



**RESEARCH SUPPORT BUILDING AND INFRASTRUCTURE  
MODERNIZATION PROJECT**

**CHARTER  
INTEGRATED PROJECT TEAM**



April 2009  
SLAC-I-050-07010-003



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# Signature Page

## SLAC National Accelerator Laboratory Approval

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Jess Albino  
SLAC Project Manager

Date

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John Galayda  
SLAC Project Director

Date

## DOE Approval

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Hannibal Joma  
Federal Project Director  
DOE SSO

Date

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Evaristo Jose Valle  
Deputy Federal Project Director  
DOE SSO

Date





## 1.0 Mission Statement

The mission of the Integrated Project Team (IPT) with the Federal Project Director (FPD) serving as the team leader is to provide strategic planning, coordination, and communication for the Research Support Building and Infrastructure Modernization (RSB) Project. The Integrated Project Team is responsible for ensuring the project's objectives are achieved on schedule, within budget, and consistent with quality, environment, safety, and health standards. The Integrated Project Team is also responsible for making sure that project management is carried out with integrity and in compliance with applicable laws.

## 2.0 Purpose and Goals

The purpose and goals of the Integrated Project Team are as follow:

- Support the Federal Project Director and RSB Project Manager in planning, programming, budgeting, and acquisition of capital assets.
- Assist the Federal Project Director in developing and implementing the Acquisition Strategy and the Project Execution Plan.
- Assure all project interfaces are identified, completely described, defined and managed to completion.
- Identify and meet appropriate and adequate project performance parameters.
- Perform quarterly reviews and assessments of project performance and status against established performance parameters, baselines, milestones, and deliverables, taking corrective actions as appropriate.
- Plan and participate, as necessary, in project reviews, audits, and appraisals as necessary.
- Support development of all Critical Decision (CD) packages. Review all Critical Decision (CD) packages for completeness and recommend approval and disapproval.
- Review and comment on project deliverables, e.g., drawings, specifications, procurement, and construction packages.
- Review baseline change requests (as appropriate) and support change control boards as requested.
- Support the preparation, review, and approval of project completion and closeout documentation.

## 3.0 Integrated Project Team Members

DOE Office of Science, Office of Security and Infrastructure Support (SC-31) Program Manager – Gary Brown

DOE SLAC Site Office Federal Project Director – Hannibal Joma

DOE SLAC Site Office Deputy Federal Project Director – Evaristo Jose Valle

DOE SLAC Site Office Contracting Officer – Tyndal L. Lindler

SLAC Project Director – John Galayda

SLAC Project Manager – Jess Albino

SLAC Deputy Project Manager – Karen Chan-Hui

SLAC Chief Engineer – Lori Plummer

SLAC Environmental Safety & Health Representative – Jim Healy

SLAC Subcontracting Officer – David Pindroh

SLAC Financial Representative – Cindy Lowe

SLAC Construction Safety Officer – Jerry Pfefferkorn

SLAC Construction Manager – Steve Jack

SLAC LEED Officer – John Steward

SLAC RSB Users Representative – Mark Reichanadter

## **4.0 Primary Team Interfaces**

Multiple interfaces are necessary for the Research Support Building and Infrastructure Modernization Project. The Integrated Project Team is responsible for ensuring well-coordinated planning and timely project performance. These include the DOE Program Manager and Federal Project Director, other DOE Headquarters stakeholders, SLAC Management, the project performance teams, and other SLAC stakeholders.

The Federal Project Director will be primary point of contact with the Program Manager for coordination, reporting to DOE HQ, and submittal of all primary documents such as CD documentation. The Federal Project Director will preside over the weekly IPT project teleconferences with the Program Office and is responsible to ensure effective coordination with other DOE and external stakeholders as appropriate. For CD approvals and project reviews it may be necessary for the Federal Project Director to interface with other DOE Headquarters organizations. However, the Program Manager will be the IPT point of contact for day-to-day interface with these organizations.

The interface with SLAC Management and affected personnel will be necessary for coordination with site activities that may impact project performance or where the project activities may have broader site impacts. SLAC Project Manager will be the IPT point of contact for day-to-day interface with SLAC Management and other affected personnel to obtain input for coordination of project activities and planning.

The Project performance teams will be responsible for implementing project elements of work. The SLAC Project Manager and/or IPT team members directly associated with the

elements of work being performed will be the primary points of contact with the project performance teams.

## 5.0 Team Member Responsibilities

This section describes the responsibilities of each IPT member.

### **DOE Program Manager**

As an IPT member, the DOE Program Manager responsibilities are as follows:

- Represents SC-31 on the IPT
- Initiate definition of mission need based on input from Sites, Laboratories, and Program Offices.
- Oversee development of project definition, technical scope, and budget to support mission need.
- Initiate development of the Acquisition Strategy before CD-1.
- Monitor and evaluate project performance throughout the project's life cycle.
- Assist the Acquisition Executive (AE) with determinations on the Level 1 Baseline Change Requests in accordance with the PEP Change Control Process.
- Oversee the project line-management organization and ensure the line project teams have the necessary experience, expertise, and training in design engineering, safety and security analysis, construction, and testing.

### **DOE SLAC Site Office Federal Project Director**

The Federal Project Director (FPD) establishes and leads the IPT and is the primary point of contact for communication and coordination with entities external to the IPT. The FPD is responsible, with the assistance of the IPT members, for the following tasks:

- Develop, staff, and issue the IPT charter.
- Single point of contact between federal and contractor staff.
- Plan, implement and complete the project using a systems engineering approach.
- Tailor DOE project management requirements to the project.
- Develop and implement the Acquisition Strategy and the Project Execution Plan.
- Define project objectives and technical, schedule, and cost scopes.
- Ensure timely completion and quality of required project documentation.
- Assess contractor project performance versus contract requirements.
- Proactively identify and resolve critical issues within Federal control.
- Integrate and manage the timely delivery of government reviews, approvals, property, services, and information.
- Ensure the design, construction, environmental, safety, health, and quality efforts performed are in accordance with the contract, public law, regulations, and Executive Orders.
- Evaluate and verify reported progress and report project performance in the Project Assessment and Reporting System (PARS).

- Review and make determination on level 2 Baseline Change Requests in accordance with the PEP change control process.
- Assist the Program Manager and the Acquisition Executive (AE) with determinations on the Level 1 Baseline Change Requests in accordance with the PEP Change Control Process.
- Manage project contingency funds.
- Oversee the management and mitigation of project risks.

### **DOE SLAC Site Office Deputy Federal Project Director**

The Deputy Federal Project Director (FPD) is the secondary point of contact for communication and coordination with entities external to the IPT. The Deputy FPD is responsible, with the assistance of the IPT members, for the following tasks:

- When so delegated, act as the single point of contact between federal and contractor staff.
- Support the development and implementation of the Acquisition Strategy and the Project Execution Plan.
- Support the project objectives and technical, schedule, and cost scopes.
- Assist the FPD to ensure timely completion and quality of required project documentation.
- In conjunction with the FPD, assess contractor project performance.
- Support the FPD and IPT by proactively identify and resolve critical issues within Federal control.
- Participate in identification and management of project risks.
- Support the integration and management of timely delivery of government reviews, approvals, property, services, and information.
- Ensure the project efforts are in accordance with the contract, public law, regulations, and Executive Orders.
- Evaluate progress for the Project Assessment and Reporting System (PARS).
- In conjunction with the FPD, review and provide feedback on changes in accordance with the PEP change control process.

### **DOE SLAC Site Office Contracting Officer**

The SLAC Site Office Contracting Officer (CO) provides contract related support to the IPT to include, but not be limited to, the review of any project related subcontracts submitted for DOE approval. In general, the CO has the authority to enter into, administer, or terminate contracts and make related determinations and findings. Only the CO is authorized to modify the Statement of Work and issue written modification(s) to the contract; accept non-conforming work; waive any requirement of the contract; or modify any term or condition of the contract.

### **SLAC Project Director**

The Research Support Building and Infrastructure Modernization (RSB) Project will be executed by a SLAC project team that is headed by the SLAC Project Director (PD). The

SLAC PD has established a project organization to accomplish the RSB Project which includes the project manager, deputy project manager, engineering support, ES&H, Quality Assurance (QA), construction oversight and safety, procurement, project controls, and finance personnel.

The project director provides senior management oversight, direct access to SLAC National Accelerator Laboratory Associate Laboratory Directors and Laboratory Director and chairs the Baseline Change Control Board (BCCB) and approves Level 3 Baseline Change Requests (BCRs).

### **SLAC Project Manager**

The Project Manager is responsible for the design, construction/renovation, testing and startup building systems and closeout of the project. The responsibilities of the Project Manager include, but not limited to, the following:

- Support DOE SLAC Site Office Federal Project Director in implementing project process.
- Manage the day-to-day project execution activities.
- Establish technical and administrative controls to ensure the project is executed within approved cost, schedule, and technical scope.
- Implement and Earned Value Management System (EVMS) to track performance against the approved project baseline.
- Ensure that project activities are conducted in a safe, healthful and environmentally sound manner.
- Ensure that safety, environmental, quality assurance, safeguards and security responsibilities and requirements are integrated into all phases of the project.
- Participate in management meetings and communicates the project status and issues.
- Identify and manages project risks.
- Work with Subcontracting Officer on selecting subcontractors and awarding contracts.

### **SLAC Deputy Project Manager**

The Project Manager is responsible for assisting Project Manager on the design, construction/renovation, testing and startup building systems and close out project. The responsibilities of Deputy Project Manager include, but not limited to, the following:

- Assist Project Manager to manage day-to-day execution of the project.
- Support Federal Project Director to initiate Project Charter and to develop preliminary project scope statement.
- Assist Project Manager on balancing the demand for project quality, scope, time and cost.
- Assist Project Manager on establishing clear and achievable project objectives.
- Monitor and control project works and integrate change control.

- Assist Project Manager to communicate with SLAC Management, other affected SLAC personnel for different concerns and expectation and project coordination.

### **SLAC Project Chief Engineer**

The Project Chief Engineer is responsible for leading the Engineering Support Team in implementing all the relevant reviews and changes during design, construction/renovation, testing and startup of the facilities. The Chief Engineer will be the technical POC between SLAC and the sub-contractors.

### **SLAC Environmental, Safety, and Health Representative**

The ES&H Representative is responsible for providing guidance and support to the Federal Project Director and the Integrated Project Team in the areas of ES&H to include, but not limited to, participation in the review of the project documentation, and oversight of contractor activities in the ES&H area (project walkthrough and assessments). The Representative as designated may send other individuals on his staff to perform the functions described depending on the particular needs of the situation.

### **SLAC Subcontracting Officer**

The Subcontracting Officer is responsible for subcontract administration and contractual support. Specific responsibilities include, but not limited to, the following:

- Solicit sources/vendors and administer subcontracts.
- Assist in source selection.
- Direct preparation of the Request for Proposals.
- Perform Price and cost analysis.
- Ensure all contractual provisions are approved and met negotiates terms, recommend award of contract and prepares necessary justification documentation.
- Prepare subcontract modification changes in scope of work, funding and schedules.
- Monitor expenditures and reviews invoices.
- Recommend resolution of disputes and subcontractor claims.
- Upon completion perform subcontractor closeout.

### **SLAC Financial Representative**

The Financial Representative is responsible for providing support, advice and guidance on budgetary and accounting policies to the IPT as required.

### **SLAC Construction Safety Officer**

The Construction Safety Officer is responsible for construction oversight, for construction subcontractor safety required document review, approval or disapproval.

### **SLAC Construction Manager**

The Construction Manager is responsible for overseeing the execution of construction subcontractor works, including the safety and health management of construction

subcontractor activities in the construction field. Being in the field, the Construction Manager is also responsible for ensuring the technical, safety, environmental, health, safeguard, and security requirements specified in the contract are met by construction subcontractors.

## **6.0 Meetings**

The Integrated Project Team shall meet on a weekly basis to accomplish the stated project goals and mission. Special meetings, when necessary, will be called by the FPD to address and/or resolve specific issues.

## **7.0 Integrated Project Team Life**

This charter will expire when CD-4, Project Closeout, is approved by the Acquisition Executive. The charter is a living document and the Integrated Project Team membership may change during the life of the project. The Federal Project Director will issue revisions to the charter as necessary.