



Department of Energy
Office of Science
Washington, DC 20585

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MEMORANDUM FOR STEPHEN W. MEADOR
DIRECTOR OFFICE OF PROJECT ASSESSMENT

FROM: STEPHANIE SHORT *Stephanie Short*
ASSOCIATE DEPUTY DIRECTOR FOR FIELD
OPERATIONS

SUBJECT: Annual Review of the Utilities Upgrade Project (UUP) at Fermi
National Accelerator Laboratory (FNAL)

I request that you organize an Annual Review of the of the UUP project on July 19-20, 2016. The purpose of the review is to assess the current status of the project and identify any concerns that could prevent the project from being successfully completed within the approved baseline.

The UUP obtained approval of CD-2/3A on February 18, 2015, and CD-3B on September 3, 2015. The project was approximately 56% complete as of the end of April 2016.

In carrying out its charge, the review committee should respond to the following questions:

1. General: Is the project's technical, cost and schedule performance consistent with the Project Execution Plan (PEP) established at CD-3B? Has the project responded appropriately to recommendations from prior reviews? Are there lessons learned from problems encountered during project construction (e.g., lock-out/tag-out and tunneling) that could be shared with the SLI community?
2. Technical: Do contingency spend-down alternatives conform to the approved project scope and key performance parameters, and are they prioritized? Is technical performance adequate and properly managed?
3. ES&H: Are ES&H systems and processes in place to support the mitigation of all identified hazards and to ensure delivery of the project in a safe and environmentally sound manner? Is ES&H performance adequate and properly managed?
4. Cost and Schedule: Is the project performance in line with the approved performance baseline, and are variances being effectively managed? Is the cost and schedule contingency adequate to complete approved work prior to CD-4? Are project schedules resource loaded and managed for effective performance reporting?



5. Management: Is the project properly managed for successful completion? Is a contingency spend-down plan developed and executable by CD-4? Are contingency spend-down alternatives prioritized? Is the risk register updated to reflect approved scope enhancements, and are future updates adequately mature for high priority contingency spend-down alternatives?

David Michlewicz will serve as Office of Operations Program Management point of contact for this review. I would appreciate receiving the final report within 60 working days at the conclusion of the review. If you have any questions, please contact me, or have your staff contact David at 301-903-8432.

cc:

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