



**Department of Energy
Princeton Site Office**

P.O. Box 102
Princeton, New Jersey 08542

May 18, 2009

Jeffrey Makiel, SC-PSO

SUBJECT: ASSIGNMENT AS DOE FEDERAL PROJECT DIRECTOR & INTEGRATED PROJECT TEAM (IPT) LEADER FOR THE NATIONAL SPHERICAL TORUS EXPERIMENT (NSTX) UPGRADE PROJECT AT PRINCETON PLASMA PHYSICS LABORATORY (PPPL).

In accordance with DOE Order 413.3A, you are hereby designated as DOE Federal Project Director & Integrated Project Team (IPT) Leader for the NSTX Upgrade Project at PPPL. Roles and responsibilities of these positions are as outlined in DOE Order 413.3A and the enclosed Integrated Project Team Charter.

Jerry Wm. Faul, Manager
Princeton Site Office

Enclosure: Integrated Project Team Charter, NSTX Upgrade Project, Rev 0, May 18, 2009.

cc: S. Eckstrand, acting SC-AD, SC-24.2, GTN, w/ encl
G. Nardella, SC-24.2, GTN, w/ encl
B. Sullivan, SC-24.2, GTN, w/ encl
D. Lehman, SC-28, GTN, w/ encl
K. Chao, SC-28, GTN, w/ encl
S. Prager, PPPL, w/ encl
M. Zarnstorff, PPPL, w/ encl
A. Cohen, PPPL, w/ encl
M. Williams, PPPL, w/ encl
M. Ono, PPPL, w/ encl
J. Menard, PPPL, w/ encl
E. Perry, PPPL, w/ encl
R. Strykowski, PPPL, w/ encl

NSTX Upgrade Project

Integrated Project Team Charter

**Revision 0
May 18, 2009**



3.0 Roles and Responsibilities

3.1 IPT Roles and Responsibilities:

- Supports the Federal Project Director;
- Develops project contracting strategy;
- Ensures all project interfaces are identified, completely defined and managed to completion;
- Identifies and defines appropriate and adequate project scope, schedule, and cost parameters;
- Performs monthly reviews and assessments of project performance and status against established performance parameters, baselines, milestones, & deliverables;
- Plans and participates in project reviews, audits, and appraisals as required;
- Reviews all Critical Decision packages and recommends approval/disapproval;
- Reviews and provides comments on project deliverables;
- Reviews change requests and supports change control boards as requested;
- Plans and participates in operational readiness assessments;
- Supports the preparation, review, and approval of project completion and closeout documentation, and;
- Provides feedback to all project participants and promotes continued performance improvement throughout the life of the project.

3.2 Federal Project Director and Contractor Project Manager Roles and Responsibilities:

Project Director	Contractor Project Manager
Federal official responsible and accountable for overall success of the project	Contractor official responsible and accountable for successful execution of contractor's project scope of work
Charters and leads the Integrated Project Team	Key member of the Integrated Project Team Chairs the contractor's Integrated Project Team
Tailors DOE project management requirements to the project	Supports Federal Project Director in implementing DOE project management process
Ensures timely completion and quality of required project documentation	Provides input on project documents and develops and maintains contractor project documentation
Assesses contractor project performance versus contract requirements	Defines the contractor project organization Manages the day-to-day project execution activities Implements contractor performance measurement system
Ensures quality and timely completion of project documentation and other deliverables	Delivers project deliverables as defined in the contract on time and within budget
Proactively identifies and ensures timely resolution of critical issues within Federal control that impact project performance – strives to remove any barriers to project success Integrates and manages the timely delivery of Government reviews, approvals, property, services, and information	Proactively identifies and ensures timely resolution of critical issues within contractor's control which impact project performance – strives to remove any barriers to project success
Assesses and reports project performance to DOE management	Communicates accurate and reliable project status and performance issues to DOE management
Monitors contractor's risk management efforts	Identifies and manages project risks
Manages DOE project contingency funds	Manages contractor's management reserve funds

The table is not intended to be a comprehensive listing of all roles and responsibilities nor is it meant to impact a contractual obligation on DOE contractors

4.0 Meetings and Reporting Requirements:

4.1 Meetings:

IPT meetings will be held on-site with call-in access to off-site members. The IPT meetings will occur approximately every 3 to 4 weeks. The actual frequency will vary depending on time of year and level of Project activity.

4.2 Reporting:

Meeting minutes shall be taken during each IPT meeting. Any action items shall be noted in the minutes and distributed to all IPT members. Meeting minutes shall also be electronically stored on the NSTX Upgrade Project website.



Appendix A

NSTX Upgrade Project Integrated Project Team Members

Member	Phone	Email
Jeffrey Makiel, PSO, Chair NSTX Federal Project Director	609 243-3721	jmakiel@pppl.gov
Barry Sullivan, OFES NSTX Program Manager	301 903-8438	barry.sullivan@sc.doe.gov
Erik Perry, PPPL NSTX Upgrade Project Manager	609 243-3016	eperry@pppl.gov
Mike Williams, PPPL Engineering Dept Head	609 243-2866	williams@pppl.gov
Masa Ono, PPPL (alternate) NSTX Project Director	609 243-2105	mono@pppl.gov
Jon Menard, PPPL, (alternate) NSTX Program Director	609 243-2037	jmenard@pppl.gov
Ron Strykowski, PPPL NSTX Project Controls	609 243-2674	rstryk@pppl.gov
Tom Egebo, PPPL NSTX Program	609 243-2445	tegebo@pppl.gov
Jerry Levine, PPPL ES&H Head	609 243-3439	jlevine@pppl.gov
Leif Dietrich, SC-PSO ES&H Team Lead	609 243-3759	ldietrich@pppl.gov
Tim Stevenson, PPPL Neutral Beam Operations	609 243-2657	tstevens@pppl.gov
Larry Dudek, PPPL Fabrication & Operations	609 243-2185	ldudek@pppl.gov
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