

Charter

Fermilab Project Management Group

Purpose:

The Project Management Group (PMG) is established to provide a structured forum for the Project Manager to coordinate project planning and problem solving with project team members and collaborators, laboratory and other interfacing organizations. The PMG is also the first-level oversight mechanism that supports the Director, Associate Laboratory Directors (ALDs) and Division/Section Heads in fulfilling Laboratory project oversight responsibilities and provides a venue for Project Managers to raise significant issues to Laboratory management for assistance, if required. The PMG meets regularly to manage issues, assess progress, evaluate performance metrics and trends, and initiate actions as needed to maintain satisfactory progress to plans.

Roles and Membership:

PMG meetings are co-chaired by the Project Manager and the Laboratory line manager with oversight responsibility (Director or Director's representative, Associate Laboratory Director or Division Director, based on the value of the project in accordance with Laboratory management guidance). The PMG is supported by the Office of Project Support Services (PSS). PMG membership will be designated by the co-chairs in writing and will normally consist of:

- Lab Line Manager with oversight responsibility (Co-chair)
- Project Manager (Co-chair)
- Project Team L-2 (major WBS) Managers
- Project Controls Manager
- Project Financial Manager
- Project Procurement Manager/Liaison
- Other Project staff members as desired by the Project Manager
- Involved Lab Division/Section Heads, Deputies or authorized representatives (not currently assigned to the project) to consistently attend and act on matters of support or assistance. Normally included are representatives from the Environment, Safety, Health and Quality Section, the Facilities Engineering Services Section, the Lab Budget Office and the Business Services Section Procurement Department
- PSS representative

Roles and Responsibilities:

PMG Members: Attend regular meetings when convened and contribute to PMG planning, problem solving and progress evaluation.

Project Manager: Co-chair the PMG and, supported by PSS templates and planning timetables, develop meeting agendas that support the schedule for planning and/or project execution for the current phase of the project. Develop and present to the PMG project performance indicators, trends, risks, and issues; and identify any needed assistance from Laboratory

managers. Lead problem solving of issues. Maintain and distribute PMG meeting records and action items for follow-up.

Line Manager with Oversight Responsibility: Co-chair the PMG; maintain primary project oversight and support assistance requests and actions by the Project Manager to meet project schedules, budgets and performance requirements. Keep senior Laboratory management advised of potential performance issues and recommend/support corrective actions where needed. Particular attention should be paid to the adequacy and performance of matrixed lab resources in support of project goals.

Head, PSS: In consultation with Project Managers, provide support to PMGs through standardized document templates, planning milestones and checklists, review planning guidance, EVMS requirements and implementation of project management systems and practices. Mentor project managers and teams in project management processes and DOE requirements, Critical Decision preparation and review preparation. Coordinate with Project Managers and ALDs/Division/Section Heads to optimize the presentation and flow of project metrics/performance information from project reports and in PMG meetings to support other management reviews (POG, Director's and external/DOE reviews).

Procedures:

PMG meetings will be scheduled as appropriate to the stage of the project and called by the co-chairs, customarily at monthly intervals and during the third week of every month, in order to utilize data from the prior month and in advance of monthly meetings of the Performance Oversight Group (POG).

Topics for PMG meetings may vary with the stage of the project; attached is the PMG Meeting Guidance document with suggested areas of emphasis.

PMG meetings complement other project coordinating and oversight groups, including the project Integrated Project Team (IPT) and the Laboratory Performance Oversight Group (POG).

Approved by:



Piermaria J. Oddone, Laboratory Director

3/21/13

Date