

**EFCOG Project Management Working Group
Summer Meeting; July 21-22, 2009 Agenda**
CH2M Hill Corporate Offices
9191 S. Jamaica Street
Englewood, CO 80112

Meeting Minutes

Attendees:

Mark Sueksdorf	Bob McKay
Bob Miklos	John Baker
Bob Raines*	Brian Stubbs
Dan Armstrong	Tom Gioconda
Rick Millikin	Vince Tonc
Bill Jenkins	Michael Nosbisch
Valerie Carter	Jack Stellern
Jeff Baker*	Brian Marstellar
John Van Dinther	Tom Andrews
Tom McKinney	Michael Cowen
Rick Holmes	Ray Sadesky
Pat Hopper	Bill Shingler
Mark Spears	

* DOE Participants

Agenda:

July 21

- | | |
|--|----------------------------------|
| • Welcome and Introductions, Safety Topic | Mark Sueksdorf |
| • Host Welcoming Remarks | Mark Spears / Rick Millikin |
| • DOE Comments | Bob Raines |
| • EFCOG Comments | Tom Gioconda |
| • Meeting Agenda and Desired Outcomes | Mark Sueksdorf |
| • PMWG Update from EFCOG Annual Mtg | Mark Sueksdorf |
| Break | |
| • LLNL ESPC Contract Lessons Learned | Michael Cowen |
| • ORNL Projects Lessons Learned | Jack Stellern / Brian Marstellar |
| • EERE / NREL Overview | Jeff Baker |
| Lunch Break | |
| • LANL CMRR Construction Lessons Learned | Rick Holmes |
| Break | |
| • Key ARRA Project Execution Issues / Barriers | Breakout sessions |
| • Breakout Report Back | All |
| • Ajourn | |

July 22

- Safety Topic All
- Data Exchange Standard Development John Van Dinther, DCMA
- PARS II Development Discussion All
- Break
- 2009 Initiative Status
 - 1. Project Support Cost vs Construction Cost Mark Sueksdorf
 - 2. Corrective Measures #1, #2, #4, #5 Mark Sueksdorf
 - 3. Corrective Measure #3 Bob McKay
 - 4. PM in the R&D Environment White Paper Bob McKay
 - 5. Std 1189 Implementation Bob Miklos
- Report on Sub Group Status
 - 1. Estimating Sub Group Report John Baker
 - 2. Construction Management Report Vince Tonc
- Action Item Summary Mark Sueksdorf
- Logistics for Next Meeting All
- Adjourn by Noon Pete's Legacy!

Special Presentations:

The presentations by Michael Cowen, Jack Stellern, Brian Marsteller, Jeff Baker, Rick Holmes, and John Van Dinther were very informative and relevant to sharing lessons learned on project management topics. Special thanks to Michael, Jack, Brian, Jeff, Rick and John for sharing their knowledge and valuable time with the team. All the presentations will be attached to the minutes e-mail and will be posted on the PMWG website under a link for the 2009 Summer PMWG meeting.

Special Thanks:

The EFCOG is grateful to CH2M Hill for hosting the meeting. A special thank you to Mark Spears for welcoming us to use the perfectly suited meeting room and for providing refreshments. We also owe a debt of gratitude to Rick Millikin and Sherry Geibler for working all the logistics and providing assistance to ensure a successful meeting.

ARRA Project Execution Issues and Barriers Breakout Sessions Reports

1. Ideas on how to handle the multiple and changing Score Boards:
 - a. Know who your project reports to.
 - b. Know who all the stakeholders are
 - c. Familiarize with website Recovery.gov
 - i. October 11 turn-on date when dashboards are populated
 - ii. 44 criteria to be scored
 - d. Look at other website Recovery.com

- i. Good resources with updated information now
 - e. Follow role of Chief Performance Officer
 - i. Jeffery Zients (Confirmed in June)
 - f. DOE ARRA Czars
 - i. Matt Rogers
 - 1. EM – Cynthia Anderson
 - 2. SC - ?
 - 3. NNSA – Thad Konopnicki (Always a good resource)
 - g. Know OMB Guidance
 - i. 2 Documents written so far
 - ii. IT Dashboard getting good response and may be propagated
 - h. Follow the money to determine where the delay is in release of funds and possibly new requirements or scoreboards
- 2. Integrated Priority List (a.k.a Scope priority/contingency)
 - a. Start at CD-1
 - i. Document priorities at CD-1 Approval
 - ii. Define Acquisition strategy
 - b. At CD-2
 - i. Both + / - Scope
 - ii. Separate WBS item (not contingency)
 - c. Plan not to leave \$'s on the table
 - d. Planned Deletions should start as planning packages in the BCWS
 - e. Schedule the scope decision points
 - f. Plan to bid the options
 - g. PMB at CD-2
 - i. BCWS + MR
 - 1. Minimum baseline
 - 2. Baseline options
 - ii. Baseline includes opportunities and reductions
- 3. Consolidated list of questions for EM
 - a. Brainstorming ideas
 - i. Hiring to self perform
 - ii. Training pipeline
 - iii. Small business set asides
 - iv. Use of existing contracts
 - 1. Timing perspective
 - 2. Consider raising consent thresholds
 - v. Streamline acquisition process
 - vi. Size of projects (acquisition strategy)
 - vii. Agility
 - viii. DOE procurement / contract staffing levels
 - b. List of questions
 - i. When will metrics and reporting requirements be set?

- ii. Are performance metrics being evaluated on time phased basis to reflect front end impacts of training new workforce, etc?
- iii. What does EM intend to do to manage the magnitude of the reporting requirements as projects are sub-divided?
- iv. What is EM doing to increase procurement / contracts staffing levels to enable review of contractor procurement packages?
- v. What is EM doing relative to raising consent thresholds to enable accelerated acquisition strategies?
- vi. What can be done to streamline the acquisition process?

Next Meeting (FY 10 Winter)

The tentative timeframe discussed for the FY 10 Winter meeting was either before or after December 9-10 semi annual EFCOG Meeting in Washington DC. The desired location is in the Washington DC area. Mark Sueksdorf will determine the availability of meeting locations and get the information out to the group.

Action Items:

1. Develop minutes and distribute, including copies of presentation materials (Mark Sueksdorf)
2. Corrective Measure # 3 Support (Bob McKay)
 - Get background information on corrective measure focus and distribute DOE's request for Best Practices and training class recommendations
3. Create repository on EFCOG website for Std 1189 Implementation examples (Bob Miklos)
4. Link up with PMCDP training curriculum / course catalog (Bob Miklos)
5. Identify specific concerns regarding Cost Analysis initiative (John Baker)
6. Provide info on D&D Working Group approach to using "D&D Hotline" to Cost Estimating Sub Group (Mark Sueksdorf)
7. Consider encouraging cost & schedule software vendors to adopt the UN/CFACT XML schema proposed by DCMA. Copy John Van Dinther on correspondence if you decide to contact vendor. (All)
8. Provide updated schedule of deliverables for 2009 initiatives to Mark Sueksdorf (All Initiative Leads) see below:
 - CM#1: Dave Chastain , Bill Jenkins
 - CM#2: Mark Sueksdorf
 - CM#3: Bob McKay
 - CM#4: Bob McKay
 - CM#5: John Baker
 - Std 1189: Bob Miklos / Dan Armstrong
 - Support cost vs Construction Cost: Dell Morgan / Susan Stiger
 - PM in R&D Environment White Paper (Bob McKay / Bob Miklos)
9. Connect with DOE Corrective Measure leads identify collaboration/support areas and prepare a summary description of PMWG involvement
 - CM#1: Dave Chastain , Bill Jenkins

- CM#2: Mark Sueksdorf
- CM#4: Bob McKay
- CM#5: John Baker

10. Confirm Location / Logistics for FY 10 Winter Meeting (Mark Sueksdorf)

11. Project Control System Inventory – (Mark Sueksdorf)

- a. Send out survey form of the key components of Project Controls Systems to various member sites.
- b. Catalog key component information and point contacts for system experts.