



# PARS II

## Site End-of-Month Checklist, Processing Schedule and File Naming Convention



# PARS II

## Site End-of-Month Checklist

### **FPD**

- Perform Monthly Assessment
- Review uploaded CPP Data, using the CPR, Schedule, and Timephased Dashboards
- Review attachment(s) for approved “waived” CPP data

### **Contractor**

- Upload the monthly CPP file
- Review Error / Warning Messages received during monthly upload
- Attach any data for which they have received an approved “waiver”



# FPDs: Monthly Status Screen

U.S. DEPARTMENT OF ENERGY  
PARS II

Selected Project: 000386 - Salt Waste Processing Facility    Status Date: 5/11/2010    CPP Data As-Of Date: 2/26/2010    Current Gateway: CD3  
Current User: EESDEMO    Logout

Monthly Status

Edit | Save | Cancel | Attachments | Reports

Select Monthly Status Type:  
FPD - Monthly Status - FPD    FPD: Thomas Smith    Certification: Level 4

Monthly Status Detail:

Forecast For TPC: 1,300,000,000  
Forecast Completion: 10/30/2015  
Has the CPP data been reviewed? ☒  
Is the OA data current? ☒

Assessment Narrative: This project is in a yellow state, but improving.

Assessment RYG: Yellow  
Program Assessment RYG: Yellow  
OECM Assessment RYG: Yellow

Month/Year To Achieve Green: 06/2010

Corrective Action Narrative: The contractor will meet the four agreed-upon criteria for getting the project to green.

Cost Contingency Used: 0  
Cost Contingency Remaining: 39,000,000  
Schedule Contingency Used: 0  
Schedule Contingency Remaining: 300  
Profit Fee Used: 168,000  
Profit Fee Remaining: 47,832,000

Updated By: EESDEMO  
Updated Date: 5/13/2010 8:39:38 AM



# Contractor: CPP Upload Screen

DOE PARS II - Microsoft Internet Explorer provided by DOECOE

https://pars2training.doe.gov/Program/wfUpload.aspx

File Edit View Favorites Tools Help

U.S. DEPARTMENT OF ENERGY  
PARS II

Selected Project: 000162 - Project for CPP upload Status Date: 11/17/2009 CPP Data As-Of Date: 11/17/2009 Current Gateway: CD0  
Current User: TRNOECM01 Logout

Project Upload All monetary values are in whole dollars.

Submit Save Cancel Attachments Reports

Process	Data Type	Format	File	Status
Overwrite	EV CPR	ANSIX12	<input type="text"/> Browse...	
Overwrite	Complete Project	Access	<input type="text"/> Browse...	

CPP As-Of Date (Same As Upload File) 11/17/2009

Baseline Name:

Submitted By: TRNOECM01 Submitted Date:

Official Use Only

Received By:

Received Date:

Disposition: Open For Import



# PARS II

## Processing Schedule



# PARS II

## Processing Schedule

- **Last workday of each month:** Contractors upload their “Contractor Project Performance” (CPP) file, and all attachments for waived data that are not included in the CPP upload file. \* \*\*
  - **Third workday:** FPDs enter monthly assessments.
  - **Sixth workday:** Program Office analysts enter monthly assessments.
  - **Ninth workday:** OECM analysts enter monthly assessments.
  - **By the 25<sup>th</sup>:** OECM publishes the monthly report.
  - All of the above monthly deadlines are “No Later Than” dates. As soon as OECM publishes the monthly report, we will also roll the PARS II status forward, giving users the ability to enter data and assessments for the next reporting period.
- \* This step is required only for post CD-2 projects with TPCs equal to or greater than \$20M.
- \*\* Please refer to the next slide for the current file naming convention, which also is found on the PARS II website under *PARS II CPP Upload Requirements V1.5, section 3.3*



# PARS II

## Naming Convention

### 3.3 File Naming Convention

- After populating the Access file and prior to submission, the Access file **must be renamed according to the file naming convention below**:
- SITE\_CONTRACTOR\_PROJID\_PERIOD\_RUNDATE.mdb
- Where
- **SITE** = Abbreviation for the site
- **CONTRACTOR** = Abbreviation for the contractor
- **PROJID** = Official DOE Project Number for the project
- **PERIOD** = Reporting period for the project, expressed as calendar year (YYYY) and month (MM) (example is for August 2010)
- **RUNDATE** = Date the Access file was populated, expressed as calendar year (YYYY), month (MM) and day (DD)
- Example: **OR\_Isotek\_OR0011Z\_201008\_20100930**