



## **WORK AUTHORIZATION FORM**

### **NOVA Project**

**Control Account Title: Management - Far Detector Assembly - Construction**

**Control Account Number: 2.9.5**

**Work Breakdown Structure Element: WBS 2.9.5**

**Period of Performance: 01Oct07 to 30Sept14**

**Current Authorized Budget ( in AY\$ with all burdening): \$967,339**

**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.**