

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ENG-020,R1-003**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: T. Stevenson Phone Ext: 2657

Department Name: Engineering

Document Number: ENG-020 Revision No.: 1

Document Title: Project Execution Plan

## Reason for change:

Per Audit 1518 CAP 27.1 incorporate Systems Engineering (SE) into the current PMO system

## Change description: (Summarize and attach changed pages, with changes clearly indicated)

Per attachment add minor changes for SE topics

1. Does this TCR significantly alter the intent or scope of the document? YES: \_\_\_\_\_ NO: **X** \_\_\_\_\_

2. Does this TCR significantly impact **ES&H**? YES: \_\_\_\_\_ NO: **X** \_\_\_\_\_

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Larry Dudek  
Department/Division Head Approval

6/28/16  
Date

John DeLooper  
Head, Best Practices and Outreach/designee

6/28/16  
Date

Release/Effective date of this TCR: 6/29/16

Incorporate this TCR into next revision of this document? YES: **X** \_\_\_\_\_ NO: \_\_\_\_\_

<b>Subject:</b>  <b>Project Execution Plan</b>	<b>Effective Date:</b>  <b>March 11, 2005</b>	<b>Initiated by:</b>  Head of Engineering Department
	<b>Supersedes:</b> ENG-020, Rev 0 Dated: July 25, 20011	<b>Approved:</b>  Director

**TCR-ENG-020. R1-003**

**Management System (Primary):** 03.00 Engineering  
**Management System Owner:** Head, Engineering Department  
**Management Process:** 03.06 Technical Project Management  
**Process Owner:** Head, Engineering Department  
**Sub-Process:** 03.06.06 Work Planning & Execution  
**Sub-Process Owner:** Head, Engineering Department; Head, Project Management  
**Subject Matter Experts (SMEs):** Head, Project Management

**Introduction**

This procedure covers the content, preparation, approval, and distribution of the Project Execution Plan, which is required for any project in which the necessity is determined by Laboratory Management.

The Project Execution Plan is the top level planning and guidance document for the project. It provides directions to the project personnel concerning how the project will be managed and establishes the project baselines.

Systems Engineering topics and concepts need to be addressed by the PEP and implemented through communication with stakeholders, interface management, project controls, configuration management, and risk management. **TCR-ENG-020, R1-003**

**Reference Documents**

DOE 413.3B Program and Project Management for the Acquisition of Capital Assets  
 Project Management System Description

**Procedure**

**A. Notification**

**Responsibility**

**Action**

- |  |  |
|--|--|
| Project Manager  | 1. Assigns individuals to prepare appropriate sections of the Project Execution Plan and the responsibility for updating as necessary.   |
| Assigned Individuals   | 2. Draft appropriate sections of the Project Execution Plan in accordance with Exhibit I, obtaining input from the Project Manager, key project personnel, and cognizant department heads. |
| Project Manager/Designee   | 3. Assembles plan, reviews and incorporates changes and issues for review.   |
| Cognizant Department<br>Heads, Managers and Key<br>Project Personnel | 4. Review, comment, and concur in those portions of the Project Execution Plan that affect their work; QA review is required to verify inclusion of necessary quality requirements.        |

Project Manager

5. Approves Project Execution Plan and obtains approval of the PPPL Head of Engineering Department, and of the Deputy Director for Operations.  
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6. Submits, if required, Project Execution Plan for Department of Energy approval.
7. Distributes the Plan in accordance with GEN-003, Document Distribution Control, as a controlled document.

**Training (Section Required for All Procedures)**

Head, Project Management

**1. Target Audience: All Project Managers** \_\_\_\_\_

Instructor: Head, Project Management

Training Method:

Read only

Email distribution only

Classroom

Frequency:

Once only

Other: As required for Project Manager Training

**Records Requirements Specific To This Procedure**

Records Custodians must assure records are maintained as follows:

<b>Record Title</b>	<b>Record Custodian</b>	<b>Location</b>	<b>Retention Time</b>
Project Execution Plan	Project Manager	Project Files	Various (Life of Project to Life of Project plus 10 years), see Record Schedule for type of Project/Record <i>Reference: Admin 17 Cartographic, Aerial Photographic, Architectural, Engineering, and Facility Management Records (30)</i>

**Attachment**

1. Contents of the Project Execution Plan

Guidelines for Developing the Project Execution Plan

The Project Execution Plan is the primary agreement on project planning and objectives between the Headquarters Program Office and the Field, which establishes roles and responsibilities and defines how the project will be executed. Of the elements described in this chapter, the Project Execution Plan, once approved, becomes a significant tool for the Project Manager through the life of the project. The Headquarters or Field Program Manager and/or the Federal Project Manager initiates a Project Execution Plan. Development of the preliminary Project Execution Plan can be started by the prime contractor or Facilities and Site Services at the same time as development of the Acquisition Plan or shortly after. The two plans should be synchronized. If the approved Acquisition Plan indicates that the Facilities and Site Services contractor has a role in the acquisition of the project as prime contractor/integrator, the Facilities and Site Services contractor may participate with DOE in development of the final Project Execution Plan.

A. Project Execution Plan Elements. All projects will have both preliminary and final Project Execution Plans that are approved by the appropriate SAE/AE (Senior Acquisition Executive/Acquisition Executive). Elements of the Project Execution Plan may be included by reference. Minimum elements of this plan are the following:

- Mission need justification/project objectives/requirements
- Organizational structure; roles, responsibilities, and authorities; and accountability, including decision authority for Headquarters and Field Element program and project management and support functions, safety analysis support functions such as health physics, Environment, Safety and Health, National Environmental Policy Act documentation, etc.
- Work Breakdown Structure

Resource requirements including Responsible Line Managers, COGs, and Subject Matter Experts (SME) **TCR-ENG-020, R1-003**

- Interface Management
- Technical considerations, including—
  - design, functional, and requirements analysis/FMEA
  - extent of research and development and its relationship to the project
  - value engineering
  - test and evaluation
  - Environment, Safety and Health/ Safety Engineering
  - Integrated Safety Management
  - sustainable building design
  - configuration management
  - system engineering management and implementation
  - reliability, maintainability, and quality assurance
  - project security and cybersecurity **TCR-ENG-020, R1-003**
- Project cost, schedule, and scope baselines (or preliminary baseline ranges for a preliminary Project Execution Plan), including separately identified contingencies, and descriptions of Levels 0, 1, 2, and 3 baseline change control thresholds
- Life-cycle cost (This section should include only those life cycle costs known or estimated at the time of preparation of the Project Execution Plan.)

## Definitions

## Attachment 1

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- Alternatives, trade-offs
- Risk Management Plan and Risk Registry
- Integrated Safety Management Plan
- Project controls system and reporting system
- Acquisition Plan
  - Adequate resources need to be identified, assigned, and supported in executing project work scope including direct and indirect resource allocation for projects. Supervision, RLMs and Project Managers need to identify workload issues early and evaluate priorities to assure that Control Account Manager (CAM), COG, and staff assignments are reasonable and support project plans.

- B. Tailoring. The Project Execution Plan may be tailored to suit the size, risk, and complexity of the project. Tailoring is in the degree of detail, not in omitting the requirements altogether. The elements listed above for the Project Execution Plan are not intended to be all inclusive, nor may all the elements apply to each project. The rationale for the tailoring should be presented to the SAE/AE

The Project Execution Plan usually provides a WBS which can then be implemented at the control account level per the Work Planning process per ENG-032. TCR-ENG-020, R1-003

- C. Approval Authority. The Project Execution Plan approval authority is the appropriate SAE or AE.