

ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 410, Chapter VI, PROJECT MANAGEMENT**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts? No Yes
If yes, describe: This ORO Directive is a new Chapter in the 410 Series. This Chapter cancels paragraph 1, "Purpose," subparagraph 3; paragraphs 4b(4) and (5), 4c(3) and (5), 4d(3), and 4e(2) and (4); and CRD, paragraph 3 of ORO O 430, Chapter I, Change 5.

5. **CONTACT POINT:** Lester Price Spallation Neutron Source, LM-14 576-0730
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
N/A		ORO Control Form	10/27/2003
		ORO O 410, Chapter VI, Pages VI-1 thru VI-2	10/27/2003

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 10/27/2003
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 08/22/2003

NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 410, Chapter VI, PROJECT MANAGEMENT, dated 10/27/2003

PURPOSE OF TRANSMITTAL: New Directive Revised Directive

DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES? Yes No
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

Partially cancels ORO O 430, Chapter I, Change 5 -- Cancels and replaces (only the) project management related sections of ORO O 430, Chapter I which are Paragraph 1, "Purpose," Subparagraph 3; Paragraphs 4b(4) and (5), 4c(3) and (5), 4d(3), 4e(2), and (4); and CRD, Paragraph 3.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 11/26/2003.

PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.? Yes No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors? Yes No

If "Yes," list the subcontractors:

Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? Yes No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates? Yes No

If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required? Yes No

If "Yes," target date for submission of YSO Directive is _____.

IDENTIFY CONTACT POINT: Ronnie Catoe 241-9841
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 12/01/2003 576-9330
Signature Date Telephone

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/roe/roe_oro_dmg/oro_dir.htm. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440 12/03/2003
Name Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.

(Revised 11/06/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 410
Chapter VI

DATE: 10/27/2003

SUBJECT: PROJECT MANAGEMENT

1. PURPOSE. This Chapter correlates to DOE M 413.3-1, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003, by delineating the organizations that have responsibilities and accountabilities for implementing the requirements of this Manual. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.

Oak Ridge Operations (ORO) is committed to ensuring that projects are planned and executed to meet program requirements in a safe and cost effective manner. Since most of the Manual requirements focus on critical decisions (which can only be made by DOE Headquarters [HQ] officials unless delegated) and the actions necessary to support them, a close working relationship between the DOE Project Director in the field and the HQ program organization is essential.

The Manual's provision for "tailoring" provides an opportunity to optimize the decision-making process. Further, it is recognized that the strategy for tailoring will vary according to the complexity, size and risk of the projects. Accordingly, ORO will align its actions to implement the Manual with the specific HQ programs involved.

2. CANCELLATION. This Chapter cancels and replaces (only the) project management related sections of ORO O 430, Chapter I, LIFE CYCLE ASSET MANAGEMENT, paragraph 1, "Purpose," subparagraph 3; paragraphs 4b(4) and (5), 4c(3) and (5), 4d(3), 4e(2) and (4); and CRD, paragraph 3.
3. APPLICABILITY. The provisions of this Chapter apply to ORO organizations, Office of Science and Technology Information (OSTI), and all contractors/subcontractors performing work for ORO that involves project management as defined by DOE M 413.3-1. The National Nuclear Security Administration (NNSA) Y-12 Site Office will be responsible to determine the applicability of this ORO Directive to their programs.
4. RESPONSIBILITIES.
 - a. The Manager and Direct Reporting Subordinates to the Manager are responsible and accountable for performing acquisition executive duties, when so delegated by DOE HQ officials, as provided in the Manual.
 - b. Assistant Managers for Line Organizations are responsible and accountable for the implementation of requirements of DOE M 413.3-1 for projects in their jurisdiction. Key responsibilities include the following:
 - (1) Recommend the DOE Project Director to the Acquisition Executive.

- (2) Ensure that requirements are incorporated into the contracts of their principal contractors. See item 8 below.
 - (3) Ensure that project performance is tracked and reported in the DOE Project Assessment and Reporting System (PARS).
 - (4) In conjunction with contractors and ORO staff, as appropriate, support the decision-making process through the preparation of project specific information.
 - (5) Lead development of the Project Execution Plan, including the application of tailoring principles to help optimize project execution.
- c. Other ORO organizations, such as budget, finance, safety, contracts, legal, etc., will support the Project Director in their areas of responsibility.
5. REQUIREMENTS AND PROCEDURES. There are no new requirements imposed by the Manual that require new ORO procedures; however ORO organizations may choose to develop and implement procedures that are specific to their organization.
 6. REFERENCES. Memorandum from S-2 to ESE-1, MBE-1, and NNSA-1, *Project Management and the Project Management Manual*, dated March 31, 2003.
 7. DEFINITIONS. See DOE M 413.3-1, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003.
 8. CONTRACTOR REQUIREMENTS DOCUMENT. None. DOE M 413.3-1 does not contain a separate contractor requirements section; however, contractor actions are generally required to support the Federal actions described in the Manual. These responsibilities are delineated in the Project Execution Plans for specific projects. The Manual does provide a general description of the respective roles of the Federal Project Director and the contractor Project Manager.
 9. ATTACHMENTS. None.