



Department of Energy

Washington, DC 20585

May 1, 2015

MEMORANDUM FOR INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

JM Chronology
JM RECEIVED 5/6/15
OUT FOR REVIEW 5/11/15
DRB DISCUSSION 5/21/15

THROUGH: KEVIN T. HAGERTY
DIRECTOR
OFFICE OF INFORMATION RESOURCES

FROM: MICHAEL M. JOHNSON
CHIEF INFORMATION OFFICER

SUBJECT: Notice of Intent to Develop DOE G 415.1-2 Information Technology
Project Execution Model Guide for Small and Medium IT Projects

PURPOSE: The proposed DOE G 415.1-2 will support consistent and effective implementation of DOE O 415.1, Information Technology Project Management, dated December 3, 2012. The proposed guide will assist IT Project Managers in effectively managing and applying sound project management to IT projects of small and medium size.

JUSTIFICATION: DOE G 415.1-2 will provide a customized adaptation of DOE G 415.1-1 Information Technology (IT) Project Execution Model (PEM) Guide, dated July 17, 2014¹, with specific focus on managing DOE IT small and medium projects, as well as modular and agile projects which fall within the criteria of the guide. The proposed guide will provide a formal, structured, integrated, and standard approach while allowing for flexibility to meet the unique business needs, principles, and environmental factors of each DOE Element. The guide emphasizes acceptable, non-mandatory means for meeting requirements contained in DOE regulations and directives.

DOE G 415.1-2 applies to all Department of Energy (DOE) organizations, including the National Nuclear Security Administration (NNSA), which seeks approved and standardized guidelines for managing small and medium IT projects. The customization applied in the proposed guide is derived from lessons learned through direct participation in active DOE IT projects and from comments and feedback received from DOE project management stakeholders and the DOE G 415.1-2 Integrated Project Team (IPT). IPT members included participants from various functional and cross-functional teams within and outside the Office of the Chief Information Officer, including the National Lab community. Several

¹ Information Technology Project Execution Model, dated July 17, 2014, was developed to provide project management guidance in support of DOE O 415.1.

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Justification Memorandum (Continued)

meetings were held with the IPT to arrive at the latest draft which was officially accepted by the IPT on March 27, 2015.

IMPACT: The proposed guide does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.

The benefits expected via the adoption of DOE G 415.1-2 include:

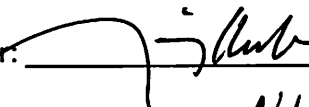
- Consistent communication of guidance to implement the requirements of DOE Order 415.1 across the complex;
- The provision of a standard approach to manage DOE IT small and medium projects;
- The provision of a standard approach to manage DOE IT modular and agile projects;
- Improved transparency in the execution and reporting of projects; and
- Improvement of IT project management capability across the complex.

Furthermore, its alignment with the general framework of its predecessor guide DOE G 415.1-1 will promote synchronization with larger projects as the following elements will remain standard and applicable for reporting purposes:

- Project Phases and Stages;
- Critical Decision Reviews (Gates);
- Essential Milestones; and
- Suggested Stakeholders.

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Concur:  Nonconcur: _____ Date: 5-21-15
NLDC would like to be on the writing team.

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.

Justification Memorandum (Continued)

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150

(NOTE: The standard schedule of up to 150 days will be used unless otherwise specified by the Directives Review Board.)