

Management System: [Project Management](#)

Subject Area: Project Reporting

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[EMCBC Home Page](#)

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## 1.0 Introduction

This subject area describes the purpose, contents, updates/modifications, and distribution of various Project Reporting documents that are required to be submitted for project subject to the [DOE O 413.3B](#), *Order on Program and Project Management for the Acquisition of Capital Assets*. The Office of Environmental Management (EM) Federal Project Director (FPD) may be requested by the Sponsoring Program Office or other entities to provide additional project status information on a weekly or monthly basis, depending on the size of the project. While the format and content of such submittals is a matter of negotiation between those parties, care must be taken to ensure that any project performance data used in such reports is consistent with data displayed in the required reporting vehicles identified below to ensure consistency in the project status that is presented. This subject area is being developed to ensure a coordinated and integrated approach is used for consistency between various documents, to reduce redundancy in developing project data, and to ensure appropriate level of details are provided.

## 2.0 Contents

Procedures	Procedure Content
<a href="#">1. Managing OECM Monthly Reporting Requirements (Project Assessment and Reporting System (PARS))</a>	<ul style="list-style-type: none"><li>• Obtain the Project ID Number.</li><li>• Obtain access to <a href="#">PARS</a> for the FPD and the Federal staff designated by the FPD.</li><li>• Enter Project Status/Performance Data into PARS.</li><li>• Review and comment on the DOE Office of Engineering and Construction Management (MA-50) Draft Monthly Project Status Report (MPSR).</li><li>• Prepare a Summary of Project Status.</li></ul>

## [2. Managing EM Monthly Reporting](#)

- Obtain access to [IPABS](#) for the FPD and the Federal staff designated by the FPD.
- Enter Project Status/Performance Data into IPABS.
- Review and comment on the DOE Office of Engineering and Construction Management (MA-50) Draft Project Status Report.
- Prepare a Summary of Project Status.

### **3.0 Exhibits/Forms**

**See Guidance documents for examples of report formats**

### **4.0 Related Information**

- [DOE G 413.3-2](#), *Quality Assurance Guide for Project Management*
- [DOE G 413.3-3](#), *Safeguards and Security for Program and Project Management*
- [DOE G 413.3-6](#), *High Performance Sustainable Building*
- [DOE G 413.3-10](#), *Earned Value Management System (EVMS)*
- [DOE G 413.3-11](#), *Project Management Lessons Learned*
- [DOE G 413.3-13](#), *U.S. Department of Energy Acquisition Strategy Guide for Capital Assets Projects*
- [DOE G 413.3-17](#), *Mission Need Statement Guide*
- [OMB Circular A-11](#), [Part 7](#), *Planning, Budgeting, and Acquisition of Capital Assets, and Supplement to Part 7—Capital Programming Guide*
- OMB Circular A-109, *Major Systems Acquisition* – This document is only available in hard copy.
- [OMB Circular A-123](#), *Management Accountability and Control*
- [OMB Circular A-127](#), *Financial Management Systems*
- [OMB Circular A-130](#), *Management of Federal Information Resources*
- [DOE Project Assessment and Reporting System \(PARS\)](#)
- [DOE Project Assessment and Reporting System \(PARS\) User Manual](#)
- [DOE Project Assessment and Reporting System \(PARS\) Data Model](#)
- [DOE Project Assessment and Reporting System \(PARS\) Data Dictionary](#)
- [DOE Office of Engineering and Construction Management \(OECM\) \(MA-50\) Project Management Web site](#)
- [IPABS Reporting](#)
- [IPABS Login Page](#)

### **5.0 Requirements**

<b>Document</b>	<b>Title</b>
<a href="#">DOE O 413.3B</a>	<i>Program and Project Management for the Acquisition of Capital Assets</i>

## **6.0 Definitions**

[Definitions](#)