

PROJECT MANAGEMENT RESPONSIBILITIES

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SUBJECT: PROJECT MANAGEMENT

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).

Oak Ridge Office (ORO) is committed to ensuring that projects are planned and executed to meet program requirements in a safe and cost effective manner. Since most of the Manual requirements focus on critical decisions (which can only be made by DOE Headquarters [HQ] officials unless delegated) and the actions necessary to support them, a close working relationship between the DOE Project Director in the field and the HQ program organization is essential.

The document's provision for "tailoring" provides an opportunity to optimize the decision-making process. Further, it is recognized that the strategy for tailoring will vary according to the complexity, size and risk of the projects. Accordingly, ORO will align its actions to implement the Manual with the specific HQ programs involved.

2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff, the Office of Science and Technology Information (OSTI).

3. RESPONSIBILITIES.

- a. The Manager and Direct Reporting Subordinates to the Manager are responsible and accountable for performing acquisition executive duties, when so delegated by DOE HQ officials, as provided in the Manual.

- b. Assistant Managers for Line Organizations are responsible and accountable for the implementation of requirements of DOE M 413.3-1 for projects in their jurisdiction. Key responsibilities include the following:

- (1) Recommend the DOE Project Director to the Acquisition Executive.
- (2) Ensure that requirements are incorporated into the contracts of their principal contractors.
- (3) Ensure that project performance is tracked and reported in the DOE Project Assessment and Reporting System (PARS).
- (4) In conjunction with contractors and ORO staff, as appropriate, support the decision-making process through the preparation of project specific information.
- (5) Lead development of the Project Execution Plan, including the application of tailoring principles to help optimize project execution.

- c. Other ORO organizations, such as budget, finance, safety, contracts, legal, etc., will support the Project Director in their areas of responsibility.