



# **Office of Environmental Management PROJECT MANAGEMENT WORKSHOP**

# **ROLES AND RESPONSIBILITIES**

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# Office of Environmental Management

## PROJECT MANAGEMENT WORKSHOP

### Background on Roles and Responsibilities

- **Departmental Order 413.3 - Program and Project Management for the Acquisition of Capital Assets issued October 13, 2000**
- **Office of Engineering and Construction Management held complex-wide workshop on October 17-19, 2000**
- **Office of Project Management (EM-6) established DOE Order 413.3 Implementation Team and Steering Committee**
- **Office of Project Completion (EM-40) asked to develop Project Management Roles and Responsibilities**



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### Status of Roles and Responsibilities

- **Office of Project Completion drafted Roles and Responsibilities but they are “owned” by all of us**
- **Draft Roles and Responsibilities provided to HQ offices in mid November and to all Operations/Field Offices on December 11, 2000, for review and comment**
- **Draft Roles and Responsibilities have been revised to incorporate all comments received**



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**Based on DOE Order 413.3, Draft Roles and Responsibilities cover positions from Deputy Secretary to the Field Office Contractor Project Manager**

- **Deputy Secretary**
- **Assistant Secretary for EM as LPSO**
- **Assistant Secretary for EM as PSO**
- **Program Manager (EM Deputy Assistant Secretaries)**
  - **EM Site Lead Office Directors**
  - **EM Team Leads and Program Managers**
- **Project Management Support Office (Office of Project Management, EM-6)**
- **Operations or Field Office Manager**
- **Federal Project Manager**
- **Contractor Project Manager**
- **Office of the Chief Information Officer**
- **Office of Engineering and Construction Management**



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### Development of Roles and Responsibilities

- **Three general assumptions used while drafting Roles and Responsibilities :**
  - **Acquisition Executive authority would be delegated to lowest-level allowed by DOE Order 413.3**
  - **Keep process simple and tailoring of requirements would be fully utilized**
  - **Federal Project Manager is the key position**
- **Roles and Responsibilities based on DOE Order 413.3, Section 5 “Responsibilities” and Attachment 2 “Authority and Roles and Responsibilities for Line Managers”**



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## PROJECT MANAGEMENT WORKSHOP

### Deputy Secretary

- **Secretarial Acquisition Executive for all projects**
- **Develop Policy and procedures**
- **Select and monitor Chief Operating Officer Watch List projects**
- **Direct External Independent Reviews and other reviews**
- **Chair ESAAB**
- **Delegate project authority as appropriate**



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## PROJECT MANAGEMENT WORKSHOP

### Program Secretarial Officer

- Acquisition Executive as delegated for Other Projects
- Conduct performance reviews
- Chair ESAAB - equivalent board
- Direct Independent Project Reviews, and other reviews
- Delegate project authority as appropriate



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## PROJECT MANAGEMENT WORKSHOP

### Program Manager

- **Acquisition Executive as delegated for Other Projects**
- **Develop Acquisition Plan**
- **Direct Independent Project Reviews, and other reviews**
- **Chair ESAAB - equivalent board, if delegated as the Acquisition Executive**
- **Conduct performance reviews**



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## PROJECT MANAGEMENT WORKSHOP

### Operations/Field Office Manager

- **Acquisition Executive as delegated for Other Projects**
- **Chair ESAAB - equivalent board, if delegated as the Acquisition Executive**
- **Conduct performance reviews**
- **Support Federal Project Manager support functions**
- **Direct Independent Project Reviews, and other reviews**



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## PROJECT MANAGEMENT WORKSHOP

### Federal Project Manager

- **Develop Acquisition Plan**
- **Develop Project Execution Plan**
- **Conduct project performance reviews and report results to senior officials**
- **Manage and direct contractor as the Contracting Officer's Technical Representative, as assigned by the Contracting Officer**
- **Manage Independent Project Reviews, and other reviews**
- **Allocate project funding and authorize work activities**



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## PROJECT MANAGEMENT WORKSHOP

### Contractor Project Manager

- **Roles and responsibilities as required by the contract**

**For example :**

- **Develop / assist development of Project Execution Plan**
- **Execute scope of work**
- **Report to Federal Project Manager for project execution**



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## PROJECT MANAGEMENT WORKSHOP

### Further Comments on Roles and Responsibilities

- Draft Roles and Responsibilities are still evolving
- Provide any additional comments to your site's Implementation Team member to forward to Sunil Patel at:

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