

Management System: Project Management Organization		
Subject Area: Project Reporting		
Procedure: EMCBC Reporting		
Issue Date and Revision Number: 2/26/15, Rev. 0	Lead Subject Matter Expert: Jon Stickelman	Management System Owner: Terry Brennan

1.0 Applicability

This procedure applies to Office of Environmental Management (EM) Federal Project Directors (FPD), Integrated Project Team (IPT) members, and Program Managers that are responsible for the execution of all capital asset projects that are subject to the mandatory project management requirements in U.S. Department of Energy (DOE) O 413.3B (Program and Project Management for the Acquisition of Capital Assets). This procedure also applies to EM Operations Activity Managers (OAM) and associated IPT members and Program Managers who are responsible for the execution of operations activities that are subject to the mandatory project management requirements in the EM Policy & Protocol on Operations Activities (issued in March 2012).

The Director of the EM Consolidated Business Center (EMCBC), in his/her capacity as line manager for the EM Small Sites, will utilize this procedure to implement an oversight program of project management activities performed at the Small Sites as well as at the EMCBC home office. The EMCBC lead for this procedure is the Office of Cost Estimating & Project Management Support (OCE&PMS), which serves as the local Project Management Support Office (PMSO). The EMCBC Director also serves as Acquisition Executive (AE) for capital asset projects at the Small Sites that have a Total Project Cost (TPC) below \$100 million. As such, this procedure may also be used to demonstrate compliance with AE responsibilities defined in DOE O 413.3B, Appendix B (Responsibilities), Section 6.0 (Acquisition Executives). As required by the Order, all Small Sites capital asset projects where the EMCBC Director serves as AE shall be reviewed by the EMCBC at least quarterly. Refer to EMCBC Procedures SAP-OCE&PMS-413.3B-C-02 (EM Reporting) and/or SAP-OCE&PMS-413.3B-C-01 (APM Reporting), as appropriate, for further details on quarterly project review (QPR) and monthly project review (MPR) requirements.

The designated EMCBC PMSO site lead for each Small Site, working in coordination with the Site Director and/or the appropriate FPD(s) or OAM(s), are responsible for developing a standardized monthly or quarterly (as appropriate) reporting template that may be tailored to meet site-specific needs. The PMSO site lead is available to assist Site Directors, FPD and OAM

prepare these reports as part of the EMCBC-internal review of project performance at the Small Sites.

2.0 Required Procedure

Step 1	<p>Site Program Analyst (e.g., Project Controls Specialist) obtains project performance data from the EM Contractor and other subject matter experts (e.g., DOE Contracting Officer, EMCBC Budget Analyst) and assists the FPD and/or OAM to generate the monthly or quarterly report (as appropriate) to the EMCBC Director. See Attachment A: Sample EMCBC Monthly Project or Operations Activity Assessment Report.</p> <p>NOTE: The EMCBC template indicates these assessment reports are developed on a Monthly basis; however, the template can be modified to instead accommodate a Quarterly reporting cycle.</p>
Step 2	<p>Designated EMCBC PMSO site lead reviews the draft Monthly or Quarterly Project or Operations Activity Assessment Report and provides feedback to the FPD and/or OAM or their designee, as appropriate. The PMSO site lead facilitates correction of any necessary changes to the content of monthly/quarterly reports (and/or to the report template format to be used for future reporting).</p>
Step 3	<p>Assistant Director of the OCE&PMS schedules a briefing for the EMCBC Director and the EMCBC senior management team. The briefing is scheduled at least seven (7) days prior to the review, and notifications are sent to all participants on the agenda. The Assistant Director of OCE&PMS should consult with the EMCBC senior management team and Site Directors, FPD(s) and OAM(s) at the Small Sites prior to issuance of the agenda for the monthly (or quarterly) EMCBC-internal project review, taking into consideration project color-coding (e.g., Red/Yellow), recent trends in project performance, and visibility of the project or operations activity with the regulators, EMCBC and EM Headquarters senior management.</p>

3.0 References – Forms/Attachments/Exhibits

3.1 References

- DOE O 413.3B (Program and Project Management for the Acquisition of Capital Assets)
- Policy and Protocol for Office of Environmental Management Operations Activities (EM-2 memorandum dated March 15, 2012)
- EMCBC Procedure SAP-OCE&PMS-413.3B-C-02 (EM Reporting)

- EMCBC Procedure SAP-OCE&PMS-413.3B-C-01 (APM Reporting)

3.2 Attachments

- Attachment A: Sample EMCBC Monthly Project or Operations Activity Assessment Report

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Cost Estimating & Project Management Support (OCE&PMS) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or Not Applicable)
ADM 16-05	ADMINISTRATIVE MANAGEMENT RECORDS, Project Control Files Example: Monthly or Quarterly Project or Operations Activity Assessment Report	Office of Cost Estimating & Project Management Support	Not Applicable

5.0 EMCBC Record of Revision

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Subject Area Procedure: EMCBC Reporting

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
0	Initial issue	N/A	2/26/15

Attachment A

Sample EMCBC Monthly Project or Operations Activity Assessment Report

EMCBC Monthly Project or Operations Activity Assessment Report

Site:	As of Date:
Contracting Officer:	Budget Analyst:
Contractor:	Contract No.:
Site Manager Narrative:	

Contract Status:

Target Cost:	Target Fee:	Total Price:	Contract Ceiling:		
Current Contract Budget Base (CBB) Value:	Contract End Date:	Potential CBB Estimate at Completion: <i>(includes estimate of directed changes not included in authorized CBB)</i>			
REAs		Change Orders		Claims / Disputes	
No.	\$K	No.	\$K	No.	\$K
Summary of Contract Status:					

Safety Status:

Metric	Status			Narrative:
DART	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-month rolling average of __
TRC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-month rolling average of __

Financial Status: As of March 2014 (\$ in thousands)

PBS	Anticipated Annual Funding	Funding Received to Date	Beginning Uncosted	Obligations	Costs	Uncosted	Spend Plan Costs	Variance	% Variance
Total Site Funding									
Budget Narrative:									

EMCBC Monthly Project or Operations Activity Assessment Report – PBS Level

PBS:		PBS Title:			FPD/OAM:			
Cum PV:	\$	Cum EV:	\$	Cum AC:	\$			
Cumulative Cost Variance (CV):		\$	<input type="checkbox"/>	Positive	<input type="checkbox"/>	Negative		
Variance Explanation:								
Recovery Plan:								
Cumulative Schedule Variance (SV):		\$	<input type="checkbox"/>	Positive	<input type="checkbox"/>	Negative		
Variance Explanation:								
Recovery Plan:					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
BAC \$K	\$	EAC \$K	\$	VAC \$K	\$			
Potential Baseline Change Requests (BCR):								
WBS Element	Description	Estimated Cost	Contract Mod Complete					
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Current FY Milestones in IPABS:								
Potential Challenges or Concerns:								
Milestone ID	Name	Baseline/Target Date	Meet Target Date?					
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Cumulative Performance Metric Status in IPABS:								
Description or Narrative	FY Planned	FY Actuals	Met Metric Goal?					
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Risk Assessment:								
Risk Register #	Risk Title	Action	Impacts \$					

FPD/ OAM Assessment:

EMCBC Monthly Project or Operations Activity Assessment Report – Sub-PBS Level

WBS: _____ WBS Title: _____ FPD/OAM: _____

Cumulative Cost Variance (CV): _____ \$ Positive Negative

Major Driver:
Proposed Corrective Action:

Recovery Plan: Yes No

BAC _____ \$ EAC _____ \$ VAC _____ \$

Major Driver(s):
Proposed Corrective Action:

Cumulative Schedule Variance (SV): _____ \$ Positive Negative

Major Driver:
Identify Potential Critical Path Impediments:
Proposed Corrective Action:

Recovery Plan: Yes No

Contract Performance Baseline (CPB) Target End Date: _____ Current Status CPB End Date: _____

Potential Baseline Change Proposals (BCP):

WBS Element	Description	Estimated Cost	CPB Cost Impact(s)			
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		\$	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Near-term Enforceable Agreement Milestones:

Potential Challenges or Concerns:

Identifier	Description or Narrative	Target Date	Meet Target Date?			
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes

Performance Metric Status:

Identifier	Description or Narrative	Target Date	Met Metric Goal?			
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>		<input type="checkbox"/>	

FPD/OAM Assessment: