

March 31, 2003

Gregory Pitonak, PEM Team Leader, PAO

SUBJECT: ASSIGNMENT AS DOE FEDERAL PROJECT DIRECTOR &
INTEGRATED PROJECT TEAM (IPT) LEADER FOR THE
NATIONAL COMPACT STELLARATOR EXPERIMENT (NCSX)
PROJECT AT PRINCETON PLASMA PHYSICS LABORATORY
(PPPL)

In accordance with DOE Order 413.3-1, you are hereby designated as DOE Federal Project Director & Integrated Project Team (IPT) Leader for the National Compact Stellarator Experiment (NCSX) Project at Princeton Plasma Physics Laboratory (PPPL). Roles and responsibilities of these positions are as outlined in DOE Order 413.3-1 and the attached Integrated Project Team Charter.

Jerry Wm. Faul, Manager
Princeton Area Office

Enclosure

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National Compact Stellarator Experiment

Integrated Project Team Charter

Revision 0
March 31, 2003

1.0 Introduction:

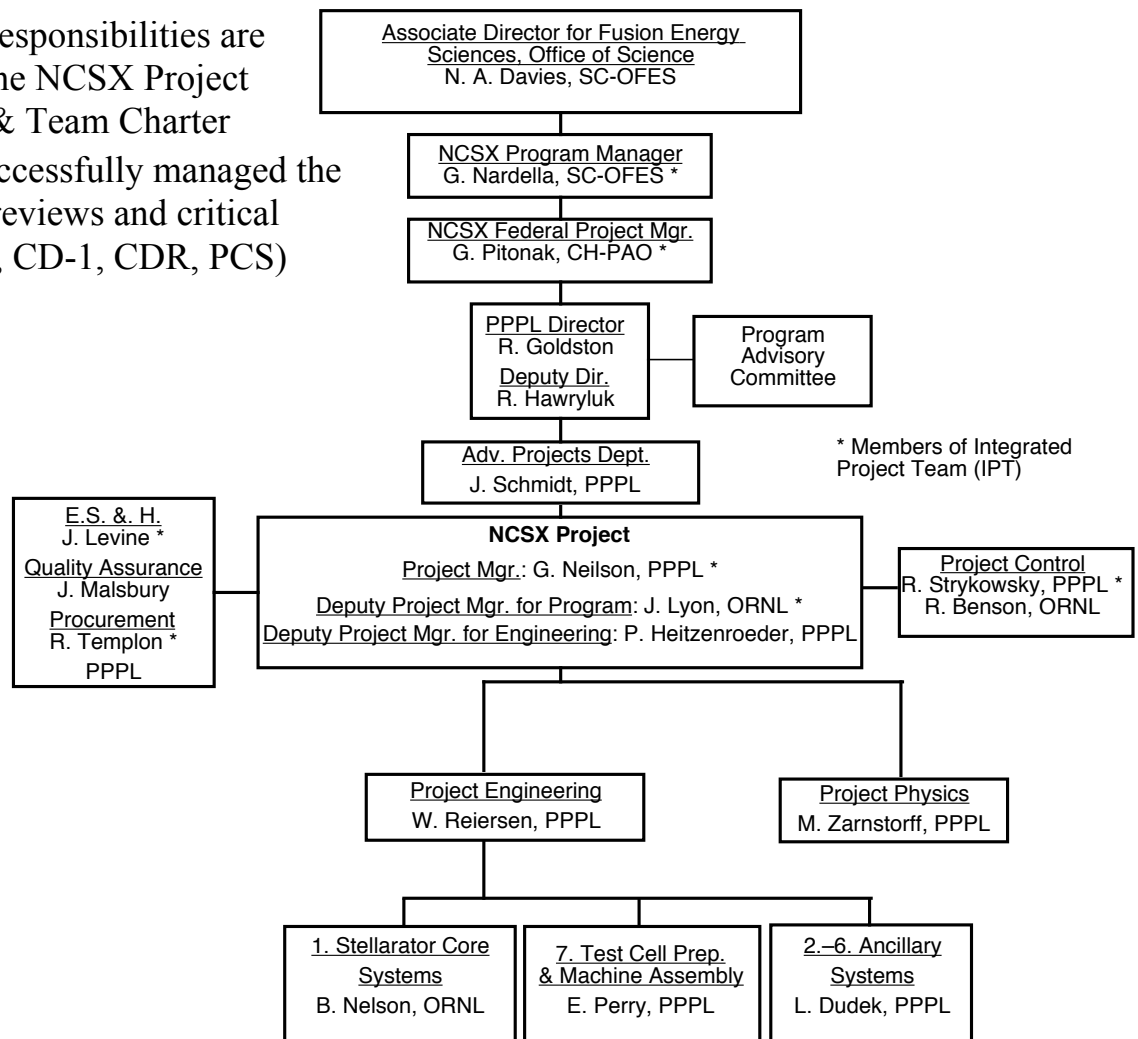
The purpose of this document is to identify the National Compact Stellarator Experiment (NCSX) Integrated Project Team (IPT) members and to define the primary responsibilities of the team as defined under the DOE Order 413.3-1.

2.0 Identification of IPT and Project Organization:

Initial membership and organization of the IPT is indicated below. As the project progresses, additional members with skills specifically needed by the project may be added to the IPT at the discretion of the Federal Project Director.

NCSX Integrated Project Team

- Clear roles and responsibilities are documented in the NCSX Project Execution Plan & Team Charter
- Partners have successfully managed the project through reviews and critical decisions (CD-0, CD-1, CDR, PCS) since 1998.



3.0 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, & 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 reviews;
- 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.

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

Federal Project Director and Contractor Project Managers*

Project Director	Contractor Project Manager
<ul style="list-style-type: none"> • Federal official responsible and accountable for overall success of the project 	<ul style="list-style-type: none"> • Contractor official responsible and accountable for successful execution of contractor's project scope of work
<ul style="list-style-type: none"> • Charters and leads the Integrated Project Team 	<ul style="list-style-type: none"> • Key member of the Integrated Project Team • Chairs the contractor's Integrated Project Team
<ul style="list-style-type: none"> • Tailors DOE project management requirements to the project 	<ul style="list-style-type: none"> • Supports Federal Project Director in implementing DOE project management process
<ul style="list-style-type: none"> • Ensures timely completion and quality of required project documentation 	<ul style="list-style-type: none"> • Provides input on project documents and develops and maintains contractor project documentation
<ul style="list-style-type: none"> • Assesses contractor project performance versus contract requirements 	<ul style="list-style-type: none"> • Defines the contractor project organization • Manages the day-to-day project execution activities • Implements contractor performance measurement system
<ul style="list-style-type: none"> • Ensures quality and timely completion of project documentation and other deliverables 	<ul style="list-style-type: none"> • Delivers project deliverables as defined in the contract on time and within budget
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Assesses and reports project performance to DOE management 	<ul style="list-style-type: none"> • Communicates accurate and reliable project status and performance issues to DOE management
<ul style="list-style-type: none"> • Monitors contractor's risk management efforts 	<ul style="list-style-type: none"> • Identifies and manages project risks
<ul style="list-style-type: none"> • Manages DOE project contingency funds 	<ul style="list-style-type: none"> • 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.