

Attachment D
Office of Environmental Management
Justification to Exceed Annual Funding Targets or
Propose a Life-cycle Cost Increase

(Modified from the Project Baseline Review Expectations prepared by the National Focus Project Team)

Summary: When requesting approval to exceed the annual funding targets and/or propose a life-cycle cost increase, the justification should be prepared in two parts. Part I is to be formatted as described below. Part II should be structured as defined by the field office to insure other site issues are presented.

Part 1: Baseline Description (6 major informational elements):

Element/Slide

- 1 Summary Slide
 - Project Title
 - ACP/PMP Completion Date
 - Baseline Completion Date
 - Baseline is/is not aligned with ACP/PMP
 - Integrated Project Team:

<u>Name</u>	<u>Function</u>	<u>Organization</u>	<u>Phone Number</u>

- 2 Technical Baseline
 - Technical Description of “EM Completion”
 - Provide the technical description of each of the following aspects of “EM Completion.” In addition, indicate which area or project is the cause for the proposed cost increase:
 - Soils Requirements
 - Groundwater Requirements
 - Facilities Requirements
 - Waste Disposition Requirements
 - Special Nuclear Fuel Requirements
 - Special Nuclear Material Requirements
 - Site Transition/Transfer Requirements
 - Site Regulatory Acceptance Requirements

- 3 Schedule Baseline

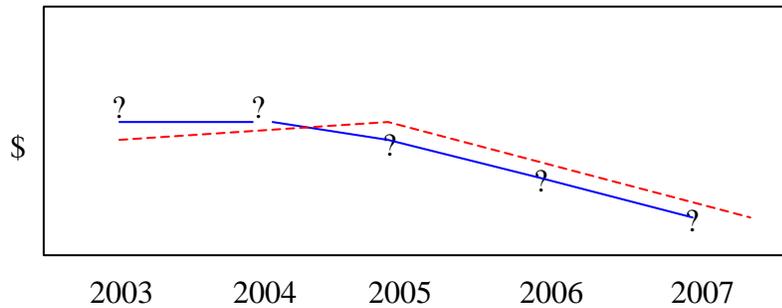
Schedule baseline review will focus on a Critical Path Presentation

 - Baseline critical path activities are displayed in three 3 sets of data based on the schedule’s “total float”

- 1. Activities with = 30 days Total Float
- 2. Activities with 30 > Total Float = 60 days
- 3. Activities with 60 > Total Float = 90 days
- Include Milestones For Achieving EM Completion with:
 - Soils Requirements
 - Groundwater Requirements
 - Facilities Requirements
 - Waste Disposition Requirements
 - Spent Nuclear Fuel Requirements
 - Special Nuclear Material Requirements
 - Site Transition/Transfer Requirements
 - Site Regulatory Acceptance Requirements
- Display all logic ties
- Paper Size should be adequate - e.g., E size
- The fragment with 0 days Total Float is indicated in **RED**
- Identify/Explain Constraints
- Identify Delivery of GFSI
- Activity Data Table to Include (as a minimum):
 - Activity ID#
 - Activity Title
 - Start Date
 - Duration
 - Predecessor Activities
 - Total Float
 - Free Float

4 Cost Baseline

- Project Cost Projections/Funding Allocation
- Chart Illustrating:
 - Proposed Baseline Cost Profile ① - - - - -
 - EM Target Funding Profile ② _____



- Note: Annual Cost and Funding profiles should be provided out to site completion, above chart is an example.
- Life-cycle cost currently under configuration control (in FY 2003 constant dollars):
- Proposed increase in life-cycle cost (in FY 2003 constant dollars):

- 5 Strategy for Executing the Baseline:
- Describe the site’s standards for validating or verifying the baseline
 - Describe the DOE field process for making business & technical decisions including:
 - Trade-off Decisions
 - Cost Benefit Issues
 - Innovation Challenges
 - Measuring/Achieving “Gold Chart” Metrics
 - Contract Vehicle
 - Type
 - Incentive Structure
 - Government Furnished Services & Items (GFSI)
 - Adequacy for completing the job to be performed

6 Major Project Risks: Table Format to Include:

	Risk Description	Risk Mitigation Actions	Responsibility (Name/Organization)	Completion Date
1				
2				

Part II: Other Items/Issues Related to the Project Baseline Not Represented in Part 1