

PROJECT MANAGEMENT PLAN EXAMPLES

Prepare and Issue Project Plan Documents Example

Example 70

5.2 Information and Reporting

Management reporting provides timely and accurate data to apprise BWHC, FDH, and DOE management of current and projected project conditions. Information contained in these reports is obtained from the same database that supports day-to-day management by BWHC.

5.2.1 Project Status Report

Reporting for the 324/327 Buildings Stabilization/Deactivation Project is incorporated in the monthly PSR, prepared by BWHC for FDH and RL. The PSR summarizes performance and compares it with the technical, schedule, and cost baselines contained in the MYWP. The report provides the data required by the DOE-HQ process.

5.2.2 Project Manager's Monthly Report

The project manager's monthly report (PMMR) is a progress report, and includes the cost performance, the milestone schedule status, variance analysis, and issues. The report will be presented monthly to the Project director.

5.2.3 FDH/RL Project Status Review

FDH, RL, and BWHC will conduct a monthly project status review. The review will focus on significant accomplishments since the last meeting; expected accomplishments for the next month; major problems and issues facing the project; and current cost, schedule, and technical status. This review may be in conjunction with the PMMR, presented monthly to the Project director.

5.2.4 DOE-HQ Project Management Reviews

Throughout the project, RL will schedule regular (typically quarterly) DOE-HQ project management review meetings. The appropriate personnel from DOE-HQ, RL, FDH and BWHC will attend the meetings.

BWHC will be responsible for preparing and issuing the agenda and recording action items, agreements, and commitments that result from the meeting. Quarterly reviews focus on significant accomplishments since the previous meeting; expected accomplishment for the next quarter; major problems and issues facing the project; and current cost, schedule, and technical status.

5.2.5 Special Reviews

As required, RL, FDH, and BWHC will conduct special-topic project meetings to review progress, review issues and action items requiring management decisions, change actions, and other items as necessary. Special reviews include status to the stakeholders (i.e., IAMIT, Project Management Meeting with Ecology, etc.).