

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-077,R3-001**

(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: Andy Morrison Phone Ext: 2841

Department Name: Best Practices

Document Number: P-077 Revision No.: 3

Document Title: Roles and Responsibilities for General Plant Projects

Reason for change:

Update function owners after job title eliminations.

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

Eliminated Construction Manager and Construction Coordinator titles, added duties to Project Engineer.

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:

Department/Division Head Approval

Date

Chief Planning Officer/designee

Date

Release/Effective date of this TCR: 3/13/18

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

Subject: Roles & Responsibilities for General Plant Projects	Effective Date: December 5, 2014	Initiated by: Head of Facilities & Site Services Department
	Supersedes: Rev.2 Dated 12/8/04 and TCR-001	Approved: Director

TCR-P-077,R3-001

To provide appropriate facilities for the mission of the Laboratory, General Plant Projects (GPPs) are used for small-scale construction projects. Projects are proposed and prioritized by PPPL within the annual budget, and approved by DOE.

The management of the GPP program is under the purview of the Facilities and Site Services Department (F&SSD). The F&SSD Head appoints a cognizant Project Manager, who has the overarching responsibility for all aspects of the project from initiation to closure, shall ensure that appropriate resources are allocated to meet the project needs, and shall ensure through frequent observations that the project is being performed per design. Project roles are consistent with the PPPL Project Management System Description. For each GPP, the Project Manager identifies an appropriate Project Team (e.g., QA, ES&H, Procurement, Engineering, etc.) to provide the necessary expertise for project completion; the roles and responsibilities should be outlined with an organization structure (example attached).

TCR-P-077,R3-001

The role of the Project Manager is to assure that:

- Appropriate organizations are represented on the Project Team;
- Roles and responsibilities of each team member are assigned and understood;
- Effective communication mechanisms are established to keep the Project Team informed of status, for example, regular project team meetings, reports or schedule updates;
- GPP design and construction activities are coordinated with other project (e.g., NSTX) activities;
- Realistic Performance Metric Milestones (PMMs) are established as required by the DOE/Princeton University performance based contract;
- The Project is completed safely, on schedule, and within the allocated budget;
- The completed project meets the technical aspects of the design objective(s); and
- Appropriate documentation is maintained for the project.

Depending on the Scope/Scale of the Project the Project Manager may also fulfill the role of the Project Engineer.

TCR-P-077,R3-001

The role of the Project Engineer is to assure that:

- Technical documents and information are provided to the Construction Manager and questions are resolved in a timely manner.
- Changes to technical specifications due to condition changes are captured and documented for record drawings.
- Respond to technical issues raised by the Construction Manager or Construction Coordinator.

Depending on the scope/scale of the Project, the Project Manager may also fulfill the role of the Construction Manager.

The role of the Construction Manager is to assure that:

- GPP construction activities are coordinated with other service organizations (safety, QC, Maintenance, etc);
- The Project is completed safely, on schedule, and within the allocated budget;
- Appropriate in-process worksite inspections are performed as required by the Work Planning documents, Health and Safety Plan, and Job Hazard Analysis;
- The completed project meets the technical aspects of the Statement of Work or the Project Engineer or Project Manager is consulted in areas where the Construction manager does not have the expertise; and
- Appropriate field level documentation is maintained for the project and mark-ups provided for record drawings.

TCR-P-077,R3-001

Depending on the scope/scale of the Project, the Construction Manager may also fulfill the role of the Construction Coordinator.

The role of the Construction Coordinator is to assure that:

- Appropriate safety and quality requirements are being adhered to by the subcontractor.
- Performance issues are identified and passed up to the Construction Manager or Project Engineer.

TCR-P-077,R3-001

Project Team members will assure that:

- Required reviews and support activities are performed in accordance with ES&H, technical, schedule, and cost considerations as specified by the Project Engineer; and
- The Project Manager is advised of issues that may affect worker safety, cost or schedule of a project.

TCR-P-077,R3-001