



U.S. Department of Energy

PARS II Standard Operating Procedure

Business Rules

Version 1.1

August 11, 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.

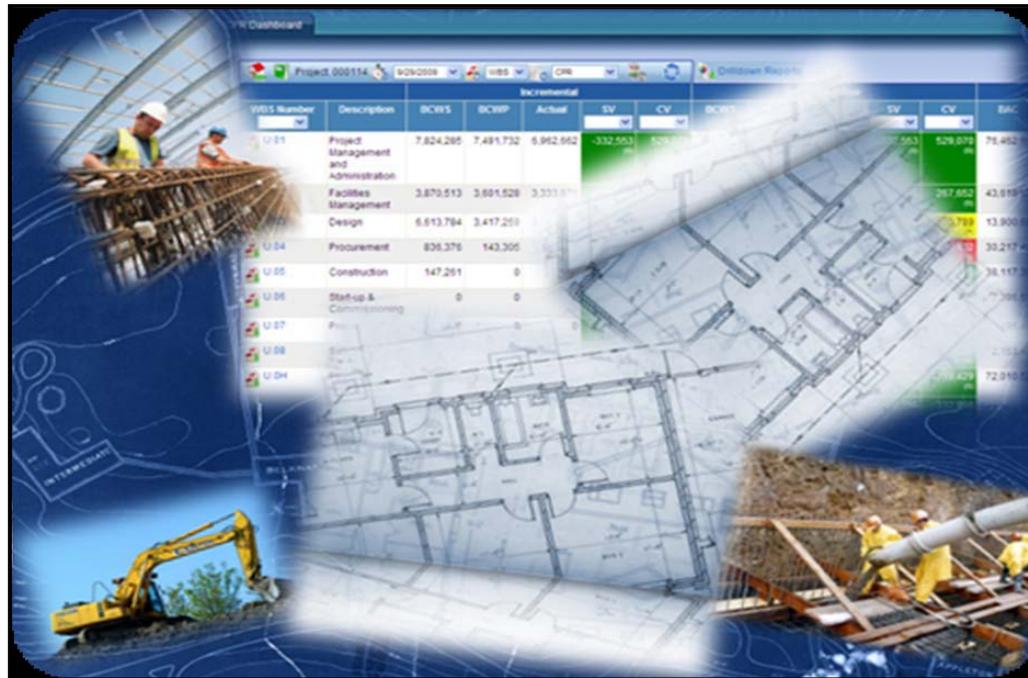
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Introduction

“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 should be entered on the relevant pages. For example, CD-related attachments should be entered via the appropriate CD page; budget data should be entered on the budget/funding page; and generic documents should be entered on the main project page. This allows for ease of viewing of pertinent CD attachments rather than having to search the entire list of attachments for documents that are related to a specific CD action. Note: all project attachments that are contained in PARS II can be viewed from the “Oversight & Assessment” (OA) “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.
7. Unless otherwise required, numbers should always be entered as whole dollars. Abbreviations such as “\$42.5M” or “\$260K” should not be used.

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.

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: 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: PRJ-002
 Select a Level 2 Program Organization: PRJ-003
 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)	12/13/06
000388	OR-0011Z.C1		U-233 Disposition Project - Building 3019	07/2/06
000389	05-D-405	SWPF	Salt Waste Processing Facility (SWPF)	01/0/06
000390	01-D-416	WTP	Waste Treatment and Immobilization Plant (WTP)	01/0/06
000392	08-D-701	NMSSUP II	Nuclear Materials Safeguards and Security Upgrades Project (NMS)	08/2/06
000393	07-D-253	HSM	Heating System Modernization (HSM), TA-1	12/0/06
000394	08-D-802	HEPF	High Explosive Pressing Facility (HEPF)	08/0/06

OVERSIGHT & ASSESSMENT

- Capital Projects PRJ-004
- Projects PRJ-001
- Critical Decisions
- BCPs
- Monthly Status
- Budget/Funding
- KPPs
- Project Overview
- All Attachments

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP

LEGEND OF DATA FIELDS:

XXXX = Required Input

= Leave Blank

= Tip

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07/07/2011

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 office (PO) - 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 PO from the drop-down list. If it is not listed, contact the PARS II administrator to have it added.
PRJ-002	Select a Level 2 Program Organization	The name of the subordinate DOE PO.	Select the PO from the drop-down list. If it is not listed, 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, contact the PARS II administrator.
PRJ-004	Find	Search for a project or group of projects. Activates a window whereby 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 desired project.
PRJ-005	Edit	Edit the attributes of the project or other information.	Enables user to edit project attributes.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
PRJ-006	Remove	Removes the project from PARS II.	Enables user to remove the project. Function is available only to users with administrative rights. Contact OECM regarding project removal requests.
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.	Enables user to view attachments.
PRJ-009	Reports	Generate reports, if any, which pertain to the attributes and contacts of the selected project.	Enables user to view reports.
PRJ-010	Change Program	Allows a system administrator to change the capital asset project (Level 3) for a project.	Enables user to change the relationship of a project to a PO.
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

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 → EMP-001
 CDD Date: 12/13/2004 → EMP-002
 DOE Project Number: 06-D-401 → EMP-003
 Project Name: Sodium Bearing Waste Treatment (SBWT) → EMP-004
 Project Acronym: SBWT → EMP-005
 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. → EMP-006

Project Types	Project Categories	Role	Contact Name	Certifi
Project Type : 1 - Facility Construct	Project Activity Status : Active → EMP-011	FPM	Autar Rampertaap	
Nuclear/Non-Nuclear: 2 - Non-Nuclear	Project on Hold: No → EMP-012	FPD Name	Richard Craun	Level
Program: EM-L	Project of Special Interest: No → EMP-013	OECM Analyst	Victoria Pratt	
CPP Upload Requirements: CPP Upload - w/ At	Site Code: INL → EMP-014	Prime Contractor	CWI (INL)	Certifi
	No-Cost (F)			

EMP-007
EMP-008
EMP-009
EMP-010

FYI
 The name of the project is listed at the top of the screen, as pictured here.

The screenshot highlighting these fields is on the following page.

Documentation Required:
 Project Execution Plan

Secondary Documentation may include:
 Project Data Sheet

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: 05/28/2011 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 Contacts Edit Contacts Remove Contacts

Project Attributes Project Contacts

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

PARS Project ID: 000387
 CDD 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	Certifi
Project Type : 1 - Facility Construc	Success Metric: EMP-015 (F)	FPM	Autar Rampertaap	EMP-019
Nuclear/Non-Nuclear: 2 - Non-Nuclear	PDRI: EMP-016	FPD Name	Richard Craun	Level EMP-020
Program: EM-L	TRA: EMP-017	OECM Analyst	Victoria Pratt	EMP-021
CPP Upload Requirements: CPP Upload - w/ At	IPT: EMP-018	Prime Contractor	CWI (INL)	Certifi EMP-022

Documentation Required:
 Project Execution Plan

Secondary Documentation may include:
 Project Data Sheet

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 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-0 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:

 = Required Input

 = Leave Blank

 = Tip

Rev.
08/08/2011

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> <p>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>	<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 PO to which this project belongs. This will be the same PO that was selected at the project set-up.	The PO 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 the contractor's project performance (CPP) upload are:</p> <p>Code -Title</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 (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 	<p>If a project is being executed at more than one site, select the site where the most money is spent.</p>

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 "Administration"/"Project". 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, select "Yes"; otherwise, select "No".
EMP-017	TRA	For Technology Readiness Assessment (TRA), select: "Yes", "No", or "N/A".	
EMP-018	IPT	The Integrated Project Team (IPT), based on the Independent Project Review (IPR) or External Independent Review (EIR), should select: <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 the project. It 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" screenshot.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
EMP-020	FPD Name	The full name of the FPD currently assigned to the project. It 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" screenshot.
EMP-021	OECM Analyst	The full name of the OECM analyst currently assigned to the project. It 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" screenshot.
EMP-022	Prime Contractor	The prime contractor responsible for the overall management of the project. It 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" screenshot.

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 Unassi
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 the contact's security information.

Projects All monetary values are in whole dollars.

Save Cancel Find Contact

Role: [dropdown] → POC-004

Contact: [input] → 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)

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
POC-001	Add Contact	Opens the window to add contact information including name, role, date assigned, or order number.	Adding a contact is a PARS II administrative function. If an addition is required, 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 that is to be modified; then change attributes using the steps listed on the "Enter Contact Information" screenshot in this SOP.
POC-003	Remove Contact	Removes contact from project (available only to PARS II administrator).	Function is available only to users with administrative rights. Contact OEMC 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, 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 becomes associated with a 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 a 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 desired sequence.

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 CPP Data As-Of Date: 04/01/2011
Current Critical Decision
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: Find Select

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 → CON-004

Contact: Autar Rampertaap → CON-005

Date Assigned: 11/30/2010 → CON-006

Date Unassigned: → CON-007

Order: 0 → CON-008

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".

IMPORTANT!

Use abbreviations only in the "Company" field.

Documentation Required:

- FPD Appointment Memo
- Contract

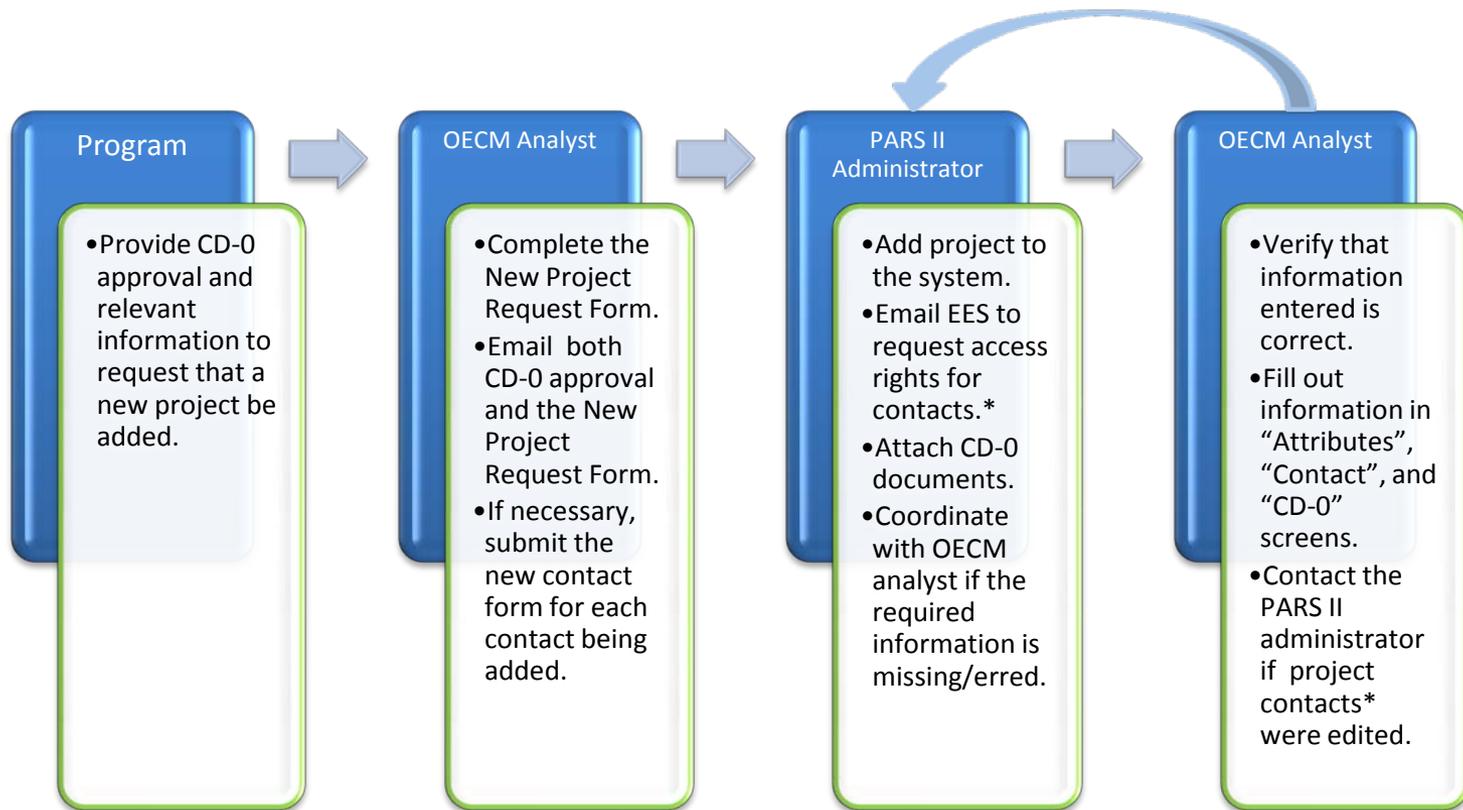
Secondary Documentation may include:

- PEP

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 table in "Contacts" (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 the project. Note: this may be different from the contact's official title (field set only by PARS II administrator):</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, contact the PARS II administrator to have the contact added to the system.
CON-006	Date Assigned	The date that the contact was assigned to the project.	
CON-007	Date Unassigned	The date that the contact was un-assigned from the project.	
CON-008	Order	This is used to dictate the display order of contacts when 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 CDO Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and PO 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 [Red X icon]

CD0 Date Approved 12/13/2004

CD0 Approved By [Dropdown]

CD0 Date Received By OECM

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

Planned dates from Mission Need

CD0: TPC Low	200,000,000	CD0-006
CD0: TPC High	380,000,000	CD0-007
CD0: CD-4 Date Low		CD0-008
CD0: CD-4 Date High	10/1/2011	CD0-009

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!
Enter whole dollar figures. Many officially-approved documents have rounded values.

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

FYI
Updating the planned dates will result in the date being automatically updated 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

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CDO-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 .
CDO-002	CDO Date Approved	The date that the CD-0 Milestone was approved.	Date that the AE signed the memorandum.
CDO-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, contact the PARS II administrator.
CDO-004	CDO Date Received By OECM	The date of CD-related documentation that is received late.	
CDO-005	CDO Approval Notes	A brief narrative that describes key activities or deliverables related to the preparation for approval of	If the data is not contained in the CD Approval Memo, then

LEGEND OF DATA FIELDS:

 = Required Input

 = Leave Blank

 = Tip

Rev.
08/05/2011

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD0-005	CD0 Approval Notes (cont'd)	CD-0. Include current issues or actions.	<p>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>
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	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 PO contacts (see contact verification process) and attachments (see attachments process) have been added.
- CD0 approval

IMPORTANT!
Enter whole dollar figures. Many officially-approved documents have rounded values.

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

FYI
Updating the planned dates will result in the date being automatically updated 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-1 Approval Memo
- Secondary Documentation may include:**
- Preliminary Project Execution Plan
 - Acquisition Strategy
 - Tailoring Strategy
 - ESAAB Presentation

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 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 CD-related documentation that is received late.	
CD1-005	CD1 Approval Notes	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.

LEGEND OF DATA FIELDS:

XXXX

= Required Input



= Leave Blank



= Tip

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 PO contacts (see contact verification process) and attachments (see attachments process) have been added.
- Verify that project has approved CD-0/1

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

IMPORTANT!
Enter whole dollar figures. Many officially-approved documents have rounded values.

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

FYI
Updating the planned dates will result in the date being automatically updated 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

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 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 OECCM	The date of CD-related documentation that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD2-006	CD2: Approval Notes	A brief narrative that describes key activities or deliverables related to the preparation for approval of CD-2. Include current issues or actions.	If data not contained in CD Approval Memo, then the secondary source must be identified. Note any exceptions to business processes. Annotate any special conditions in the Approval Memo.
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 Project Baseline Summary (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'	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)	funded projects , the schedule contingency will be 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 PO contacts (see contact verification process) and attachments (see attachments process) have been added.

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 → CD3A-002

CD3A Date Approved: 7/5/2008 → CD3A-003

CD3A Approved By → CD3A-004

CD3A Date Received By OEM → CD3A-005

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

CD3A Approval Notes

Latest Approved CD-4 Date: 12/31/2011 → 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: 8/14/2011 1:36:40 PM

Planned Dates:

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

Approved Scope

Approved Cost

IMPORTANT!

Enter whole dollar figures. Many officially-approved documents have rounded values.

TIP

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

FYI

Updating the planned dates will result in the date being automatically updated on all critical decision screens.

DID YOU KNOW?

Enter as much data as is necessary since data entered into the "Approved Scope" and "Approved Cost" fields do not factor into reports.

- Documentation Required:**
- Signed CD-2 Approval Memo
- Secondary Documentation may include:**
- Project Execution Plan
 - Acquisition Strategy
 - ESAAB Presentation
 - EIR Validation Report/IPR Report

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 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 CD-related documentation that is received late.	

LEGEND OF DATA FIELDS:

 = Required Input

 = Leave Blank

 = Tip

Rev.
08/05/2011

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD3A-006	CD3A Approval Notes	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 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.
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	The planned date on which the Final Project Closeout Report is expected to be submitted to the HQ program manager.	Analysts should gather information from primary and secondary sources.

PARS II Screenshot: Enter CD3 Information



BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- FPD, AE, and PO 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: 05/28/2011 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

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 OEM		→	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!

Enter whole dollar figures. Many officially-approved documents have rounded values.

TIP

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

FYI

Updating the planned dates will result in the date being automatically updated 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

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 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 CD-related documentation that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD3-006	CD3 Approval Notes	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	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 PO 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: 05/28/2011 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

CD4-001

Critical Decision Detail:

Planned Date 12/31/2011 → CD4-002

CD4 Date Approved → CD4-003

CD4 Approved By → CD4-004

CD4 Date Received By OEM → CD4-005

CD4 Approval Notes → CD4-006

TPC 571,000,000 → CD4-007

TPC At CD-4 0 → CD4-008

KPP Scope Narrative At Complete → CD4-009

CD4: Lessons Learned Report Received → CD4-010

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

Planned Dates:
Closeout → CD4-011

IMPORTANT!

Enter whole dollar figures. Many officially-approved documents have rounded values.

TIP

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

FYI

Updating the planned dates will result in the date being automatically updated 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

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 date that the CD-4 Milestone was approved.	Date the AE signed the memorandum.
CD4-004	CD4 Approved By	The name of the 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 CD-related documentation that is received late.	

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
CD4-006	CD4 Approval Notes	A brief narrative that describes key activities or deliverables related to the preparation for approval of CD-4. 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. Annotate any special conditions in the Approval Memo.
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 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 PO 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:
Closeout FPD: Richard Craun Certification: Level 2

Critical Decision Detail:

Planned Date   → COI-001

Closeout Date Approved  → COI-002

Closeout Approved By  → COI-003

Closeout Date Received By OECM  → COI-004

Closeout Approval Notes  → COI-005

Actual Cost At Financial Closeout 0 → COI-006

Updated By MOCKCLI
Updated Date 6/14/2011 2:23:54 PM

Planned Dates: → COI-007

OVERSIGHT & ASSESSMENT

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

PROJECT PERFORMANCE

ALL REPORTS

ADMINISTRATION

HELP

Documentation Required:

- Final Closeout Report

Secondary Documentation may include:

- None

LEGEND OF DATA FIELDS:

 = Required Input

 = Leave Blank

 = Tip

Rev.
08/04/2011

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 date that the Final Closeout Report was submitted to the 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 OEMC	The date of CD-related documentation that is received late.	
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</p>

LEGEND OF DATA FIELDS:

 = Required Input

 = Leave Blank

 = Tip

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08/05/2011

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
COI-005	Closeout Approval Notes (cont'd)		processes. Annotate any special conditions in the approval memo.
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.

PARS II Screenshot: Enter BCP Information

BEFORE PROCEEDING, ENSURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED:



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: [Calendar]

BCP Date Approved: 2/1/2011 [Calendar]

BCP Approved By: [Dropdown]

BCP Date Received By OEM: [Calendar]

BCP-2 SOURCE NOTES:
 i) BCP Approval Memo, Daniel Poneman, 1/1/2011 (TPC, CD-4 Date High, KPP update)
 IN STILL AWAITING RECEIPT...

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

BCP: Change in Cost: 0

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

BCP: Change in Schedule (in days): 122

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

IMPORTANT!

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

CAUTION!

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

IMPORTANT!

Enter whole dollar figures. Many officially-approved documents have rounded values.

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

- Documentation Required:**
- Signed BCP Approval Memo
- Secondary Documentation may include:**
- ESAAB Presentation
 - EIR Validation Report/IPR Report

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	BCP-013
DOE Cost Contingency	0	BCP-014
DOE ODCs	37,500,000	BCP-015
Contractor Fee/Profit	0	BCP-016
Contractor MR	0	BCP-017
PMB	533,000,000	BCP-018
Calculated TPC	570,500,000	BCP-019
Updated By	MOCKCLI	
Updated Date	6/14/2011 2:30:22 PM	

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. Click on "Add" or "Edit" to open another screen where changes can be made.

IMPORTANT!

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

IMPORTANT!

Enter whole dollar figures. Many officially-approved documents have rounded values.

Planned Dates:

CD3A			BCP-020
CD3			BCP-021
CD4	8/31/2011		BCP-022
Closeout			BCP-023

- Documentation Required:**
- Signed BCP Approval Memo
- Secondary Documentation may include:**
- ESAAB Presentation
 - EIR Validation Report/IPR Report

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 previously added.	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, including 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 who approved the BCP, as sourced from the table in "Contacts".	Signed BCP Approval Memo.
BCP-007	BCP Date Received by OEMC	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.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
BCP-015	DOE ODCs	The approved total non-contract cost amount for the PB.	Signed BCP Approval Memo.
BCP-016	Contractor Fee/Profit	The approved total contractor fee/profit dollar amount for the 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 BAC for the 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.

Work Area	Field ID Name	Description	Additional Details (including documentation requirements)
BCP-023	Closeout	Enter the planned date on which the Final Project Closeout Report is expected to be submitted to the 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.

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 FPD: Richard Craun Certification: Level 2
FPD-001

Monthly Status Detail:

Forecast For TPC	571,000,000	FPD-002
Forecast Completion	12/31/2011	FPD-003
Has the CPP data been reviewed?	<input checked="" type="checkbox"/>	FPD-004
Is the OA data current?	<input checked="" type="checkbox"/>	FPD-005
FPD CPP Data As-Of Date	03/20/2011	FPD-006
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.	FPD-007
FPD Assessment RYG	Green	FPD-008
Program Assessment RYG	Green	FPD-009
OECM Assessment RYG	Yellow	FPD-010

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.

The upper part of the FPD Monthly Status screenshot is pictured above. The lower part is on the following page.

- Critical Steps:**
- FPD must fill in the screen by the third business 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.

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.

Month/Year To Achieve Green			→	FPD-011	
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 testing and commissioning			→	FPD-012
Cost Contingency Used	0	→	FPD-013		
Cost Contingency Remaining	0	→	FPD-014		
Schedule Contingency Used (in days)	0	→	FPD-015		
Schedule Contingency Remaining (in days)	31	→	FPD-016		
Profit Fee Used	0	→	FPD-017		
Profit Fee Remaining	0	→	FPD-018		
DOE ODC Used	0	→	FPD-019		
DOE ODC Remaining	37,500,000	→	FPD-020		
Updated By	GENTIAG				
Updated Date	5/4/2011 5:09:19 PM				

The lower part of the FPD Monthly Status screenshot is pictured above.

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.
07/14/2011

I-53

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?	This field indicates whether 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, 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 projected 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.

LEGEND OF DATA FIELDS:

 = Required Input

 = Leave Blank

 = Tip

Rev.
08/02/2011

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 Certification: Level 2

Monthly Status Detail:

- Program Assessment RYG: **Green** → PMS-001
- FPD Assessment RYG: **Green** → PMS-002
- OECM Assessment RYG: **Yellow** → PMS-003
- Month/Year To Achieve Green: [] → PMS-004
- Forecast For TPC: [0] → PMS-005
- Forecast CD4 Completion: [] → PMS-006
- Is the OA data current? → PMS-007
- 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-008
- 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

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 PO 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:

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

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	Drop-down list to select which Monthly Status screen to view or update: <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) Current Critical Decision: CD3 (BCP)
 Status Date: 05/26/2011 CPP Data As-Of Date: 03/20/2011 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
+			BFI-001	BFI-002	BFI-003	BFI-004		BFI-005
+								
TOTAL Request		0	0	0	0	0	0	0
Compare Funding Profile								
Difference		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

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: 09/26/2011 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

KPP No	CD or BCP	KPP Planned Scope	KPP Delivered Scope	KPP Validated Yes/No
1	02	(TECHNICAL) Comprehensive performan		
6	02	(SCHEDULE) System operability testing		

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: → **KPP-005**

Date Updated: [Red X]

Updated By: [Red X]

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

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 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-69

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 PO 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:

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

All monetary values are in whole dollars.

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 Organization: **ADD-001** | Select a Level 2 Program Organization: | Select a Level 3 Capital Asset Project: |

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		12/13/10
Narrative	Description				5/11/2010 2:50:43	This p...	07/20/10
							01/01/10
							01/01/10

Add/Edit Narrative, Hyperlink or Document

Document | Save | Cancel

Title: **ADD-002**

Description: **ADD-003**

Version: **ADD-004**

Document No.: **ADD-005**

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

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 UCNT (Unclassified Controlled Nuclear Information) data.

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.

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