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10CFR851 Project Team Roles & Responsibilities Summary

Project Team

The role of the Project Team is to facilitate line implementation of the Rule by supporting the timely resolution of issues, and, providing informational communications across all DOE complex. The Project Team is made up of a designated Project Manager, and, Sub-teams to address the Technical, Enforcement and Legal implementation aspects of 10CFR851. The duration of the Project Team is expected to be through May 2007. Additionally, the Project Team does not have the authority to provide direction to any line organization within the DOE complex. It is recognized by all parties that the responsibility for implementation of 10CFR851 rests solely with both DOE and Contractor line organizations.

Executive Sponsor

This individual is responsible for providing the necessary senior leadership to facilitate the successful implementation of 10CFR851 across the DOE complex. The individual also serves as the senior management interface within their respective organization. For example, within DOE the Executive Sponsor would interface with the DOE Deputy Secretary and DOE Under Secretaries. Within EFCOG, the contractor the individual would interface with the EFCOG Board of Directors and Executive Council.

Senior Project Leadership Team

This group is made up of senior organizational managers representing their respective organizations. These individuals provide guidance and assistance to the Project Manager of their respective Project Teams; facilitate resolution of significant issues; and, as necessary leverage their organizational resources to ensure completion of critical project activities.

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Project Manager

The Project Manager serves as the liaison with the Executive Sponsor and the Senior Project Leadership Team. The individual is responsible to provide guidance, assistance and coordination of the activities of their respective Project Sub-teams. The Project Manager is responsible to monitor the completion of deliverables needed to ensure the successful implementation of 10CFR851. Lastly, the Project Manager is responsible to ensure effective communications occur among all participants on the Project Team.

Project Sub-Teams

The Project Team is composed of three specific Sub-teams to address the Technical, Enforcement and Legal aspects of 10CFR851 implementation. Each team is composed of designated Lead and has participants from the various staff and line organizations. The designated Sub-Team Leads are responsible for communicating and interfacing with the designated participants on the Sub-teams. Responsibilities of the Sub-teams include: serving as the single point of contact to process 10CFR851 questions and issues; working to develop strategies to best resolve implementation issues; and, assisting their respective organizations to successfully implement 10CFR851 per the Rule's May 2007 compliance date.

Communications

Effective and timely communications by all Project Team participants are crucial to facilitate successful implementation of the Rule. This Role and Responsibility Summary depicts the initial approach to communications by the Project Team. A separate communication strategy will be developed and published which depicts the communications between Project Teams supporting 10CFR851 implementation across the DOE complex..