

# memorandum

DATE: May 26, 2011

REPLY TO  
ATTN OF: EM-92:Stokes

SUBJECT: **EM PROCEDURE EM-1.7, REVISION 0, "MONTHLY REPORTING" - APPROVED**

TO: Environmental Management Staff, EM-90

The attached procedure is issued for your use. Please read and familiarize yourself with it. It will be placed onto the Office of Environmental Management's Office Policies and Procedures Webpage, see <http://www.oakridge.doe.gov/External/Default.aspx?tabid=120>, as soon as possible and will be available there for future reference.

If you have any questions or if we can be of any further assistance, please contact me at 576-1831 or Alan Stokes at 576-8096.



Arthur G. Haugh  
Planning and Baseline  
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Attachment

Department of Energy  
Oak Ridge Office  
Environmental Management  
Procedure

Monthly Reporting

EM-1.7  
Revision 0

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5/25/11  
Date

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5/26/11  
Date



**EM** Environmental Management  
safety ✦ performance ✦ cleanup ✦ closure

<b>U.S. Department of Energy Oak Ridge Operations Environmental Management</b>	<b>Procedure No. EM-1.1 Rev. 0 Monthly Reporting</b>  <b>Effective Date: <u>May 26, 2011</u> Page 2 of 7</b>
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### **Acronyms**

AE	Acquisition Executive
CAP	Capital Asset Project
DOE	U. S. Department of Energy
EM	Environmental Management
FPD	Federal Project Director
HQ	Headquarters
IPBAS	Integrated Planning, Accountability and Budgeting System
MPR	Monthly Progress Report
OR	Oak Ridge
ORO	Oak Ridge Office
PBS	Project Baseline Summary
PFPD	Portfolio Federal Project Director
PM	Project Manager
PBMD	Planning and Baseline Management Division
QPR	Quarterly Progress Report

## **1.0 PURPOSE**

The purpose of this procedure is to define the process and responsibilities for the development of the monthly data for input into Integrated Planning, Accountability and Budgeting System (IPBAS), Monthly Progress Report (MPR), and Quarterly Progress Report (QPR).

## **2.0 SCOPE**

This procedure applies to all work being managed or coordinated by the Department of Energy (DOE) Oak Ridge Office (ORO) in support of the Oak Ridge (OR) Environmental Management (EM) program.

## **3.0 REFERENCES**

DOE Order 413.3B, Program and Project Management for the Acquisition of Capital Assets, dated November 29, 2010.

DOE Order 413.3-1, Project Management for the Acquisition of Capital Assets, dated March 28, 2003

Revised EM QPR-MPR Report Package Guidance, dated April 2011

## **4.0 RESPONSIBILITIES**

The Federal Project Directors (FPD) and Portfolio Federal Project Directors (PFPD) have overall responsibility to ensure that accurate performance information for their projects is reported in the IPBAS and is included in QPR-MPR packages.

### **4.1 Program Analyst**

Analyze prime contractor monthly reports to ensure that data is reliable and accurate, update IPABS with reviewed and approved data/narratives, and prepare QPR-MPR Site Generated Slides based on EM QPR-MPR package guidance.

### **4.2 Project Managers (PM)**

Review draft QPR-MPR package(s) prepared by the Program Analyst to ensure that they accurately reflect project(s) status and provide feedback to the Program Analyst and the FPD/PFPD.

#### **4.3 Planning and Baseline Management Division Lead**

Establishes delivery and dry run dates for the various stages of QPR-MPR package development based upon the guidance issued by HQ. Assembles the individual QPR-MPR packages developed for each project into one contiguous package and performs the upload of the ORO package to the HQ portal by the HQ established due date.

#### **4.4 Director Planning and Baseline Management Division (PBMD)**

Oversee process to develop QPR-MPR packages and ensure that a consistent approach is used for each project. Ensure that slides are consistent with EM QPR-MPR package guidance.

#### **4.5 Federal Project Director (FPD) / Portfolio Federal Project Director (PFPD)**

Ensure the accuracy and quality of the QPR-MPR package(s) for their project(s) and approves review package(s). Present MPR-QPR package(s) to DOE HQ (and the Acquisition Executive per DOE O 413.3B).

### **5.0 PROCEDURE**

#### **5.1 Development of MPR-QPR Package**

**5.1.1** The Program Analyst obtains the project(s) data from the prime contractor monthly progress report(s) or from the integrating technical services contractor. The integrating technical services contractor obtains project performance data from various prime contractors and provides the consolidated data to the Planning and Baseline Management Division (PBMD).

**5.1.2** The Program Analyst determines that the information is accurate, posts the data to Sharepoint, and notifies PMs and PFPDs that data has been posted.

**5.1.3** The Program Analyst finalizes the Integrated Planning, Accountability and Budgeting System (IPABS) entries with the PM/FPD/PFPD and updates IPABS by Noon of the HQ determined due date. These requirements include data for monthly project review templates; monthly supplemental slides; earned value, project information, and explanations for the Project Execution; Milestones and Performance Measures Modules of IPABS; and earned value information and explanation narratives for PARS II.

**5.1.4** Following IPABS update the Program Analyst notifies the PBMD Lead by e-mail of which Project Baseline Summary/Summaries are ready for approval.

- 5.1.5** The PBMD Lead issues an e-mail notification to the Program Analysts with the HQ guidance attached. The same or subsequent e-mails from the PBMD Lead will establish the due dates for the various phases of package preparation and dry runs.
- 5.1.6** The EM QPR-MPR will be provided by EM-HQ which will be populated with the latest monthly data. This information will be reviewed by the Program Analyst and any errors identified to EM-HQ.
- 5.1.7** The Program Analyst will prepare the following Site Generated Slides based on contract performance reports:
- Safety
  - Contract Status
  - Risk/Issues
  - ARRA Buy Back Status
  - Site Accomplishments
  - MR/Contingency
  - Lessons Learned
- 5.1.8** The draft EM QPR-MPR package(s) will be completed and ready for review by the date established by the PBMD Lead.

## **5.2 Approval of MPR-QPR Package**

- 5.2.1** The draft EM QPR-MPR package for each project will be provided to the appropriate PMs, FPDs, PFPDs, and PBMD Director (or designee) for review and comment prior to the dry run date established by the PBMD Lead. Monthly data will not be submitted to OECM and EMHQ until the FPD/PFPD approves the data.
- 5.2.2** Comments on the draft report will be provided to the appropriate Program Analyst by the date established by the Program Analyst (prior to the dry run date) and the reports will be updated for the dry run.
- 5.2.3** The EM QPR-MPR package(s) are subjected to a dry run for any additional comments.
- 5.2.3** The Program Analyst will revise the EM QPR-MPR package(s) based on comments and submit the revised report to the appropriate FPD/PFPD for approval.
- 5.2.4** The FPD/PFPD will approve the EM QPR-MPR package(s) and provide notification to the Program Analyst who will submit the report to PBMD Lead EM-HQ no later than Noon of the HQ established due date.

### **5.3 Monthly and Quarterly Reviews**

- 5.3.1** Monthly and quarterly EMHQ project reviews will be conducted in accordance with requirements issued by EMHQ. Monthly and Quarterly data will be briefed by the FPD/PFPD recognized by EMHQ (i.e., once a PM is certified as an FPD at the appropriate level they will present the monthly and quarterly information to EMHQ).
- 5.3.2** Internal monthly project reviews will be conducted by the ORO Acquisition Executive (Assistant Manager for Environmental Management (AMEM) or the Deputy AMEM).
- 5.3.3** The template for these reviews will be issued by the Project Management Division. Planning and Baseline Management Division personnel are available to assist PMs in preparing briefing materials for the internal project reviews.
- 5.3.4** Internal project reviews will be scheduled by the Chief of Staff 10 days prior to the review and notifications sent to the participants on the agenda. The Chief of Staff should consult with the management team when developing the agenda for the monthly project review, taking into consideration project color coding, trends in project performance, and visibility of project with the regulators, ORO management and EMHQ. In any case, for all projects with local Acquisition Executive authority, each project will be reviewed by the ORO Acquisition Executive on at least a quarterly basis, meeting the requirements of DOE O 413.3B.

## **6.0 RECORDS**

It is the responsibility of the appropriate Program Analyst to maintain the electronic copies of the EM QPR-MPR.