



Department of Energy  
Washington, DC 20585

JM CHRONOLOGY  
JM RECEIVED 9/15/15  
OUT FOR REVIEW 9/21/15  
DRB DISCUSSION 10/1/15

September 14, 2015

MEMORANDUM FOR INGRID KOLB

DIRECTOR  
OFFICE OF MANAGEMENT

THROUGH:

KEVIN T. HAGERTY  
DIRECTOR  
OFFICE OF INFORMATION RESOURCES

FROM:

PAUL BOSCO  
DIRECTOR,  
OFFICE OF PROJECT MANAGEMENT  
OVERSIGHT AND ASSESSMENTS

SUBJECT: Notice of Intent to Revise Department of Energy (DOE) Guide  
413.3-15, *Project Execution Plans*.

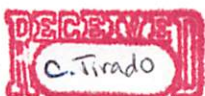
**PURPOSE:** The proposed revision to this Department of Energy Guide focuses on updating terminology and references, and alignment with Secretarial policy memoranda on project management issued since the last update to DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*.

The purpose of this guide is to provide guidance on the policies and procedures to be followed in order to manage and control project planning, initiation, definition, execution, and transition/closeout, and uses the outcomes and outputs from all project planning processes, integrating them into a formally approved document. The Project Execution Plan includes an accurate depiction of how the project is to be accomplished, defines the project Key Performance Parameters (KPPs) and project scope, resource requirements, technical considerations, risk management, configuration management, and roles and responsibilities.

**JUSTIFICATION:** A substantial number of terms, references, and Departmental policies have been updated since the last revision to DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*. As a result, DOE G 413.3-15 must be revised to align with these changes.

There are no valid external, consensus or other "Standards" (e.g., ISO, VPP, etc.) available which can be used in place of any part of this directive.

**IMPACT:** This guide will not impose new requirements or constitute Department policy. Rather, it provides a suggested approach to preparing and maintaining a Project




Execution Plan, a document essential to the successful execution of DOE capital asset projects. This guide does not change existing laws, regulations or national standards, and it does not create an undue burden on the Department.

**WRITER:** Pete Bako, (202) 287-1940

**CONTACT:** Office of Project Management Oversight and Assessments. Contact Paul Bosco at (202) 586-3524 or Michael Peek at (202) 586-8223.

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Non-concur: \_\_\_\_\_ Date: 10-1-2015

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90.

| <u>Standard Schedule for Directives Development</u> | <u>Days</u> |
|---|-------------|
| Draft Development                                   | 15          |
| Review and Comment                                  | 30          |
| Comment Resolution                                  | 15          |
| Final Review  | 30          |
| <b>Total</b>  | <b>90</b>   |