Instruction Name: CAM Code Assignments

Department Name: Program Management Original Issue Date:

Instruction #: 611-CA-012 Revised Issue Date:

Originated By: Candi Randolph Revised By:

1. **Scope**
   1. This work instruction is to be used when new CAMs are assigned CAM responsibilities and when CAM assignments to specific control accounts are changed.
2. **Purpose**
   1. The purpose of this work instruction is to ensure that Primavera and Cobra are simultaneously updated when CAM assignments are made and that the program reports that show CAM responsibilities are published upon assignment.
3. **Responsibility**
   1. This work instruction is owned by the Manager of Cost Control.
   2. Functional managers, Directors, or Vice-Presidents are responsible for making CAM assignments.
   3. The Manager of Cost Control is responsible for the following:
      1. Assigning a CAM code for new CAMs
      2. Communicating the changes to Production Control
      3. Setting the CAM up in Cobra and Fortis
      4. Submitting an IT request to have CAM added to the CAM Access Control List for CAM Notebook access
      5. Publishing a new Responsibility Assignment Matrix
      6. Scheduling and conducting CAM training for new CAMs
   4. Program schedulers are responsible for updating the program schedule(s) with the requested CAM assignments
   5. Cost Analysts are responsible for the following:
      1. Issuing new work authorizations for control account assignment to the PM and CAM for approval
      2. Publishing a new Responsibility Assignment Matrix (RAM) to the CAM Notebook
   6. The Program Manager is responsible for approving the Work Authorization Document.
   7. The CAM is responsible for accepting the assignment via Work Authorization signature.
4. **Detailed Instructions**
   1. Adding a New CAM
      1. May be initiated by Functional Manager, Director, or Vice-President
      2. Communication of assignments may be documented in email
      3. Email is to be sent to the Manager of Cost Control (David Briggs) with the following information:
         * Control Account Manager name
         * CAM Department
         * Programs CAM will support
         * Specific control account assignments
           + This may be a list of control account numbers or a reference to a set of control accounts. For example, “MaryKae Donovan will assume responsibility for all of Wayne Conner’s control accounts on LCS 3, 5 and 7.”
         * Effective date CAM assumes responsibility
      4. The Manager of Cost Control or his designee:
         1. Assigns a new CAM code
         2. Notifies Production Control and cost analysts of the new CAM, CAM Code, and CAM control account responsibilities
         3. Updates the CAM Code Master List in Cobra
         4. Publishes the CAM Code Master List to the CAM Notebooks
         5. Sets the CAM Code up in Fortis
         6. Sets the new CAM up for Cobra reports
         7. Sets up the new CAM in Fortis
         8. Submits an IT request to have CAM added to the CAM Access Control List for CAM Notebook access
         9. Schedules and conducts training for new CAM
      5. The program scheduler updates the program schedules with the new CAM code and control account assignments
      6. The program cost analyst:
         1. Issues new work authorizations for control account assignment to the PM and CAM for approval
         2. Publishes a new Responsibility Assignment Matrix (RAM) to the CAM Notebook
      7. The Program Manager approves the Work Authorization Document.
      8. The new CAM accepts the work via Work Authorization Document (WAD) signature.
   2. Changing control account responsibility from one CAM to another
      1. May be initiated by Functional Manager, Director, or Vice-President
      2. Communication of re-assignments may be documented in email
      3. Email is to be sent to the Manager of Cost Control (David Briggs) with the following information:
         * Program Control accounts to be reassigned
         * CAM control accounts are currently assigned to
         * CAM to assign the control account to
         * Effective date of CAM responsibility change
      4. Steps 4.1.4 through 4.1.8 are followed
5. **Supporting Documents (as appropriate)**