



WORK AUTHORIZATION FORM

NOVA Project

Control Account Title: Detector Control System

Control Account Number: 2.7.4

Work Breakdown Structure Element: WBS 2.7.4

Period of Performance: 06Jan11 to 18Nov13

Current Authorized Budget (in AY\$ with all burdening): \$204,894

This Work Authorization, including all attachments, represents the agreement between the Project Manager and Control Account Manager (CAM) to perform, or to have performed, efforts defined by the following:

- 1.) A WBS Dictionary sheet that defines the scope of work for this WBS element/Control Account. If additional definition is warranted, or required for a particular WBS element, (e.g., QA reasons, Work Orders for third party services, etc) attach applicable documentation.
- 2.) A detailed Control Account schedule showing all work packages and planning packages.
- 3.) A detailed resource report by WBS and schedule activity.
- 4.) Budgeted cost by month

This Work Authorization is for the lifecycle of the project. Funding will be authorized incrementally based on schedule status and funding availability, and communicated by other means to CAMs.

In addition to the CAMs approval of all third party commitments (i.e., Memorandums of Understanding (MOU) with other institutions, purchase orders, and subcontracts), the following is required:

- Commitments must be approved by the Project Manager for all R&D work > \$1000, and for construction work where commitments values are greater than \$10,000.
- To move funds to collaborating institutions, the CAM is to see that the following is in place before executing the purchase order:
 - MOU with the collaborating institution, signed by both parties, including the Project Manager.
 - Statement of Work, one for each fiscal year (FY), detailing the amounts expected to be funded during that FY. SOW signatures must include the CAM and the Project Manager.
 - This Work Authorization with all approvals.

Any change to this document will be implemented through the Change Control procedures.

Approvals will be done through the NOVA DocDB on the Work Authorization Document file.

Signature chain will be Scheduler, Financial Officer, Control Account Manager, and Project Manager.

Chargeable task codes will not be opened without a signed work authorization form.