1.0 purpose

The Organizational Breakdown Structure (OBS) is a project organization framework for identification of accountability, responsibility, management, and approvals of all authorized scope.

2.0 SCOPE

All projects using the PPPL Project Management System Description (PMSD) will include an OBS in the Project Execution Plan (PEP). All projects will also utilize a Responsibility Assignment Matrix (RAM) to depict the OBS and WBS relationship. The RAM will also be included in the PEP.

3.0 REFERENCES

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

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

**3.3** PM Procedure 1.1, Project Execution Plan

**3.4** PM Procedure 1.2, Work Breakdown Structure (WBS)

4.0 procedureS

**4.1 Structure**

**OBS:** A project OBS is a depiction of the project organization structure arranged to indicate the responsibility and reporting relationships within the project context. The OBS identifies all responsible organizational entities and/or individuals responsible and accountable for every element of the WBS and Scope of Work (SOW). The OBS reflects the way the project is functionally organized. It is a direct representation and description of the hierarchy and organizations that will provide resources to plan and perform work identified in the Work Breakdown Structure (WBS). The OBS helps management focus on establishing the most efficient organization, by taking into consideration availability and capability of management and technical staff including subcontractors, to achieve project objectives. Each project will have an OBS unique to that project. A

**Responsibility Assignment Matrix (RAM):** The RAM is an essential element of the project plan that integrates the organization structure with the scope of work outlined in the WBS. The RAM matrix establishes ownership of the work depicted in the WBS, by linking the WBS and the OBS. The intersection of the WBS and OBS (as shown on the RAM matrix) is the Control Account (CA). PPPL PMSPD RAMs will identify the Control Account Managers (CAMS) for these intersection points by name. The intersection point will also include the budgeted planned value (PV), resulting in a “dollarized RAM”. The sum of the CAs will total the total project PV. Each project will have a RAM unique to that project. A sample RAM is shown as Appendix B.

**4.2 Responsibility**

Project Managers are responsible for the creation of an OBS for their assigned projects. Line (functional) managers concur in the OBS if they provide staff and/or other resources to the project. The PPPL senior manager (sponsor approving authority) for the project concurs in the OBS and the RAM.

**4.3 Development Process**

The project manager will identify the sources of required staff resources and the organizations necessary to participate in the planning and execution of the project. Then, the project manager will assemble the project team and develop the project’s OBS and RAM. The Project Manager will seek agreement with the management of these organizations as to their role and extent of involvement, based on initial project requirements. Project team members (such as Project Controls), and other personnel will be identified and the project OBS developed. The assignment of CAMS, as required to complete the RAM, will be with the concurrence of the line manager, unless the CAMS are assigned as dedicated staff resources to the project. For purposes of the project, all CAMS report to the Project Manager.

5.0 Appendix

5.1 PM-1.3A: Appendix A: Organizational Breakdown Structure (OBS)

5.2 PM-1.3B: Appendix B: Responsibility Assignment Matrix

Appendix A

Organizational Breakdown Structure (OBS)

Appendix B

Responsibility Assignment Matrix

