

Management System: Project Management

Subject Area: Project Reporting and Monitoring

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1.0 Introduction

This subject area describes the purpose, contents, updates/modifications, and distribution of various Project Reporting and Monitoring documents that are required to be submitted for capital asset projects that are subject to the requirements of DOE O 413.3B (Program and Project Management for the Acquisition of Capital Assets). The Office of Environmental Management Consolidated Business Center (EMCBC), or the sponsoring Program Office or other entities, may request the Federal Project Director (FPD) 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 may differ from minimum-required reports, care must be taken to ensure performance data in all reports is consistent. For example, earned value statistics presented in a Quarterly Project Review (QPR) must be consistent with data reported in the DOE Project Assessment and Reporting System (PARS) and the EM Integrated Planning, Accountability and Budgeting System (IPABS) databases.. This subject area is being developed to ensure a coordinated and integrated approach is used for consistency between various reporting documents, to reduce redundancy in developing project data, and to ensure the appropriate level of detail is provided.

This subject area and related subsidiary procedures may also be used by the EMCBC to conduct project reporting and monitoring for EM operations activities, per the EM Policy & Protocol for Operations Activities and any EMCBC-internal requirements for oversight of operations activities. The EMCBC Director serves as the line manager for all operations activities (and capital asset projects) at the EM Small Sites. As such, the EMCBC Director may, at his/her discretion, employ a variety of project reporting methods in order to maintain cognizance of all EM-funded work at the Small Sites.

This EMCBC subject area is consistent with the EM Enterprise Requirements System (EMERS) Functional Area Description (FAD) for Project Management, which includes several subject areas and subsidiary procedures pertaining to management and oversight of capital asset projects as well as EM operations activities.

2.0 Contents

Procedures	Procedure Content
1. EMCBC Reporting	<ul style="list-style-type: none"> • Development and presentation of Monthly Project Assessment Report for all capital asset projects, general plant projects and operations activities at the EM Small Sites, for which the EMCBC Director serves as line manager. • Report template may be tailored to meet specific project/site needs.
2. EM Reporting	<ul style="list-style-type: none"> • Reporting monthly project performance data in the EM Integrated Planning, Accountability and Budgeting System (IPABS); reporting required for all capital asset projects, general plant projects and operations activities at the EM Small Sites. • Development and presentation of EM-required Monthly Project Report (MPR) and/or Quarterly Project Report (QPR), in accordance with EM Headquarters' reporting requirements, guidance and templates. • Review of draft Monthly "Red/Yellow" Project Report issued by EM Headquarters; reporting required for all capital asset projects, general plant projects and operations activities at the EM Small Sites. NOTE: The criteria for Red, Yellow and Green projects are defined in the QPR Module Guidance published by the EM Office of Project Assessment (EM-53).
3. APM Reporting	<ul style="list-style-type: none"> • Reporting monthly project performance data in the DOE Project Assessment and Reporting System (PARS); reporting required for capital asset projects and general plant projects, per the requirements of DOE O 413.3B. • Review of draft Monthly Project Status Report (MPSR) issued by the DOE Office of Acquisition and Project Management (APM), and entry of additional project information in PARS to address identified issues/concerns (if warranted [e.g., in the FPD Assessment section of PARS]). Response to the MPSR is also useful for inclusion in the EM Red/Yellow Project reporting identified in item # 2 above.
4. EMCBC Project Reviews	<ul style="list-style-type: none"> • Planning and execution of EMCBC project reviews, including Independent Project Reviews (IPR), of capital asset projects and general plant projects at the EM Small Sites for which the EMCBC Director holds Acquisition Authority (AE). • Procedure may also be used for EMCBC project reviews of any operations activity at the EM Small Sites, where the EMCBC Director serves as line manager.

3.0 Related Information

3.1 Requirements

- 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)

3.2 References

- EM Integrated Planning, Accountability and Budgeting System (IPABS) Quarterly Project Review (QPR) Module Guidance

3.3 Other Documents

- EMCBC Critical Decision and Change Management Subject Area and subsidiary Procedures
- EMCBC Project Delivery Subject Area and subsidiary Procedures
- EMERS Project Management Functional Area Description (FAD), subsidiary Subject Areas and associated Procedures
- DOE Project Assessment and Reporting (PARS II) User Manual
- EM IPABS User Manual
- EM QPR presentation template (file created January 23, 2014)
- Monthly Red/Yellow Project Review Format “v3” (file created January 28, 2014)
- Expectations Regarding Development of Key Performance Parameters for EM Capital Asset Projects (Acting EM-2 memorandum dated January 31, 2014)
- Key Performance Metrics Guidance for EM Operations Activities (Acting EM-2 memorandum dated April 28, 2014)
- Recent Policy Clarification on PARS II Data Quality (EM-2 memorandum dated August 31, 2012)

- PARS II Data Quality (S-2 memorandum dated June 19, 2012)
- DOE G 413.3-2 (Quality Assurance Guide for Project Management)
- DOE G 413.3-10 (Earned Value Management System [EVMS])
- Office of Management and Budget (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)
- OMB Circular A-123 (Management Accountability and Control)
- OMB Circular A-127 (Financial Management Systems)
- OMB Circular A-130 (Management of Federal Information Resources)

4.0 Definitions

See Section 3.3 above (EMERS Project Management FAD, Section 8.0 [Definitions]).

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Subject Area: Project Reporting and Monitoring

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.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Subject Area		12/16/11
1	GENERAL REVISION		8/1/12
2	GENERAL REVISION (to meet CBC MS format requirements)		2/26/15