

Functional Area WBS #: 5.1 Project Cost and Schedule Controls
5.2 Performance Measurement and Analysis

Completed by: Robert D. Phipps (ANL-W) Dan L. Kahl (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Review and standardize procedures to include a graded approach for R&D activities v. a “one size fits all” approach.			X
2. Review project costing software used to cost out estimates at ANL-W and INEEL to determine appropriate tool to use (COBRA or ?)		X	X
3. Review differing WBS and cost code philosophies to determine standardization methodology			X
4. Review the protocols and requirements for pulling together the actuals for performance measurement reporting			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- Determine system tools (P3, COBRA, IPS2000) for standardization of project cost and schedule control processes as well as for documenting performance measurements and analyses.

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- Financial and Payroll determinations will dictate development of appropriate project and cost protocols for standardizing and integrating all project groups.
- The implementation of “iStars” in the Financial Operations area will change how DOE handles the financials and will have an impact on the reporting of project costs and schedule controls.

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

None

Functional Area WBS #: 5.1 Project Cost and Schedule Controls and
5.2 Performance Measurement and Analysis

Completed by: Robert D. Phipps (ANL-W) Dan L. Kahl (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
 The two laboratories use different financial systems and project management and control systems that currently do not have a software interface to migrate or integrate the data management tools.

b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
 (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: Level 1

Description: The two project cost and schedule controls programs would operate separately and possibly with additional manual data entry to separate financial systems until the appropriate system migration or interfaces are completed to integrate with the standardized financial system.

NOTE: The consolidation and standardization of the two programs is the ultimate responsibility of the new contractor. However, because the programs are so vastly different with respect to tools and systems, familiarization with the tools and system in use at each laboratory may be beneficial.

c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Familiarize project management personnel on the project management tools used at each laboratory	ANL-W and INEEL		
2. Identify single set of project management tools to be used for INL project management		New Contractor	
3. Train INL personnel in selected set of project management tools and implement their use			INL