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November 19, 2009

Contractor Person Name  
Contractor Company  
Address 1  
Address 2  
City, State, Zip

Dear [Mr./Mrs.] \_\_\_\_\_,

Energy Enterprise Solutions (EES), under contract to the Department of Energy's (DOE) Office of Engineering and Construction Management (OECM), is preparing to deploy the next generation of the Project Assessment and Reporting System (PARS). This new system, called PARS II, will be used by Federal Project Directors, Program Office staff, and OECM analyst personnel to enter status assessments, forecasts and other data. It will automate the upload of contractor earned value and schedule data, and will provide the federal staff with a common view of project performance metrics and data in a dashboard format.

A member from the my PARS II project team will contact you soon to explain how the new system works, describe the implementation plan, identify resources, and offer implementation advice. The PARS II project team has planned web conferences around these topics:

- Types of project data to be collected by PARS II (e.g., WBS, OBS, Earned Value, Schedule, Variance Reports, Management Reserve and Risk Logs);
- Specific data elements to be collected (e.g., BAC, EAC, BCWP, BCWS, ACWP, MR, VAR, etc);
- Preparing and uploading project data;
- The software template for transferring project data;
- A review of the project contractor's scheduling environment; to understand the contractor's scheduling software, monthly processing schedule, output formats, computer workstation and network environment;
- Update of points of contact for Program Office, Federal Project Director, Contractor staff and PARS II support staff;
- The deployment schedule for this project; and
- Lessons learned, gathered from working with other projects/contractors;

I am including two attachments with this letter:

1. PARS II CPP Upload Requirements Document;
2. Project Data Template (a Microsoft Access database);

I will send a follow-up email to you within the next few days to identify PARS II team members and contact information. Please do not hesitate to call me at any time if you have questions. I can be reached at 301-903-8834 or at [ken.henderson@hq.doe.gov](mailto:ken.henderson@hq.doe.gov).

Sincerely,

Ken Henderson  
PARS-II Project Manager

cc: Program Office POC  
FPD  
Site Rep

DRAFT