



NOvA CHANGE REQUEST PROCEDURES

NOVA-doc-2968

OVERVIEW

All baseline budget adjustments that will result in changes to a control account must be submitted, regardless of the magnitude of the change. Also refer to the *FRA EVMS System Description* and *Procedure 12.PM-007 Change Control*.

All baseline schedule adjustments to start dates, end dates, or durations must be submitted. Status updates that result in schedule slippage will not require change request submittals.

Approvals will be required as outlined in the table at the end of this document.

Tools the NOvA Project uses for this process:

- NOvA Change Request Database (MS Access file of change log)
- NOvA DocDB (for record copies of all change request information and approvals)
- Change Request form (from NOvA Project website for submitting changes)

Participants noted on following pages:

NOvA Project Schedulers (PS)	Bill Freeman (official approver), Harry Ferguson, Ken Domann
NOvA Project Financial Officer (FO)	Suzanne Saxer
NOvA Project Manager (PM)	John Cooper
PMG (Directorate)	Greg Bock
DOE FPD (FPD)	Pepin Carolan
NOVA Configuration Manager (CM)	Elaine McCluskey



NOVA Change Request Procedures

STEPS FOR SUBMITTING CHANGE REQUESTS

Access **NOVA Change Request Form** at the NOVA Project website, direct link at: http://www-nova.fnal.gov/change_requests/cr_form.html

Complete all fields as appropriate in the **Change Request Form** as follows:

1	Provide a descriptive title for the change.
2	Input the appropriate CAM name as the originator, then your (the writer's) email address (an xx@fnal.gov address will get you an email back with what you submitted, as well as one to the CAM).
3	Provide the lowest level WBS number affected by the change; if more than one, include all as a list.
4	Check all the boxes for Change Type that apply.
5	Supply, if appropriate, any M&S budget changes , showing the budgets before and after the change. These changes should reflect the base (i.e., no contingency), unburdened budget level in \$FY07. Find the existing M&S budget level in the Open Plan NOVA_Project file, under the RESINFO column. This column is always visible in the spreadsheet view "Document Data Base Reference Sheet" (NOVA_SPRDSHT_DOCDB_N).
6	Supply, if appropriate, any labor effort changes . List the changing resources at each WBS line before and after the change by type (e.g., L.FNAL.AD.SCI.PHY, L.IU.PD.ENG.EE, etc.) and by assigned hours. Find the existing assigned labor effort in the Open Plan NOVA_Project file, under the RESINFO column. This column is always visible in the spreadsheet view "Document Data Base Reference Sheet" (NOVA_SPRDSHT_DOCDB_N). Consult with project financial and schedule personnel for assistance if necessary.
7	Supply, if appropriate, any schedule changes . Note before and after duration changes. If applicable, show the start <u>and</u> the end dates before and after the change. It may be necessary to do preliminary time analysis to identify the complete impact on any milestones or activities. Consult project schedule personnel for assistance.
8	Provide a brief description of the change as directed on the form and reference any attachments that document the change and will assist the review and approval process.
9	Fill in the NOVA DocDB number for any supporting attachments you may have posted for this change. All information related to this specific CR will be kept in this one DocDB file. The submitted CR form will be placed in this file (see below).
10	Click on the " Submit " button to send the form on to the Configuration Manager (Elaine McCluskey), and a copy will also go to submitters with an xx@fnal.gov address, and the CAM name provided on the form.



NOVA Change Request Procedures

STEPS TO CHANGE REQUEST APPROVAL (see pg 1 for acronyms)	
1	CM (or designee) will: <ul style="list-style-type: none">• Receive email of the submitted information.• Input the information into the Change Request database, and create a new DocDB file for this CR if none exists, and post information into the docdb file..• Print out the CR form from the CR database and forward to ps for preliminary impact analysis.
2	PS will calculate a preliminary cost and schedule impact in Open Plan from each CR, and will discuss this with the project manager for preliminary approval to proceed. If the PM agrees, PS will provide the preliminary information back to CM for input into the CR database, and then enter the change into Open Plan.
3	CM will input the preliminary information into the CR database including updating approval status, printing out a new form, and obtaining PM's preliminary approval. If the CR exceeds the PM approval thresholds, appropriate higher signatures will be sought at this time. CM will also update the 3 standard CR reports and post them to the NOVA-doc-3191 CR status reports file. CM will then pass along the form to FO for final cost impact.
4	FO will calculate the final cost impact in Cobra from each CR including burdening, labor cost, and escalation, and provide that information back to CM for input into the change database. Since PM gave preliminary approval, FO will put the CR into Cobra at this time.
5	After receiving the final cost impact information from FO, CM will put it into the record in the Change Request database and print the updated CR form. CM will seek the written approvals on the form, starting with the CAM.
6	After final approvals are obtained, CM will scan the signed form, and post it into the appropriate docdb file. He/She will forward the paper copy to the NOVA Project administrative assistant for filing in the Change Request paper files. At this time, CM will update the CR record to show approval status, then the status reports in NOVA-doc-3191 will be updated with the new information. Also, CM will notify the Tech Board that the change has been made and reference the appropriate NOVA DocDB file.
7	FO and PS will post their backup information about the CR in the associated docdb file. This will include before and after schedule and budget information by Control Account, as well as the Cobra MR log to show the reallocation of contingency/MR to PMB.
8	Finally, the following will be updated to reflect the impact of the CR: Work Authorization form, Control Account Plan, CA Schedule, WBS dictionary (if necessary), the RAM. Also, the CR docdb file will be linked to the CAM Notebook.



NOVA Change Request Procedures

APPROVAL PATHS ASSOCIATED WITH CHANGE LEVELS			
CHANGE LEVEL	COST CHANGE FOR BASE, \$FY07, UNBURDENED AND UNESCALATED	SCHEDULE CHANGE	APPROVALS REQ'D
5	< \$10k	Level 5 milestone delay < 1 month	CAM, NOVA PS, NOVA FOr
4	> \$10k	Level 4 or Level 5 milestone delay > 1 month	CAM, NOVA PS, NOVA FO, PM
3	> \$250k OR > \$500k cumulative change	Any L3 milestone delay	CAM, NOVA PS, NOVA FO, PM, PMG (Directorate)*
2	> \$1M cumulative change	Level 2 milestone delay > 1 month OR Level 1 milestone delay < 3 months	CAM, NOVA PS, NOVA FO, PM, PMG (Directorate)*, DOE FPD*

* approvals on paper and then scanned - will not use NOVA DocDB signoffs