

**EFCOG Project Management Working Group
Summer Meeting; July 27-28, 2010 Agenda**
SM&A Offices
4695 MacArthur Court, 9th Floor, Suite 900
Newport Beach, CA

Meeting Minutes

Attendees:

| | |
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| Mark Sueksdorf | Robin Madison |
| Bob Miklos | Cathy McCarthy |
| Bob Raines* | Rick Millikin |
| Tom Andrews | Mark Morze |
| Jennifer Bates | John Norwalk |
| Glenn Brule | Michael Nosbisch |
| Jim Chorba | David O’Flynn |
| Tom Daniels | Lee Phillips |
| Buddy Everage | Ray Sadesky |
| Rick Holmes | John Shaw |
| James Hughes | Jack Stellern |
| Mark Infanti | Vince Tonc |
| Bill Jenkins | Tommy Williamson |
| Rudy Jones | |
| Ed Kapinus | |

*DOE Sponsor

Agenda:

July 27

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| • Welcome and Introductions, Safety Topic | Mark Sueksdorf |
| • Host Welcoming Remarks | Mike Nosbisch/Cathy McCarthy |
| • EFCOG Comments | Mark Sueksdorf |
| • DOE Comments | Bob Raines |
| • Meeting Agenda and Desired Outcomes | Mark Sueksdorf |
| • PMWG Update from EFCOG Annual Meeting | Mark Sueksdorf |
| Break | |
| • Request for Equitable Adjustment Delays in EM | Kathy Vaselopulos (phone in) |
| • Design Maturity for Nuclear Projects | Rick Holmes |
| • Projects Requirements Gathering | Glenn Brule |
| Lunch Break | |
| • PARS II Implementation | Bob Raines |
| • S – 2 Review of Order 413 / 415 | Mark Sueksdorf/Rudy Jones |
| Break | |
| • Project Peer Review Process Breakout Session | John Norwalk/Mark Sueksdorf |
| • Breakout Team Report Back | |
| • Adjourn | |

July 28

- Safety Topic Mark Sueksdorf
- Updates on 2010 PMWG Initiatives All
 - PM in the R&D Environment White Paper publication
 - EVMS Clearinghouse website review
 - Std 1189 Implementation
 - Corrective Measures Support
 - Best Practice development
 - O 413.3 Training
 - EVMS Surveillance
- Break
- Report on Sub Group Status
 - Estimating Sub Group Report Lee Phillips
 - Construction Management Sub Group Report Vince Tonc
- Proposed PMWG Organizational Changes Mark Sueksdorf
 - Chair Rotation to Bob Miklos in January
 - New incoming vice chair needed,
- Meeting Action Item Summary Mark Sueksdorf
- Logistics for Next Meeting
- Adjourn by Noon Pete's Legacy!

Special Presentations:

The presentations by Kathy Vaselopulos, Rick Homes, Glenn Brule, Bob Raines, and John Norwalk were very informative and relevant to sharing lessons learned on project management topics and expanding our knowledge base. Special thanks to Kathy, Rick, Glenn, Bob, 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 2010 Summer PMWG meeting.

Special Thanks:

The EFCOG is grateful to SM&A for hosting the meeting. A special thank you to Cathy McCarthy and Mike Nosbisch for welcoming us to use the perfectly suited meeting room and for providing wonderful food / refreshments. We also owe a debt of gratitude to Marsha for working all the logistics and providing assistance to ensure a successful meeting.

Peer Review Process Discussion / Breakout Session

The group decided that it would be better to discuss the peer review topic as a single group rather than breaking up into groups. Most of the discussion centered on the purpose of the white paper, attributes of good peer reviews and challenges to implementing a peer review process across the various programs within DOE.

The purpose of the white paper needs to be adjusted to reflect the recent direction to implement peer reviews as a requirement of Order 413.3B and expand on approaches to support

implementation and address the challenges. The group thought that the Office of Science guide to peer reviews should be noted in the paper. Use of a tailored “charge letter” that is prepared by the line organization with input from the project team and project management support office was considered a good starting point to focus the review team on assisting the project in areas of need rather than creating an audit mentality. The up-front planning for the review is extremely important.

As the challenges were reviewed, the group discussed the need to clarify with the CFO that the peer review activity is considered a reimbursable activity and to have a contracts person review the question of “who pays?”.

Similarly, the question of proprietary issues and potential Organizational Conflict of Interest issues and non-disclosure agreements should be reviewed by legal.

The group also thought that it would be worthwhile to contact the peer review team in EM and NNSA that recently completed reviews to gain insight into any lessons learned as the process was recently implemented in those program areas.

It was recognized that as the number of peer reviews increases, senior leadership within the programs and contract organizations will need to provide strong support and agree to encourage participation of their people.

Bob Raines indicated that OECM was looking at internal procedures to address implementing the peer review process and requested a copy of the draft White Paper to consider as additional background information.

PMWG Organizational Changes

Bob Miklos will rotate into the Chair role at the FY11 Winter Meeting to begin a two year term. Mark Sueksdorf will rotate into the outgoing Vice Chair role. Nominees for the new incoming Vice Chair were requested and Dan Armstrong threw his name into the hat. Any other nominees were encouraged to contact Mark Sueksdorf to express interest.

Next Meeting (FY 11 Winter)

The tentative timeframe discussed for the FY 11 Winter meeting will be the week of December 5, 2010 connected in some manner with the EFCOG Semi-Annual meeting. Mark Sueksdorf will determine the availability of meeting locations in the Washington, D.C. area and get the details of the location and date out to the group. It was agreed that if the meeting occurred on a Friday, it would adjourn by noon.

Action Items:

1. Renew Point of Contacts with PMI – (Mark Sueksdorf & Bob Raines)
2. Explore connection with CII – Vince Tonc
3. Explore AACE International connections with EFCOG PMWG
4. Send draft peer review white paper to Bob Raines – Mark Sueksdorf
5. Identify 2 PMWG members to support of AMWG white paper on REA’s? – Complete
 - Robin Madison and Rick Millikin have volunteered

6. Provide feedback to Bob Raines on potential use of GAO Cost Estimating guide in lieu of generating a new guide – Lee Phillips / Cost Estimating Sub-Group
7. Send 413 training flyer for PMWG review and identification of number of attendees by site – Mark Morze
8. Contact Ed Yatsko to see if EFCOG can host the EVMS Clearinghouse website – Mark Sueksdorf
9. Evaluate GAO Letter for distribution – Bob Raines