in the “Projects” tab of the OA module. From the results, click on a project and use the “Edit” icon on the toolbar to access the “Project Attributes” and “Project Contacts” tabs.

1. From the “Projects” tab, verify that the correct project is selected.
2. Click . The “Updating Project” screen displays with two tabs – “Project Attributes” and “Project Contacts.” The “Project Attributes” tab is the default active tab.
3. Perform any desired edits to the “Project Attributes” or “Project Contacts” tab.

*Note: A contact that is no longer associated with the project is not removed. Rather, set “Date Unassigned” to indicate that a contact is no longer associated with the project. This permits retention of history for the project contacts.*

4. Click  to close and exit “Update Project.”

## 9.3 Critical Decisions

With a project selected, clicking on the “Critical Decisions” tab in the left-hand navigation bar will access a screen allowing users to edit or view CD-0, CD-1, CD-2, CD-3A, CD-3, CD-4, and Closeout information.

Just below the toolbar is a drop-down menu containing each Critical Decision for the project. Below that are panes for “Critical Decision Detail” and “Planned Dates.” Upon selecting a Critical Decision from the drop-down menu, these fields will update to reflect previously entered data, or they can be edited using the “Edit” icon from the toolbar.

The “Critical Decision Detail” pane provides fields for the following:

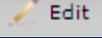
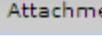
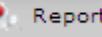
- Planned date
- Approval date
- Name of approving authority
- Approval notes
- TPC entries
- CD-4 attainment dates

The “Planned Dates” panel provides fields for the projected dates that each Critical Decision from CD-2 through Closeout will be attained. All of these fields are editable no matter which Critical Decision is selected.

Users can access Key Performance Parameters (KPPs) associated with the current CD screen via the KPP icon on the toolbar. The KPP icon is not activated for the CD-3, CD-3a, and Closeout screens. If the KPP tab is entered from a CD or BCP screen, and a KPP is selected via the funnel-filter it will reset the currently selected KPP to the CD or BCP level. All edits will be saved including the CD or BCP level from where the KPP icon was accessed.

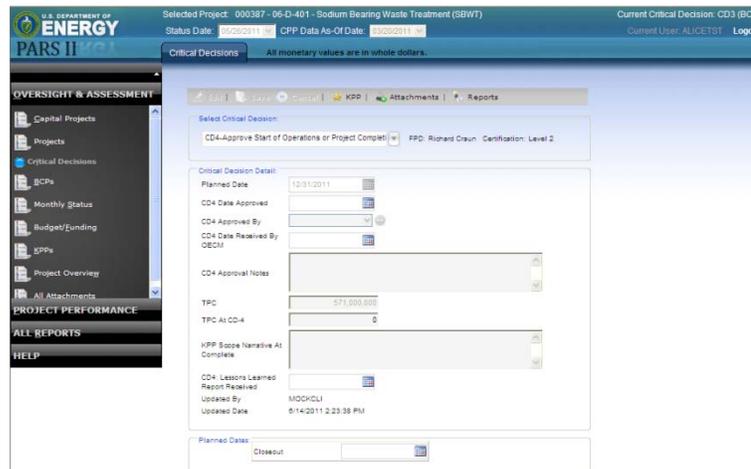
If you use the Clear Period icon and select a KPP the “link” to the CD or BCP level will be reset and the CD or BCP level of the selected KPP will stay the same. The CD or BCP the KPP is associated with will not change. All other edits for the KPP will be saved. It is best NOT to use the Clear Period if you know you want to edit a KPP and save it with a new CD level.

**Table 18 Critical Decision Icons**

ACTIVE ICON	PURPOSE
	Permits entering/updating data for the selected CD level.
	Provides a direct link to the “KPP” tab listing only those KPPs associated with the current CD screen view. The KPP icon is not activated for the CD-3, CD-3a, and Closeout screens.
	Select and view any attachments that were uploaded to the current CD screen view.
	Generate reports, if any, pertaining to the current CD screen view.

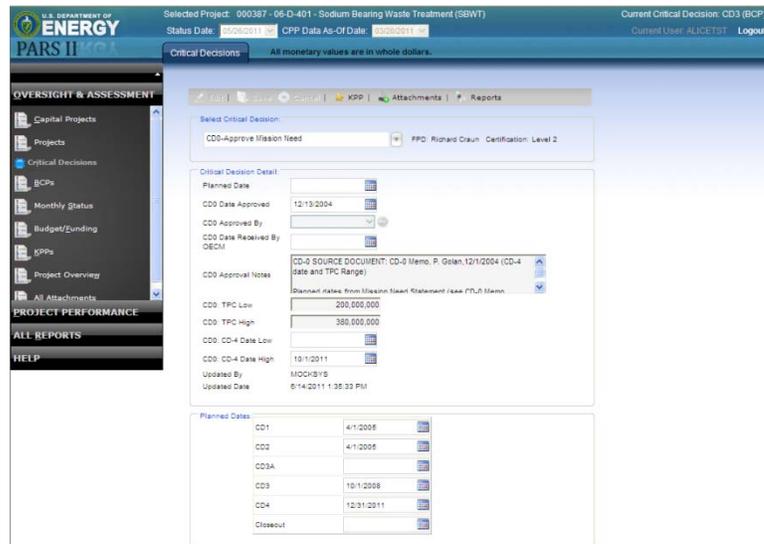
### 9.3.1 Enter a Critical Decision

1. Select **Critical Decisions** from the Navigation bar. The “Critical Decisions” tab displays with the default CD level set to the next CD to be entered. For example, if the project is at Gateway CD-2, the “CD” tab opens to CD-3A. Users can change the CD level by selecting the appropriate one from the “Select Critical Decision” drop-down menu.



**Figure 82 Critical Decisions Tab**

2. Verify/Select the CD level from the first drop-down list to enter/update.
3. Click . The data fields and additional icons are activated for selection. Data fields vary depending on the CD level selected.



**Figure 83 Edit Critical Decisions Screen**

4. Complete each data field. (Dollars are entered as whole dollars.)
5. Enter “Planned Dates” for reaching other CD levels. All of the planned dates are editable no matter which CD is selected from the drop-down list.
6. Click . Users are now in View-only mode of the “Critical Decisions” tab. Click **Edit** to make corrections.

## 9.4 Performance Baseline Change Proposal (BCP)

The “BCPs” tab allows users to view information for proposed performance baseline changes. An indicator as to whether or not the BCP represents a directed change is by each title. Users can view the following:

- BCP submission date
- Approval date
- Name of approving authority
- Approval notes
- Projected TPC
- CD-4 attainment dates

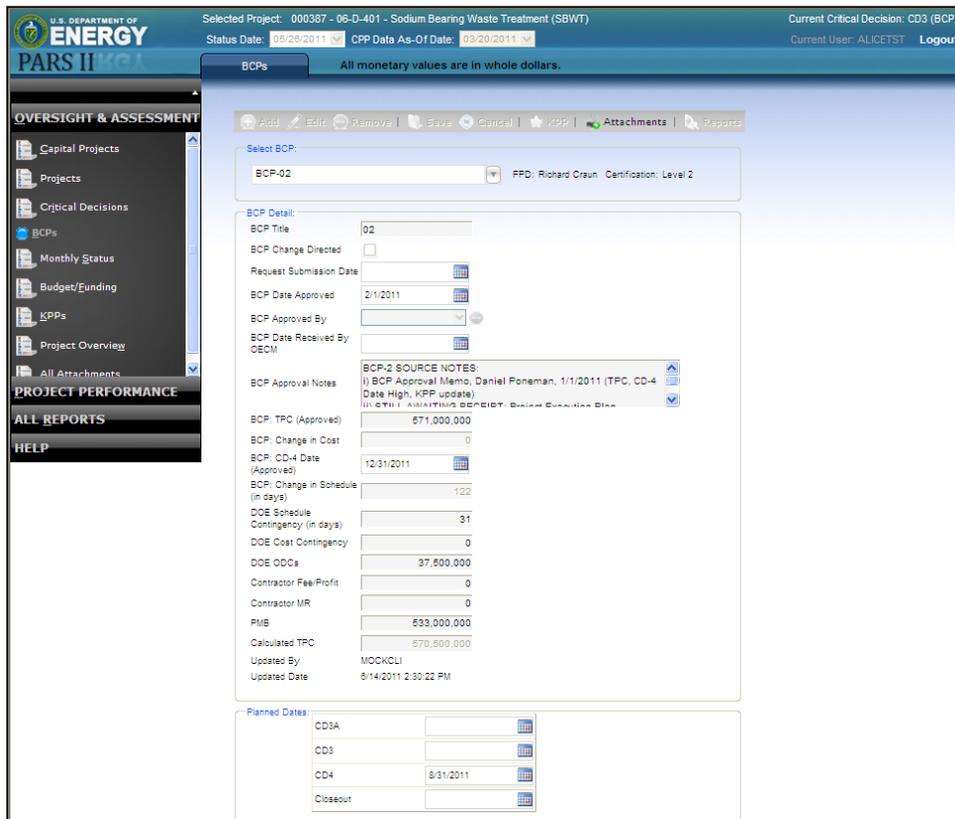
Users can access and edit KPPs for the BCP. Numbers that do not align with the Performance Baseline will be noted with an error message.

**Table 19 BCP Icons**

ACTIVE ICON	PURPOSE
 Add	Permits entering data for a new BCP.
 Edit	Permits updating data for an existing BCP, the one currently selected from the “Select BCP” drop-down menu.
 KPP	Provides a direct link to the “KPP” tab listing only those KPPs associated with the current BCP screen view.
 Attachments	Select and view any attachments that were uploaded to the current CD screen view.

**9.4.1 Enter a BCP**

1. Select **BCPs** from the Navigation Bar. The “BCPs” tab displays with no data if a BCP has never been entered for the project. Otherwise, the “BCPs” tab displays with the latest BCP data.



**Figure 84 BCP Tab**

2. Click  Add. The “Adding a New BCP” screen displays.
3. Enter **Title** to identify the BCP. This title will be dynamically added to the “Select BCP” drop-down list.
4. Enter **Dollar Values**. (Dollars are entered as whole dollars. Grayed out boxes are calculated values.)

*NOTE: Changes to Dollar values – the first click in a cell highlights the entire value which is replaced as users input data. A second click gives digit-by-digit control.*

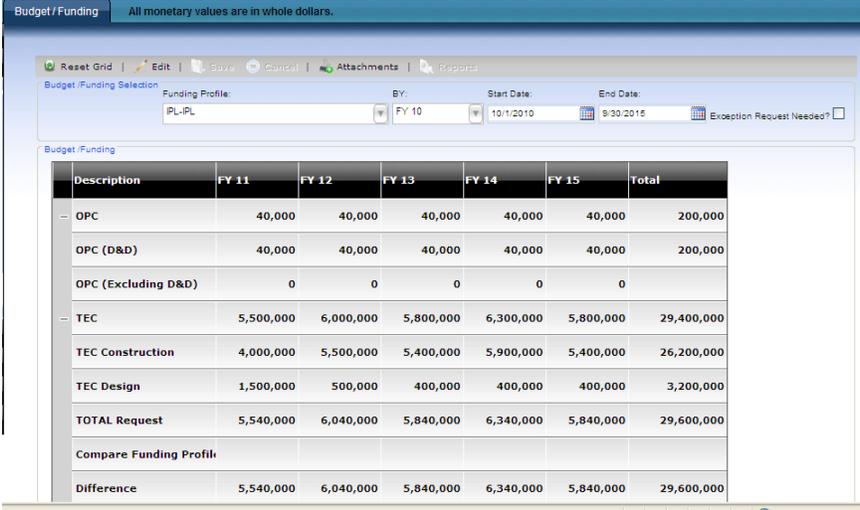
5. Click . “Save” returns to view-only mode and to the first BCP entered for the selected project.

## 9.5 Budget/Funding Profile

The “Budget/Funding” tab in the OA module pre-populates the “Funding Profile” drop-down list with different types of budget/funding profiles: IPL, OMB, CBR, CD-2 Performance Baseline, and entries for any BCP budget submittals. Once one of the budget profiles is selected, users can then enter the appropriate Fiscal Year (FY) for the desired Budget Year,” the FY “Start Date” and FY “End Date,” and select whether or not an “Exception Request” is needed.

After these selections are made, clicking the “Reset Grid” button on the toolbar will allow users to view financial information that appears in the “Budget/Funding” window. Selecting an End Date beyond the end of the selected fiscal year will create multiple fiscal year columns in the Budget/Funding grid. For example, Selecting FY 11, a start date of Oct. 1, 2010, and an end date of Sept. 30, 2015 will create FY 11, FY 12, FY 13, FY14, and FY 15 columns in the grid below.

When users click the “+” icons beside OPC and TEC, those rows will expand, revealing editable rows beneath. Clicking “Edit” and then double-clicking in these rows under the appropriate fiscal year columns allows users to manually enter the required financial data. Clicking “Save” from the toolbar will commit the changes.



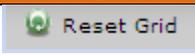
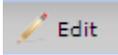
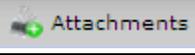
Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	400,000	400,000	400,000	3,200,000
<b>TOTAL Request</b>	<b>5,540,000</b>	<b>6,040,000</b>	<b>5,840,000</b>	<b>6,340,000</b>	<b>5,840,000</b>	<b>29,600,000</b>
<b>Compare Funding Profile</b>						
Difference	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

**Figure 85 Budget/Funding Table**

To move between Budget/Funding types, users must select a new “Funding Profile” from the drop-down list and click “Reset Grid” from the toolbar.

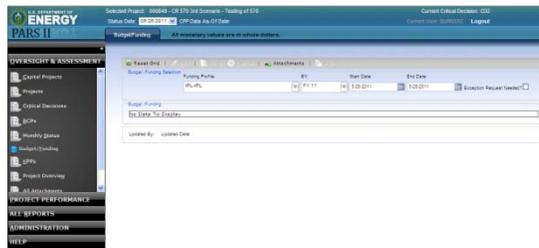
The “Compare Funding Profiles” drop-down menus below the “Total Request” calculation in the grid allows users to compare the current profile with another and will automatically calculate the difference.

**Table 20 Budget/Funding Icons**

ACTIVE ICON	PURPOSE
 Reset Grid	“Opens” the budget/funding table grid in “View” mode, and populates the table with the latest set of data or with zeroes if no data exists.
 Edit	Enables user input. Once in “Edit” mode, double-clicking on an individual cell of the table allows entry of a dollar value.
 Attachments	Select and view any attachments that were uploaded to this screen.

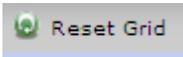
**9.5.1 Enter Budget/Funding Profile**

1. Select **Budget/Funding** from the Navigation Bar. The “Budget/Funding” tab displays.



**Figure 86 Initial Entry to Budget/Funding**

2. Select **Funding Profile** from the first drop-down list.
3. Select the desired **FY** from the “BY” drop-down list.
4. Enter the FY **Start Date** and FY **End Date** for the funding profile table. The “Reset Grid” icon activates.

5. Click  . The funding table displays, in view-only mode, with columns for each fiscal year from the “Start Date” entered to the “End Date” entered.



**Figure 87 Budget/Funding Grid - Empty**

6. Click + sign to expand detail for OPC and TEC, if needed.

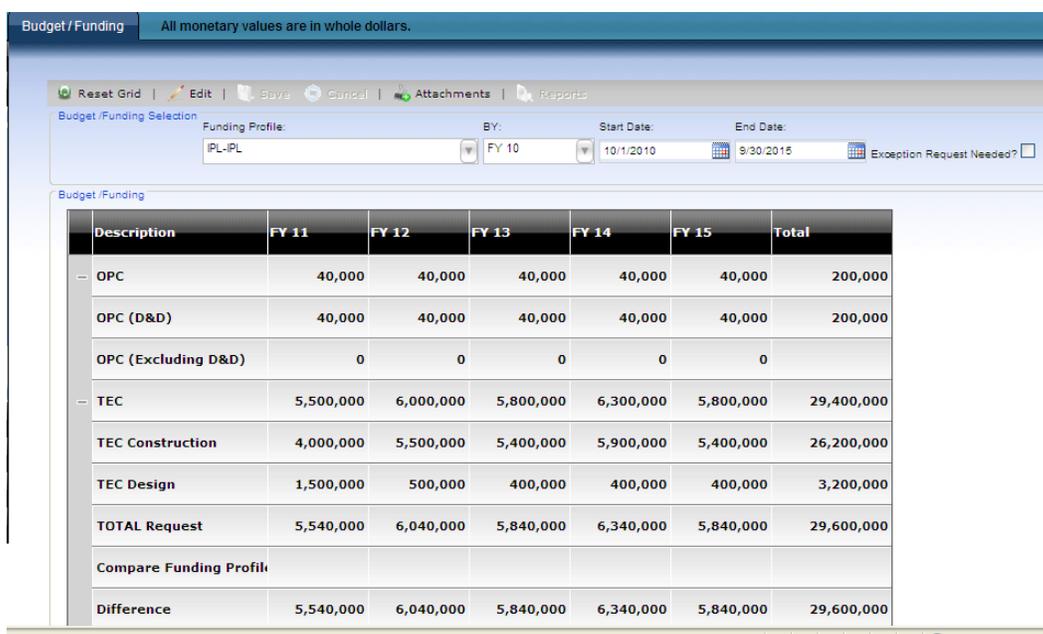
- Click  to begin entering funding values.
- Double-click** a non-total row cell, **type the whole dollar value** for the cell, and press **TAB**. Pressing **TAB** moves to the next cell in the current row.



Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC						
OPC (D&D)						
OPC (Excluding D&D)						

**Figure 88 Budget/Funding Cell Entry**

- Click  frequently. Click  to continue entering/editing values.
- When finished, do a final .



Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	400,000	400,000	400,000	3,200,000
<b>TOTAL Request</b>	<b>5,540,000</b>	<b>6,040,000</b>	<b>5,840,000</b>	<b>6,340,000</b>	<b>5,840,000</b>	<b>29,600,000</b>
Compare Funding Profile						
Difference	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

**Figure 89 Completed Budget/Funding Grid**

## 9.5.2 Compare Budget/Funding Profiles

- From a completed budget/funding table, **double-click** the cell labeled **Compare Funding Profile**.

Budget / Funding All monetary values are in whole dollars.

Reset Grid | Edit | Save | Attachments | Help

Budget Funding Selection Funding Profile: PL, PL BY: FY 10 Start Date: 10/1/2010 End Date: 9/30/2015 Exception Request Needed?

Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,300,000	500,000	400,000	400,000	400,000	3,200,000
TOTAL	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000
Compare Funding Profile						
Difference	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

**Figure 90 Compare Funding Profile Option**

- From the drop-down list, select the **Profile** that is to be compared to the current profile.

Budget / Funding All monetary values are in whole dollars.

Reset Grid | Edit | Save | Attachments | Help

Budget Funding Selection Funding Profile: PL, PL BY: FY 10 Start Date: 10/1/2010 End Date: 9/30/2015 Exception Request Needed?

Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,300,000	500,000	400,000	400,000	400,000	3,200,000
TOTAL	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000
Compare Funding Profile						
Difference	5,540,000	6,040,000	5,840,000	6,340,000	5,840,000	29,600,000

Dropdown List:

- OMB - Office of Management and Budget
- CBR - CBR
- CD2 - Performance Baseline (CD2)
- BCP - CD2 Original Approved Baseline
- BCP - BCP - Best Practices

**Figure 91 Profile List for Comparison Selection**

- PARS II calculates the difference in totals for the two profiles and displays it in the row labeled **Difference**.

Budget / Funding All monetary values are in whole dollars.

Reset Grid | Edit | Save | Cancel | Attachments | Reports

Budget /Funding Selection

Funding Profile: IPL-IPL BY: FY 10 Start Date: 10/1/2010 End Date: 9/30/2015

Description	FY 11	FY 12	FY 13	FY 14	FY 15	Total
OPC	40,000	40,000	40,000	40,000	40,000	200,000
OPC (D&D)	40,000	40,000	40,000	40,000	40,000	200,000
OPC (Excluding D&D)	0	0	0	0	0	0
TEC	5,500,000	6,000,000	5,800,000	6,300,000	5,800,000	29,400,000
TEC Construction	4,000,000	5,500,000	5,400,000	5,900,000	5,400,000	26,200,000
TEC Design	1,500,000	500,000	100,000	400,000	400,000	3,200,000
<b>TOTAL Request</b>	<b>5,540,000</b>	<b>6,040,000</b>	<b>5,840,000</b>	<b>6,340,000</b>	<b>5,840,000</b>	<b>29,600,000</b>
Performance Baseline (i	3,070,000	4,100,000	5,330,000	3,330,000	4,380,000	20,210,000
Difference	2,470,000	1,940,000	510,000	3,010,000	1,460,000	9,390,000

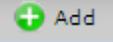
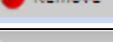
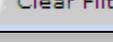
Figure 92 Compare Funding Profiles - Results

## 9.6 Key Performance Parameters (KPPs)

By clicking on the “KPPs” tab within the OA module, the user will bring up a page that allows for viewing, editing, and tracking KPPs. When adding a new KPP, users select the appropriate “CD” or “BCP” during which the KPP is established, assign a KPP number, and complete the “Planned Scope” field.

Once the KPP has been attained, usually at CD-4, the “Delivered Scope” field must be updated. A selection for whether the KPP was validated or not must be made. The KPP list can be sorted and filtered.

Table 21 KPP Icons

ACTIVE ICON	PURPOSE
 Add	Opens window to add a new KPP.
 Edit	Opens KPP window of selected (highlighted) KPP for editing.
 View	Opens KPP window of selected (highlighted) KPP for viewing.
 Remove	Deletes selected (highlighted) KPP.
 Clear Filter	Restores complete list of KPPs by removing any filter that may have been applied.
 Reports	Generates reports, if any, pertaining to the KPPs.

## 9.6.1 Add a new KPP

1. Select **KPPs** from the navigation bar. The “KPPs” tab displays.

KPP No.	CD or BCP	KPP Planned Scope	KPP Delivered Scope	KPP Validated Yes/No
1	02	(TECHNICAL) Comprehensive performan		
6	02	(SCHEDULE) System operability testing		
2	02	(TECHNICAL) Idaho DEQ approval of air		
3	02	(TECHNICAL) Complete testing with nam		
4	02	(TECHNICAL) Facility storage capacity c		
5	02	(SCHEDULE) Construction completion in		

Figure 93 KPP Tab

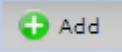
2. Click . The “Adding a New KPP” screen displays.

Figure 94 Adding a New KPP Screen

3. If the “KPP” tab was entered from a “CD” or “BCP” screen, then the appropriate CD level or BCP identifier is pre-set in the “CD” or “BCP” drop-down list. If the “KPP” tab was entered from the navigation bar, then select the applicable **CD Level** or **BCP Identifier** from the “CD” or “BCP” drop-down list.

Figure 95 KPP CD or BCP Dynamic Drop-down List

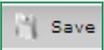
4. Enter the **KPP No.**
5. Enter **KPP Planned Scope**.
6. **KPP Delivered Scope** is left blank since it is not applicable when first creating a new KPP. Typically, the delivered scope is entered when the project reaches the CD-4 milestone.
7. When done, click . Users are returned to the “KPPs” tab. The new KPP is in the list of KPPs.

## 9.6.2 Edit an Existing KPP



KPP No	CD or BCP	KPP Planned Scope	KPP Delivered Scope	KPP Validated Yes/No
2010-3	CD1	Solution Strategy, Benefits, and Cost		
2010-1	CD0	Feasibility Study Completed and Docu	Feasibility Study Completed and Docu	Yes
2010-2	CD1	Compare alternative solutions.		
2010-4	CD2	Complete Architectural Design		

Figure 96 Select Existing KPP

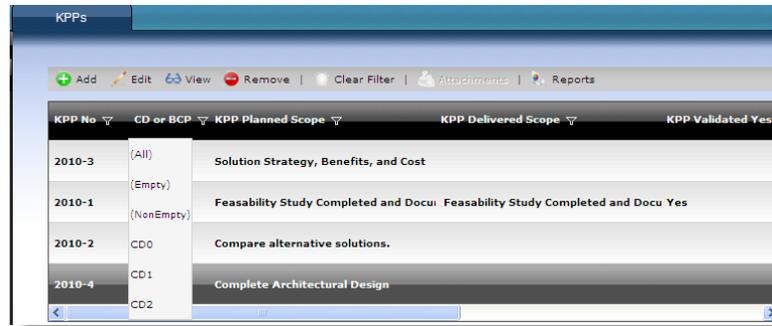
1. To edit the KPP, highlight the **KPP** and click .
2. When finished editing, click  to retain changes.

## 9.6.3 Sort the KPP List

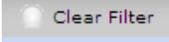
1. Click a column header label to sort the list by that column.

## 9.6.4 Filter the list of KPPs

1. Click the filter icon  for a column and select **filter value** from the drop-down list. The list regenerates with the filter applied.



**Figure 97 Filter selection for KPP List**

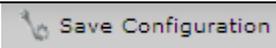
2. Regenerate the full list by clicking . Resorting of the list may be needed.

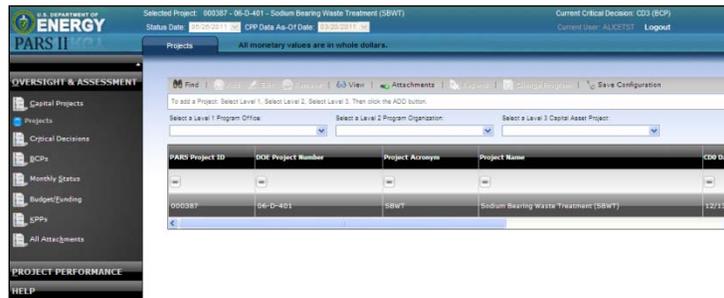
# 10 CONTRACTOR MONTHLY UPLOAD

Each month, prior to logging into PARS II, and as a process separate from PARS II, contractors will extract the required EV and Schedule reporting data from their respective local project EVM systems. Details for the extract file requirements and extract file templates can be found in the “CPP Upload Requirements” document.

Once logged into PARS II, users will be taken to the “Project” tab under the OA module. Typically the “Project” tab displays with a project already selected from the prior logon session. Users must verify that the currently selected project is the matching project for the EV and Schedule upload, or **Find** (see Chapter 2) the project for which data is to be loaded. If a contractor has more than one project, the project selection and upload process is repeated for each project and its respective extract file.

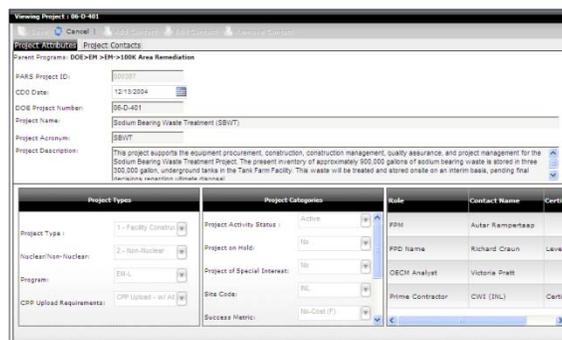
**Table 22 Projects Icons - Contractor**

ACTIVE ICON	PURPOSE
 Find	Search for a project or group of projects.
 View	View the Attributes of the Project or additional information for Contacts, such as phone or e-mail.
 Save Configuration	Save the current Sort Sequence of the Project list for use throughout the current session and for subsequent logon sessions.



**Figure 98 Select a Project**

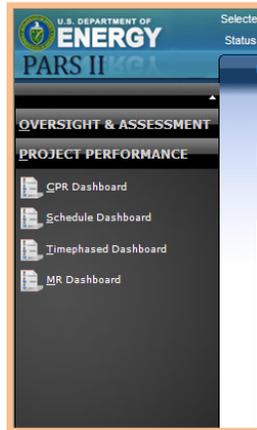
Optionally, Contractors may view a description of the project attributes and a list of the project contacts as defined in PARS II by selecting **View** from the “Projects” tab.



**Figure 99 View a Project – Contractor**

## 10.1 Project Performance Tab for Contractors

The primary PARS II interface for Contractors comes in the form of the CPP module, labeled “Project Performance,” on the left-hand side collapsible navigation bar. From here, Contractors can upload monthly EV and Schedule data and view project performance, schedule, and time-phased performance dashboards.



**Figure 100 Navigation Bar - Project Performance Menu**

PARS II accepts a complete set of project data in a Microsoft Access file.

A complete PARS II Microsoft Access template is one that is populated with the following data types for a given reporting period:

1. EV CPR
2. EV Time-phased
3. Schedule Activities
4. Schedule Relationships
5. Management Reserve
6. Variance Analysis Report

## 10.2 Project Data Upload Screen

Upon accessing the Project Performance module, select “Project Data Upload.”

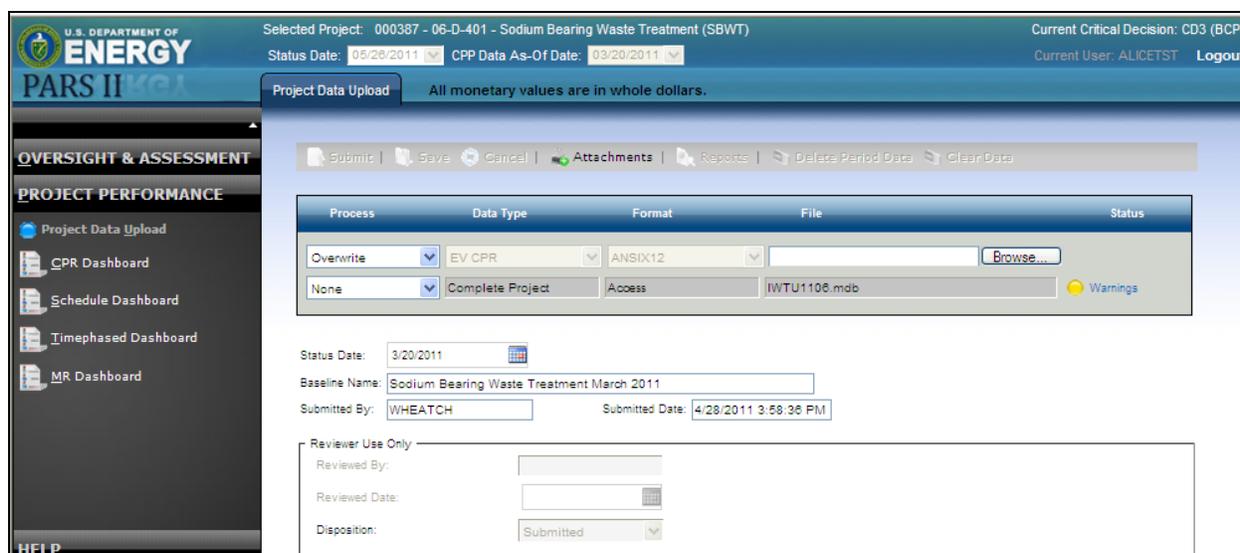
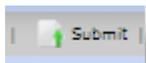
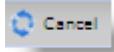


Figure 101 Project Data Upload Screen – Contractor

Table 23 Project Upload Icons - Contractor

ACTIVE ICON	PURPOSE
	Submits the upload of the selected (via Browse) EVM extract file to the PARS II database. The Submit icon is not activated until the status date is populated and a file has been selected via the Browse button.
	Effect of cancel varies based on when it is clicked. <ul style="list-style-type: none"> <li>• <b>Prior to</b> submittal of a file upload, cancel has no effect, except possible deletion of text entered on this screen.</li> <li>• <b>After</b> submittal of an upload file <b>and before</b> it has reached status of “Uploaded” or “Processing”, the upload is cancelled and is not in the PARS II database.</li> <li>• <b>After</b> submittal of an upload file <b>and after</b> it has reached status of “Uploaded” or “Processing”, the data will continue to be processed (validated) and, assuming no fatal errors, will be incorporated into the PARS II database.</li> </ul>

On the “Project Data Upload” tab, the top section of the screen has two line items, each showing a different data format. The first line is for submittal of an ANSI X-12 file, an option not used by PARS II contractors. The other line item data format is the “Access” format. This is the one that DOE contractors use, as it corresponds with the PARS II MS Access data template. The data type and format fields are pre-set and grayed out.

### 10.2.1 Date Fields

- Status Date - Users begin by setting the Status Date. This date must match the contractor’s EVM data “as of date” on the extract file, and is referred to in PARS II as the “CPP as of date.” In PARS II, this date is independent of the status reporting period date, and it may vary from one project to another.

- Submitted Date – the system automatically populates this field with today’s date after the upload is submitted, and populates the “Submitted By” field with the UserID of the user currently logged into PARS II.
- Reviewed Date – Grayed out for contractors as this is set during the review process for data, and, likewise for Reviewed By.

### 10.2.2 Process Settings

After the “Status Date” is entered, the “Process” drop-down list is automatically set to “Overwrite.” The first upload for a particular “Status Date” can be thought of as “overwriting empty tables” with this month’s data. Any subsequent upload submittals with the same Status date will overwrite the previous upload for that date.

When the upload process has been successfully completed, the “Process” drop-down list is automatically set to “Completed”. Upon subsequent entry to the “Project Data Upload” tab, the “Process” drop-down list is automatically set to “None”, indicating there is no further processing required *by the system* as this month’s data was successfully incorporated into the PARS II database.

In the event that the contractor needs to perform, or a data reviewer requests a re-submission, then the Status date must remain unchanged and users must manually select “Overwrite.”

### 10.2.3 Disposition Settings

Users submitting uploads do not have to select any options from the “Disposition” drop-down list. The default selection is set by the system as “Open for Import”. When the file is submitted for upload, the disposition automatically changes to “Submitted”.

### 10.2.4 Baseline Name

If the EVM data to be uploaded represents a Baseline, users enter an identifying name in the free-text box labeled “Baseline Name.”

### 10.2.5 Browse and Submit

Users select the EVM extract file to upload from their computer via the “Browse” button. Having entered the status date, Baseline name, if appropriate, and selected the upload file via Browse, users click “Submit” from the toolbar.

*Note: The Submit icon is not activated until the status date is populated and a file has been selected via the Browse button.*

At this point, the system will send the template file to the server, where processing will begin. If the contractor closes the browser or logs out while the file is being uploaded to the server, then no data will be transferred to the PARS II database. If, however the contractor closes the browser or logs out after upload to the server, while

validation processes and database table loading are occurring, the processing will continue until it is complete on the server side.

Once the uploaded template file has been processed into the database, the “Status” column will reflect either “Warnings” or “Errors” if there are any. If the upload generated no errors or warnings, the “Status” will be “Completed.” It is possible to accept data with warnings.

Clicking on this “Errors” or “Warnings” indicator produces a report that describes what errors or warnings were encountered during data processing. “Errors” are defined as issues that prevented data from being placed into the database. “Warnings” are items that the contractor or federal staff should be aware of, but the data was accepted into the database.

Once the contractor has uploaded the populated PARS II data template for the given reporting period, an email is automatically sent to the FPD and OECM analyst signifying that the upload has taken place. The federal personnel can then review the uploaded data using the PARS II dashboards and reports. The FPD can subsequently denote that a review has taken place by clicking the “Has the CPP data been reviewed” checkbox on the Monthly Status update screen.

### 10.2.6 Status Settings

During the process of uploading, status settings will progress from “Waiting” to “Uploaded” to “Processing.”

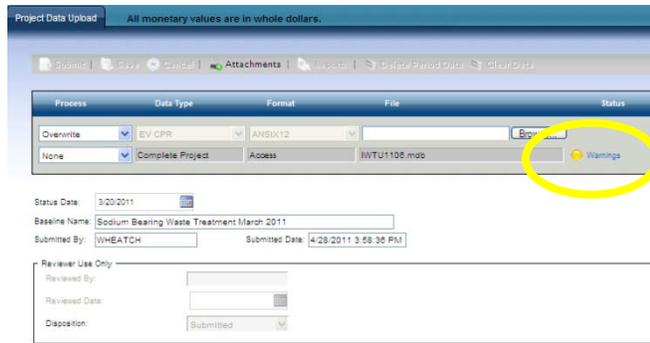
- **Waiting:** Connecting to the server and transmitting upload file to the server.
- **Uploaded:** File has been uploaded to server, table extraction and validation ready to begin.

*NOTE: At this point, users may exit the Project upload screen or logout of PARS II. Processing of the file will continue.*

- **Processing:** Performing table/data extraction, validation checks, and PARS II database loading. This process may take minutes or, for very large tables, more than an hour. Users may logout of PARS II and processing will continue.

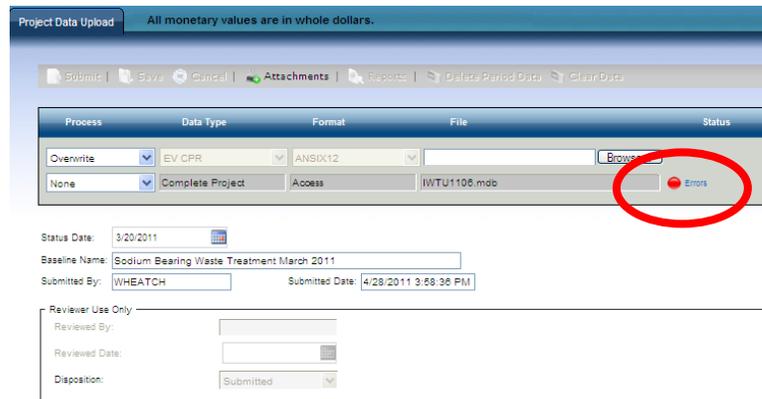
When the processing is done, the “Status” will be set to one of the following, and remain at that setting until another upload is performed for the selected project.

- **Warnings:** Passed major, but not minor validation checks, resulting in a successful upload and incorporation of EVM data into the PARS II database. This is the typical result expected for most uploads. Clicking the Yellow Radio button will open a window containing the list of warnings.



**Figure 102 Upload Warning Status**

- **Errors** – Failed one or more major Validation Checks, resulting in an unsuccessful upload. EVM data is not incorporated into the PARS II database.



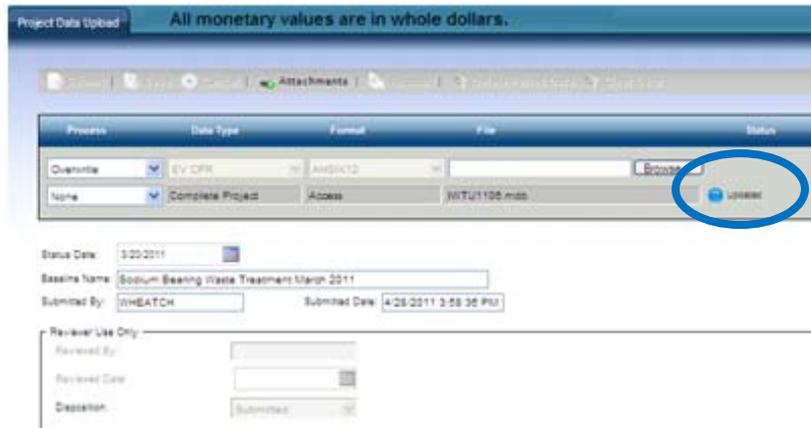
**Figure 103 Upload Error Status**

- **Completed** – Passed all validation checks, resulting in a successful upload and incorporation of EVM data into the PARS II database.

### 10.2.7 Monthly Data Upload Process

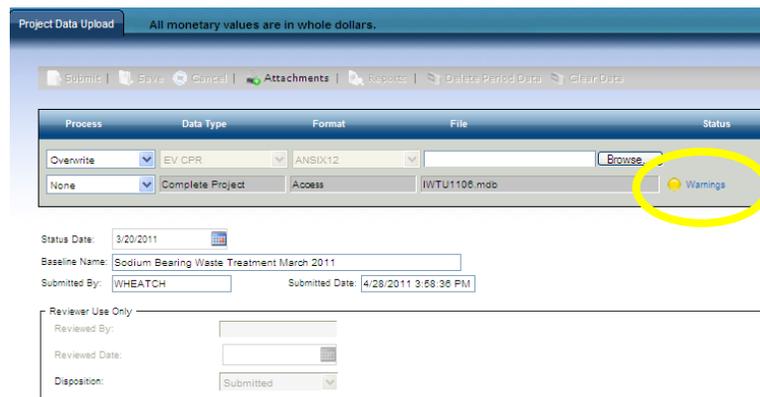
1. Select **Project Data Upload** under the Project Performance module.
2. Enter **Status Date**. This date must match the contractor’s EVM data “as of date” on the extract file, and is referred to in PARS II as the “CPP as of date.”
3. If the EVM data to be uploaded represents a Baseline, enter an identifying name in the free-text box labeled “Baseline Name.”
4. Click the **Browse** button and **select the file** to be uploaded.
5. Click **Submit**.

6. Do not exit this screen or logout until after the Status is set to, or has passed, the **Uploaded** stage.



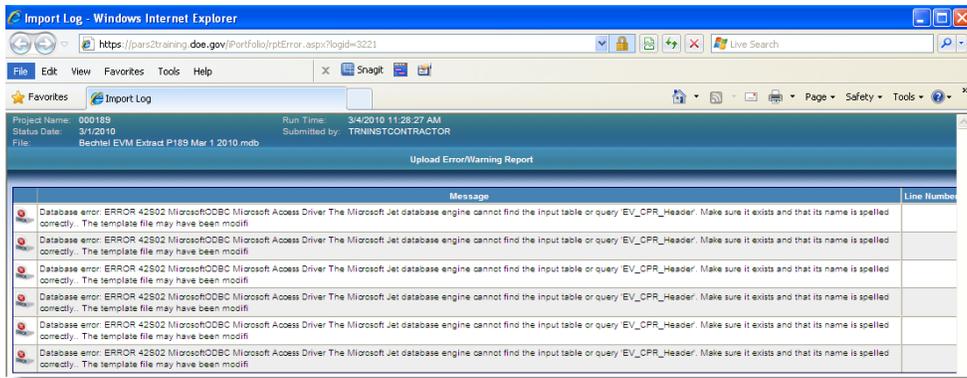
**Figure 104 Uploaded Status**

7. When the processing is complete, view the Import Log for messages, by clicking the “Warnings” or “Errors” radio button under the status heading.



**Figure 105 Warning Status**

8. The Import Log with Warning/Error messages displays.



**Figure 106 Import Log Window**

9. Close the Import Log window when finished viewing.

# APPENDIX A: ACCESS RIGHTS

PARS II is configured for distinct types of user roles. The following is a breakdown of the types of user roles and the access rights for each group.

**Table 24 User Roles and Access Rights**

USER ROLE	ACCESS RIGHTS
Acquisition Executive (AE)	<ul style="list-style-type: none"> <li>▪ Create and run reports</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Project Contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View status</li> <li>▪ View all monthly status</li> </ul>
Contractor Analyst (CA) / Project Controls	<ul style="list-style-type: none"> <li>▪ Upload CPP data</li> <li>▪ View CPR dashboards</li> <li>▪ Add attachments</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Budget/Funding</li> <li>▪ View project contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View all monthly status</li> </ul>
Contracting Officer Representative (COR)	<ul style="list-style-type: none"> <li>▪ Create and run reports</li> <li>▪ Add attachments</li> <li>▪ Delete attachments</li> <li>▪ Edit their own attachments</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View project contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> </ul>

USER ROLE	ACCESS RIGHTS
	<ul style="list-style-type: none"> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View status</li> <li>▪ View all monthly status</li> </ul>
Contractor Project Manager (CPM)	<ul style="list-style-type: none"> <li>▪ Upload CPP data</li> <li>▪ View CPR dashboards</li> <li>▪ Add attachments</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Budget/Funding</li> <li>▪ View project contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View all monthly status</li> </ul>
Other Staff Offices and Interested Parties(e.g., CF andLM)	<ul style="list-style-type: none"> <li>▪ Create and run reports</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Project Contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View status</li> <li>▪ View all monthly status</li> <li>▪</li> </ul>
Federal Project Director (FPD) and their Deputy (Non-SC)	<ul style="list-style-type: none"> <li>▪ Add attachments</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ Edit monthly FPD status</li> <li>▪ Review project upload</li> <li>▪ Create and run reports</li> </ul>

USER ROLE	ACCESS RIGHTS
	<ul style="list-style-type: none"> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Project Contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View all monthly status</li> </ul>
Federal Program Manager (FPM) and their Deputy (Non-SC)	<ul style="list-style-type: none"> <li>▪ Add attachments</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ Edit monthly program status</li> <li>▪ Create and run reports</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Project Contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View all monthly status</li> </ul>
OECM Analyst and their Alternate	<ul style="list-style-type: none"> <li>▪ Add attachments</li> <li>▪ Add BCPs</li> <li>▪ Add project contacts</li> <li>▪ Add KPPs</li> <li>▪ Add projects</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ Edit BCPs</li> <li>▪ Edit project contacts</li> <li>▪ Edit gateway/critical decisions</li> <li>▪ Edit KPPs</li> <li>▪ Edit monthly OECM status</li> <li>▪ Edit projects</li> <li>▪ Create and run reports</li> <li>▪ Review project upload</li> <li>▪ View projects</li> </ul>

USER ROLE	ACCESS RIGHTS
	<ul style="list-style-type: none"> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View project contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View all monthly status</li> </ul>
<p>Program Analyst/Program Manager (in PMSO) and their Alternate</p>	<ul style="list-style-type: none"> <li>▪ Add attachments</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ Edit monthly program status</li> <li>▪ Create and run reports</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Project Contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View all monthly status</li> </ul>
<p>Office of Science FPM, FPD, and their Alternate</p>	<ul style="list-style-type: none"> <li>▪ Add attachments</li> <li>▪ Add project contacts</li> <li>▪ Add KPPs</li> <li>▪ Add projects</li> <li>▪ Delete their own attachments</li> <li>▪ Edit their own attachments</li> <li>▪ Edit BCPs</li> <li>▪ Edit project contacts</li> <li>▪ Edit gateway/critical decisions</li> <li>▪ Edit KPPs</li> <li>▪ Edit monthly status</li> <li>▪ Edit projects</li> <li>▪ Create and run reports</li> <li>▪ Review project upload</li> <li>▪ View projects</li> <li>▪ View attachments</li> </ul>

USER ROLE	ACCESS RIGHTS
	<ul style="list-style-type: none"> <li>▪ View BCPs</li> <li>▪ View project contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View all monthly status</li> </ul>
OECM Senior Management and Executives	<ul style="list-style-type: none"> <li>▪ Create and run reports</li> <li>▪ View projects</li> <li>▪ View attachments</li> <li>▪ View BCPs</li> <li>▪ View Project Contacts</li> <li>▪ View gateway/critical decisions</li> <li>▪ View KPPs</li> <li>▪ View Budget/Funding</li> <li>▪ View dashboards</li> <li>▪ View oversight status</li> <li>▪ View program</li> <li>▪ View program status</li> <li>▪ View project status</li> <li>▪ View status</li> <li>▪ View all monthly status</li> <li>▪</li> </ul>
System Administrator (EES/Dekker)	<ul style="list-style-type: none"> <li>▪ Full system access and control</li> <li>▪ Create user accounts and assign permissions</li> <li>▪ Configure security settings</li> <li>▪ Set access rights for users and groups</li> </ul>

## APPENDIX B: PARS II REPORTS

### Excel 2007 Settings for PARS II Reports

1. In Excel 2007, click the Office Icon in the upper left corner.
2. Select Excel Options at the bottom of the menu.
3. In the Excel Options screen, select Trust Center on the left (second from bottom) and click the Trust Center Settings button.
4. In the Trust Center screen, under Macro Settings, select "Disable all macros except digitally signed macros" and click OK.
5. Click OK on the Excel Options screen.

After generating a PARS II report in Excel, if there is a Security Warning bar directly under the office tool bar, then:

1. Click the **Options** button. A "Security Alert - Macros & ActiveX" screen will open.
2. Select "Trust all documents from this publisher" and click **OK**.
3. Close Excel.
4. View the report again and verify that the report is displaying correctly now, and that there is no security warning bar.

Please visit the PARS II Website @ [http://management.energy.gov/online\\_resources/pars2.htm](http://management.energy.gov/online_resources/pars2.htm), and review the PARS II Report Catalog for detailed information on reports available in PARS II.

## APPENDIX C: ACRONYMS

AE	Acquisition Executive
AOA	Alternate OECM Analyst
BCP	Baseline Change Proposal
CA	Contractor Analyst
CBR	Congressional Budget Request
CD	Critical Decision
CFO	Office of the Chief Financial Officer
COR	Contracting Officer Representative
COTS	Commercial-off-the-Shelf
CPM	Contractor Project Manager
CPP	Contractor Project Performance
CPR	Cost Performance Report
CV	Cost Variance
DDR	Dynamic Drilldown Report
DFPD	Deputy Federal Project Director
DOE	Department of Energy
ECD	Estimated Completion Date
EV	Earned Value
EVM	Earned Value Management
FPD	Federal Project Director
FPM	Federal Program Manager
GAO	Government Accountability Office
IEAC	Independent Estimate at Completion
IPL	Integrated Priorities List
KPP	Key Performance Parameter
OA	Oversight and Assessment
OBS	Organizational Breakdown Structure
OECM	Office of Engineering and Construction Management
OMB	Office of Management and Budget
OPC	Other Project Costs
PA	Program Analyst

PARS	Project Assessment and Reporting System
PB	Performance Baseline
PM	Program Manager
PPC	Program Point of Contact
RYG	Red-Yellow-Green
SA	System Administrator
SSS	Sort, Select, and Summarize
SV	Schedule Variance
TEC	Total Estimated Cost
TPC	Total Project Cost
VAC	Variance at Completion
WBS	Work Breakdown Structure

## APPENDIX D: PARS II Data Hierarchy Nomenclature Evolution

<b>Nomenclature used in PARS II</b>	<b>Equivalent Nomenclature for future version</b>
Capital Program	Capital Project
Level 1 Program	Level 1 Program Office
Level 2 Program Office	Level 2 Program Organization
Level 3 Capital Program	Level 3 Capital Asset Project

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## APPENDIX E: Glossary of Screen Labels

PARS II V8.020100916

### Goal

The primary goal of this glossary is to help PARS II end users understand the items of data that they are viewing or entering on their PARS II application screens. It does not provide technical information on the schema of the PARS II database.

### Overview

This document consists of a table defining each data label displayed on PARS II screens. It is divided into sections by PARS II screen title. To find the meaning of a data item, first find the section describing the relevant screen, then find the particular screen label description. When entering dollar values into cost fields the whole dollar amount, rounded to the nearest dollar, must be used.

At the end, a second table contains useful definitions of terms.

# Contents

The sections are listed in order of the major functional area of the PARS II System:

<b>PARS II Section/Screen Title</b>	<b>Page Number</b>
• <b><u>OVERSIGHT &amp; ASSESSMENT</u></b>	Glossary 4
○ <b>Program Office / Program Organization / Capital Asset Project</b>	Glossary 4
○ <b>Projects</b>	Glossary 9
▪ Add/Edit/View Project	Glossary 9
▪ Add Attachment	Glossary 13
▪ Add/Edit Contact	Glossary 14
○ <b>Critical Decisions</b>	Glossary 15
▪ CD-0	Glossary 15
▪ CD-1	Glossary 16
▪ CD-2	Glossary 17
▪ CD-3A	Glossary 18
▪ CD-3	Glossary 19
▪ CD-4	Glossary 20
▪ Closeout	Glossary 21
○ <b>BCPs</b>	Glossary 21
○ <b>Monthly Status</b>	Glossary 23
▪ FPD	Glossary 23

- OECM Glossary 24
    - Program Glossary 25
  - **Budget / Funding** Glossary 26
  - **KPPs** Glossary 27
  - **Project Overview** See “Add/Edit/View Project” Section on page Glossary 9
  - **All Attachments** Glossary 28
- **PROJECT PERFORMANCE** Glossary 29
  - **CPR Dashboard** Glossary 29
  - **Schedule Dashboard** Glossary 29
    - **Activity Sub-Dashboard** Glossary 29
  - **Timephased Dashboard** Glossary 30
  - **MR Dashboard** Glossary 30
- **HELP** Glossary 30
  - **About** Glossary 30
- **DEFINITIONS OF TERMS** Glossary 31

## Descriptions of PARS II Screen Labels

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES																																				
<b>OVERSIGHT &amp; ASSESSMENT</b>																																							
<b>Add/View Program Office / Program Organization / Capital Asset Project</b>																																							
<b>Select a Level 1 Program Office:</b>	<p>The official code (acronym) that identifies the <b>DOE Program Offices</b> at the Program Secretarial Officers, Administrators for the National Nuclear Security Administration or equivalent level that is responsible for providing oversight for the project.</p> <table border="1"> <tr><td>ADMIN</td><td>Administrative Support</td></tr> <tr><td>BPA</td><td>Bonneville Power Administration</td></tr> <tr><td>CBFO</td><td>Carlsbad</td></tr> <tr><td>EERE</td><td>Office of Energy Efficiency &amp; Renewable Energy</td></tr> <tr><td>EIA</td><td>Energy Information Administration</td></tr> <tr><td>EM</td><td>Office of Environmental Management</td></tr> <tr><td>FE</td><td>Office of Fossil Energy</td></tr> <tr><td>FLDTST</td><td>Field Testing Program</td></tr> <tr><td>LM</td><td>Office of Legacy Management</td></tr> <tr><td>NA</td><td>National Nuclear Security Administration</td></tr> <tr><td>NE</td><td>Office of Nuclear Energy</td></tr> <tr><td>OE</td><td>Office of Electricity Delivery and Energy Reliability</td></tr> <tr><td>RW</td><td>Office of Civilian Radioactive Waste Management</td></tr> <tr><td>SC</td><td>Office of Science</td></tr> <tr><td>SEPA</td><td>Southeastern Power Administration</td></tr> <tr><td>SFTDEV</td><td>Software Development</td></tr> <tr><td>SWPA</td><td>Southwestern Power Administration</td></tr> <tr><td>WAPA</td><td>Western Area Power Administration</td></tr> </table>	ADMIN	Administrative Support	BPA	Bonneville Power Administration	CBFO	Carlsbad	EERE	Office of Energy Efficiency & Renewable Energy	EIA	Energy Information Administration	EM	Office of Environmental Management	FE	Office of Fossil Energy	FLDTST	Field Testing Program	LM	Office of Legacy Management	NA	National Nuclear Security Administration	NE	Office of Nuclear Energy	OE	Office of Electricity Delivery and Energy Reliability	RW	Office of Civilian Radioactive Waste Management	SC	Office of Science	SEPA	Southeastern Power Administration	SFTDEV	Software Development	SWPA	Southwestern Power Administration	WAPA	Western Area Power Administration	List of Values	User selects a value from the list and does not type in a value.
ADMIN	Administrative Support																																						
BPA	Bonneville Power Administration																																						
CBFO	Carlsbad																																						
EERE	Office of Energy Efficiency & Renewable Energy																																						
EIA	Energy Information Administration																																						
EM	Office of Environmental Management																																						
FE	Office of Fossil Energy																																						
FLDTST	Field Testing Program																																						
LM	Office of Legacy Management																																						
NA	National Nuclear Security Administration																																						
NE	Office of Nuclear Energy																																						
OE	Office of Electricity Delivery and Energy Reliability																																						
RW	Office of Civilian Radioactive Waste Management																																						
SC	Office of Science																																						
SEPA	Southeastern Power Administration																																						
SFTDEV	Software Development																																						
SWPA	Southwestern Power Administration																																						
WAPA	Western Area Power Administration																																						

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES	
<b>Level 2 Program Organization (continued)</b>	The name of the <b>DOE Program Organization</b> . They are organizations within Program Offices that are positioned below the DOE Program. <b>The actual list shown depends on the Level 1 Program Office selection.</b>	List of Values	User selects a value from the list and does not type in a value.	
	EM-31			Office of Budget
	EM-32			Office of Strategic Planning and Analysis
	EM-40			Human Capital and Business Services
	EM-41			Office of Human Capital
	EM-42			Office of Corporate Information and Services
	EM-50			Acquisition and Project Management
	EM-51			Office of Procurement Planning
	EM-52			Office of Contract and Project Execution
	EM-53			Office of Project Management Oversight
	EM-60			Safety Management and Operations
	EM-61			Office of Safety Management
	EM-62			Office of Operations Oversight
	EM-63			Office of Packaging and Transportation
	EM-64			Office of Standards and Quality Assurance
	EM3.01			Office of Project Recovery
	FE			Office of Fossil Energy
	FE-20			Clean Coal
	FE-22			Office of Clean Energy Systems
	FE-24			Office of Sequestration, Hydrogen and Clean Coal Fuels
	FE-26			Office of Planning and Environmental Analysis
	FE-27			Office of Clean Energy Collaboration
	FE-30			Oil and Natural Gas
	FE-32			Oil and Natural Gas Resource Conservation
	FE-34			Office of Oil and Gas Global Security and Supply
FE-35	Office of Planning and Environmental Analysis			
FE-40	Petroleum Reserves			

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES
Level 2 Program Organization (continued)	The name of the <b>DOE Program Organization</b> . They are organizations within Program Offices that are positioned below the DOE Program. <b>The actual list shown depends on the Level 1 Program Office selection.</b>	List of Values	User selects a value from the list and does not type in a value.
	FE-42 Planning and Engineering Office		
	FE-43 Operations and Readiness Office		
	FE-45 Office of Economic Planning, Policy and Finance		
	FE-46 Management and Administration Office		
	FE-47 Reserve Lands Management Office		
	FE-5 Office of Communications		
	FE-6 Office of Management and Field Operations		
	FE-7 Office of Environment, Security, Safety and Health		
	FE-8 Office of Alaska Natural Gas Projects		
	LM Office of Legacy Management		
	LM-10 Office of Business Operations		
	LM-20 Office of Site Operations		
	NA National Nuclear Security Administration		
	NA-10 Defense Programs		
	NA-20 Office of Defense Nuclear Nonproliferation		
	NA-40 Office of Emergency Operations		
	NA-50 Office of Infrastructure and Environment		
	NA-70 Office of Defense Nuclear Security		
	NE Office of Nuclear Energy		
	NE-3 Nuclear Power Deployment		
	OE Office of Electricity Delivery and Energy Reliability		
	OE-10 Research and Development		
	OE-20 Permitting, Siting and Analysis		
	OE-30 Infrastructure Security and Energy Restoration		
	OE-40 NETL Site Office		
	RW Office of Civilian Radioactive Waste Management		
	RW-10 Office of Business Management		
	RW-5 Office of Technical Management		
	RW-6 Office of Operations Management		
	RW-7 Office of Construction and Site Management		
	RW-8 Office of Logistics Management		

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES																														
<b>Level 2 Program Organization (continued)</b>	<p>The name of the <b>DOE Program Organization</b>. They are organizations within Program Offices that are positioned below the DOE Program. <b>The actual list shown depends on the Level 1 Program Office selection.</b></p> <table border="1" data-bbox="310 256 1392 784"> <tr><td>RW-9</td><td>Office of Project Management</td></tr> <tr><td>SC</td><td>Office of Science</td></tr> <tr><td>SC-21</td><td>Advanced Scientific Computing Research</td></tr> <tr><td>SC-22</td><td>Basic Energy Sciences</td></tr> <tr><td>SC-23</td><td>Biological and Environmental Research</td></tr> <tr><td>SC-24</td><td>Fusion Energy Sciences</td></tr> <tr><td>SC-25</td><td>High Energy Physics</td></tr> <tr><td>SC-26</td><td>Nuclear Physics</td></tr> <tr><td>SC-31</td><td>Safety, Security, and Infrastructure</td></tr> <tr><td>SEPA</td><td>Southeastern Power Administration</td></tr> <tr><td>CNCPT</td><td>Conceptualization</td></tr> <tr><td>CODE</td><td>Software Coding</td></tr> <tr><td>DSGN</td><td>Software Design</td></tr> <tr><td>SWPA</td><td>Southwestern Power Administration</td></tr> <tr><td>WAPA</td><td>Western Area Power Administration</td></tr> </table>	RW-9	Office of Project Management	SC	Office of Science	SC-21	Advanced Scientific Computing Research	SC-22	Basic Energy Sciences	SC-23	Biological and Environmental Research	SC-24	Fusion Energy Sciences	SC-25	High Energy Physics	SC-26	Nuclear Physics	SC-31	Safety, Security, and Infrastructure	SEPA	Southeastern Power Administration	CNCPT	Conceptualization	CODE	Software Coding	DSGN	Software Design	SWPA	Southwestern Power Administration	WAPA	Western Area Power Administration	List of Values	User selects a value from the list and does not type in a value.
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<b>Level 3 Capital Asset Project</b>	<p>The name of the <b>Capital Asset Project</b> that may represent multiple, smaller, more discrete and usable projects that collectively meet the mission need. For Program Offices who do not use this structure, the Level 3 entry will equate to the Level 4 entry. In both cases, the name of the project will be entered.</p> <p>If the value of the Capital Asset data element is not known at the time of project initiation, then the value of the DOE Project Number must be placed in this field.</p>	AlphaNum (100)	Remediation of Remote Site X Remediation of Remote Site Y Remediation of Remote Site Z																														

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES						
<b>Add/Edit/View Project</b>									
<b>PARS Project ID</b>	<p><b>[Level 4 of Hierarchy]</b> The <b>PARS Project ID</b> is the official Project Identification Code for all projects contained in the PARS II database.</p> <p>The value of the PARS Project ID is assigned automatically by PARS II when the project is created. The PARS II Project ID will be visible on all relevant screens and reports.</p> <p>To maintain compatibility with the Project ID used in the budget, PARS I, and PARS II will also display the DOE Project Number data element on many screens and reports.</p>	Non-Entry Field	N/A						
<b>CD0 Date</b>	The actual date that the Critical Decision 0 Milestone was approved.	Date (10)	12/31/2020						
<b>DOE Project Number</b>	<b>[Level 4 of Hierarchy]</b> The <b>DOE Project Number</b> , also known as the <b>DOE Project ID</b> , is the official DOE Project Identification Code for construction and engineering design projects as reported in the OMB A-11 Exhibit 300 or the program budget submission.	AlphaNum (50)	06-SC-01 05-D-401 U233-ORNL-3019 XX-NE-XXX-1 98-D-126 ORP-0060:01-D-16C:FY2006						
<b>Project Name</b>	The official name of the project as approved by the Acquisition Executive. (e.g., National Ignition Facility).	AlphaNum (80)	Enterprise Secure Network  Accelerator Project for Upgrade of the LHC  Next Generation Nuclear Plant (NGNP)  Production Bays Upgrade						
<b>Project Acronym</b>	The acronym or abbreviated name of the project.	AlphaNum (15)	NIF						
<b>Project Description</b>	A brief description of the project's scope.	AlphaNum (1000)	Water Treatment Research						
<b>Project Type</b>	<p>The Project Type Code categorizes a project by major function, such as construction, remediation, major item of equipment, information technology, etc. Only one selection can be made. If combination of project types, then the predominant type based on cost should be selected.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Facility Construction</td></tr> <tr><td>2 - Infrastructure Improvements</td></tr> <tr><td>3 - Restoration or Remediation</td></tr> <tr><td>4 - Information Technology</td></tr> <tr><td>5 - Major Items of Equipment</td></tr> <tr><td>6 - Decontamination &amp; Decommissioning</td></tr> </table>	1 - Facility Construction	2 - Infrastructure Improvements	3 - Restoration or Remediation	4 - Information Technology	5 - Major Items of Equipment	6 - Decontamination & Decommissioning	List of Values	User selects a value from the list and does not type in a value.
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SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES																						
<b>Nuclear/Non-Nuclear</b>	<p>The "Project Type 2" data element is a companion to the "Project Type 1" data element and indicates if the major function from Project Type 1 is a nuclear or nonnuclear project type. Only one selection can be made. If combination of project types, then the predominant type based on cost should be selected.</p> <table border="1" data-bbox="306 305 1409 529"> <tr> <td data-bbox="317 431 432 451">1 – Nuclear</td> <td data-bbox="583 305 1398 451">A reactor or a non-reactor nuclear facility where an activity is conducted for or on behalf of DOE and includes any related area, structure, facility, or activity to the extent necessary to ensure proper implementation of the requirements established by 10 CFR 830. A facility in which activities or operations involve radioactive and/or fissionable materials in such form and quantity that a nuclear hazard potentially exists to the employees or the general public. (IP-425-01, Rev. 1)</td> </tr> <tr> <td data-bbox="317 505 474 524">2 - Non-Nuclear</td> <td data-bbox="583 451 1398 524">A facility with potentially releasable quantities of radioactive materials that are less than 40 CFR 302 levels, but have potentially releasable quantities of hazardous chemicals meeting 40 CFR 302, Table 302.4. (IP-425-01, Rev. 1)</td> </tr> </table>	1 – Nuclear	A reactor or a non-reactor nuclear facility where an activity is conducted for or on behalf of DOE and includes any related area, structure, facility, or activity to the extent necessary to ensure proper implementation of the requirements established by 10 CFR 830. A facility in which activities or operations involve radioactive and/or fissionable materials in such form and quantity that a nuclear hazard potentially exists to the employees or the general public. (IP-425-01, Rev. 1)	2 - Non-Nuclear	A facility with potentially releasable quantities of radioactive materials that are less than 40 CFR 302 levels, but have potentially releasable quantities of hazardous chemicals meeting 40 CFR 302, Table 302.4. (IP-425-01, Rev. 1)	List of Values	User selects a value from the list and does not type in a value.																		
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<b>Program</b>	<p>The DOE Program Office data element to which the project is assigned. Only one selection can be made.</p> <table border="1" data-bbox="306 581 1440 862"> <tr><td data-bbox="317 581 359 600">EE</td><td data-bbox="583 581 1041 600">Office of Energy Efficiency &amp; Renewable Energy</td></tr> <tr><td data-bbox="317 605 359 625">EM</td><td data-bbox="583 605 936 625">Office of Environmental Management</td></tr> <tr><td data-bbox="317 630 359 649">FE</td><td data-bbox="583 630 800 649">Office of Fossil Energy</td></tr> <tr><td data-bbox="317 654 359 673">NA</td><td data-bbox="583 654 968 673">National Nuclear Security Administration</td></tr> <tr><td data-bbox="317 678 359 698">NE</td><td data-bbox="583 678 821 698">Office of Nuclear Energy</td></tr> <tr><td data-bbox="317 703 359 722">RW</td><td data-bbox="583 703 1052 722">Office of Civilian Radioactive Waste Management</td></tr> <tr><td data-bbox="317 727 359 747">SC</td><td data-bbox="583 727 747 747">Office of Science</td></tr> <tr><td data-bbox="317 751 390 771">WAPA</td><td data-bbox="583 751 926 771">Western Area Power Administration</td></tr> <tr><td data-bbox="317 776 390 795">EM-L</td><td data-bbox="583 776 1178 795">Office of Environmental Management – Line Item Projects Only</td></tr> <tr><td data-bbox="317 800 390 820">SC-IT</td><td data-bbox="583 800 926 820">Office of Science – IT Projects Only</td></tr> <tr><td data-bbox="317 824 390 844">EM-C</td><td data-bbox="583 824 1167 844">Office of Environmental Management – Cleanup Projects Only</td></tr> </table>	EE	Office of Energy Efficiency & Renewable Energy	EM	Office of Environmental Management	FE	Office of Fossil Energy	NA	National Nuclear Security Administration	NE	Office of Nuclear Energy	RW	Office of Civilian Radioactive Waste Management	SC	Office of Science	WAPA	Western Area Power Administration	EM-L	Office of Environmental Management – Line Item Projects Only	SC-IT	Office of Science – IT Projects Only	EM-C	Office of Environmental Management – Cleanup Projects Only	List of Values	User selects a value from the list and does not type in a value.
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<b>CPP Upload Requirements</b>	<p>The level of detail contained within and/or a requirement for Contractor Project Performance Data uploads.</p> <table border="1" data-bbox="306 938 1440 1219"> <tr><td data-bbox="317 938 558 958">CPP Upload - Complete</td><td data-bbox="583 938 821 958">CPP Upload – Complete</td></tr> <tr><td data-bbox="317 963 558 1011">CPP Upload – w/Attachment</td><td data-bbox="583 963 1094 982">CPP Upload – Plus MR &amp;/or Contingency Attachment</td></tr> <tr><td data-bbox="317 1016 558 1036">CPP Upload – Waived</td><td data-bbox="583 1016 999 1036">CPP Upload – Late CD-3 – Attachment Only</td></tr> <tr><td data-bbox="317 1040 558 1060">CPP Upload – Exception</td><td data-bbox="583 1040 1094 1060">CPP Upload – Waived w/Exception – Attachment Only</td></tr> <tr><td data-bbox="317 1065 558 1114">CPP Upload – Not Waived</td><td data-bbox="583 1065 1104 1084">CPP Upload – Issue to be Resolved – Attachment Only</td></tr> <tr><td data-bbox="317 1118 558 1167">CPP Upload – Not Applicable</td><td data-bbox="583 1118 884 1138">CPP Upload – N/A under \$20M</td></tr> <tr><td data-bbox="317 1172 558 1221">CPP Upload – Not Required</td><td data-bbox="583 1172 999 1192">CPP Upload – Exception No Input Required</td></tr> </table>	CPP Upload - Complete	CPP Upload – Complete	CPP Upload – w/Attachment	CPP Upload – Plus MR &/or Contingency Attachment	CPP Upload – Waived	CPP Upload – Late CD-3 – Attachment Only	CPP Upload – Exception	CPP Upload – Waived w/Exception – Attachment Only	CPP Upload – Not Waived	CPP Upload – Issue to be Resolved – Attachment Only	CPP Upload – Not Applicable	CPP Upload – N/A under \$20M	CPP Upload – Not Required	CPP Upload – Exception No Input Required	List of Values	User selects a value from the list and does not type in a value.								
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<b>Project Activity Status Code</b>	The current activity status of the project.		List of Values	User selects a value from the list and does not type in a value.
	Active	The project is being tracked in PARS, has achieved CD-0 and has not achieved CD-4.		
	Complete	The project is no longer being tracked in PARS and has achieved CD-4.		
	Cancelled	The project is no longer being tracked in PARS and did not achieve CD-4.		
	Other	The project is no longer a DOE 413 project, is not completed, on-hold, and is not cancelled. An example of "Other" includes alternative financed facilities after CD-1 is approved.		
<b>Project On Hold</b>	The current on-hold status of a project.		Yes/No	Yes No
<b>Project of Special Interest</b>	Identifies this project as one of "special interest" to the DOE Secretary or Deputy Secretary.		Yes/No	Yes No

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<b>Site Code</b>	<p>The abbreviation for Project Site. Note that sites have only been set up for DOE facilities where projects are located. For international projects, select the site which is managing the project. If a new site must be added, then request it be added to the pull down menu. If more than one site is involved, then select the site where the FPD is located or where the most money is spent.</p> <table border="1" data-bbox="317 331 1446 1174"> <tbody> <tr><td>Ames</td><td>Ames National Laboratory</td></tr> <tr><td>ANL</td><td>Argonne National Laboratory</td></tr> <tr><td>Ashtable</td><td>Ashtable Closure Project</td></tr> <tr><td>Bayou Choctaw (LA)</td><td>Bayou Choctaw</td></tr> <tr><td>BNL</td><td>Brookhaven National Laboratory</td></tr> <tr><td>Carlsbad</td><td>Carlsbad-WIPP</td></tr> <tr><td>ETEC</td><td>Energy Technology Engineering Center</td></tr> <tr><td>ETTP</td><td>East Tennessee Technology Park</td></tr> <tr><td>Fernald</td><td>Fernald</td></tr> <tr><td>FNAL</td><td>Fermi National Accelerator Laboratory</td></tr> <tr><td>INL</td><td>Idaho National Laboratory</td></tr> <tr><td>KAPL</td><td>Knolls Atomic Power Laboratory</td></tr> <tr><td>KCP</td><td>Kansas City Plant</td></tr> <tr><td>LANL</td><td>Los Alamos National Laboratory</td></tr> <tr><td>LBNL</td><td>Lawrence Berkeley National Laboratory</td></tr> <tr><td>LLNL</td><td>Lawrence Livermore National Laboratory</td></tr> <tr><td>Miamisburg</td><td>Miamisburg</td></tr> <tr><td>Moab</td><td>Moab</td></tr> <tr><td>MSU</td><td>Michigan State University</td></tr> <tr><td>NETL (PA)</td><td>National Energy Technology Laboratory</td></tr> <tr><td>NETL (WV)</td><td>National Energy Technology Laboratory</td></tr> <tr><td>Nevada Offsite</td><td>Nevada Offsite</td></tr> <tr><td>NREL</td><td>National Renewable Energy Laboratory</td></tr> <tr><td>NTS</td><td>Nevada Test Site</td></tr> </tbody> </table>	Ames	Ames National Laboratory	ANL	Argonne National Laboratory	Ashtable	Ashtable Closure Project	Bayou Choctaw (LA)	Bayou Choctaw	BNL	Brookhaven National Laboratory	Carlsbad	Carlsbad-WIPP	ETEC	Energy Technology Engineering Center	ETTP	East Tennessee Technology Park	Fernald	Fernald	FNAL	Fermi National Accelerator Laboratory	INL	Idaho National Laboratory	KAPL	Knolls Atomic Power Laboratory	KCP	Kansas City Plant	LANL	Los Alamos National Laboratory	LBNL	Lawrence Berkeley National Laboratory	LLNL	Lawrence Livermore National Laboratory	Miamisburg	Miamisburg	Moab	Moab	MSU	Michigan State University	NETL (PA)	National Energy Technology Laboratory	NETL (WV)	National Energy Technology Laboratory	Nevada Offsite	Nevada Offsite	NREL	National Renewable Energy Laboratory	NTS	Nevada Test Site	List of Values	User selects a value from the list and does not type in a value.
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<b>PDMI</b>	The PDMI for buildings is a comprehensive, weighted checklist of scope definition elements presented in a score sheet format and grouped into 15 categories and 3 main sections. It provides a tool for an individual or project team to objectively evaluate the status of a building project during pre-project planning. The project is rated on up to 1000 points and the lower the score, the better.	Yes/No/N/A	Yes No N/A														
<b>TRA</b>	A technology readiness assessment (TRA) examines program concepts, technology requirements, and demonstrated technology capabilities in order to determine technological maturity.	Yes/No/N/A	Yes No N/A														
<b>IPT</b>	The Integrated Project Team (IPT) is essential to the successful execution of the overall project goals and objectives. The IPT is established at the very onset of the initial project authorization and assists the PM in developing the strategies for the design and construction processes and resource requirements. <table border="1" data-bbox="304 418 1438 597"> <tr> <td>EIR-G</td> <td>Green, properly staffed based on EIR</td> </tr> <tr> <td>EIR-Y</td> <td>Yellow, pursuing staff based on EIR</td> </tr> <tr> <td>EIR-R</td> <td>Red, insufficiently staffed &amp; study not conducted</td> </tr> <tr> <td>IPR-G</td> <td>Green, properly staffed based on IPR</td> </tr> <tr> <td>IPR-Y</td> <td>Yellow, pursuing staff based on IPR</td> </tr> <tr> <td>IPR-R</td> <td>Red, insufficiently staffed &amp; study no conducted on IPR</td> </tr> <tr> <td>N/A</td> <td></td> </tr> </table>	EIR-G	Green, properly staffed based on EIR	EIR-Y	Yellow, pursuing staff based on EIR	EIR-R	Red, insufficiently staffed & study not conducted	IPR-G	Green, properly staffed based on IPR	IPR-Y	Yellow, pursuing staff based on IPR	IPR-R	Red, insufficiently staffed & study no conducted on IPR	N/A		List of Values	User selects a value from the list and does not type in a value.
EIR-G	Green, properly staffed based on EIR																
EIR-Y	Yellow, pursuing staff based on EIR																
EIR-R	Red, insufficiently staffed & study not conducted																
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IPR-Y	Yellow, pursuing staff based on IPR																
IPR-R	Red, insufficiently staffed & study no conducted on IPR																
N/A																	
<b>FPM Name</b>	The full name of the Federal project Manager (FPM) who is currently assigned to this project. This is selected from the "master" list of contacts. The program point of contact for the project.	List of Values	User searches for an existing contact record than selects a value from the search results list and does not type in a value.														
<b>FPD Name</b>	The full name of the Federal project Director (FPD) who is currently assigned to this project. This is selected from the "master" list of contacts.	List of Values	User searches for an existing contact record than selects a value from the search results list and does not type in a value.														
<b>OECM Analyst</b>	The full name of the OECM Analyst who is currently assigned to the project. This is selected from the "master" list of contacts.	List of Values	User searches for an existing contact record than selects a value from the search results list and does not type in a value.														
<b>Prime Contractor</b>	The prime contractor responsible for overall management of the project. This is selected from the "master" list of contacts.	Non-Entry Field	N/A														
<b>SCREEN LABEL</b>	<b>FIELD DESCRIPTION</b>	<b>TYPE</b>	<b>EXAMPLES</b>														
<b>Add Attachment</b>																	
<b>Narrative, Hyperlink or Document Drop-down at top of Add Attachment pop-up</b>	This drop-down selects between the 3 types of attachments. The fields on the screen change accordingly. <table border="1" data-bbox="304 1247 1396 1430"> <tr> <td>Narrative</td> <td>Text entered by the user into a "free-text memo field". Type = AlphaNum (4000)</td> </tr> <tr> <td>Document</td> <td>Allows a user's file to be attached. Type = any file on the user's PC; usually a Word or Excel or PDF file.</td> </tr> <tr> <td>Hyperlink</td> <td>Allows a user to create a hyperlink which, when clicked on, will bring up the referenced web page. Type = URL</td> </tr> </table>	Narrative	Text entered by the user into a "free-text memo field". Type = AlphaNum (4000)	Document	Allows a user's file to be attached. Type = any file on the user's PC; usually a Word or Excel or PDF file.	Hyperlink	Allows a user to create a hyperlink which, when clicked on, will bring up the referenced web page. Type = URL	List of Values	User selects a value from the list and does not type in a value.								
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<b>Title</b>	<p>The title of the electronic document to be attached to the project. Note: documents to be attached must not be categorized as "sensitive" or "classified."</p> <table border="1" data-bbox="304 219 1436 418"> <tr><td>Acquisition Executive Delegation memos</td></tr> <tr><td>Acquisition Strategy/Plans</td></tr> <tr><td>Risk Management Plan and Risk Assessment updates</td></tr> <tr><td>Contractor Project Performance/Status Reports (monthly or as required by the contract)</td></tr> <tr><td>Quarterly Project Performance Reports/Briefing Slides</td></tr> <tr><td>Project Review Reports</td></tr> </table>	Acquisition Executive Delegation memos	Acquisition Strategy/Plans	Risk Management Plan and Risk Assessment updates	Contractor Project Performance/Status Reports (monthly or as required by the contract)	Quarterly Project Performance Reports/Briefing Slides	Project Review Reports	List of Values	<p><b>In the case of Attachment Title – if none of the listed titles is appropriate, the user can type a different title string into the field.</b></p> <p>Such as: Interconnection Security Agreement (ISA) document.</p> <p>Type = AlphaNum (100)</p>
Acquisition Executive Delegation memos									
Acquisition Strategy/Plans									
Risk Management Plan and Risk Assessment updates									
Contractor Project Performance/Status Reports (monthly or as required by the contract)									
Quarterly Project Performance Reports/Briefing Slides									
Project Review Reports									
<b>Description</b>	A text description of the attachment, providing additional information such as the attachment sub-title.	AlphaNum (80)	This attachment is the full explanation for the re-baseline request.						
<b>Version</b>	The official version number or code affixed to this document or narrative or hyperlink, if available.	AlphaNum (30)	1998-ABC-120 110						
<b>Document No. (AKA Doc #)</b>	The official identification number or code assigned to this document, if available.	AlphaNum (30)	1 A100-a 1234-AA-N						
<b>Narrative</b>	Narrative – text entered by user. This field is present only if this type of attachment is selected. Dekker tool places all memo field entries in the Narrative category. The "Description" field is character limited, so this is the opportunity for the submitter to provide stand alone information regarding the project.	AlphaNum (4000)	The user can enter a large amount of text into this text field.						
<b>Hyperlink</b>	Allows a user to attach a hyperlink which when clicked on will bring up that web page. This field is present only if this type of attachment is selected.	AlphaNum (50)	<a href="https://pars2.doe.gov">https://pars2.doe.gov</a>						
<b>Document</b>	The computer filename of the attachment. This is selected via the standard Windows browse files feature. This field is present only if this type of attachment is selected.	AlphaNum (255)	Glossary of Screen Labels for PARS II V1.0.0.doc						

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES																														
<b>Add/Edit Contact</b>																																	
<b>Role</b>	<p>The contact's assigned role for this project. Note: this may be different from the contact's official title.  <a href="#">[Field set only by PARS II Admin]</a></p> <table border="1"> <tr><td>AE</td><td>Acquisition Executive</td></tr> <tr><td>Contractor Analyst</td><td>Contractor Analyst / Project Controls</td></tr> <tr><td>Contractor PM</td><td>Contractor Project Manager</td></tr> <tr><td>Deputy FPD</td><td>Deputy Federal Project Director</td></tr> <tr><td>FPD Name</td><td>Federal Project Director</td></tr> <tr><td>FPM</td><td>Federal Program Manager</td></tr> <tr><td>Deputy FPM</td><td>Deputy Federal Program Manager</td></tr> <tr><td>OECM Analyst</td><td>OECM Analyst (Lead)</td></tr> <tr><td>OECM Analyst (Alt)</td><td>OECM Analyst (Alternate)</td></tr> <tr><td>PARS Help Desk</td><td>PARS Help Desk</td></tr> <tr><td>PARS System Admin</td><td>PARS System Admin</td></tr> <tr><td>Prime Contractor</td><td>Contractor</td></tr> <tr><td>SAE</td><td>Senior Acquisition Executive</td></tr> <tr><td>US</td><td>Under Secretary</td></tr> <tr><td>PSO</td><td>Program Secretarial Officer/Administrator</td></tr> </table>	AE	Acquisition Executive	Contractor Analyst	Contractor Analyst / Project Controls	Contractor PM	Contractor Project Manager	Deputy FPD	Deputy Federal Project Director	FPD Name	Federal Project Director	FPM	Federal Program Manager	Deputy FPM	Deputy Federal Program Manager	OECM Analyst	OECM Analyst (Lead)	OECM Analyst (Alt)	OECM Analyst (Alternate)	PARS Help Desk	PARS Help Desk	PARS System Admin	PARS System Admin	Prime Contractor	Contractor	SAE	Senior Acquisition Executive	US	Under Secretary	PSO	Program Secretarial Officer/Administrator	List of Values	User selects a value from the list and does not type in a value.
AE	Acquisition Executive																																
Contractor Analyst	Contractor Analyst / Project Controls																																
Contractor PM	Contractor Project Manager																																
Deputy FPD	Deputy Federal Project Director																																
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PSO	Program Secretarial Officer/Administrator																																
<b>Contact (AKA Contact Name)</b>	<p>The full name of the individual assigned to the role above, as sourced from the Contacts table.  <a href="#">[Field set only by PARS II Admin]</a> – Once an Admin user has created the Contact record, a non-Admin user (with the right authority) may use this field to select an existing Contact to be assigned to a project, for instance. The contact name for "Contractor" will be the name of the company (e.g., Bechtel).</p>	List of Values	User searches for an existing contact record than selects a value from the search results list and does not type in a value.																														
<b>Date Assigned</b>	The date that this contact was assigned to the project.	Date (10)	12/31/2020																														
<b>Date Unassigned</b>	The date that this contact was un-assigned from the project.	Date (10)	12/31/2020																														
<b>Order</b>	This field is used to dictate the display order of Contacts when they are listed. Contacts are displayed in Ascending Order, as determined by the value of this field.	Numeric (4)	1234																														
<b>Title</b>	<p>The contact's official title.  <a href="#">[Field set only by PARS II Admin]</a></p>	AlphaNum (30)	Deputy Secretary Assistant Secretary Under Secretary																														
<b>ORG</b>	<p>The contact's organization.  <a href="#">[Field set only by PARS II Admin]</a></p>	AlphaNum (30)	BJC (Oak Ridge) Department of Energy																														
<b>Certification</b>	<p>Indicates the certification level of the contact or contractor.  <a href="#">[Field set only by PARS II Admin]</a></p>	AlphaNum (100)	Certified Level 4 Decertified																														
<b>Phone</b>	The contact's work phone number.	AlphaNum (12)	800-555-1212																														
<b>Email</b>	The contact's primary email address.	AlphaNum (50)	john.smith@some.domain.com																														
<b>Cell Phone</b>	The contact's work or personal cell phone number.	AlphaNum (12)	800-555-1212																														
<b>Address</b>	The contact's mailing address.	AlphaNum (80)	950 L'Enfant Plaza, Washington, DC																														
<b>Updated By</b>	Username of the user who last updated this contact's record.	Non-Entry Field	N/A																														

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES														
Updated Date	Date when this contact's record was last updated.	Non-Entry Field	N/A														
<b>Critical Decisions</b>																	
<b>CD-0</b>																	
<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <table border="1"> <tr> <td>CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-3A</td> <td>Approve Procurement of Long Lead Items or Early Construction</td> </tr> <tr> <td>CD-3</td> <td>Approve Start of Construction</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>Closeout</td> <td>Closing out the project</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need																
CD-1	Approve Alternative Selection and Cost Range																
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CD-3	Approve Start of Construction																
CD-4	Approve Start of Operations or Project Completion																
Closeout	Closing out the project																
<b>Planned Date</b> (inside Critical Decision Detail box)	The planned date on which the Critical Decision 0 Milestone was expected to be met.	Non-Entry Field	N/A														
<b>CD0 Date Approved</b>	The actual date that the Critical Decision 0 Milestone was approved.	Date (10)	12/31/2020														
<b>CD0 Approved By</b>	The name of authority that approved the Critical Decision 0 Milestone.	Non-Entry Field	N/A														
<b>CD0 Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>CD0 Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Critical Decision 0. Includes current issues or actions.	AlphaNum (255)	Approval of CD0 has been given based on the relevant documentation in the Attachments section of PARS II.														
<b>CD0: TPC Low</b>	An estimate of Total Project Cost, at the low end of the range, as approved at CD-0.	Numeric (12)	25,000,000														
<b>CD0: TPC High</b>	An estimate of Total Project Cost, at the high end of the range, as approved at CD-0.	Numeric (12)	45,000,000														
SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES														
<b>CD0: CD-4 Date Low</b>	The estimated completion date at CD-4, at the low end of the range, as approved at CD-0.	Date (10)	12/31/2020														
<b>CD0: CD-4 Date High</b>	The estimated completion date at CD-4, at the high end of the range, as approved at CD-0.	Date (10)	12/31/2020														
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A														
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A														
<b>CD1</b>	The planned date on which the Critical Decision 1 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD2</b>	The planned date on which the Critical Decision 2 Milestone is expected to be met.	Date (10)	12/31/2020														

<b>CD3A</b>	The planned date on which the Critical Decision 3A Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD3</b>	The planned date on which the Critical Decision 3 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD4</b>	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020														
<b>CD-1</b>																	
<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <table border="1"> <tr> <td>CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-3A</td> <td>Approve Procurement of Long Lead Items or Early Construction</td> </tr> <tr> <td>CD-3</td> <td>Approve Start of Construction</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>Closeout</td> <td>Closing out the project</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need																
CD-1	Approve Alternative Selection and Cost Range																
CD-2	Approve Performance Baseline																
CD-3A	Approve Procurement of Long Lead Items or Early Construction																
CD-3	Approve Start of Construction																
CD-4	Approve Start of Operations or Project Completion																
Closeout	Closing out the project																
<b>Planned Date</b> (inside Critical Decision Detail box)	The planned date on which the Critical Decision 1 Milestone was expected to be met.	Non-Entry Field	N/A														
<b>CD1 Date Approved</b>	The actual date that the Critical Decision 1 Milestone was approved.	Date (10)	12/31/2020														
<b>CD1 Approved By</b>	The name of authority that approved the Critical Decision 1 Milestone.	Non-Entry Field	N/A														
<b>CD1 Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>CD1 Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Critical Decision 1. Includes current issues or actions.	AlphaNum (255)	Approval of CD1 has been given based on the relevant documentation in the Attachments section of PARS II.														
<b>CD1: TPC Low</b>	An estimate of Total Project Cost, at the low end of the range, as approved at CD-1.	Numeric (12)	25,000,000														
<b>CD1: TPC High</b>	An estimate of Total Project Cost, at the high end of the range, as approved at CD-1.	Numeric (12)	45,000,000														
<b>CD1: CD-4 Date Low</b>	The estimated completion date at CD-4, at the low end of the range, as approved at CD-1.	Date (10)	12/31/2020														
<b>SCREEN LABEL</b>	<b>FIELD DESCRIPTION</b>	<b>TYPE (LENGTH)</b>	<b>EXAMPLES</b>														
<b>CD1: CD-4 Date High</b>	The estimated completion date at CD-4, at the high end of the range, as approved at CD-1.	Date (10)	12/31/2020														
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A														
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A														
<b>CD2</b>	The planned date on which the Critical Decision 2 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD3A</b>	The planned date on which the Critical Decision 3A Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD3</b>	The planned date on which the Critical Decision 3 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD4</b>	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Date (10)	12/31/2020														

<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020														
<b>CD-2</b>																	
<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <table border="1"> <tr><td>CD-0</td><td>Approve Mission Need</td></tr> <tr><td>CD-1</td><td>Approve Alternative Selection and Cost Range</td></tr> <tr><td>CD-2</td><td>Approve Performance Baseline</td></tr> <tr><td>CD-3A</td><td>Approve Procurement of Long Lead Items or Early Construction</td></tr> <tr><td>CD-3</td><td>Approve Start of Construction</td></tr> <tr><td>CD-4</td><td>Approve Start of Operations or Project Completion</td></tr> <tr><td>Closeout</td><td>Closing out the project</td></tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
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Closeout	Closing out the project																
<b>Planned Date</b> (inside Critical Decision Detail box)	The planned date on which the Critical Decision 2 Milestone is expected to be met.	Non-Entry Field	N/A														
<b>CD2 Date Approved</b>	The actual date that the Critical Decision 2 Milestone was approved.	Date (10)	12/31/2020														
<b>CD2 Approved By</b>	The name of authority that approved the Critical Decision 2 Milestone.	Non-Entry Field	N/A														
<b>CD2 Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>CD2 Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Critical Decision 2. Includes current issues or actions.	AlphaNum (255)	Approval of CD2 has been given based on the relevant documentation in the Attachments section of PARS II.														
<b>CD2: TPC (Approved)</b>	An estimate of Total Project Cost as approved at CD-2.	Numeric (12)	45,000,000														
<b>CD2: CD-4 Date (Approved)</b>	The Estimated Completion Date at CD-4 for the Performance Baseline at CD-2.	Date (10)	12/31/2020														
<b>Orig. DOE Schedule Contingency (indays)</b>	<p>The original amount of schedule contingency, expressed in weeks, set aside for the project by DOE at CD-2.</p> <p>Schedule Contingency is the total float in calendar weeks planned for this project.</p> <p>For EM operations funded projects schedule contingency will be for the entire PBS and will be consistent with the project baseline validated at CD-2.</p>	Numeric (4)	730														
<b>SCREEN LABEL</b>	<b>FIELD DESCRIPTION</b>	<b>TYPE (LENGTH)</b>	<b>EXAMPLES</b>														
<b>Orig. DOE Cost Contingency</b>	<p>The original amount set aside by DOE for Cost Contingency at CD-2.</p> <p>DOE Cost Contingency is the reserve budget held by DOE.</p> <p>For EM operations funded projects this contingency will be for the entire PBS and consistent with the project baseline validated at CD-2.</p>	Numeric (12)	25,000,000														
<b>Orig DOE ODCs</b>	Other direct costs as identified at CD-2.	Numeric (12)	25,000,000														

<b>Orig. Contractor Fee/Profit</b>	The original amount of Fee or Profit set aside by DOE at CD-2.	Numeric (12)	25,000,000
<b>Orig. Contractor MR</b>	The original amount of Management Reserve allocated to the contractor at CD-2.	Numeric (12)	25,000,000
<b>PMB</b>	The calculated Budget at Completion (BAC) for the Performance Measurement Baseline (PMB) directly uploaded from contractor's data.	Non-Entry Field	N/A
<b>Calculated TPC</b>	Allows a comparison of values between what is put into the TPC field and the summation of the following fields: Original DOE Cost Contingency + Non-Contract Costs + Original Contractor Fee/Profit + Original Contractor MR + PMB.	Non-Entry Field	N/A
<b>Congressional Budget Request Date</b>	Date of the CBR which included the original funding request for the baseline project.	Date (10)	12/31/2020
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A
<b>CD3A</b>	The planned date on which the Critical Decision 3A Milestone is expected to be met.	Date (10)	12/31/2020
<b>CD3</b>	The planned date on which the Critical Decision 3 Milestone is expected to be met.	Date (10)	12/31/2020
<b>CD4</b>	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Date (10)	12/31/2020
<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020

### CD-3A

<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <p>Note: only selected projects have a CD-3A milestone.</p> <table border="1" style="width: 100%;"> <tr> <td>CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-3A</td> <td>Approve Procurement of Long Lead Items or Early Construction</td> </tr> <tr> <td>CD-3</td> <td>Approve Start of Construction</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>Closeout</td> <td>Closing out the project</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need																
CD-1	Approve Alternative Selection and Cost Range																
CD-2	Approve Performance Baseline																
CD-3A	Approve Procurement of Long Lead Items or Early Construction																
CD-3	Approve Start of Construction																
CD-4	Approve Start of Operations or Project Completion																
Closeout	Closing out the project																

<b>Planned Date</b> (inside Critical Decision Detail box)	The planned date on which the Critical Decision 3A Milestone is expected to be met.	Non-Entry Field	N/A

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES
<b>CD3A Date Approved</b>	The actual date that the Critical Decision 3A Milestone was approved.	Date (10)	12/31/2020
<b>CD3A Approved By</b>	The name of authority that approved the Critical Decision 3A Milestone.	Non-Entry Field	N/A

<b>CD3A Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>CD3A Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Critical Decision 3A. Includes current issues or actions.	AlphaNum (255)	Approval of CD3A has been given based on the relevant documentation in the Attachments section of PARS II.														
<b>Latest Approved CD-4 Date</b>	The high end of the range for Estimated Completion Date at CD-4, as identified in the approval document for the Performance Baseline.	Non-Entry Field	N/A														
<b>Approved Scope</b>	The approved scope for EM projects at CD-3A.	AlphaNum (255)	Buildings 23 & 43 have been approved.														
<b>Approved Cost</b>	The approved cost for EM projects at CD-3A.	Numeric (12)	45,000,000														
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A														
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A														
<b>CD3</b>	The planned date on which the Critical Decision 3 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>CD4</b>	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020														
<b>CD-3</b>																	
<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <table border="1" style="width: 100%;"> <tr> <td>CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-3A</td> <td>Approve Procurement of Long Lead Items or Early Construction</td> </tr> <tr> <td>CD-3</td> <td>Approve Start of Construction</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>Closeout</td> <td>Closing out the project</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need																
CD-1	Approve Alternative Selection and Cost Range																
CD-2	Approve Performance Baseline																
CD-3A	Approve Procurement of Long Lead Items or Early Construction																
CD-3	Approve Start of Construction																
CD-4	Approve Start of Operations or Project Completion																
Closeout	Closing out the project																
<b>Planned Date (inside Critical Decision Detail box)</b>	The planned date on which the Critical Decision 3 Milestone is expected to be met.	Non-Entry Field	N/A														
<b>CD3 Date Approved</b>	The actual date that the Critical Decision 3 Milestone was approved.	Date (10)	12/31/2020														
<b>CD3 Approved By</b>	The name of authority that approved the Critical Decision 3 Milestone.	Non-Entry Field	N/A														
<b>CD3 Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>CD3 Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Critical Decision 3. Includes current issues or actions.	AlphaNum (255)	Approval of CD3 has been given based on the relevant documentation in the Attachments section of PARS II.														

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES														
<b>Latest Approved TPC</b>	An estimate of Total Project Cost, at the high end of the range, as approved at CD-3.	Non-Entry Field	N/A														
<b>Latest Approved CD-4 Date</b>	The Estimated Completion Date at CD-4, as identified in the approval document for the Performance Baseline.	Non-Entry Field	N/A														
<b>CD3 Lessons Learned Report Received</b>	Date Lessons Learned document received.	Date(10)	12/31/2020														
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A														
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A														
<b>CD4</b>	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Date (10)	12/31/2020														
<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020														
<b>CD-4</b>																	
<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-3A</td> <td>Approve Procurement of Long Lead Items or Early Construction</td> </tr> <tr> <td>CD-3</td> <td>Approve Start of Construction</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>Closeout</td> <td>Closing out the project</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need																
CD-1	Approve Alternative Selection and Cost Range																
CD-2	Approve Performance Baseline																
CD-3A	Approve Procurement of Long Lead Items or Early Construction																
CD-3	Approve Start of Construction																
CD-4	Approve Start of Operations or Project Completion																
Closeout	Closing out the project																
<b>Planned Date</b> (inside Critical Decision Detail box)	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Non-Entry Field	N/A														
<b>CD4 Date Approved</b>	The actual date that the Critical Decision 4 Milestone was approved.	Date (10)	12/31/2020														
<b>CD4 Approved By</b>	The name of authority that approved the Critical Decision 4 Milestone.	Non-Entry Field	N/A														
<b>CD4 Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>CD4 Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Critical Decision 4. Includes current issues or actions.	AlphaNum (255)	Approval of CD4 has been given based on the relevant documentation in the Attachments section of PARS II.														
<b>TPC</b>	An estimate of Total Project Cost made at CD-4 Approval.	Numeric (12)	45,000,000														
<b>TPC at CD4</b>	The actual TPC at CD4.	Numeric (12)	45,000,000														
<b>KPP Scope Narrative At Complete</b>	A brief narrative provided at the completion of the project that describes the completed scope so that verification of scope completion can be made to the approved scope. KPPs at CD-4 must equal KPPs at CD-2.	AlphaNum (4000)	The following outlines the method used to verify that this project's scope was delivered.														

<b>CD4 Lessons Learned Report Received</b>	Date Lessons Learned document received.	Date (10)	12/31/2020
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A
<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES														
<b>Closeout</b>																	
<b>Select Critical Decision:</b>	<p>Selects which Critical Decision screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <table border="1"> <tr> <td>CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-3A</td> <td>Approve Procurement of Long Lead Items or Early Construction</td> </tr> <tr> <td>CD-3</td> <td>Approve Start of Construction</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>Closeout</td> <td>Closing out the project</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-3A	Approve Procurement of Long Lead Items or Early Construction	CD-3	Approve Start of Construction	CD-4	Approve Start of Operations or Project Completion	Closeout	Closing out the project	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need																
CD-1	Approve Alternative Selection and Cost Range																
CD-2	Approve Performance Baseline																
CD-3A	Approve Procurement of Long Lead Items or Early Construction																
CD-3	Approve Start of Construction																
CD-4	Approve Start of Operations or Project Completion																
Closeout	Closing out the project																
<b>Planned Date</b> (inside Critical Decision Detail box)	The planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Non-Entry Field	N/A														
<b>Closeout Date Approved</b>	The actual date that the Final Project Closeout Report was submitted to HQ Program Manager.	Date (10)	12/31/2020														
<b>Closeout Approved By</b>	The name of authority that approved the Final Project Closeout Report.	Non-Entry Field	N/A														
<b>Closeout Date Received By OECM</b>	The date of any documentation for the CD that is received late.	Non-Entry Field	N/A														
<b>Closeout Approval Notes</b>	A brief narrative that describes key activities or deliverables related to the preparation for approval of Closeout. Includes current issues or actions.	AlphaNum (255)	Approval of Closeout has been given based on the relevant documentation in the Attachments section of PARS II.														
<b>Actual Cost At Financial Closeout</b>	The final cost of the project when financial closure has been obtained.	Numeric (12)	95,000,000														
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A														
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A														
<b>Add/Edit BCPs</b>																	
<b>Select BCP</b>	Dropdown for selecting a Baseline Change Proposal (BCP) that has been added earlier.	List of Values	BCP-CD2 Original Approved Baseline BCP-BCP 2 Post Recovery														
<b>BCP Title</b>	The title given to the baseline change, such as "Congressional Baseline". This field is what populates the "Select BCP" dropdown above.	AlphaNum (50)	CD2 Original Approved Baseline BCP 2 Post Recovery														
<b>BCP Change Directed</b>	A flag (Yes/No) that indicates if this was a directed change to the PB.	Yes/No Checkbox (1)	Checked Unchecked														

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES
<b>Request Submission Date</b>	The date that the request for the change to the PB was submitted by the FPD.	Date (10)	12/31/2020
<b>BCP Date Approved</b>	The date that the BCP was approved by the approving official.	Date (10)	12/31/2020
<b>BCP Approved By</b>	The full name of the authority that approved this BCP, as sourced from the Contacts table.	List of Values	User searches for an existing contact record than selects a value from the search results list and does not type in a value.
<b>BCP Approval Notes</b>	The official text in the BCP approval document that summarizes the cost, schedule and scope elements for the project.	AlphaNum (255)	The cost of this Baseline Change is estimated to be ....
<b>BCP Date Received By OECM</b>	The date of any documentation for the BCP that is received late.	Non-Entry Field	N/A
<b>BCP: TPC (Approved)</b>	The Total Project Cost as identified in the approval document for the Performance Baseline.	Numeric (12)	46.000,000
<b>BCP: Change in Cost</b>	If the baseline change accompanies a change in cost, the system calculates the change in the dollar value of the approved change (positive or negative) between the current TPC and the new TPC.	Non-Entry Field	N/A
<b>BCP: CD-4 Date (Approved)</b>	The Estimated Completion Date at CD-4, as identified in the approval document for the Performance Baseline.	Date (10)	12/31/2020
<b>BCP: Change in Schedule (in days)</b>	If the baseline change accompanies a change in schedule, the system calculates the change in calendar days of approved change (positive or negative) that the schedule will be extended or reduced, between the current Approved CD-4 Date and the new CD-4 Date.	Non-Entry Field	N/A
<b>DOE Schedule Contingency (indays)</b>	The approved total number of weeks of DOE Schedule Contingency for the Performance Baseline.	Numeric (12)	365
<b>DOE Cost Contingency</b>	The approved total DOE Cost Contingency for the Performance Baseline.	Numeric (12)	35,000,000
<b>DOE ODC's</b>	The approved total other direct costs amount for the Performance Baseline.	Numeric (12)	0
<b>Contractor Fee/Profit</b>	The approved total Contractor Fee/Profit dollar amount for this Performance Baseline.	Numeric (12)	1,750,000
<b>Contractor MR</b>	The approved total Contractor Management Reserve dollar amount for this Performance Baseline.	Numeric (12)	1,750,000
<b>PMB</b>	The calculated Budget at Completion (BAC) for the Performance Measurement Baseline (PMB).	Numeric (12)	4,280,010
<b>Calculated TPC</b>	Allows a comparison of values between what is put into the TPC field and the summation of the following fields: DOE Cost Contingency + Non-Contract Costs + Contractor Fee/Profit + Contractor MR + PMB.	Non-Entry Field	N/A
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A
<b>CD3A</b>	The planned date on which the Critical Decision 3A Milestone is expected to be met.	Date (10)	12/31/2020
<b>CD3</b>	The planned date on which the Critical Decision 3 Milestone is expected to be met.	Date (10)	12/31/2020
<b>CD4</b>	The planned date on which the Critical Decision 4 Milestone is expected to be met.	Date (10)	12/31/2020
<b>Closeout</b>	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Date (10)	12/31/2020

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES						
<b>Monthly Status</b>									
<b>Federal Project Director – Monthly Status</b>									
<b>Select Monthly Status Type</b>	Dropdown to select which Monthly Status Screen to view or update. <table border="1" style="margin-left: 20px;"> <tr> <td>FPD</td> <td>Monthly Status - FPD</td> </tr> <tr> <td>Program</td> <td>Monthly Status - Program</td> </tr> <tr> <td>OECM</td> <td>Monthly Status - OECM</td> </tr> </table>	FPD	Monthly Status - FPD	Program	Monthly Status - Program	OECM	Monthly Status - OECM	List of Values	User selects a value from the list and does not type in a value.
FPD	Monthly Status - FPD								
Program	Monthly Status - Program								
OECM	Monthly Status - OECM								
<b>Forecast for TPC</b>	The FPD's estimate for Total Project Cost. The "Planned" TPC is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" TPC is the value at which the FPD expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Numeric (12)	9,277,000						
<b>Forecast Completion</b>	The date that the FPD expects the project to be completed. The "Planned" CD-4 Completion Date is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" CD-4 Completion Date is the date at which the FPD expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Date (10)	12/31/2020						
<b>Has the CPP data been reviewed?</b>	CPP is Contractor's Project Performance data. This field indicates that the FPD has reviewed the current project upload file.	Yes/No Checkbox (1) Default: Unchecked	Checked Unchecked						
<b>Is the OA data current?</b>	OA is oversight and assessment. It's the data not uploaded by the contractor. It includes, for example, verifying the FPD's name, project contacts, and CD approval information.	Yes/No Checkbox (1) Default: Unchecked	Checked Unchecked						
<b>FPD CPP Data As-Of Date</b>	The FPD selects the actual Status Date used for the current period CPP Upload. After an upload is complete, the date is displayed as the CPP Data As-Of Date at the top of the PARS II screen.	List of Values	User selects a value from the list and does not type in a value.						
<b>Assessment Narrative</b>	A brief narrative on the current project status, describing recent developments, comments, clarifications, or concerns relating to the project. Describe issues that need to be addressed at the Program and/or the Department level (e.g., risks encountered that will potentially require contingency held by DOE, assumptions in the project baseline that are not valid and could result in potential delays or cost overruns).	AlphaNum (4000)	The project was baselined and should start on schedule.						
<b>FPD Assessment RYG</b>	The FPD assigns color to the red, yellow, green performance indicator that indicates the FPD's overall condition of the assessment.	Red/Green/Yellow (1)	<b>Red</b> <b>Green</b> <b>Yellow</b>						
<b>Program Assessment RYG</b>	The Program assigned color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Non-Entry Field	N/A						
<b>OECM Assessment RYG</b>	OECM assigned color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Non-Entry Field	N/A						
<b>Month/Year To Achieve Green</b>	The calendar year and month that the FPD forecasts that issues will be resolved and the project will return to a status of "green". This is required only when the project has been assessed "Yellow" or "Red."	Date (10)	12/31/2020						
<b>Corrective Action Narrative</b>	A narrative from the FPD that describes the corrective action plan expected to bring the project back on schedule, cost or other parameter. This is required only when the project has been assessed "Yellow" or "Red."	AlphaNum (4000)	Another vendor of concrete will be selected by February.						

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES						
<b>Cost Contingency Used</b>	The amount of DOE Cost contingency used this period.	Numeric (12)	100,000						
<b>Cost Contingency Remaining</b>	The calculated remaining amount of DOE Cost Contingency.	Non-Entry Field	N/A						
<b>Schedule Contingency Used (in days)</b>	The amount of DOE Schedule Contingency, expressed in calendar <b>weeks</b> , that was used by the project during the month.	Numeric (4)	43						
<b>Schedule Contingency Remaining (in days)</b>	The number of <b>weeks</b> of DOE Schedule Contingency remaining for the project.	Non-Entry Field	N/A						
<b>Profit / Fee Used</b>	The amount of Contractor Fee/Profit used this period.	Numeric (12)	123,000						
<b>Profit / Fee Remaining</b>	The remaining Contractor Fee/Profit.	Non-Entry Field	N/A						
<b>DOE ODC Used</b>	The amount of non-contract costs used this period.	Numeric (12)	100,000						
<b>DOE ODC Remaining</b>	The calculated remaining amount of DOE ODC.	Non-Entry Field	N/A						
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A						
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A						
<b>OECM Analyst – Monthly Status</b>									
<b>Select Monthly Status Type</b>	Dropdown to select which Monthly Status Screen to view or update. <table border="1" style="margin-left: 20px;"> <tr> <td>FPD</td> <td>Monthly Status - FPD</td> </tr> <tr> <td>Program</td> <td>Monthly Status - Program</td> </tr> <tr> <td>OECM</td> <td>Monthly Status - OECM</td> </tr> </table>	FPD	Monthly Status - FPD	Program	Monthly Status - Program	OECM	Monthly Status - OECM	List of Values	User selects a value from the list and does not type in a value.
FPD	Monthly Status - FPD								
Program	Monthly Status - Program								
OECM	Monthly Status - OECM								
<b>OECM Assessment RYG</b>	OECM assigns color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Red/Green/Yellow (1)	<b>Red</b> <b>Green</b> <b>Yellow</b>						
<b>FPD Assessment RYG</b>	The FPD assigned color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Non-Entry Field	N/A						
<b>Program Assessment RYG</b>	The Program assigned color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Non-Entry Field	N/A						
<b>Month/Year To Achieve Green</b>	The calendar year and month that the OECM Analyst forecasts that issues will be resolved and the project will return to a status of "green". This is required only when the project has been assessed "Yellow" or "Red."	Date (10)	12/31/2020						
<b>Forecast for TPC</b>	The OECM Analyst's estimate for Total Project Cost. The "Planned" TPC is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" TPC is the value at which the OECM Analyst expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Numeric (12)	45,000,000						

<b>Forecast CD4 Completion</b>	The OECM Analyst's estimate for construction completion date at CD-4. The "Planned" CD-4 Completion Date is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" CD-4 Completion Date is the date at which the OECM Analyst expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Date (10)	12/31/2020						
<b>Overall Assessment Narrative</b>	A narrative of the OECM Analyst's final and overall assessment of the project for the reporting period. This narrative goes on the DepSec Report.	AlphaNum (4000)	Very close to achieving Green.						
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A						
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A						
<b>SCREEN LABEL</b>	<b>FIELD DESCRIPTION</b>	<b>TYPE</b>	<b>EXAMPLES</b>						
<b>Program Office – Monthly Status</b>									
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FPD	Monthly Status - FPD								
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OECM	Monthly Status - OECM								
<b>Program Assessment RYG</b>	The Program assigns color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Red/Green/Yellow (1)	<span style="color: red;">Red</span> <span style="color: green;">Green</span> <span style="color: yellow;">Yellow</span>						
<b>FPD Assessment RYG</b>	The FPD assigned color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Non-Entry Field	N/A						
<b>OECM Assessment RYG</b>	OECM assigned color to the red, yellow, green performance indicator that indicates the overall condition of the assessment.	Non-Entry Field	N/A						
<b>Month/Year To Achieve Green</b>	The calendar year and month that the Program forecasts that issues will be resolved and the project will return to a status of "green". This is required only when the project has been assessed "Yellow" or "Red."	Date (10)	12/31/2020						
<b>Forecast for TPC</b>	The Program's estimate for Total Project Cost. The "Planned" TPC is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" TPC is the value at which the Program expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Numeric (12)	45,000,000						
<b>Forecast CD4 Completion</b>	The Program's estimate for construction completion date at CD-4. The "Planned" CD-4 Completion Date is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" CD-4 Completion Date is the date at which the Program expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Date (10)	12/31/2020						
<b>Is the OA data current?</b>	OA is oversight and assessment. It's the data not uploaded by the contractor. It includes, for example, verifying the FPD's name, project contacts, and CD approval information.	Yes/No Checkbox (1) Default: Unchecked	Checked Unchecked						
<b>PO Status Assessment Narrative</b>	A narrative of the Program's final and overall assessment of the project for the reporting period.	AlphaNum (4000)	This project is having problems with staff turnover. Some schedule reserve is being used.						
<b>Updated By</b>	The username of the person who updated this status.	Non-Entry Field	N/A						
<b>Updated Date</b>	The date that this status was updated.	Non-Entry Field	N/A						

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES										
<b>Budget / Funding</b>													
<b>Funding Profile</b>	<p>The source of data for the budget profile, such as the DOE Integrated Priority List, OMB, Congress, or the Performance Baseline.</p> <table border="1"> <tr> <td>IPL</td> <td>DOE Integrated Priority List</td> </tr> <tr> <td>OMB</td> <td>Office of Management and Budget</td> </tr> <tr> <td>CBR</td> <td>Congressional Budget Request</td> </tr> <tr> <td>CD2</td> <td>Performance Baseline (CD2)</td> </tr> <tr> <td>BCP</td> <td>Baseline Change Proposal</td> </tr> </table>	IPL	DOE Integrated Priority List	OMB	Office of Management and Budget	CBR	Congressional Budget Request	CD2	Performance Baseline (CD2)	BCP	Baseline Change Proposal	List of Values	User selects a value from the list and does not type in a value.
IPL	DOE Integrated Priority List												
OMB	Office of Management and Budget												
CBR	Congressional Budget Request												
CD2	Performance Baseline (CD2)												
BCP	Baseline Change Proposal												
<b>BY</b>	Enter the FY budget year for which you are requesting budget. If you were submitting budget for FY11 in FY10, then enter FY11.	Non-Entry field	N/A										
<b>Start Date</b>	The beginning FY date where the grid should start the first column for the current Budget / Funding information being entered (determines how many columns are in the grid).	Date (10)	12/31/2020										
<b>End Date</b>	The ending FY date where the grid should place the last column for the current Budget / Funding information being entered (determines how many columns are in the grid).	Date (10)	12/31/2020										
<b>Exception Request Needed?</b>	An exception request is needed when a Program desires to submit a construction budget request prior to CD-2 approval.	Yes/No Checkbox (1) Default: Unchecked	Checked Unchecked										
<b>Description</b>	Explanation of the type of funds.	AlphaNum (255)	Construction Operations										
<b>OPC</b>	Other Project Costs = Total of OPC (D&D) + OPC (Excluding D&D)	Non-Entry Field	N/A										
<b>OPC (D&amp;D)</b>	<p>Enter one-for-one replacement and/or D&amp;D portion of Other Project Costs.</p> <p>Other Project Costs are engineering design, development, startup and operations which are essential for project execution and are operating expense funds.</p> <p>D&amp;D = Decontamination and Decommissioning</p>	Numeric (12)	3,000,000										
<b>OPC (Excluding D&amp;D)</b>	<p>Enter Other Project Costs, excluding one-for-one replacement and/or D&amp;D costs.</p> <p>Other Project Costs are engineering design, development, startup and operations which are essential for project execution and are operating expense funds.</p> <p>D&amp;D = Decontamination and Decommissioning</p>	Numeric (12)	2,000,000										
<b>TEC</b>	Total Estimated Construction = Total of TEC Construction + TEC Design	Non-Entry Field	N/A										
<b>TEC Construction</b>	Enter the Total Estimated Construction cost estimated for the project. If a separate Line Item budget request has not been made, then the associated Operating Expense or Major Items of Equipment funds should be shown.	Numeric (12)	2,000,000										
<b>TEC Design</b>	The total Project Engineering and Design portion in the Budget Request.	Numeric (12)	300,000										

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES										
<b>TOTAL Request</b>	Grand total for this Budget Request = TEC + OPC	Non-Entry Field	N/A										
<b>Compare Funding Profile</b>	Dropdown to allow selecting a different Funding Profile – to compare against the profile selected to view. Only the Total Requests are compared. <table border="1" data-bbox="359 310 1157 488"> <tr> <td>CBR</td> <td>Congressional Budget Request</td> </tr> <tr> <td>CD-2</td> <td>Performance Baseline (CD-2)</td> </tr> <tr> <td>IPL</td> <td>DOE Integrated Priority List</td> </tr> <tr> <td>OMB</td> <td>Office of Management and Budget</td> </tr> <tr> <td>BCP</td> <td>Baseline Change Proposal</td> </tr> </table>	CBR	Congressional Budget Request	CD-2	Performance Baseline (CD-2)	IPL	DOE Integrated Priority List	OMB	Office of Management and Budget	BCP	Baseline Change Proposal	List of Values	User selects a value from the list and does not type in a value.
CBR	Congressional Budget Request												
CD-2	Performance Baseline (CD-2)												
IPL	DOE Integrated Priority List												
OMB	Office of Management and Budget												
BCP	Baseline Change Proposal												
<b>Difference</b>	For each Fiscal Year, this is the current TOTAL Request Minus the TOTAL Request for the Comparison Funding Profile.	Numeric (12)	-2,750,000 404,000										
<b>Add/Edit KPPs</b>													
<b>CD or BCP</b>	CD level or BCP for which the KPP was created or updated. The KPP Event data element stores the name of this event. <table border="1" data-bbox="359 651 1079 829"> <tr> <td>CD-0</td> <td>Approve Mission Need</td> </tr> <tr> <td>CD-1</td> <td>Approve Alternative Selection and Cost Range</td> </tr> <tr> <td>CD-2</td> <td>Approve Performance Baseline</td> </tr> <tr> <td>CD-4</td> <td>Approve Start of Operations or Project Completion</td> </tr> <tr> <td>BCP</td> <td>Baseline Change Proposal</td> </tr> </table>	CD-0	Approve Mission Need	CD-1	Approve Alternative Selection and Cost Range	CD-2	Approve Performance Baseline	CD-4	Approve Start of Operations or Project Completion	BCP	Baseline Change Proposal	List of Values	User selects a value from the list and does not type in a value.
CD-0	Approve Mission Need												
CD-1	Approve Alternative Selection and Cost Range												
CD-2	Approve Performance Baseline												
CD-4	Approve Start of Operations or Project Completion												
BCP	Baseline Change Proposal												
<b>KPP No</b>	The unique, sequentially numeric identifier for each Key Performance Parameter (KPP).	Numeric (3)	4 19										
<b>KPP Planned Scope</b>	A brief narrative that describes the minimum or threshold value of the planned or intended characteristics, functions, requirements or design basis that, if changed, would have a major impact on the facility or system performance, schedule, cost and/or risk, or the ability of the interfacing project to meet its mission requirements. Update KPPs as the project progresses through planning and design stages.	AlphaNum (255)	Feasibility Study Completed and Documented Cost/Benefit to DOE Document										
<b>KPP Delivered Scope</b>	A brief narrative that describes the actual, delivered Key Performance Parameter (KPP) for the project.	AlphaNum (255)	Solar Energy Building is complete and occupied.										
<b>KPP Validated Yes/No</b>	An indicator that tells if the Key Performance Parameter (KPP) was validated.	List of Values Default: Blank	Blank Yes No										
<b>Date Updated</b>	The date that the KPP was updated.	Non-Entry Field	12/31/2020										
<b>Updated By</b>	The username of the person who updated the KPP.	Non-Entry Field	John Smith										
<b>Project Overview Report</b>													
Please see the “Add/Edit/View Project” Section in this document.													

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES								
<b>All Attachments</b>											
<b>Code</b>	The PARS II object or event to which this attachment is attached. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Project Gateways</td> <td>Critical Decisions</td> </tr> <tr> <td>Project Gateway Revisions</td> <td>CD Changes (e.g., BCP after approval of CD-2)</td> </tr> <tr> <td>Project Definition</td> <td>Project Setup</td> </tr> <tr> <td>Project Status</td> <td>Project Information</td> </tr> </table>	Project Gateways	Critical Decisions	Project Gateway Revisions	CD Changes (e.g., BCP after approval of CD-2)	Project Definition	Project Setup	Project Status	Project Information	List of Values	User selects a value from the list and does not type in a value.
Project Gateways	Critical Decisions										
Project Gateway Revisions	CD Changes (e.g., BCP after approval of CD-2)										
Project Definition	Project Setup										
Project Status	Project Information										
<b>Type</b>	The type of attachment. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Narrative</td> <td>Text entered by the user into a "free-text memo field". Type = AlphaNum (4000)</td> </tr> <tr> <td>Document</td> <td>A user's file that has been attached. Type = any file on the user's PC; usually a Word or Excel or PDF file.</td> </tr> <tr> <td>Hyperlink</td> <td>A hyperlink which, when clicked on, will bring up the referenced web page. Type = URL</td> </tr> </table>	Narrative	Text entered by the user into a "free-text memo field". Type = AlphaNum (4000)	Document	A user's file that has been attached. Type = any file on the user's PC; usually a Word or Excel or PDF file.	Hyperlink	A hyperlink which, when clicked on, will bring up the referenced web page. Type = URL	List of Values	User selects a value from the list and does not type in a value.		
Narrative	Text entered by the user into a "free-text memo field". Type = AlphaNum (4000)										
Document	A user's file that has been attached. Type = any file on the user's PC; usually a Word or Excel or PDF file.										
Hyperlink	A hyperlink which, when clicked on, will bring up the referenced web page. Type = URL										
<b>Title</b>	The title of the electronic document to be attached to the project. Note: documents to be attached must not be categorized as "sensitive" or "classified." <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Acquisition Executive Delegation memos</td></tr> <tr><td>Risk Management Plan and Risk Assessment updates</td></tr> <tr><td>Contractor Project Performance/Status Reports (monthly or as required by the contract)</td></tr> <tr><td>Quarterly Project Performance Reports/Briefing Slides</td></tr> <tr><td>Follow-up status on EIR/IPR findings where a corrective action plan was left open</td></tr> <tr><td>Program Office Project Review Reports (to include peer reviews)</td></tr> <tr><td>OECM Management Review Reports</td></tr> </table>	Acquisition Executive Delegation memos	Risk Management Plan and Risk Assessment updates	Contractor Project Performance/Status Reports (monthly or as required by the contract)	Quarterly Project Performance Reports/Briefing Slides	Follow-up status on EIR/IPR findings where a corrective action plan was left open	Program Office Project Review Reports (to include peer reviews)	OECM Management Review Reports	List of Values	<b>In the case of Attachment Title – if none of the listed titles is appropriate, the user can type a different title string into the field.</b>  Example: Interconnection Security Agreement (ISA) document.  Type = AlphaNum (100)	
Acquisition Executive Delegation memos											
Risk Management Plan and Risk Assessment updates											
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Follow-up status on EIR/IPR findings where a corrective action plan was left open											
Program Office Project Review Reports (to include peer reviews)											
OECM Management Review Reports											
<b>Document No. (AKA Doc #)</b>	The official identification number or code assigned to this document, if available.	AlphaNum (30)	1 A100-a 1234-AA-N								
<b>Version</b>	The official version number or code affixed to this document, if available.	AlphaNum (30)	1998-ABC-120 110								
<b>Description</b>	A text description of the attachment, providing additional information such as the attachment sub-title.	AlphaNum (80)	This document gives more details on the status of the project.								
<b>Uploaded By</b>	The username of the person who updated the attachment.	Non-Entry Field	TRNFDP01								
<b>Uploaded Date</b>	The date that this attachment was first uploaded.	Non-Entry Field	12/31/2020								
<b>Updated By</b>	The username of the person who updated the attachment.	Non-Entry Field	TRNFDP01								
<b>Updated Date</b>	The date that this attachment was last updated.	Non-Entry Field	12/31/2020								

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES
<b>PROJECT PERFORMANCE</b>			
<b>CPR Dashboard</b>			
<b>WBS Number</b>	Work Breakdown Structure Number	Non-Entry Field	N/A
<b>Description</b>	Description of the WBS Number	Non-Entry Field	N/A
<b>(Inc) BCWS</b>	Budgeted Cost of Work Scheduled	Non-Entry Field	N/A
<b>(Inc) BCWP</b>	Budgeted Cost of Work Performed	Non-Entry Field	N/A
<b>Actual</b>	The expenditures that were recorded as occurring.	Non-Entry Field	N/A
<b>SV</b>	Schedule Variances	Non-Entry Field	N/A
<b>CV</b>	Cost Variances	Non-Entry Field	N/A
<b>(Cum) BCWS</b>	Budgeted Cost of Work Scheduled	Non-Entry Field	N/A
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<b>Actual</b>	The expenditures that were recorded as occurring.	Non-Entry Field	N/A
<b>SV</b>	Schedule Variances	Non-Entry Field	N/A
<b>CV</b>	Cost Variances	Non-Entry Field	N/A
<b>BAC</b>	Budget At Completion	Non-Entry Field	N/A
<b>EAC</b>	Estimate At Completion	Non-Entry Field	N/A
<b>VAC</b>	Variance At Completion	Non-Entry Field	N/A
<b>Schedule Dashboard</b>			
<b>Project</b>	The official name of the project as approved by the Acquisition Executive.	Non-Entry Field	N/A
<b>Description</b>	A brief description of the project's scope, schedule and budget.	Non-Entry Field	N/A
<b>ETi</b>	Elapsed Time Index. The proportion of time consumed in the project versus time planned. It is calculated as Baseline Original Duration / Actual Duration.	Non-Entry Field	N/A
<b>Activity Sub-Dashboard (if a WBS item in Schedule Dashboard has Activities, drill down to see them)</b>			
<b>Activity</b>	Name of the Activity	Non-Entry Field	N/A
<b>Description</b>	Description of the Activity	Non-Entry Field	N/A
<b>Org Dur</b>	Original Duration	Non-Entry Field	N/A
<b>Act Dur</b>	Actual Duration	Non-Entry Field	N/A
<b>Rem Dur</b>	Remaining Duration	Non-Entry Field	N/A
<b>ETi</b>	Elapsed Time Index. The proportion of time consumed in the project versus time planned. It is calculated as Baseline Original Duration / Actual Duration.	Non-Entry Field	N/A
<b>%</b>	Percent Complete	Non-Entry Field	N/A
<b>ASDATE</b>	Actual Start Date	Non-Entry Field	N/A
<b>AFDATE</b>	Actual Finish Date	Non-Entry Field	N/A
<b>ESDATE</b>	Early Start Date	Non-Entry Field	N/A
<b>EFDATE</b>	Early Finish Date	Non-Entry Field	N/A
<b>LSDATE</b>	Late Start Date	Non-Entry Field	N/A
<b>LFDATE</b>	Late Finish Date	Non-Entry Field	N/A
<b>B-Start</b>	Baseline Start Constraint Date	Non-Entry Field	N/A
<b>B-Finish</b>	Baseline Finish Constraint Date	Non-Entry Field	N/A
<b>Slip Start</b>	How much the current Start Date has slipped from the baseline	Non-Entry Field	N/A
<b>Slip Finish</b>	How much the current Finish Date has slipped from the baseline	Non-Entry Field	N/A
<b>Free Float</b>	The amount of time the activity can be delayed without delaying the early start of any immediate successor activities.	Non-Entry Field	N/A
<b>Total Float</b>	The amount of time that the activity can be delayed from its early start without delaying the project finish date.	Non-Entry Field	N/A
<b>Critical</b>	Yes = this activity is on the Critical Path; No or blank = this activity is Not on the Critical Path	Non-Entry Field	N/A

SCREEN LABEL	FIELD DESCRIPTION	TYPE (LENGTH)	EXAMPLES
<b>Timephased Dashboard</b>			
<b>WBS Number</b>	Work Breakdown Structure Number	Non-Entry Field	N/A
<b>Description</b>	Description of the WBS Number	Non-Entry Field	N/A
<b>Element</b>	S – BCWS P – BCWP A - ACWP	Non-Entry Field	N/A
<b>Prior</b>	Aggregated <b>prior</b> FY financials for that item.	Non-Entry Field	N/A
<b>Period Numbers</b>	Period numbers	Non-Entry Field	N/A
<b>ROP</b>	Rest Of Periods – aggregated <b>subsequent</b> FY financials for that item.	Non-Entry Field	N/A
<b>MR Dashboard</b>			
<b>Attachment</b>	A brief narrative associated with the transaction.	Non-Entry Field	N/A
<b>Transaction</b>	The transaction date related to a particular posting to MR.	Non-Entry Field	N/A
<b>Balance</b>	The MR balance at the transaction date.	Non-Entry Field	N/A
<b>Credit</b>	An amount added to the MR balance.	Non-Entry Field	N/A
<b>Debit</b>	An amount subtracted from the MR balance.	Non-Entry Field	N/A
<b>Remarks</b>	The WBS/OBS number, activity or resource associated with the transaction.	Non-Entry Field	N/A
<b>HELP</b>			
<b>About</b>			
<b>Version 8.0.20101108</b>	Version number of Dekker iProgram COTS product, upon which PARS II is based. With Version=8.0 plus build-date=20101108 (yyyymmdd)	Non-Entry Field	V8.1.20101108

## DEFINITIONS OF TERMS

TERM	DEFINITION
Baseline Change Proposal	A document that provides a complete description of a proposed change to an approved baseline, including the resulting impacts on the project scope, schedule, design, methods, and cost baselines. (DOE O 413.3B)
Capital Asset Program	A group of related capital asset projects managed in a coordinated way to obtain benefits and control not available from managing them individually. (DOE O 413.3B)
Contingency	The portion of the project budget that is available for risk uncertainty within the project scope, but outside the scope of the contract. Contingency is budget that is not placed on the contract, and is included in the Total Project Cost. Contingency is controlled by Federal personnel. (DOE O 413.3B)
Decommissioning	Takes place after deactivation and includes surveillance and maintenance, decontamination, and/or dismantlement. These actions are taken at the end of the life of a facility to retire it from service with adequate regard for the health and safety of workers and the public and protection of the environment. The ultimate goal of decommissioning is unrestricted release or restricted use of the site. (DOE O 413.3B)
Decontamination	The removal or reduction of residual radioactive and hazardous materials by mechanical, chemical or other techniques to achieve a stated objective or end condition. (DOE O 413.3B)
Directed Change	A change caused by some DOE Policy Directives (such as those that have force and affect of law and regulation), Regulatory, or Statutory action and is initiated by entities external to the Department, to include external funding reductions. (DOE O 413.3B)
Facility Construction	A project to construct buildings and functional systems, such as equipment, process systems and associated piping, landfills, and impoundments. A facility is usually associated with a unique process or operation at a given location. (DOE G 430.1-1, Appendix A)
Federal Program Manager	An individual in the headquarters organizational element responsible for managing program and, until designation of the Federal Project Director, its assigned projects. They ensure that all the projects are properly phased, funded over time, and each project manager is meeting their key milestones. They are the project manager's advocate, ensure proper resourcing, and facilitate the execution process. They predict programmatic risks and put mitigation strategies in place so that projects are not affected. (DOE O 413.3B)
Information Technology	A project to acquire any equipment, interconnected system, or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. The equipment can be used by an executive agency either directly or by a contractor that requires the use of such equipment in performing a service or furnishing a product. Information technology includes computers, ancillary equipment, software, firmware, and similar procedures, services, and resources. (DOE G 413.3-14)
Infrastructure Improvements	Projects to repair, replace, or improve certain facilities, structures, roads, and utilities (collectively referred to as infrastructure) at a site to enhance or enable DOE to continue ongoing operations, scientific testing, and routine maintenance. (DOE/EA-1566)
Major Items of Equipment	A project to acquire capital equipment or automated information system components with a total estimated purchase value of \$2,000,000 or more, including costs that are capitalized and not related to construction. (DOE M 135.1-1A)
Management Reserve	An amount of the total contract budget withheld for management control purposes by the contractor. Management reserve is not part of the Performance Measurement Baseline. (DOE O 413.3B)
Non-Nuclear Facility	A facility with potentially releasable quantities of radioactive materials that are less than 40 CFR 302 levels, but have potentially releasable quantities of hazardous chemicals meeting 40 CFR 302, Table 302.4. (IP-425-01, Rev. 1)
Non-Contract Costs	Those costs related to projects that are outside the prime contracts (design and construction), PMB, MR and fee, and DOE contingency. (EVMS Gold Card)
Nuclear Facility (Hazard Category 1, 2, or 3)	A reactor or a non-reactor nuclear facility where an activity is conducted for or on behalf of DOE and includes any related area, structure, facility, or activity to the extent necessary to ensure proper implementation of the requirements established by 10 CFR 830. A facility in which activities or operations involve radioactive and/or fissionable materials in such form and quantity that a nuclear hazard potentially exists to the employees or the general public. (IP-425-01, Rev. 1)

<b>TERM</b>	<b>DEFINITION</b>
Other Project Costs (OPCs)	All other costs related to projects that are not included in the Total Estimated Cost. OPCs will include, but are not limited to: research and development; pre-authorization costs prior to start of conceptual design; plant support costs during construction, activation, and startup; NEPA documentation; project data sheets; Conceptual Design Report; surveying for siting; and evaluation of RCRA/EPA/State permit requirements. (DOE O 413.3B)
Project Assessments	Project performance assessments are determined by quantitative and qualitative reviews. Elements to be reviewed include but are not limited to EVMS data, contractor's monthly reports, acquisition management practices, risk management status, project reviews, site visits, staffing, budget submittals, and discussions with the IPT members. Ratings are assessed against the current approved performance baseline: (DOE O 413.3B) <ul style="list-style-type: none"> <li>• Green – Project is expected to meet its current performance baseline.</li> <li>• Yellow – Project is potentially at risk of not meeting an element of the current performance baseline.</li> <li>• Red – Project is highly at risk of requiring a change to the Performance Baseline by the AE or is not being executed within the Acquisition Strategy and Project Execution Plan.</li> </ul>
Project Closeout	Occurs after CD-4, Project Completion, and involves activities such as performing financial and administrative closeout, developing project closeout report, developing lessons learned reports, and other activities as appropriate for the project. (DOE O 413.3B)
Radiological Facility	A facility with quantities of radioactive materials that are less than Hazard Category 3 levels, but have potentially releasable quantities of radioactive materials meeting 40 CFR 302.4, Appendix B. (IP-425-01, Rev. 1)
Restoration or Remediation	A project to cleanup and restore sites contaminated with hazardous substances during past production or disposal activities. (DOE G 430.1-1, Appendix A)
Total Estimated Costs (TECs)	All engineering design costs (after conceptual design), facility construction costs, and other costs specifically related to those construction efforts. These are typically capitalized. TECs will include, but is not limited to: project, design, and construction management during conceptual, preliminary, and final design; contract modifications (to include equitable adjustments) resulting in changes to these costs; design and construction management reporting; contingency and economic escalation for TEC-applied elements; contractor support directly related to design and construction; equipment rental and refurbishment. (DOE O 413.3B)

[End of Document]



