1.0 purpose

The purpose of this procedure is to ensure PMSD consistency within PPPL at the project level. A project execution plan (PEP) is the project specific baseline document that defines the project scope, schedule and cost baseline and defines how the project will be managed. DOE Order 413.3B states, “The PEP is the core document for management of a project”. The PEP provides a framework that correlates project objectives with a plan for accomplishment. This framework helps to ensure projects are accomplished in a well planned, cost-effective, responsive, safe and timely manner. As such, the PEP includes Project Management and EVMS requirements.

2.0 SCOPE

Project managers will develop a PEP for each of their projects and maintain the PEP throughout the life of the project consistent with the requirements of DOE O 413.3B. The PEP describes the responsibilities of the PPPL organizations involved in the project, defines roles, restates the mission need, provides an overview of the project, and outlines cost and schedule performance parameters. It includes an accurate reflection of how the project is to be accomplished, resource requirements, technical considerations, risk management, and roles and responsibilities.

3.0 REFERENCES

**3.1** DOE Order 413.3B, “Program and Project Management for the Acquisition of Capital Assets”

**3.2** DOE Guide 413.3-15 “Department of Energy Guide for Project Execution Plans”

**3.3** DOE Manual 413.3-1, “Project Management of the Acquisition of Capital Assets”

**3.4** PPPL Project Management System Program Description (PMSPD)

**3.5** PM Procedure 1.0, Preparation and Control of PPPL PMSD Procedures

**3.6** PM Procedure 1.2, Project Work Breakdown Structure (WBS)

**3.7** PM Procedure 1.3, Project Organizational Breakdown (OBS) & Responsibility Assignment Matrix (RAM)

**3.8** PM Procedure 1.4, Control Accounts & Planning Packages

**3.9** PM Procedure 1.5, Work Authorization

**3.10** PM Procedure 1.6, Project Schedule

**3.11** PM Procedure 1.7, Cost Estimating

**3.12** PM Procedure 1.8, Performance Measurement and Monthly Status/Reporting

**3.13** PM Procedure 1.9, Change Control

**3.14** PM Procedure 1.10, PMSD System Surveillance & Maintenance

**4.0 RESPONSIBILITIES**

**4.1** Laboratory Project Management Officer (LPMO): Ensures PEPs comply with the PPPL PMSD; also reviews and approves any exceptions.

**4.2** PPPL Project Manager: Develops and signs the PEP and maintains the document to PPPL PMSD standards.

**4.3** Project Sponsor: Is the senior PPPL Manager who has oversight and responsibility for project success within the Laboratory. The Project Sponsor signs and approves the PEP prior to submission to the DOE.

5.0 PROCEDURES

**5.1 Structure and Level of Detail**

DOE Order 413.3B along with DOE Guide 413.3-15 prescribes the outline and content for Project Execution Plans. The PEP should be developed to the level of detail necessary to support a valid performance measurement baseline, and to provide the key management processes to integrate and control the project. The PEP should be concise and project specific.

**5.2 Relationship to PMSPD**

Individual PEPs will be compliant with the PPPL PMSD and the PPPL PMSD Procedures. It is in this way that PPPL can assure a consistent site-wide systems approach to Project Management and earned value at the individual project level.

The PEP provides scope, schedule, resource/cost and management process information specific to an individual project. For instance, a PEP will identify the Project Manager and the Control Account Managers by name and organization. Another example is that the PEP will provide the project overall schedule and key milestones.

The PEP may be tailored to the needs and customer requirements. However, any exceptions to PMSD practices must be approved by the LPMO

**6.0 APPENDIX**

**6.1 PM-1.1A:** Appendix A: Project Execution Plan Process

