

**PROJECT MANAGEMENT WORKING GROUP  
TELECONFERENCE  
MARCH 21, 2005**

The PMWG Conference Call took place at 11:00 AM PST (2:00 PM EST). The following members participated: Clay Jones, Dell Morgan, Mark Sueksdorf, Lynne Schluter, Asa Kelly, Tom Roche, John Longenecker and Pete Offringa. Agenda is attached.

Reports were provided:

General (Pete Offringa). Pete presented the Proposed Focus Areas to members of the Steering Committee and there was agreement that these were worthwhile for the WG to pursue. The EFCOG Strategy Session will be held in San Diego April 5-6. Pete Offringa will attend. He will present past accomplishments of the PMWG and our future plans. Pete will also consult OECM to see if they have additional tasks for the WG. Our plans will be combined with those of other WG and HQ, DOE to generate Focus Areas for the future.

SRS EVMS Certification Review (Clay Jones). SRS was reviewed March 7-10. Wilma Uribe of DCMA led the Review Team. Seven projects were reviewed: 2 Capital Projects, 4 Environmental Remediation Projects and 1 D&D Project. A major CAR on Work Authorization and 3 minor CAR resulted from the review. SRS is executing a Corrective Action Plan (CAP). Some preliminary lessons learned were: (1) Different people must do the "Mock Reviews" and the OECM/DCMA Review, (2) Preparation of PM and CAM pays big dividends and (3) Senior Management involvement is critical. Mark Sueksdorf will provide copies of the outbrief slides to those members who have not received them from Clay Jones.

Focus Area Reports

- Clearing House for Lessons Learned. Clay Jones reported that the SRS Website was favorably viewed by the Review Team. This website is the core of our proposed EVMS Website, The proposed clearing house (under development) site will initially be referenced in the EFCOG Website and be accessible via a link. Ultimately, as the website matures, it will transition to be a stand-alone site. The first iteration of the website should be available for review by the WG next week.
- Expansion of EVMS to IT, R&D, EM, Programs (Mark Sueksdorf). The group is targeting a White Paper for publication in November. The paper will include case studies for certification of EM, IT and R&D Projects. Pete asked Mark to try to move up the completion date because certifications are already underway and our assistance must be timely to be useful for EFCOG Contractors. Mark agreed to provide a plan for accomplishing Focus Area Tasks. Dell Morgan indicated that Kimberly Raisor at DOE Headquarters is working on a White Paper on certification of IT Projects. Dell provided Kimberly's telephone number to Mark so he can make contact with her.

- How to prepare for EVMS Certification (Lynne Schluter). George Jackson has the first deliverable for this Focus Area: a "How To" Guide. He will have a first draft ready in a few weeks for WG review.
- Reporting Systems (Tom Roche). Tom reported for the group. The group is still organizing and defining their deliverables. Tom will work with Pete to get the group moving forward.

John Longenecker informed the group that the objectives of the EFCOG Strategy Session were to answer the questions about what EFCOG can do for DOE and what we can do for the member companies. This theme will be carried through the Semiannual Meeting in June which is being organized by Don Pearman.

Susan Steiger discussed with the EM HQ manager the need for an EM representative on the WG.

The group agreed to hold the next Conference Call at 11:00 AM PST (2:00 PM EST) on Monday, April 25. The purpose of this call will be to present detailed plans for the Focus Group efforts. Pete will provide the call-in number and the agenda.