

PMWG Meeting Notes
Winter Meeting
Jan 31-Feb 2, 2006

The Winter Meeting of the PMWG took place on Jan 31-Feb 2 at the Washington, DC Offices of LLNL/LANL. The meeting agenda and list of attendees are included in this package.

The purpose of the meeting was to develop the Action Plan for the Working Group for CY 06. The following were presented to assist the group in formulating its plan:

- Input from OECM on current activities in project management.
- Discussion with NNSA on need to improve the quality of project execution.
- The results of the “brainstorming” conducted during and after the summer meeting in Los Angeles.
- Additional needs for “built-in” quality and the need for improvements in DOE Order 413.3.

The Working Group agreed to undertake the activities below for CY 2006. Focus Groups were formed as indicated to develop and execute an action plan for the Focus Area. The name of the Focus Group Leader is underlined.

1. Risk Management and Contingency/Management Reserve (Rick, Bob, Dell).
2. Contractor Performance Reporting (George, Tom, Charlie)
3. Contract Fee and EVMS (Clay, Susan).
4. EVMS Surveillance (Gerry).
5. Design-in Quality (Clay, Pete)
6. Project Start-up/Closeout (Paul).
7. Cost and Schedule Estimating (Ed, Mark, Steve).

The Focus Groups formulated Action Plans for their areas. These plans were briefed to the full Working Group and modified as needed.

On Thursday, Feb 2, the Action Plans were presented to Bruce Scott and Thad Konopnicki, NNSA, and representatives from the Installation Management Working Group (IMWOG) and the Engineering Practices Working Group (EPWOG) to gain their concurrence and involvement. The Action Plans were modified and agreed to by the attendees. Representatives from the other working groups were added to Focus Groups where appropriate. The revised presentation are included in this package.

The following administrative actions were discussed:

- Clay Jones presented the draft slides proposed for the Working Groups Chairs Meeting on February 14. Modifications proposed by the working group were included.
- Pete Offringa briefed the working group on the Project Management Panel proposed for the EFCOG Annual Meeting on Feb 15-16. The Panel will present from 10:30-12:00 AM on Feb 16. Don Pearman will be moderator for a panel consisting of Bruce Scott, Mike Donnelly, Roy Scheppens, Jeff Allison and Clay Jones. The general approach for the panel is for the first 4 members to address PM needs in the DOE Complex and for Clay Jones to present the WG Action Plans as an initial response.
- The WG discussed the panel membership and actions to take to make selective additions to the group.
- Pete Offringa encouraged the members to identify those people who have made significant contributions to the Working Group and recommend them for EFCOG awards.
- The timing and location for the summer meeting was discussed. The group agreed to meet the week of July 17 in a western location. Pete Offringa will work with individual members to find a suitable location.