

# ORO CONTROL FORM - FINAL DIRECTIVE

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**PART A** (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 410, Chapter VI, Change 1, PROJECT MANAGEMENT**

2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle  ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts?  No  Yes  
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Only change made was to set a new sunset review date.

5. **CONTACT POINT:** Lester Price Spallation Neutron Source, SC-14 576-0730  
Name Organization Telephone

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**PART B** (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	10/27/2003	ORO Control Form	09/15/2005
ORO O 410, Ch. VI	10/27/2003	ORO O 410, Ch. VI, Chg. 1	09/15/2005

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

*Original Signed By*  
Wayne H. Albaugh 09/15/2005  
Signature: DMG Team Leader, AD-440 Date

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**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**

Rev. 06/14/2004

# U.S. Department of Energy

Oak Ridge Office

ORO O 410  
Chapter VI  
Change 1

DATE: 09/15/2005

## SUBJECT: PROJECT MANAGEMENT

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1. PURPOSE. This Chapter correlates to DOE M 413.3-1, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003, by delineating the organizations that have responsibilities and accountabilities for implementing the requirements of this Manual. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.

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 Manual'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. CANCELLATION. This Chapter cancels and replaces ORO O 410, Chapter VI, PROJECT MANAGEMENT, dated October 27, 2003.
3. APPLICABILITY. The provisions of this Chapter apply to ORO organizations, Office of Science and Technology Information (OSTI), and all contractors/subcontractors performing work for ORO that involves project management as defined by DOE M 413.3-1. The National Nuclear Security Administration (NNSA) Y-12 Site Office will be responsible to determine the applicability of this ORO Directive to their programs.
4. 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. See Paragraph 8 below.
  - (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.
5. REQUIREMENTS AND PROCEDURES. There are no new requirements imposed by the Manual that require new ORO procedures; however ORO organizations may choose to develop and implement procedures that are specific to their organization.
  6. REFERENCES. Memorandum from S-2 to ESE-1, MBE-1, and NNSA-1, *Project Management and the Project Management Manual*, dated March 31, 2003.
  7. DEFINITIONS. See DOE M 413.3-1, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003.
  8. CONTRACTOR REQUIREMENTS DOCUMENT. None. DOE M 413.3-1 does not contain a separate contractor requirements section; however, contractor actions are generally required to support the Federal actions described in the Manual. These responsibilities are delineated in the Project Execution Plans for specific projects. The Manual does provide a general description of the respective roles of the Federal Project Director and the contractor Project Manager.
  9. ATTACHMENTS. None.