



U.S. Department of Energy

PARS II Standard Operating Procedure

Business Rules

Version 1.1

June 25, 2011

The PARS II Standard Operating Procedure is a “living document” and will be updated on an ongoing basis. Comments or suggestions are welcome and should be forwarded to the PARS II administrator at PARSIIsupportoecm@hq.doe.gov.

Notes

[illegible][illegible]

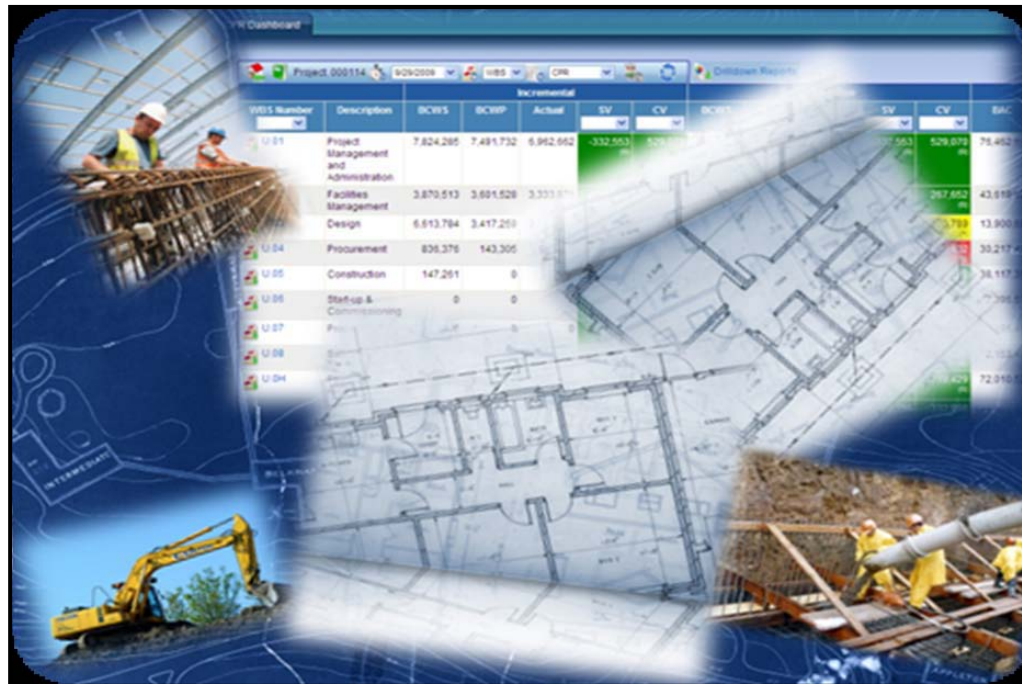
Index

Screenshot	Pages
Introduction	I-1
Generic Business Rules	I-2
Select Project	I-3 – I-5
Enter/Modify Project Information	I-6 – I-15
Enter/Modify Contact Information	I-16 – I-21
Creating a Project	I-22
Enter CD0 Information	I-23 – I-26
Enter CD1 Information	I-27 – I-29
Enter CD2 Information	I-30 – I-33
Enter CD3A Information	I-34 – I-36
Enter CD3 Information	I-37 – I-39
Enter CD4 Information	I-40 – I-42
Enter Closeout Information	I-43 – I-45
Enter BCP Information	I-46 – I-50

Screenshot	Pages
Review Monthly FPD Status	I-51 – I-55
Review Monthly Program Status	I-56 – I-58
Enter OECM Monthly Status/Comments	I-59 – I-62
Enter Budget/Funding Information	I-63 – I-64
Add KPP @ CD2	I-65 – I-66
View Attachments	I-67 – I-69
Add Attachments	I-70 – I-71
Acronyms	I-72

Introduction

“PARS (Project Assessment and Reporting System) II Standard Operating Procedure” (SOP) serves as a user guide to assist Department of Energy (DOE) Office of Engineering and Construction Management (OECM) project analysts in applying business rules necessary for entering data into the PARS II web application. The document provides a description and a “how to” for various functions in PARS II.



Generic Business Rules

1. PARS II is the database of record for DOE project management and as such, the data contained in it is subject to audit at all times.
2. Unless otherwise specified, dates should be entered in the following format: year-month-day (e.g., 2011-05-09 for May 9, 2011).
3. As a rule of thumb, unless a specific date is provided, especially for critical decision (CD) dates, enter the appropriate last date of the month designated.
4. Attachments can only be uploaded from two screens - the main project screen and the CD screens. CD-related attachments should be entered via the appropriate CD screen, versus the main project screen. This will allow for ease of viewing of pertinent CD attachments rather than having to search the entire list of attachments for documents related to a specific CD action. Note: all attachments that are contained in PARS II for a project can be viewed from the Oversight & Assessment (O/A) "All Attachments" section.
5. Future "planned dates" for CDs are very important and must be kept current.
6. The date that the document is signed by the appropriate official (for CDs, this is the SAE or AE) is critical and should be used as the official date of the action's completion. This is especially important for the CD-4 date.

PARS II Screenshot: Select Project



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- Ensure that you have access to the correct portfolio of projects.

ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)

Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Current Critical Decision: CD3 (BCP)

Current User: BURNSSC Logout

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

Projects

PRJ-005

PRJ-006

PRJ-007

PRJ-008

PRJ-009

PRJ-010

PRJ-011

Find

Add

Edit

Remove

View

Attachments

Reports

Change Program

Save Configuration

To add a Project: Select Level 1, Select Level 2, Select Level 3, Then click the ADD button.

Select a Level 1 Program Office:

Select a Level 2 Program Organization:

Select a Level 3 Capital Asset Project:

PARS Project ID	DOE Project Number	Project Acronym	Project Name	CD0 Date
000387	06-D-401	SBWT	Sodium Bearing Waste Treatment (SBWT)	12/13/08
000388	OR-0011Z.C1		U-233 Disposition Project - Building 3019	07/20/08
000389	05-D-405	SWPF	Salt Waste Processing Facility (SWPF)	01/01/08
000390	01-D-416	WTP	Waste Treatment and Immobilization Plant (WTP)	01/01/08
000392	08-D-701	NMSSUP II	Nuclear Materials Safeguards and Security Upgrades Project (NMSUP II)	08/20/08
000393	07-D-253	HSM	Heating System Modernization (HSM), TA-1	12/01/08
000394	08-D-802	HEPF	High Explosive Pressing Facility (HEPF)	08/01/08

PRJ-004

PRJ-001

PRJ-002

PRJ-003

LEGEND OF DATA FIELDS:

XXXX = Required Input

⊘ = Leave Blank

💡 = Tip

Rev.
06/23/2011

I-3

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
PRJ-001	Select a Level 1 Program Office	The official code or acronym that identifies the DOE Program Offices (the program secretarial officers, administrators for the National Nuclear Security Administration or the equivalent level who are responsible for providing oversight for the project.)	Select the Program Office from the drop-down list. If it is not listed, then please contact the PARS II administrator to have it added.
PRJ-002	Select a Level 2 Program Organization	The name of the subordinate DOE Program organization.	Select the Program organization from the drop-down list. If it is not listed, then please contact the PARS II administrator to have it added.
PRJ-003	Select a Level 3 Capital Asset Project	The name of the capital asset project that may represent multiple, smaller, more discrete and usable projects that collectively meet the mission need.	Select the project you would like to view. Adding a capital asset is a PARS II administrative function. If an addition is required, please contact the PARS II administrator.
PRJ-004	Find	Search for a project or group of projects. Activates a window where search criteria can be entered in order to locate a specific project or a group of projects matching the selected criteria.	Assists with finding the project for which you are searching.
PRJ-005	Edit	Edit the attributes of the project or other information.	Provides the ability to edit project attributes.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
PRJ-006	Remove	Removes the project from PARS II.	Provides the ability to remove the project. Function is available only to users with administrative rights. Contact OECM to request that a project be removed.
PRJ-007	View	View the attributes of the project or other information. Selecting "View" shows all of the same information as "Edit", but simply disables the user-input feature.	Provides a viewable listing of project attributes.
PRJ-008	Attachments	Select, add, and view any attachments that were uploaded to this screen.	Provides the ability to view attachments.
PRJ-009	Reports	Generate reports, if any, which pertain to the attributes and contacts of the selected project.	Provides the ability to view reports.
PRJ-010	Change Program	Allows a System Administrator to change the Capital Asset Project (Level 3) for a project.	Provides the ability to change the relationship of a project to a Program Office/Program Organization.
PRJ-011	Save Configuration	Save the current sort sequence of the project list for use throughout the current session and for subsequent logon sessions.	Ensures that all desired settings are saved; otherwise it will return to the default position upon your next logon session.

PARS II Screenshot: Enter/Modify Project Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY

PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)

Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Current Critical Decision: CD3 (BCP) Current User: BURNSSC Logout

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects**
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP

Projects
All monetary values are in whole dollars.

Updating Project : 06-D-401

Save Cancel Add Contacts Edit Contacts Remove Contacts

Project Attributes

Parent Programs: DOE>EM>EM->100K Area Remediation

PARS Project ID: 000387

CDO Date: 12/13/2004

DOE Project Number: 06-D-401

Project Name: Sodium Bearing Waste Treatment (SBWT)

Project Acronym: SBWT

Project Description: This project supports the equipment procurement, construction, construction management, quality assurance, and project management for the Sodium Bearing Waste Treatment Project. The present inventory of approximately 900,000 gallons of sodium bearing waste is stored in three 300,000 gallon, underground tanks in the Tank Farm Facility. This waste will be treated and stored onsite on an interim basis, pending final decisions regarding ultimate disposal.

Project Contacts

Role	Contact Name	Certification
FPM	Autar Rampertaap	
FPD Name	Richard Craun	Level
OECM Analyst	Victoria Pratt	
Prime Contractor	CWI (INL)	Certified

Project Types

Project Type : 1 - Facility Construction

Nuclear/Non-Nuclear: 2 - Non-Nuclear

Program: EM-L

CPP Upload Requirements: CPP Upload - w/ Attachments

Project Categories

Project Activity Status : Active

Project on Hold: No

Project of Special Interest: No

Site Code: INL

No-Cost (F)

FYI

The name of the project is listed at the top of the screen.

EMP-001

EMP-002

EMP-003

EMP-004

EMP-005

EMP-006

EMP-007

EMP-008

EMP-009

EMP-010

The screenshot highlighting these fields is on the following page.

Documentation Required:

☐ Project Execution Plan

Secondary Documentation may include:

☐ Project Data Sheet

LEGEND OF DATA FIELDS:

XXXX = Required Input

⊘ = Leave Blank

💡 = Tip

Rev. 06/23/2011

I-6

PARS II Screenshot: Enter/Modify Project Information (cont'd)



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)

Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Current Critical Decision: CD3 (BCP)

Current User: BURNSSC Logout

Projects All monetary values are in whole dollars.

Updating Project : 06-D-401

Save Cancel Add Contact Edit Contact Remove Contact

Project Attributes Project Contacts

Parent Programs: DOE>EM >EM->100K Area Remediation

PARS Project ID: 000387

CD0 Date: 12/13/2004

DOE Project Number: 06-D-401

Project Name: Sodium Bearing Waste Treatment (SBWT)

Project Acronym: SBWT

Project Description: This project supports the equipment procurement, construction, construction management, quality assurance, and project management for the Sodium Bearing Waste Treatment Project. The present inventory of approximately 900,000 gallons of sodium bearing waste is stored in three 300,000 gallon, underground tanks in the Tank Farm Facility. This waste will be treated and stored onsite on an interim basis, pending final decisions regarding ultimate disposal.

Project Types	Project Categories	Role	Contact Name	Certification
Project Type : 1 - Facility Construct	Success Metric: EMP-015	FPM	Autar Rampertaap	
Nuclear/Non-Nuclear: 2 - Non-Nuclear	PDR: EMP-016	FPD Name	Richard Craun	Level
Program: EM-L	TRA: EMP-017	OECM Analyst	Victoria Pratt	
CPP Upload Requirements: CPP Upload - w/ At	IP: EMP-018	Prime Contractor	CWI (INL)	Certification

Documentation Required:

☐ Project Execution Plan

Secondary Documentation may include:

☐ Project Data Sheet

LEGEND OF DATA FIELDS:

XXXX = Required Input

⊘ = Leave Blank

💡 = Tip

Rev. 06/23/2011

I-7

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-001	PARS Project ID	[Level 4 of Hierarchy] The official Project Identification Code for all projects contained in the PARS II database. The PARS Project ID is assigned automatically by the system when the project is created and will be visible on all relevant screens and reports. To maintain compatibility with the Project ID used in the budget, PARS II will also display the DOE Project Number data element on many screens and reports.	No entry is required. This is automatically assigned.
EMP-002	CD0 Date	The actual date that the CD-0 Milestone was approved.	This will automatically adjust the “CD0 Date Approved” field listed on the CD-0 screen. If the date is inconsistent with the attached CD-0 documentation, update both here and on the CD-O screen.
EMP-003	DOE Project Number	[Level 4 of Hierarchy] Also known as the DOE Project ID, this is the official DOE Project Identification Code for construction and engineering design projects as reported in the Office of Management and Budget (OMB) A-11 Exhibit 300 or the program budget submission.	Enter the project number as provided to OMB on the PDS through the budget submission process.
EMP-004	Project Name	The official name of the project as approved by the acquisition executive (AE) (e.g., National Ignition Facility).	Enter the project name as provided to OMB on the PDS.
EMP-005	Project Acronym	The acronym or abbreviated name of the project.	Enter the project acronym as provided by the Program.

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

 Rev.
05/02/2011

I-8

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-006	Project Description	A brief description of the project's scope.	Enter the project's scope of work.
EMP-007	Project Type	<p>The Project Type Code categorizes a project by major function, such as construction, remediation, major item of equipment, information technology, etc. Only one selection can be made. If there is a combination of project types, then the predominant type based on cost should be selected. The options for "Project Type" are:</p> <ul style="list-style-type: none"> 1 - Facility Construction 2 - Infrastructure Improvements 3 - Restoration or Remediation 4 - Information Technology 5 - Major Items of Equipment 6 - Decontamination & Decommissioning 	<p>Select the project type that best describes the work to be done.</p> <p>If the project is a combination of project types, then select the predominant type based upon cost.</p>
EMP-008	Nuclear/Non-Nuclear	<p>The "Nuclear/Non-Nuclear" data element is a companion to the "Project Type" data element and indicates if the major function from Project Type is nuclear or non-nuclear. Only one selection can be made. If there is a combination of project types, then the predominant type based on cost should be selected.</p> <ul style="list-style-type: none"> 1 - Nuclear: A reactor or a non-reactor nuclear facility where an activity is conducted for or on behalf of DOE and includes any related area, structure, facility, or activity to the extent necessary to ensure proper 	<p>Select the project type that best describes the work to be done.</p> <p>If the project is a combination of project types, then select the predominant type based upon cost.</p>

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-008	Nuclear/Non-Nuclear (cont'd)	<p>implementation of the requirements established by 10 CFR 830. A facility in which activities or operations involve radioactive and/or fissionable materials in such form and quantity that a nuclear hazard potentially exists to the employees or the general public (IP-425-01, Rev. 1).</p> <p>2 - Non-Nuclear: A facility with potentially releasable quantities of radioactive materials that are less than 40 CFR 302 levels, but have potentially releasable quantities of hazardous chemicals meeting 40 CFR 302, Table 302.4 (IP-425-01, Rev. 1).</p>	
EMP-009	Program	Select the Program Office to which this project belongs. This will be the same Program Office that was selected at the project set-up.	The Program Office must be selected here as well as in the initial project set-up for sorting purposes and for the structuring of reports.
EMP-010	CPP Upload Requirements	<p>For all post CD-2 projects, select how the Earned Value Management (EVM) data will be loaded into PARS II based on the Total Project Cost (TPC) value. The options for CPP Upload are:</p> <p><u>Code -Title</u></p> <ul style="list-style-type: none"> • Complete - Complete • With Attachment - Plus MR &/or Contingency Attachment • Waived - Late CD-3, Attachment Only • Exception - Waived with Exception, Attachment Only 	<p>For all projects, select the appropriate option when CD-2 is approved.</p> <p>For all post CD-2 projects with a TPC exceeding \$20 million, contractors must automatically upload EVM information. Exceptions are for the interim during the transition to PARS II where the project is near completion or while the contractor is in the process of certifying their system.</p>

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-010	CPP Upload Requirements (cont'd)	<ul style="list-style-type: none"> • Not Waived - Issue to be Resolved, Attachment Only • Not Required - Exception/No Input 	
EMP-011	Project Activity Status Code	<p>The current activity status of the project:</p> <ul style="list-style-type: none"> • Active: The project is being tracked in PARS, has achieved CD-0, and has not achieved CD-4. • Complete: The project is no longer being tracked in PARS and has achieved CD-4. • Cancelled: The project is no longer being tracked in PARS and did not achieve CD-4. • Other: The project is no longer a DOE Order 413 project, is not completed, and is not cancelled or is on hold. An example of "Other" includes alternative financed facilities after CD-1 is approved. • Cancelled – Post CD-2: The project is no longer being tracked in PARS, did not achieve CD-4, and is a failure on the success metric. 	Select the current activity status of the project (for the administrator only).
EMP-012	Project On Hold	The current on-hold status of a project.	If a project is on hold, then select "Yes"; otherwise, select "No".
EMP-013	Project of Special Interest	Identifies this project as one of "special interest" to the DOE secretary or deputy secretary.	If a project is of special interest, then select "Yes"; otherwise, select "No".
EMP-014	Site Code	The abbreviation for Project Site. Note that sites have only been set up for DOE facilities where projects are located. For international projects,	Select the site where the project is located. (A site must be selected once CD-2 is approved.)

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-014	Site Code (cont'd)	<p>select the site which is managing the project. If a new site must be added, then request that it be added to the drop-down list. If more than one site is involved, then select the site where the federal project director (FPD) is located or where the most money is spent.</p> <ul style="list-style-type: none"> • Ames - Ames National Laboratory • ANL - Argonne National Laboratory • Ashtable - Ashtable Closure Project • Bayou Choctaw (LA) - Bayou Choctaw • BNL - Brookhaven National Laboratory • Carlsbad - Carlsbad-WIPP • ETEC - Energy Technology Engineering Center • ETPP - East Tennessee Technology Park • Fernald - Fernald • FNAL - Fermi National Accelerator Laboratory • INL - Idaho National Laboratory • KAPL - Knolls Atomic Power Laboratory • KCP - Kansas City Plant • LANL - Los Alamos National Laboratory • LBNL - Lawrence Berkeley National Laboratory • LLNL - Lawrence Livermore National Laboratory • Miamisburg - Miamisburg • Moab - MoabMSU - Michigan State University • NETL (PA) - National Energy Technology Laboratory • NETL (WV) - National Energy Technology Laboratory • Nevada Offsite - Nevada Offsite • NREL - National Renewable Energy Laboratory • NTS - Nevada Test Site 	If a project is being executed at more than one site, then select the site where the most money is spent.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-014	Site Code (cont'd)	<ul style="list-style-type: none"> • Oak Ridge - Oak Ridge • ORNL - Oak Ridge National Laboratory • ORP - Office of River Protection • Paducah - Paducah Gaseous Diffusion Plant • Pantex - Pantex Plant • PNNL - Pacific Northwest National Laboratory • Portsmouth - Portsmouth Gaseous Diffusion Plant • PPPL - Princeton Plasma Physics Laboratory • PPPO - Portsmouth Paducah Project Office • Richland - Richland • Rochester - Rochester, NY • Russia - Russia • SEFOR - Arkansas Southwest Experimental Fast Oxide Reactor • SLAC - Stanford Linear Accelerator Center • SNL - Sandia National Laboratories • SPR - Strategic Petroleum Reserve • SRS - Savannah River Site • TBD - To Be Determined • TJNAF - Thomas Jefferson National Accelerator Laboratory • West Valley - West Valley Demonstration Project • Y-12 - Y-12 National Security Complex • Yucca Mountain - Yucca Mountain 	
EMP-015	Success Metric	<p>If a project is complete or is forecasted (f) to complete within the next fiscal year, select:</p> <ul style="list-style-type: none"> • Yes: Yes, met standard • No- Cost: No, did not meet cost standard • No- Scope: No, did not meet scope standard 	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-016	PDRI	The Project Definition Rating Index (PDRI) is a configurable item under the Administration/Project categories. It was added to identify Environmental Management (EM) Cleanup projects for reporting purposes and defaults to "No".	If the project is an EM Cleanup project, then select "Yes"; otherwise, select "No".
EMP-017	TRA	For Technology Readiness Assessment (TRA), select: "Yes", "No", or "N/A".	
EMP-018	IPT	<p>The Integrated Project Team (IPT), based on the Independent Project Review (IPR) or External Independent Review (EIR), should select:</p> <ul style="list-style-type: none"> • EIR - Green, Properly staffed based on EIR • EIR – Yellow, Pursuing staff based on EIR • EIR – Red, insufficiently staffed and study not conducted • IPR - Green, Properly staffed based on IPR • IPR - Yellow, Pursuing staff based on IPR • IPR - Red, insufficiently staffed and study not conducted on IPR. • N/A 	
EMP-019	FPM Name	The full name of the FPM currently assigned to this project. This is selected from the master list of contacts.	This is automatically populated when the FPM's name is entered under "Project Contacts". See the "Enter/Modify Contact Information" screen.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-020	FPD Name	The full name of the FPD currently assigned to this project. This is selected from the master list of contacts.	This is automatically populated when the FPD's name is entered under "Project Contacts". See the "Enter/Modify Contact Information" screen.
EMP-021	OECM Analyst	The full name of the OECM analyst currently assigned to the project. This is selected from the master list of contacts.	This is automatically populated when the OECM analyst's name is entered under "Project Contacts". See the "Enter/Modify Contact Information" screen.
EMP-022	Prime Contractor	The prime contractor responsible for the overall management of the project. This is selected from the master list of contacts.	This is automatically populated when the prime contractor's name is entered under "Project Contacts". See the "Enter/Modify Contact Information" screen.

PARS II Screenshot: Enter/Modify Contact Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- Obtain supporting documentation that confirms specified role of contact.

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 06/26/2011

Current Critical Decision: CD3 (BCP)
Current User: BURNSSC Logout

Projects All monetary values are in whole dollars.

Updating Project : 06-D-401

Save Cancel Add Contact Edit Contact Remove Contact

Project Attributes: **Project Contacts**

Role	Title	Contact Name	ORG	Certification	Date Assigned	Date Unassigned
FPM	Program Manager	Autar Rampertaa			11/30/2010	
FPD Name	Federal Project Director	Richard Craun		Level 2	05/11/2010	
OECM Analyst	OECM Analyst	Victoria Pratt	Department of En		12/13/2004	
Prime Contractor	Contractor	CWI (INL)	CWI (INL)	Certified	05/11/2010	

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS



FYI

The "Remove Contact" field is accessible only to users with Administrative rights.



CAUTION!

Editing a contact on this screen does NOT enable that user access to the project. Prior to adding or editing a contact, an administrator must update his/her security information.

Projects All monetary values are in whole dollars.

Save Cancel Find Contact

Role: [Dropdown] → POC-004

Contact: [Text] → POC-005

Date Assigned: [Calendar] → POC-006

Date Unassigned: [Calendar] → POC-007

Order: 0 → POC-008

Clicking on "Add Contact" will open the screen above (inset).

Documentation Required:

- ☐ FPD Appointment Memo
- ☐ Contract

Secondary Documentation may include:

- ☐ Project Execution Plan (PEP)

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-16

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
POC-001	Add Contact	Opens the window to add a contact by entering role, name, date assigned, or order number.	Adding a contact is a PARS II administrative function. If an addition is required, please contact the PARS II administrator so the new contact can be granted access rights.
POC-002	Edit Contact	Edit the contact role, date assigned, or order number.	Highlight the project contact you would like to modify, then change its attributes using the steps on the "Enter Contact Information" screen.
POC-003	Remove Contact	Removes contact from project (only available to PARS II administrator).	Function available only to users with administrative rights. Contact OECM in the event that a contact needs to be removed. In the interim, "un-assign" the contact to keep a running record.
POC-004	Role	Select the role from the drop-down list.	If the desired role does not exist, please contact the PARS II administrator to request that it be added.
POC-005	Contact	Select the contact from the register.	Only contacts who are pre-registered in the system can be selected.
POC-006	Date Assigned	The date that a contact is associated with the project.	Enter the date that the contact was assigned.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
POC-007	Date Unassigned	This is set when a contact is no longer associated with the project. The contact and role record is never removed (unless it is a user entry error). This permits retention of history for the project contacts.	Enter the date that the contact was unassigned (or replaced).
POC-008	Order	This number ranks the order in which names are listed in the Project Contacts tab. The system assigns a default value for the order – verify that the value is greater than zero. Users have the option of changing the order value.	This allows the user to number the contacts in the order in which you want them to appear.

PARS II Screenshot: Enter/Modify Contact Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- Obtain supporting documentation that confirms specified role of contact.

PARS II

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
 Current Critical Decision: 000000

Status Date: 06/26/2011 CPP Data As-Of Date: 04/01/2011
 Current User: BURN

Projects All monetary values are in whole dollars.

Updating Project : 06-D-401

CON-001

CON-002

CON-003

Find By:

Contact Id:

Contact Code:

Company:

First Name:

Last Name:

Drag a column header here to group by that column

Contact Id	Contact Type	Contact Code	First Name	Last Name	Job Title
841	Person		Johnny	Reising	Federal Project Director
842	Person				Federal Project Director
843	Person				Federal Project Director
844	Person				Federal Project Director
864	Contractor				Contractor CH
865	Contractor				Contractor ESF

Projects All monetary values are in whole dollars.

Save Cancel Find Contact

Role: FPM

Contact: Autar Rampertaap

Date Assigned: 11/30/2010

Date Unassigned:

Order: 0

CON-004

CON-005

CON-006

CON-007

CON-008

IMPORTANT!

Only use abbreviations in the "Company" field.

CAUTION!

Not all names of contractors are in the system, therefore searching by first or last names of contractors is not recommended.

TIP

If no data is entered into the search fields, all contacts will display when clicking "Find".

Documentation Required:

☐ FPD Appointment Memo

☐ Contract

Secondary Documentation may include:

☐ PEP

LEGEND OF DATA FIELDS:

XXXX = Required Input

X = Leave Blank

💡 = Tip

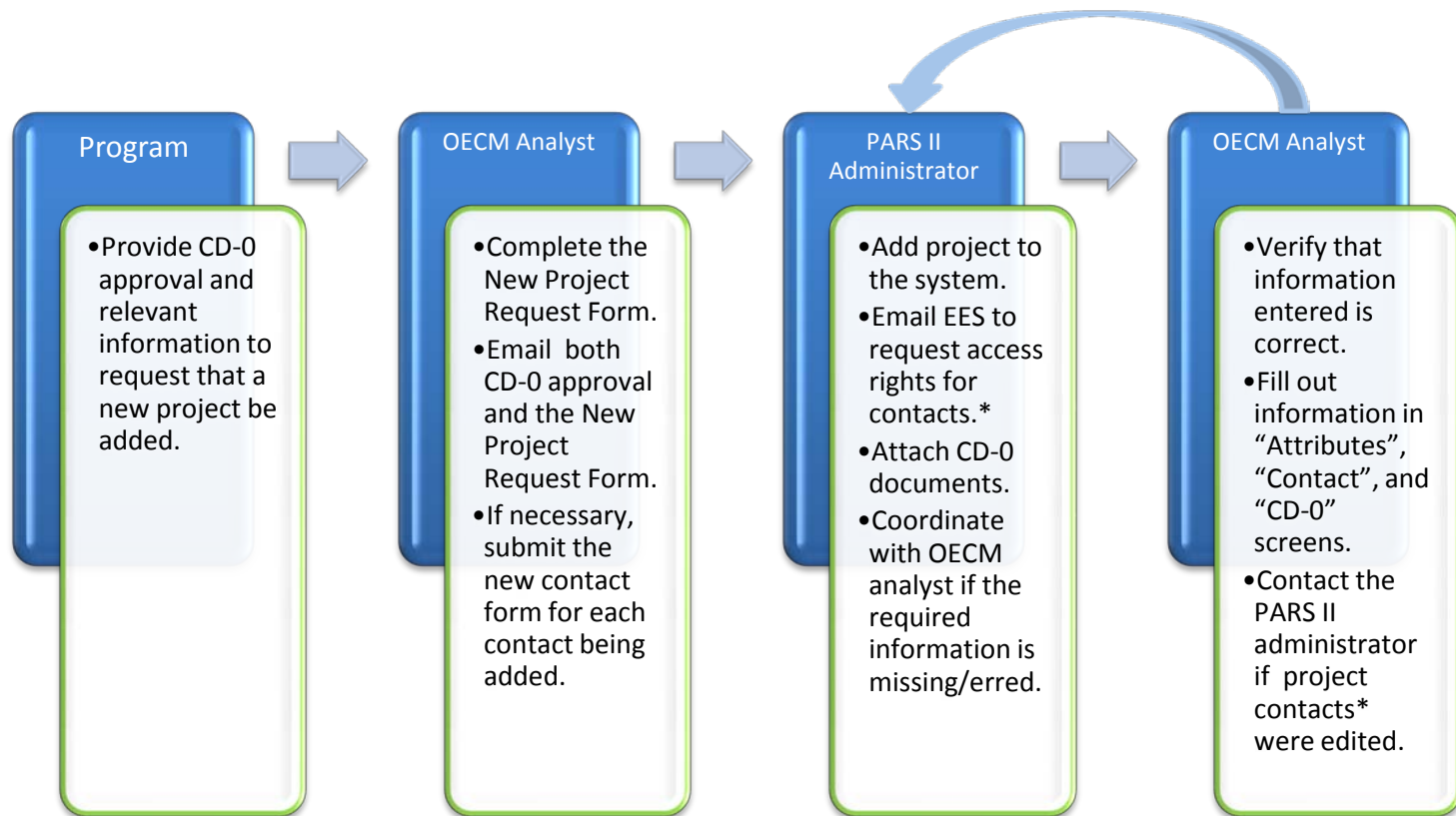
Rev.
06/23/2011

I-19

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CON-001	Contact Id	Number that is automatically assigned to the contact.	
CON-002	Company	The contact's organization (field set only by PARS II administrator).	Abbreviations must be used in this field.
CON-003	First Name, Last Name	The full name of the individual assigned to the role above, as sourced from the "Contacts" table (field set only by a PARS II administrator). Once an administrator has created the contact record, a user with the proper authority can select an existing contact to be assigned to a project. The name of the company (e.g., Bechtel) will be the contact name for "Contractor".	Not all names of contractors are in the system, therefore it may be necessary to search via an alternate field.
CON-004	Role	<p>The contact's assigned role for this project. Note: this may be different from the contact's official title (field set only by PARS II Admin):</p> <ul style="list-style-type: none"> • AE - Acquisition Executive • Contractor Analyst - Contractor Analyst/Project Controls • Contractor PM - Contractor Project Manager • Deputy FPD/Deputy Federal Project Director • FPD Name - Federal Project Director • FPM - Federal Program Manager • Deputy FPM - Deputy Federal Program Manager • OECM Analyst - OECM Analyst (Lead) • OECM Analyst (Alt) - OECM Analyst (Alternate) • PARS Help Desk - PARS Help Desk • PARS System Admin - PARS System Admin 	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CON-004	Role (cont'd)	<ul style="list-style-type: none"> • Prime Contractor - Contractor • SAE - Senior Acquisition Executive • US - Under Secretary • PSO - Program Secretarial Officer/Administrator 	
CON-005	Contact	The name of the contact.	If the contact is not listed, please contact the PARS II administrator. To have the contact added to the system.
CON-006	Date Assigned	The date that this contact was assigned to the project.	
CON-007	Date Unassigned	The date that this contact was un-assigned from the project.	
CON-008	Order	Used to dictate the display order of contacts when they are listed. Contacts are displayed in ascending order, as determined by the value of this field.	

Creating a Project



*After adding a contact to the "Contacts" screen, email the PARS II administrator to request that the user be granted access rights to the project. If the PARS II administrator is not notified, the contact name will appear on the "Contacts" screen but the user will not be able to access the project.

PARS II Screenshot: Enter CD0 Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 06/26/2011 CPP Data As-Of Date: 04/01/2011

Critical Decisions All monetary values are in whole dollars.

Edit | Save | Cancel | KPP | Attachments | Reports

Select Critical Decision:
CD0-Approve Mission Need FPD: Richard Craun Certification: Level 2

Critical Decision Detail:

Planned Date

CD0 Date Approved 12/13/2004 → CD0-001

CD0 Approved By → CD0-002

CD0 Date Received By → CD0-003

OECM → CD0-004

CD0 Approval Notes
CD-0 SOURCE DOCUMENT: CD-0 Memo, P. Golan, 12/1/2004 (CD-4 date and TPC Range) → CD0-005

Planned dates from Mission Need → CD0-006

CD0: TPC Low 200,000,000 → CD0-007

CD0: TPC High 380,000,000 → CD0-008

CD0: CD-4 Date Low → CD0-009

CD0: CD-4 Date High 10/1/2011

Updated By MOCKSYS

Updated Date 6/14/2011 1:35:33 PM

Planned Dates:

CD1	4/1/2005		→ CD0-010
CD2	4/1/2005		→ CD0-011
CD3A			→ CD0-012
CD3	10/1/2008		→ CD0-013
CD4	12/31/2011		→ CD0-014
Closeout			→ CD0-015



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.



TIP

Attachments should be added at the appropriate critical decision level screen, not at the main project screen.



FYI

Please note that if you update the planned dates, the date will automatically update on all critical decision screens.



CAUTION!

Both TPC figures must be entered. If only a "high" TPC number is available, it should be entered in both fields. Do not enter "0" in the "low" field as it will appear as if it was left blank.

Documentation Required:

- ☐ Signed CD-0 Approval Memo.

Secondary Documentation may include:

- ☐ Program Operating Plan
- ☐ ESAAB Presentation
- ☐ Mission Need Statement

LEGEND OF DATA FIELDS:

XXXX

= Required Input





= Leave Blank



= Tip

Rev.
06/23/2011

I-23

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD0-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. The interim phase data should not be entered. (Note: only selected projects have a CD-3A milestone.)</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD .
CD0-002	CD0 Date Approved	The actual date that the CD-0 Milestone was approved.	Date that the AE signed the memorandum.
CD0-003	CD Approved By	The name of the authority who approved the CD-0 Milestone.	Adding a contact is a PARS II administrative function. If an addition is required, please contact the PARS II administrator.
CD0-004	CD0 Date Received By OECM	The date of any documentation for the CD that is received late.	
CD0-005	CD0 Approval Notes	Enter a brief narrative that describes key activities or deliverables related to the preparation for approval of CD-0. Include current issues or actions.	If the data is not contained in the CD Approval Memo, then the secondary source must be identified.
<div> <div>LEGEND OF DATA FIELDS:</div> <div> <div>XXXX</div> <div>= Required Input</div> </div> <div> <div></div> <div>= Leave Blank</div> </div> <div> <div></div> <div>= Tip</div> </div> <div> <div>Rev.</div> <div>06/23/2011</div> </div> <div> <div>I-24</div> </div> </div>			

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD0-005	CD0 Approval Notes (cont'd)		Note any exceptions to business processes. Annotate any special conditions in the Approval Memo.
CD0-006	CD0: TPC Low	An estimate of the TPC at the low end of the range, as approved at CD-0.	Signed CD-0 Approval Memo.
CD0-007	CD0: TPC High	An estimate of the TPC at the high end of the range, as approved at CD-0.	Signed CD-0 Approval Memo.
CD0-008	CD0: CD-4 Date Low	The estimated completion date at CD-4 at the low end of the range, as approved at CD-0.	Signed CD-0 Approval Memo.
CD0-009	CD0: CD-4 Date High	The estimated completion date at CD-4 at the high end of the range, as approved at CD-0.	Signed CD-0 Approval Memo.
CD0-010	CD1	The planned date on which the CD-1 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD0-011	CD2	The planned date on which the CD-2 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD0-012	CD3A	The planned date on which the CD-3A Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD0-013	CD3	The planned date on which the CD-3 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD0-014	CD4	The planned date on which the CD-4 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD0-015	Closeout	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to the HQ program manager.	It is suggested to enter a date that is a year out.

PARS II Screenshot: Enter CD1 Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.
- CD0 approval

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 06/26/2011 CPP Data As-Of Date: 04/01/2011

Critical Decisions All monetary values are in whole dollars.

Edit Save Cancel KPP Attachments Reports

Select Critical Decision:
CD1-Approve Alternative Selection and Cost Range FPD: Richard Craun Certification: Level 2

CD1-001

Critical Decision Detail:

Planned Date 4/1/2005

CD1 Date Approved 8/10/2005

CD1 Approved By

CD1 Date Received By OEM

CD1 Approval Notes

CD-1 SOURCE DOCUMENT: CD-1 Memo, C. Anderson, 12/1/2004 (CD-4 date and TPC Range)

CD1: TPC Low 138,000,000

CD1: TPC High 200,000,000

CD1: CD-4 Date Low

CD1: CD-4 Date High 2/28/2008

Updated By MOCKSYS

Updated Date 6/14/2011 1:38:00 PM

CD1-002

CD1-003

CD1-004

CD1-005

CD1-006

CD1-007

CD1-008

CD1-009

Planned Dates:

CD2 4/1/2005

CD3A

CD3 10/1/2008

CD4 12/31/2011

Closeout

CD1-010

CD1-011

CD1-012

CD1-013

OVERSIGHT & ASSESSMENT

Capital Projects

Projects

Critical Decisions

BCPs

Monthly Status

Budget/Funding

KPPs

Project Overview

All Attachments

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.



TIP

Attachments should be added at the appropriate critical decision level screen, not at the main project screen.



FYI

Please note that if you update the planned dates, the date will automatically update on all critical decision screens.



CAUTION!

Both TPC figures must be entered. If only a "high" TPC number is available, it should be entered in both fields. Do not enter "0" in the "low" field. It will appear as if it was left blank.

Documentation Required:

☐ Signed CD-1 Approval Memo

Secondary Documentation may include:

- ☐ Preliminary Project Execution Plan
- ☐ Acquisition Strategy
- ☐ Tailoring Strategy
- ☐ ESAAB Presentation

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-27

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD1-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered. (Note: only selected projects have a CD-3A milestone.)</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD.
CD1-002	CD1 Date Approved	The actual date that the CD-1 Milestone was approved.	Date that the AE signed the memorandum.
CD1-003	CD1 Approved By:	The name of the authority who approved the CD-1 Milestone.	Ensure that the AE is populated in "Contacts".
CD1-004	CD1 Date Received By OECM	The date of any documentation for the CD that is received late.	
CD1-005	CD1 Approval Notes	Enter a brief narrative that describes key activities or deliverables related to the preparation for approval of CD-1. Include current issues or actions.	If data is not contained in the CD Approval Memo, then the secondary source must be identified. Note any exceptions to business processes.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD1-005	CD1 Approval Notes (cont'd)		Annotate any special conditions in the Approval Memo.
CD1-006	CD1: TPC Low	An estimate of the TPC at the low end of the range, as approved at CD-1.	Signed CD-1 Approval Memo.
CD1-007	CD1: TPC High	An estimate of the TPC at the high end of the range, as approved at CD-1.	Signed CD-1 Approval Memo.
CD1-008	CD1: CD-4 Date Low	The estimated completion date at CD-4 at the low end of the range, as approved at CD-1.	Signed CD-1 Approval Memo.
CD1-009	CD1: CD-4 Date High	The estimated completion date at CD-4 at the high end of the range, as approved at CD-1.	Signed CD-1 Approval Memo.
CD1-010	CD2	The planned date on which the CD-2 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD1-011	CD3A	The planned date on which the CD-3A Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD1-012	CD3	The planned date on which the CD-3 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD1-013	CD4	The planned date on which the CD-4 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.

PARS II Screenshot: Enter CD2 Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.
- Verify that project has approved CD-0/1

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 05/26/2011

Critical Decisions All monetary values are in whole dollars.

Edit | Save | Cancel | **KPP** | Attachments | Reports

Select Critical Decision:
CD2-Approve Performance Baseline Certification: Level 2

Critical Decision Detail:

Planned Date	4/1/2005	CD2-001
CD2: Date Approved	12/29/2005	CD2-002
CD2: Approved By		CD2-003
CD2: Date Received By OECM		CD2-004
CD2: Approval Notes	CD-2 SOURCE NOTES: i) CD-2 Approval Memo, signed by David Gorman 12/29/2005 (TPC High, CD-4 Date High) ii) Project Execution Plan (approved)	CD2-005
CD2: TPC (Approved)	461,600,000	CD2-006
CD2: CD-4 Date (Approved)	7/31/2010	CD2-007
Orig. DOE Schedule Contingency (in days)	210	CD2-008
Orig. DOE Cost Contingency	38,000,000	CD2-009
Orig. DOE ODCs	38,500,000	CD2-010
Orig. Contractor Fee/Profit	25,300,000	CD2-011
Orig. Contractor MR	41,300,000	CD2-012
PMB	318,500,000	CD2-013
Calculated TPC	461,600,000	CD2-014
Congressional Budget Request Date		CD2-015
Updated By	MOCKSYS	
Updated Date	6/14/2011 1:36:20 PM	

Planned Dates:

CD3A		CD2-016
CD3	10/1/2008	CD2-017
CD4	12/31/2011	CD2-018
Closeout		

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP



IMPORTANT!

The preferred location to add a KPP is here, although they can also be added by project.



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.



TIP

Attachments should be added at the appropriate critical decision level screen; not at the main project screen.



FYI

Please note that if you update the planned dates, the date will automatically update on all critical decision screens.



CAUTION

Verify that the amount in "CD2 TPC (Approved)" equals the amount in "Calculated TPC". If it doesn't, update the fields from CD2-009 to CD2-013 accordingly.

Documentation Required:

- ☐ Signed CD-2 Approval Memo

Secondary Documentation may include:

- ☐ Project Execution Plan (approved at CD2)
- ☐ ESAAB Presentation
- ☐ EIR Validation Report/IPR Report

LEGEND OF DATA FIELDS:

XXXX = Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-30

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD2-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered. (Note: only selected projects have a CD-3A milestone.)</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD .
CD2-002	Planned Date (inside “Critical Decision Detail” box)	The planned date on which the CD-2 Milestone is expected to be met.	This should be pre-populated from entering CD-1 information.
CD2-003	CD2: Date Approved	The actual date that the CD-2 Milestone was approved.	Date that the AE signed the memorandum.
CD2-004	CD2: Approved By	The name of the authority who approved the CD-2 Milestone.	Ensure that the AE is populated in “Contacts”.
CD2-005	CD2: Date Received By OECM	The date of any documentation for the CD that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD2-006	CD2: Approval Notes	Enter a brief narrative that describes key activities or deliverables related to the preparation for approval of CD-2. Include current issues or actions.	<p>If data not contained in CD Approval Memo, then the secondary source must be identified.</p> <p>Note any exceptions to business processes.</p> <p>Annotate any special conditions in the Approval Memo.</p>
CD2-007	CD2: TPC (Approved)	An estimate of the TPC as approved at CD-2. Enter the amount from the CD-2 Approval Memo instead of the amount calculated on this screen.	Signed CD-2 Approval Memo.
CD2-008	CD2: CD-4 Date (Approved)	The Estimated Completion Date at CD-4 for the Performance Baseline (PB) at CD-2.	Signed CD-2 Approval Memo.
CD2-009	Orig. DOE Schedule Contingency (in days)	The original amount of schedule contingency, expressed in days, set aside for the project by DOE at CD-2. Schedule Contingency is the total float in calendar days planned for this project. For EM operations' funded projects, the schedule contingency will be for the entire PBS and will be consistent with the project baseline validated at CD-2.	Obtain from the EIR Validation Report.
CD2-010	Orig. DOE Cost Contingency	The original amount set aside by DOE for Cost Contingency at CD-2. DOE Cost Contingency is the reserve budget held by DOE. For EM operations' funded projects, the schedule contingency will be	Obtain from the EIR Validation Report.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD2-010	Orig. DOE Cost Contingency (cont'd)	for the entire PBS and will be consistent with the project baseline validated at CD-2.	
CD2-011	Original DOE ODCs	Non-contract costs identified at CD-2.	Obtain from the EIR Validation Report.
CD2-012	Orig. Contractor Fee/Profit	The original amount of fee or profit set aside by DOE at CD-2.	Obtain from the EIR Validation Report.
CD2-013	Orig. Contractor MR	The original amount of Management Reserve allocated to the contractor at CD-2.	Obtain from the EIR Validation Report.
CD2-014	PMB	The calculated Budget at Completion (BAC) for the Performance Measurement Baseline (PMB) directly uploaded from the contractor's data.	Obtain from the EIR Validation Report.
CD2-015	Congressional Budget Request Date	The date a budget request was submitted for the TPC.	Approval of CD-2 authorizes submission of a budget request in the TPC.
CD2-016	CD3A	The planned date on which the CD-3A Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD2-017	CD3	The planned date on which the CD-3 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD2-018	CD4	The planned date on which the CD-4 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.

PARS II Screenshot: Enter CD3A Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Critical Decisions All monetary values are in whole dollars.

Edit | Save | Cancel | KPP | Attachments | Reports

Select Critical Decision:
CD3A-Approve Procurement of Long Lead Items or FPD: Richard Craun Certification: Level 2

Critical Decision Detail:

Planned Date: [Calendar Icon] → CD3A-001

CD3A Date Approved: 7/5/2008 [Calendar Icon] → CD3A-002

CD3A Approved By: [Dropdown] → CD3A-003

CD3A Date Received By OEM: [Calendar Icon] → CD3A-004

CD3A-005

CD-3A SOURCE NOTES:
i) CD-3A Approval Memo, signed by J. Rispoli, 7/5/2008 → CD3A-006

CD3A Approval Notes: [Text Area]

Latest Approved CD-4 Date: 12/31/2011 [Calendar Icon] → CD3A-007

Procurement of the Denitration Mineralization Reformer (DMR) Vessel, Process-Gas Filter Vessel, and Haynes Alloy Materials → CD3A-008

\$12.2M → CD3A-009

Updated By: MOCKSYS
Updated Date: 6/14/2011 1:36:40 PM

Planned Dates:

CD3	10/1/2008 [Calendar Icon]	→ CD3A-010
CD4	12/31/2011 [Calendar Icon]	→ CD3A-011
Closeout	[Calendar Icon]	→ CD3A-012

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP

Approved Scope

Approved Cost



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.



TIP

Attachments should be added at the appropriate critical decision level screen, not at the main project screen.



FYI

Please note that if you update the planned dates, the date will automatically update on all critical decision screens.



DID YOU KNOW?

Data entered into the "Approved Scope" and "Approved Cost" fields do not factor into reports. Therefore, enter as much data as is necessary.

Documentation Required:

- ☐ Signed CD-2 Approval Memo

Secondary Documentation may include:

- ☐ Project Execution Plan
- ☐ Acquisition Strategy
- ☐ ESAAB Presentation
- ☐ EIR Validation Report/IPR Report

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-34

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD3A-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered. (Note: only selected projects have a CD-3A milestone.)</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD .
CD3A-002	Planned Date	The planned date on which the CD-3A Milestone is expected to be met.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3A-003	CD3A Date Approved	The actual date that the CD-3A Milestone was approved.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3A-004	CD3A Approved By	The name of the authority who approved the CD-3A Milestone.	Ensure that the AE is populated in "Contacts".
CD3A-005	CD3A Date Received By OECM	The date of any documentation for the CD that is received late.	

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/21/2011

I-35

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD3A-006	CD3A Approval Notes	Enter a brief narrative that describes key activities or deliverables related to the preparation for approval of CD-3A. Include current issues or actions.	<p>If data is not contained in the CD Approval Memo, then the secondary source must be identified.</p> <p>Note any exceptions to business processes.</p> <p>Annotate any special conditions in the Approval Memo.</p>
CD3A-007	Latest Approved CD-4 Date	The high end of the range for Estimated Completion Date at CD-4, as identified in the approval document for the PB.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3A-008	Approved Scope	The approved scope for projects at CD-3A.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3A-009	Approved Cost	The approved cost for projects at CD-3A.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3A-010	CD3	The planned date on which the CD-3 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD3A-011	CD4	The planned date on which the CD-4 Milestone is expected to be met.	Analysts should gather information from primary and secondary sources.
CD3A-012	Closeout	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Analysts should gather information from primary and secondary sources.

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

 Rev.
04/27/2011

I-36

PARS II Screenshot: Enter CD3 Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.
- Verify that project has approved CD-0/1/2

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Critical Decisions All monetary values are in whole dollars.

Edit | Save | Cancel | KPP | Attachments | Reports

Select Critical Decision:
CD3-Approve Start of Construction FPD: Richard Craun Certification: Level 2 **CD3-001**

Critical Decision Detail:

Planned Date	10/1/2008	CD3-002
CD3 Date Approved	8/28/2007	CD3-003
CD3 Approved By	David Garman	CD3-004
CD3 Date Received By OECM		CD3-005
CD3 Approval Notes	CD-3 SOURCE NOTES: i) CD-2/3 Approval Memo, signed by David Garman, 12/29/2005 (TPC High, CD-4 Date High)	CD3-006
Latest Approved TPC	571,000,000	CD3-007
Latest Approved CD-4 Date	12/31/2011	CD3-008
CD3: Lessons Learned Report Received		CD3-009
Updated By	MOCKSYS	
Updated Date	6/14/2011 1:35:15 PM	

Planned Dates:

CD4	12/31/2011	CD3-010
Closeout		CD3-011



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.



TIP

Attachments should be added at the appropriate critical decision level screen, not at the main project screen.



FYI

Please note that if you update the planned dates, the date will automatically update on all critical decision screens.

Documentation Required:

☐ Signed CD-3 Approval Memo

Secondary Documentation may include:

- ☐ Project Execution Plan
- ☐ ESAAB Presentation
- ☐ EIR Validation Report/IPR Report

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-37

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD3-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD.
CD3-002	Planned Date	The planned date on which the CD-3 Milestone is expected to be met.	Signed CD-3 Approval Memo.
CD3-003	CD3 Date Approved	The actual date that the CD-3 Milestone was approved.	Date that the AE signed the memorandum.
CD3-004	CD3 Approved By	The name of the authority who approved the CD-3 Milestone.	Ensure that the AE is populated in "Contacts".
CD3-005	CD3 Date Received by OECM	The date of any documentation for the CD that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD3-006	CD3 Approval Notes	Enter a brief narrative that describes key activities or deliverables related to the preparation for approval of CD-3. Include current issues or actions.	<p>If the data is not contained in the CD Approval Memo, then the secondary source must be identified.</p> <p>Note any exceptions to business processes.</p> <p>Annotate any special conditions in the Approval Memo.</p>
CD3-007	Latest Approved TPC	An estimate of TPC at the high end of the range as approved at CD-3.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3-008	Latest Approved CD-4 Date	The Estimated Completion Date at CD-4 as identified in the approval document for the PB.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3-009	CD3: Lessons Learned Report Received	Tracks the receipt of the Lessons Learned Report from the project team to adhere to the metric reporting requirements.	Enter the date the report was received and attach a copy of the report.
CD3-010	CD4	The planned date on which the CD-4 Milestone is expected to be met.	The most recent of the following: Signed CD-2 or BCP Approval Memo.
CD3-011	Closeout	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to the HQ Program Manager.	The most recent of the following: Signed CD-2 or BCP Approval Memo.

PARS II Screenshot: Enter CD4 Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.

U.S. DEPARTMENT OF **ENERGY**
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Critical Decisions All monetary values are in whole dollars.

Edit | Save | Cancel | KPP | Attachments | Reports

Select Critical Decision:
CD4-Approve Start of Operations or Project Complete FPD: Richard Craun Certification: Level 2

Critical Decision Detail:

Planned Date: 12/31/2011

CD4 Date Approved: [Calendar Icon]

CD4 Approved By: [Dropdown]

CD4 Date Received By: [Calendar Icon]

CD4 Approval Notes: [Text Area]

TPC: 571,000,000

TPC At CD-4: 0

KPP Scope Narrative At Complete: [Text Area]

CD4: Lessons Learned Report Received: [Calendar Icon]

Updated By: MOCKCLI

Updated Date: 6/14/2011 2:23:38 PM

Planned Dates: Closeout [Calendar Icon]

CD4-001
CD4-002
CD4-003
CD4-004
CD4-005
CD4-006
CD4-007
CD4-008
CD4-009
CD4-010
CD4-011



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.



TIP

Attachments should be added at the appropriate critical decision level screen, not at the main project screen.



FYI

Please note that if you update the planned dates, the date will automatically update on all critical decision screens.



CAUTION!

This screen is for CD-4 approval only. Attach CD-4A approval but do not fill in the information until CD-4 has been approved.

Documentation Required:

- ☐ Signed CD-4 Approval Memo

Secondary Documentation may include:

- ☐ None

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-40

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD4-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD .
CD4-002	Planned Date	The planned date on which the CD-4 Milestone is expected to be met.	Signed CD-4 Approval Memo.
CD4-003	CD4 Date Approved	The actual date that the CD-4 Milestone was approved.	Date the AE signed the memorandum.
CD4-004	CD4 Approved By	The name of authority who approved the CD-4 Milestone.	Ensure that the AE is populated in "Contacts".
CD4-005	CD4 Date Received by OECM	The date of any documentation for the CD that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD4-006	CD4 Approval Notes	Enter a brief narrative that describes key activities or deliverables related to the preparation for approval of CD-4. Include current issues or actions.	<p>If data is not contained in the CD Approval Memo, then the secondary source must be identified.</p> <p>Note any exceptions to business processes.</p> <p>Annotate any special conditions in the Approval Memo.</p>
CD4-007	TPC	An estimate of the TPC made at CD-4 Approval.	Signed CD-4 Approval Memo.
CD4-008	TPC AT CD-4	The actual TPC at CD4.	
CD4-009	KPP Scope Narrative At Complete	A brief narrative provided at the completion of the project that describes the completed scope so that verification of scope completion can be made to the approved scope. KPPs (Key Performance Parameters) at CD-4 must equal KPPs at CD-2.	Signed CD-4 Approval Memo.
CD4-010	CD4: Lessons Learned Report Received	Tracks the receipt of the Lessons Learned Report from the project team to adhere to the metric reporting requirements.	Enter the date the report was received and attach a copy of the report.
CD4-011	Closeout	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to the HQ Program Manager.	Signed CD-4 Approval Memo.

PARS II Screenshot: Enter Closeout Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and Program Office Contacts (see Contact Verification Process) and Attachments (see Attachments process) have been added.

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Critical Decisions All monetary values are in whole dollars.

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS




ADMINISTRATION



HELP


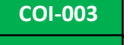
Edit | Save | Cancel | KPP | Attachments | Reports



Select Critical Decision:
Closeout FPD: Richard Craun Certification: Level 2

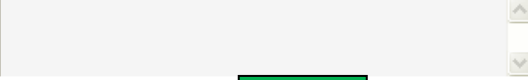
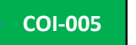
Critical Decision Detail:


Planned Date   

Closeout Date Approved  


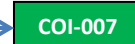
Closeout Approved By  

Closeout Date Received By OEM  

Closeout Approval Notes  

Actual Cost At Financial Closeout 0 

Updated By MOCKCLI
Updated Date 8/14/2011 2:23:54 PM

Planned Dates:  

Documentation Required:

- ☐ Final Closeout Report

Secondary Documentation may include:

- ☐ None

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-43

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
COI-001	Select Critical Decision	<p>Select which CD screen to view, add, or update. Phased CDs, other than CD-3A, are not currently tracked in PARS II. If projects have other phased CDs, such as CD-4A, enter only the date of the final phase. Interim phase data should not be entered.</p> <p>CD-0: Approve Mission Need CD-1: Approve Alternative Selection and Cost Range CD-2: Approve Performance Baseline CD-3A: Approve Procurement of Long Lead Items or Early Construction CD-3: Approve Start of Construction CD-4: Approve Start of Operations or Project Completion Closeout: Closing out the project</p>	Use the drop-down list to select the desired CD .
COI-002	Closeout Date Approved	The actual date that the Final Closeout Report was submitted to HQ Program Manager.	Date on the Final Closeout Report.
COI-003	Closeout Approved By	The name of the authority who approved the Final Project Closeout Report.	Authority who signed the Final Closeout Report.
COI-004	Closeout Date Received by OECM	The date of any documentation for the CD that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
COI-005	Closeout Approval Notes	A brief narrative that describes key activities or deliverables related to the preparation for approval of Closeout. Includes current issues or actions.	<p>If the data is not contained in the CD Approval Memo, then the secondary source must be identified.</p> <p>Note any exceptions to business processes.</p> <p>Annotate any special conditions in the approval memo.</p>
COI-006	Actual Cost At Financial Closeout	The final cost of the project when financial closure has been obtained.	Signed Final Closeout Report.
COI-007	Planned Dates	The planned date on which the Final Project Closeout Report is expected to be submitted to the HQ Program Manager.	Annotate the date anticipated to complete both the Initial and Final Closeout Reports. The Initial Report is due within 90 days after CD-4 approval.

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

 Rev.
06/21/2011

I-45

PARS II Screenshot: Enter BCP Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

BCPs All monetary values are in whole dollars.

Add Edit Remove Save Cancel KPP Attachments Report

Select BCP:
BCP-02 FPD: Richard Craun Certification: Level 2

BCP Detail:

BCP Title: 02

BCP Change Directed: ☐

Request Submission Date:

BCP Date Approved: 2/1/2011

BCP Approved By:

BCP Date Received By OEM:

BCP-001
BCP-002
BCP-003
BCP-004
BCP-005
BCP-006
BCP-007
BCP-008
BCP-009
BCP-010
BCP-011
BCP-012

BCP Approval Notes:
i) BCP Approval Memo, Daniel Poneman, 1/1/2011 (TPC, CD-4 Date High, KPP update)
i) STILL AWAITING RECEIPT

BCP: TPC (Approved): 571,000,000

BCP: Change in Cost: 0

BCP: CD-4 Date (Approved): 12/31/2011

BCP: Change in Schedule (in days): 122



IMPORTANT!

The preferred location to add a KPP is here, although they can also be added by project.



CAUTION!

Enter a numerical value ONLY in this field! The BCP data will then auto-populate.



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.

The upper portion of the BCP screenshot is pictured above. The lower portion of the screenshot is on the following page.

Documentation Required:

☐ Signed BCP Approval Memo

Secondary Documentation may include:

☐ ESAAB Presentation

☐ EIR Validation Report/IPR Report

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-46

PARS II Screenshot: Enter BCP Information (cont'd)



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

ALL REPORTS

ADMINISTRATION

HELP

+ Add | Edit | Save | Cancel | KPP | Attachments | Reports

BCP: TPC (Approved)

571,000,000

BCP: Change in Cost

0

BCP: CD-4 Date
(Approved)

12/31/2011

BCP: Change in
Schedule (in days)

122

DOE Schedule
Contingency (in days)

31

DOE Cost Contingency

0

DOE ODCs

37,500,000

Contractor Fee/Profit

0

Contractor MR

0

PMB

533,000,000

Calculated TPC

570,500,000

Updated By

MOCKCLI

Updated Date

8/14/2011 2:30:22 PM

Planned Dates:

CD3A

CD3

CD4

Closeout

8/31/2011

BCP-020

BCP-021

BCP-022

BCP-023



CAUTION

Verify that the amount in "BCP: TPC (Approved)" equals the amount in "Calculated TPC". If it doesn't, update the fields from BCP-0013 to BCP-017 accordingly.



TIP

Attachments should be added at the appropriate critical decision level. Clicking on "Add" or "Edit" will open another screen allowing changes to be made.



IMPORTANT!

Obtain a BCP if there is a change in TPC between CD-2 approval and CD-4 approval.



IMPORTANT!

Many official approved documents have rounded values. Be sure to enter whole dollar figures.

Documentation Required:

☐ Signed BCP Approval Memo

Secondary Documentation may include:

☐ ESAAB Presentation

☐ EIR Validation Report/IPR Report

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/22/2011

I-47

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
BCP-001	Select BCP	A drop-down list for selecting a BCP that has been added earlier.	Enter a numerical value only. PARS II will then automatically populate the BCP.
BCP-002	BCP Title	The title given to the baseline change, such as "Congressional Baseline". This field is what populates the "Select BCP" drop-down above.	Add digit notation only (i.e., 01, 02...)
BCP-003	BCP Change Directed	A flag (Yes/No) that indicates if this was a directed change to the PB. Directed changes are caused by DOE policy directives (such as those that have the force and effect of law and regulation), regulatory, or statutory actions and are initiated by entities external to the Department, to include funding reductions.	Indicate if the BCP was due to a directed change.
BCP-004	Request Submission Date	The date that the request for the change to the PB was submitted by the FPD.	Obtain from FPD.
BCP-005	BCP Date Approved	The date that the BCP was approved by the approving official.	Signed BCP Approval Memo.
BCP-006	BCP Approved By	The full name of the authority that approved this BCP, as sourced from the "Contacts" table.	Signed BCP Approval Memo.
BCP-007	BCP Date Received by OECM	The date of any documentation for the BCP that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
BCP-008	BCP Approval Notes	The official text in the BCP approval document that summarizes the cost, schedule, and scope elements for the project.	Signed BCP Approval Memo.
BCP-009	BCP: TPC (Approved)	The TPC as identified in the approval document for the PB.	Signed BCP Approval Memo.
BCP-010	BCP: Change in Cost	If the baseline change accompanies a change in cost, the system calculates the change in the dollar value of the approved change (positive or negative) between the current TPC and the new TPC.	Signed BCP Approval Memo.
BCP-011	BCP: CD-4 Date (Approved)	The Estimated Completion Date at CD-4, as identified in the approval document for the PB.	Signed BCP Approval Memo.
BCP-012	BCP: Change in Schedule (in days)	If the baseline change accompanies a change in schedule, the system calculates the change in calendar days of the approved change (positive or negative) that the schedule will be extended or reduced, between the current Approved CD-4 Date and the new CD-4 Date.	This field is calculated.
BCP-013	DOE Schedule Contingency (in days)	The approved total number of days of DOE Schedule Contingency for the PB.	Signed BCP Approval Memo.
BCP-014	DOE Cost Contingency	The approved total DOE Cost Contingency for the PB.	Signed BCP Approval Memo.
BCP-015	DOE ODCs	The approved total non-contract cost amount for the PB.	Signed BCP Approval Memo.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
BCP-016	Contractor Fee/Profit	The approved total contractor fee/profit dollar amount for this PB.	Signed BCP Approval Memo.
BCP-017	Contractor MR	The approved total Contractor Management Reserve dollar amount for this PB.	Signed BCP Approval Memo.
BCP-018	PMB	The calculated Budget at Completion (BAC) for the Performance Measurement Baseline (PMB).	This field is calculated.
BCP-019	Calculated TPC	Allows a comparison of values between what is put into the TPC field and the summation of the following fields: DOE Cost Contingency + Non-Contract Costs + Contractor Fee/Profit + Contractor MR + PMB.	This field is calculated.
BCP-020	CD3A	The planned date on which the CD-3A Milestone is expected to be met.	Signed BCP Approval Memo.
BCP-021	CD3	The planned date on which the CD-3 Milestone is expected to be met.	Signed BCP Approval Memo.
BCP-022	CD4	The planned date on which the CD-4 Milestone is expected to be met.	Signed BCP Approval Memo.
BCP-023	Closeout	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to HQ Program Manager.	Signed BCP Approval Memo.

PARS II Screenshot: Review FPD Monthly Status



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- CPP data (Earned Value) and Oversight and Assessment (OA) have been reviewed.
- Review CPP data at dashboard.

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 | CPP Data As-Of Date: 03/20/2011

Monthly Status | All monetary values are in whole dollars.

Edit | Save | Cancel | Attachments | Reports

Select Monthly Status Type:
FPD - Monthly Status - FPD | Certification: Level 2

Monthly Status Detail:

Forecast For TPC	571,000,000	→	FPD-001	
Forecast Completion	12/31/2011	→	FPD-002	
Has the CPP data been reviewed?	<input checked="" type="checkbox"/>	→	FPD-003	
Is the OA data current?	<input checked="" type="checkbox"/>	→	FPD-004	
FPD CPP Data As-Of Date	03/20/2011	→	FPD-005	
Assessment Narrative	Construction efforts continued during the month with physical construction approximately 96% complete and overall project completion at approximately 92% complete. System turn over for testing continued during the month. System in Project Review	→	FPD-006	
FPD Assessment RYG	Green	→	FPD-007	
Program Assessment RYG	Green	→	FPD-008	
OECM Assessment RYG	Yellow	→	FPD-009	
Month/Year To Achieve Green		→	FPD-010	
Corrective Action Narrative	A BCP was prepared and entered into the system in March reflecting cost cap of \$533M and a CD-4 date of December 31, 2011. The contractor has augmented existing resources to support construction completion, system commissioning	→	FPD-011	
Cost Contingency Used	0	→	FPD-012	
Cost Contingency Remaining	0	→	FPD-013	
Schedule Contingency Used (in days)	0	→	FPD-014	
Schedule Contingency Remaining (in days)	31	→	FPD-015	
Profit Fee Used	0	→	FPD-016	
Profit Fee Remaining	0	→	FPD-017	
DOE ODC Used	0	→	FPD-018	
DOE ODC Remaining	37,500,000	→	FPD-019	
Updated By	GENTIAG	→	FPD-020	
Updated Date	5/4/2011 5:09:19 PM			



DID YOU KNOW?

The "CPP Data As-Of-Date" represents the date that the data has been uploaded directly from the contractor's project management system. For monthly assessments, FPDs should review the CPP data that has been entered on the last day of the month.

Critical Steps:

- ☐ FPD must fill in the screen by the third day of each month.
- ☐ Ensure that this is the project you want to assess.
- ☐ Select Monthly Status type (FPD) tab.
- ☐ Click "Edit" on the gray menu bar to get to the screen pictured below.
- ☐ Save.

LEGEND OF DATA FIELDS:

XXXX = Required Input

⊘ = Leave Blank

💡 = Tip

Rev.
06/23/2011

I-51

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
FPD-001	Select Monthly Status Type	<p>A drop-down list for selecting which Monthly Status screen to view or update:</p> <ul style="list-style-type: none"> • FPD Monthly Status - FPD • Program Monthly Status - Program • OECM Monthly Status – OECM • OECM Monthly Comments – OECM 	Using the drop-down list, select “FPD Monthly Status”.
FPD-002	Forecast for TPC	The FPD’s estimate for the TPC. The “Planned” TPC is documented in a CD approval memo, PEP, or BCP. The “Forecast[ed]” TPC is the value at which the FPD expects the project to finish, which may or may not be the same as “Planned.” This is required only when the project has been assessed “Yellow” or “Red.”	The FPD should enter the amount in whole dollars, as required.
FPD-003	Forecast Completion	The date that the FPD expects the project to be completed. The “Planned” CD-4 Completion Date is documented in a CD approval memo, PEP, or BCP. The “Forecast[ed]” CD-4 Completion Date is the date at which the FPD expects the project to finish, which may or may not be the same as “Planned.” This is required only when the project has been assessed “Yellow” or “Red.”	The FPD should enter the date they expect the project to finish, as required.
FPD-004	Has the CPP data been reviewed?	Contractor’s Project Performance (CPP) data. This field indicates that the FPD has reviewed the current project upload file.	Verify that this is the most current CPP data upload and that it is accurate.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
FPD-005	Is the OA data current?	OA data that is not uploaded by the contractor. It includes, for example, verifying the FPD's name, project contacts, and CD approval information.	If the data is not correct, please contact the OECM analyst responsible for the project for correction. To locate the appropriate contact, go to "Project Contacts", under the "Projects Oversight and Assessments" tab.
FPD-006	FPD CPP Data As-Of-Date	The date of the CPP upload by the contractor associated with the FPD's assessment.	FPD to enter the date the EVM information was uploaded into system (either by automatic CPP upload or by attaching an Excel file, depending on the option selected in the Project Attributes, CPP upload requirement field).
FPD-007	Assessment Narrative	A brief narrative on the current project status, describing recent developments, comments, clarifications, or concerns relating to the project. Describe issues that need to be addressed at the Program and/or the Department level (e.g., risks encountered that will potentially require contingency held by DOE, assumptions in the project baseline that are not valid and could result in potential delays or cost overruns).	The FPD should submit the narrative between the first and third working day of the month.
FPD-008	FPD Assessment RYG	The FPD assigns a color of red, yellow, or green indicating the project's performance.	The FPD should assign the color code.
FPD-009	Program Assessment RYG	The Program assigns a color of red, yellow, or green indicating the project's performance.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
FPD-010	OECM Assessment RYG	OECM assigns a color of red, yellow, or green indicating the project's performance.	
FPD-011	Month/Year To Achieve Green	The calendar year and month that the FPD forecasts that issues will be resolved and the project will return to a status of "green". This is required only when the project has been assessed "Yellow" or "Red."	The FPD should provide the month/year that the project will return to green.
FPD-012	Corrective Action Narrative	A narrative from the FPD that describes the corrective action plan expected to bring the project back on schedule, cost, or other parameter. This is required only when the project has been assessed "Yellow" or "Red."	The narrative should include real-time project observations and forecasts, as well as a CPP (Earned Value) data review from two months prior.
FPD-013	Cost Contingency Used	The calculated amount of DOE cost contingency used by the project this month (in dollars).	For the initial FPD entry, the value should be cumulative to date. Thereafter, it should be the amount used per month.
FPD-014	Cost Contingency Remaining	Calculated based on the cost contingency entered at CD-2 or the latest BCP and the cost contingency used that is entered on this screen.	
FPD-015	Schedule Contingency Used (in days)	The amount of DOE schedule contingency, expressed in calendar weeks, that was used by the project during the month.	For the initial FPD entry, the value should be cumulative to date. Thereafter, it should be the amount used per month.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
FPD-016	Schedule Contingency Remaining (in days)	Calculated based on the schedule contingency entered at CD-2 or the latest BCP and the schedule contingency used that is entered on this screen.	
FPD-017	Profit Fee Used	The amount of contractor fee/profit used this period (in dollars).	For the initial FPD entry, the value should be cumulative to date. Thereafter, it should be the amount used per month.
FPD-018	Profit Fee Remaining	Calculated based on profit fee entered at CD-2 or the latest BCP and the profit fee used that is entered on this screen.	
FPD-019	DOE ODC Used	The amount of non-contract costs used this period (in dollars).	
FPD-020	DOE ODC Remaining	Calculated based on the ODC amount entered at CD-2 or the latest BCP and the ODC amount used that is entered on this screen.	

PARS II Screenshot: Review Program Monthly Status



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Monthly Status All monetary values are in whole dollars.

Edit | Save | Cancel | Attachments | Reports

Select Monthly Status Type:
Program - Monthly Status - Program FPD: Richard Craun PMS-001

Monthly Status Detail:

Program Assessment RYG	Green	PMS-002	
FPD Assessment RYG	Green	PMS-003	
OECM Assessment RYG	Yellow	PMS-004	
Month/Year To Achieve Green		PMS-005	
Forecast For TPC	0	PMS-006	
Forecast CD4 Completion		PMS-007	
Is the OA data current?	<input type="checkbox"/>	PMS-008	
PO Status Assessment Narrative	The Project is considered green by EM and continues to transition from completing construction activities to the startup and commissioning activities. This will continue until all systems necessary for hot nitrogen testing have been turned over		PMS-009
Updated By	SPUNGMA		
Updated Date	5/9/2011 5:37:37 PM		

Documentation Required:

- ☐ EVMS data
- ☐ Contractor's Monthly Report

Secondary Documentation may include:

- ☐ Most recent contractor-provided report
- ☐ Project Reviews

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-56

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
PMS-001	Select Monthly Status Type	<p>A drop-down list for selecting which Monthly Status screen to view or update:</p> <ul style="list-style-type: none"> • FPD Monthly Status - FPD • Program Monthly Status - Program • OECM Monthly Status – OECM • OECM Monthly Comments – OECM 	Using the drop-down list, select “Program Monthly Status”.
PMS-002	Program Assessment RYG	The Program assigns a color of red, yellow, or green indicating the project’s performance level.	The Program should assign the color code.
PMS-003	FPD Assessment RYG	The FPD assigns a color of red, yellow, or green indicating the project’s performance level.	
PMS-004	OECM Assessment RYG	OECM assigns a color of red, yellow, or green indicating the project’s performance level.	
PMS-005	Month/Year To Achieve Green	The calendar year and month that the Program forecasts that issues will be resolved and the project will return to a status of “green”. This is required only when the project has been assessed “Yellow” or “Red.”	Review Program’s assessment.
PMS-006	Forecast for TPC	The Program’s estimate for the TPC. The “Planned” TPC is documented in a CD approval memo, PEP, or BCP. The “Forecast[ed]” TPC is the value at which the Program expects the project to finish, which may or may not be the same as the “Planned.” This is required only when the project has been assessed “Yellow” or “Red.”	Review Program’s assessment.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
PMS-007	Forecast CD4 Completion	The Program's estimate for the construction completion date at CD-4. The "Planned" CD-4 Completion Date is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" CD-4 Completion Date is the date at which the Program expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	Review Program's assessment.
PMS-008	Is the OA data current?	OA data that is not uploaded by the contractor. It includes, for example, verifying the FPD's name, project contacts, and CD approval information.	Review Program's assessment.
PMS-009	PO Status Assessment Narrative	A narrative of the program analyst's final and overall assessment of the project for the reporting period.	Review Program's assessment.

PARS II Screenshot: Enter OEMC Analyst Monthly Status/Comments



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Monthly Status All monetary values are in whole dollars.

Edit | Save | Cancel | Attachments | Reports

Select Monthly Status Type:
OECM - Monthly Status - OEMC FPD: Richard Craun Certification: Level 2

Monthly Status Detail:

OECM Assessment RYG	Yellow	→	OEC-001
FPD Assessment RYG	Green	→	OEC-002
Program Assessment RYG	Green	→	OEC-003
Month/Year To Achieve Green	08/2011	→	OEC-004
Forecast For TPC	571,000,000	→	OEC-005
Forecast CD4 Completion	1/2/2012	→	OEC-006
Assessment Narrative	The Project continues to transition from completing construction to start-up and commissioning. In late April, a manufacturing defect located within the off-gas piping system was located, warranting further examination and corrective actions. A vendor notification		
Updated By	PEEKMIC	→	OEC-007
Updated Date	5/17/2011 1:45:35 PM	→	OEC-008

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 05/01/2011

Monthly Status All monetary values are in whole dollars.

Edit | Save | Cancel | Attachments | Reports

Select Monthly Status Type:
OECM-COMMENTS - Monthly Status - OEMC Comments FPD: Richard Craun Certification: Level 2

Monthly Status Detail:

Analysis Detailed Comments

↓

OEC-009

OEC-010

Pictured above is the OEMC Analyst Monthly Status screen. Above right (inset) is the screen for entering OEMC Monthly Comments.

Documentation Required:

- ☐ EVMS Data
- ☐ Contractor's Monthly Report

Secondary Documentation may include:

- ☐ Project Reviews

LEGEND OF DATA FIELDS:

XXXX = Required Input

⊘ = Leave Blank

💡 = Tip

Rev.
06/23/2011

I-59

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
OEC-001	Select Monthly Status Type	<p>A drop-down list for selecting which Monthly Status screen to view or update:</p> <ul style="list-style-type: none"> • FPD Monthly Status - FPD • Program Monthly Status - Program • OECM Monthly Status - OECM • OECM Monthly Comments – OECM 	OECM should select “OECM Monthly status” from the drop-down list.
OEC-002	OECM Assessment RYG	OECM assigns a color of red, yellow, or green indicating the project’s performance level.	OECM should assign the color code.
OEC-003	FPD Assessment RYG	The FPD assigns a color of red, yellow, or green indicating the project’s performance level.	
OEC-004	Program Assessment RYG	The Program assigns a color of red, yellow, or green indicating the project’s performance level.	
OEC-005	Month/Year To Achieve Green	<p>The calendar year and month that the OECM analyst forecasts that issues will be resolved and the project will return to a status of “green”. This is required only when the project has been assessed “Yellow” or “Red.”</p> <p>Green – Project is expected to meet its current PB. Yellow – Project is potentially at risk of not meeting an element of the current PB. Red – Project is highly at risk of requiring a change to the PB by the AE or it is not being executed within the Acquisition Strategy (AS) and PEP.</p>	If your project has not been rated “green”, then enter the date by which the project will achieve “green”.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
OEC-006	Forecast for TPC	The OECM analyst's estimate for the TPC. The "Planned" TPC is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" TPC is the value at which the OECM analyst expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	If the planned TPC has changed, then enter the forecasted TPC.
OEC-007	Forecast CD4 Completion	The OECM analyst's estimate for the construction completion date at CD-4. The "Planned" CD-4 Completion Date is documented in a CD approval memo, PEP, or BCP. The "Forecast[ed]" CD-4 Completion Date is the date at which the OECM analyst expects the project to finish, which may or may not be the same as "Planned." This is required only when the project has been assessed "Yellow" or "Red."	If the planned CD-4 completion date has changed, then enter the forecasted CD-4 completion.
OEC-008	Assessment Narrative	A narrative of the OECM analyst's final and overall assessment of the project for the reporting period. This narrative goes on the deputy secretary's (DepSec 's) report.	Provide your assessment of project performance through quantitative and qualitative methods. Elements to be reviewed include, but are not limited to the Earned Value Management System (EVMS) date, contractor's monthly reports, acquisition management practices, risk management status, project reviews, site visits, staffing assessments, budget submittals as well as discussions with IPT members.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
OEC-009	Select Monthly Status Type	<p>Drop-down list to select which Monthly Status screen to view or update:</p> <ul style="list-style-type: none"> • FPD Monthly Status - FPD • Program Monthly Status - Program • OECM Monthly Status – OECM • OECM Monthly Comments – OECM 	OECM analyst should select “OECM Monthly Comments”.
OEC-010	Analysts Detailed Comments	OECM analyst’s detailed comments on the project during the reporting period.	This field can only be viewed by OECM analysts.

PARS II Screenshot: Enter Budget/Funding Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)

Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

Current Critical Decision: CD3 (BCP)

Current User: BURNSSC Logout

Budget/Funding All monetary values are in whole dollars.

Reset Grid | Edit | Save | Cancel | Attachments | Reports

Budget /Funding Selection

Funding Profile: IPL-IPL BY: FY 11 Start Date: 10/1/2000 End Date: 9/30/2012 Exception Request Needed? ☐

Description	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08
OPC			BFI-001	BFI-002	BFI-003	BFI-004		BFI-005
TEC								
TOTAL Request	0	0	0	0	0	0	0	0
Compare Funding Profile								
Difference	0	0	0	0	0	0	0	0

Updated By: MAHADCA Updated Date: 3/29/2011 2:24:07 PM

Documentation Required:

- ☐ Project Data Sheet
- ☐ Budget Documents
- ☐ Exhibit 300

Secondary Documentation may include:

- ☐ PEP

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-63

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
BFI-001	Funding Profile	<p>The source of data for the budget profile, such as the DOE Integrated Priority List, OMB, Congress, or the PB:</p> <ul style="list-style-type: none"> • PB - Project Baseline • IPL - DOE Integrated Priority List • OMB - Office of Management and Budget • CBR - Congressional Budget Request • CD2 - Performance Baseline (CD2) • BCP - Baseline Change Proposal 	Using the drop-down list, select the data source.
BFI-002	BY	Enter the budget year for which you are requesting a budget. If you are submitting the budget for FY11 in FY10, then enter FY11.	Select the budget year for which you are requesting funds.
BFI-003	Start Date	The beginning date where the grid should start the first column for the current Budget/Funding information that is being entered (determines how many columns are in the grid).	This defines the start point of your spreadsheet.
BFI-004	End Date	The ending date where the grid should place the last column for the current Budget/Funding information that is being entered (determines how many columns are in the grid).	This defines the end point of your spreadsheet.
BFI-005	Exception Request Needed?	An exception request is needed when a Program desires to submit a construction budget request prior to CD-2 approval.	This box should be checked if the project is requesting construction funds prior to CD-2 approval.

PARS II Screenshot: Add KPP @ CD2



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011
Current Critical Decision: CD3 (BCP)
Current User: ALICETST Logout

KPPs All monetary values are in whole dollars.

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS

HELP

Adding a New KPP

Save Cancel

CD or BCP: CD0-Approve Mission Need → KPP-001

KPP No: → KPP-002

KPP Planned Scope: → KPP-003

KPP Delivered Scope: → KPP-004

KPP Validated Yes/No: [X] → KPP-005

Date Updated: [Red X]

Updated By: [Red X]

KPP No	CD or BCP	KPP Planned Scope	KPP Delivered Scope	KPP Validated Yes/No
1	02	(TECHNICAL) Comprehensive performance		
6	02	(SCHEDULE) System operability testing		
2				
3				
4				
5				



DID YOU KNOW?

KPPs can be entered in two ways: by critical decision level (the preferred method) or by project.

Documentation Required:

☐ CD-2 Approval Memo

Secondary Documentation may include:

☐ PEP (Approved)

☐ ESAAB

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-65

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
KPP-001	CD or BCP	The CD or BCP to which the KPP is connected.	Select the CD level or BCP to which the KPP is tied. If the KPP was entered from a CD or BCP screen, it will be auto-populated.
KPP-002	KPP No	The unique, sequentially numeric identifier for each KPP.	Number KPPs from 1 to N.
KPP-003	KPP Planned Scope	Enter a brief narrative that describes the minimum or threshold value of the planned or intended characteristics, functions, requirements, or design basis that, if changed, would have a major impact on the facility or system performance, schedule, cost and/or risk, or the ability of the interfacing project to meet its mission requirements. Update KPPs as the project progresses through the planning and design stages.	Signed CD-2 Approval Memo.
KPP-004	KPP Delivered Scope	A brief narrative that describes the actual, delivered KPP for the project.	Signed CD-2 Approval Memo.
KPP-005	KPP Validated Yes/No	An indicator that tells if the KPP was validated.	Signed CD-2 Approval Memo and approved PEP.

PARS II Screenshot: View Attachments



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011

All Attachments All monetary values are in whole dollars.

AVA-001 AVA-002 AVA-003 AVA-004 AVA-005

View Reports

Drag a column header here to group by that column

Code	Type	Title	Doc #	Version
BCPs BCP - 01	Document	Project Execution Plan	PLN-1963	
BCPs BCP - 01	Document	BCP Approval memo and ESAAB (or		
BCPs BCP - 01	Narrative	APPROVALNOTES		
BCPs BCP - 02	Document	BCP Approval memo and ESAAB (or		
BCPs BCP - 02	Narrative	APPROVALNOTES		
Critical Decisions CD0	Document	CD-0 Approval memo and ESAAB (o		

OVERSIGHT & ASSESSMENT

- Capital Projects
- Projects
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP

LEGEND OF DATA FIELDS:

XXXX = Required Input

⊘ = Leave Blank

💡 = Tip

Rev.
06/23/2011

I-67

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
AVA-001	Code	<p>The PARS II object or event to which this attachment is attached:</p> <ul style="list-style-type: none"> • Project Gateways CDs • Project Gateway Revisions • CD Changes (e.g., BCP after approval of CD-2) • Project Definition Project Setup • Project Status Project Information 	Using the drop-down list, select the relationship of the attachment.
AVA-002	Type	<p>The type of attachment:</p> <ul style="list-style-type: none"> • Narrative - Text entered by the user into a “free-text memo field” (Type = AlphaNum [4000]) • Document -A user’s file that has been attached (Type = any file on the user’s PC; usually a Word, Excel, or PDF file.) • Hyperlink - A hyperlink which, when clicked, will bring up the referenced web page (Type = URL) 	Using the drop-down list, select the attachment type.
AVA-003	Title	<p>The title of the document to be attached to the project. (Note: documents to be attached must not be categorized as “sensitive” or “classified.”)</p> <ul style="list-style-type: none"> • Acquisition Executive Delegation memos • Risk Management Plan and Risk Assessment updates • Contractor Project Performance/Status Reports (monthly or as required by the contract) • Quarterly Project Performance Reports/Briefing Slides 	Be specific when naming an attachment so others can find the document.

Work Area	Field ID Name		Additional Details (including documentation requirements)
AVA-003	Title (cont'd)	<ul style="list-style-type: none"> Follow-up status on EIR/IPR findings where a corrective action plan was left open Program Office Project Review reports (to include peer reviews) OECM Management Review reports 	
AVA-004	Doc #	The official identification number or code assigned to this document, if available.	If the document possesses an identification number, then enter. Otherwise, leave blank.
AVA-005	Version	The official version number or code affixed to this document, if available.	If the document possesses a version number, then enter. Otherwise, enter the date of the document.

PARS II Screenshot: Add Attachments



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

U.S. DEPARTMENT OF ENERGY
PARS II

Selected Project: 000387 - 06-D-401 - Sodium Bearing Waste Treatment (SBWT)
Status Date: 09/06/2011 CPP Data As-Of Date: 09/28/2011
Current Critical Decision: CD3 (BCP)
Current User: ALICETST Logout

Projects All monetary values are in whole dollars.

Find Add Edit Remove View Attachments Reports Save Configuration

To add a Project, select Level 2, Select Level 3, Then click the ADD button.

Select a Level 1 Project Organization: Select a Level 2 Program Organization: Select a Level 3 Capital Asset Project:

ADD-001

PARS Project

+ Add Edit Remove View Close Reports

Type	Title	Doc #	Version	Uploaded By	Uploaded Date	Description	CD0 Date
Document	06-D-401_ID-387_EVM data			Carole Mahady	10/19/2010 10:07		12/1/2010
Narrative	Description				5/11/2010 2:50:43	This	07/2/2010

000387
000388
000389
000390
000392
000393
000394



TIP

Attachments should be added at the appropriate critical decision level. Clicking on "Add" or "Edit" will open another screen (inset) allowing changes to be made.



CAUTION!

Do not use special characters in the attachment fields or in the "Document" field.

Projects All monetary values are in whole dollars.

Find Add Edit Remove View Close Reports

Add/Edit Narrative, Hyperlink or Document

Document Save Cancel

Title:

Description:

Version:

Document No.:

ADD-002

ADD-003

ADD-004

ADD-005

WARNING:
Do not upload project attachments or enter narratives that contain classified or sensitive information.
Please contact the OECM Analyst if you have questions about sending sensitive data, such as OOU (Official Use Only) or UCNIT (Unclassified Controlled Nuclear Information) data.

Document: Browse... **ADD-006**

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

Rev.
06/23/2011

I-70

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
ADD-001	Add/Edit	Link to add attachments or edit existing documents.	
ADD-002	Title	The title of the document to be attached to the project. (Note: documents to be attached must not be categorized as “sensitive” or “classified.”)	Be specific when naming an attachment so others can find the document. Do not use any special characters.
ADD-003	Description	Additional description of the document.	Do not use any special characters.
ADD-004	Version	The official version number or code affixed to this document, if available.	If the document possesses a version number, then enter; otherwise, leave blank.
ADD-005	Document No.	The official identification number or code assigned to this document, if available.	If the document possesses an identification number, then enter; otherwise, leave blank.
ADD-006	Document	Location to attach the document.	Neither the source document nor the name of the file being uploaded should contain any special characters.

Acronyms

AE	Acquisition Executive	OMB	Office of Management and Budget
AS	Acquisition Strategy	PARS	Project Reporting and Assessment
BAC	Budget at Completion	PB	Performance Baseline
BCP	Baseline Change Proposal	PDRI	Project Definition Rating Index
CD	Critical Decision	PEP	Project Execution Plan
CPP	Contractor's Project Performance	PM	Project Manager
DepSec	Deputy Secretary	PMB	Performance Measurement Baseline
DOE	Department of Energy	PSO	Program Secretarial Officer
EM	Environmental Management	SAE	Senior Acquisition Executive
EIR	External Independent Review	SOP	Standard Operating Procedure
EVM	Earned Value Management	TPC	Total Project Cost
EVMS	Earned Value Management System	TRA	Technology Readiness Assessment
FPD	Federal Project Director	US	Under Secretary
FPM	Federal Project Manager		
IPT	Integrated Project Team		
IPR	Independent Project Review		
KPP	Key Performance Parameter		
OA	Oversight and Assessment		
OECM	Office of Engineering and Construction Management		