Charter

Fermilab Project Management Planning Board for Major Construction Projects

Purpose:

The Project Management Planning Board is established to provide a management board that will meet regularly to identify, evaluate, develop, guide and recommend candidates from across the Laboratory for project leadership positions, capture and address lessons learned, and follow-up project leadership issues raised within Performance Oversight Group (POG) or Project Management Group (PMG) meetings.

Background:

Fermilab is in a period of extraordinary capital investment in developing scientific facilities to support the Laboratory’s future missions in high energy physics. The growth in numbers of construction projects at FNAL requires effective strategies, integrated advance planning, and effective management monitoring and control. Identifying, developing, selecting, assigning and supporting well-qualified leadership teams to construction projects are activities that are absolutely essential to achieving individual project success and the overall success of the Laboratory mission. Laboratory management must have strong confidence in the qualifications, training and experience of project leadership teams to fully manage the planning and execution phases of these high-visibility, high-value projects and be able to provide support when/where needed.

Board Membership:

- Chair: Deputy Laboratory Director
- Members:
  - Associate Laboratory Directors
  - Divisions Heads (AD, TD, PPD, CD Scientific Division)
  - Section Heads (FESS, ESH&Q)
  - Office Heads (Integrated Planning and Performance Management (IPPM), Project Support Services (PSS)
  - Project Manager (as designated)
- Support: Head, PSS

Roles and Responsibilities:

Chair: Convene Boards as needed to ensure project leadership assignments are made in a timely manner and with best qualified candidates. Recommend to the Lab Director.

Members: Attend meetings as called by the Chair, provide assessments and recommendations for project management candidate development and assignments to the Chair for approval.

Head, IPPM: Coordinate meeting agenda topics with Board Members to ensure that strategic project management issue are addressed in a timely manner.
Head, PSS: Provide support to the Board, including (1) maintaining forecast needs and rosters of candidates for assignment project leadership positions based on qualifications and experience; (2) recommending selection and assignment that optimizes the needs of the Laboratory, the career growth of the candidates, and the stability, qualifications and experience of the project leadership teams; (3) ensuring that the development and training of future project leaders supports forecasts of future needs; (4) keeping minutes and distributing meeting minutes and action items for review and status; and (5) maintaining assignment letter templates and files.

Procedures:

The assignment of Project Directors/Managers and Deputy Project Managers for major projects will be made through a selection board approach and formally approved by the Laboratory Director upon recommendation of the Board Chair.

When reviewing and endorsing leadership candidates for major construction projects at Fermilab, the Board will consider the strategic needs of the Laboratory, the career growth of project management candidates, and the needed stability, essential qualifications and relevant experience of the project leadership teams.

PSS will request that the Chair convene the Board as needed to ensure timely assignment or replacement (if needed) of project top leadership positions. Selection boards should be scheduled to ensure that the top leadership is able to be in place not later than the formal approval of CD-0.

Considerations for selection and assignment to top project leadership roles (Project Manager, Deputy Project Manager, high-value Level-2 WBS Managers) include: appropriate technical background and experience; project management experience, training and certifications; availability and timing of assignment; complementary leadership and communications characteristics; individual career path considerations; and the needs of future projects.

The Board will recommend any required or desired training and experience-development assignments as needed.

The selection and assignment of L2 managers on projects remains the prerogative of the Project Director/Manager, but the Board may request that the Project Director/Manager subsequently present the qualifications and experience of this team once selected for Lab management endorsement.

Issues that affect the efficient execution of projects at Fermilab, including from Performance Oversight Group or Project Management Group meetings or other top-management forums, will be raised for resolution to this Board when needed; actions will be recorded and resolutions to problems will be disseminated and tracked to ensure effective implementation.

Approved by:

[Signature]
Piemannia J. Oddone, Laboratory Director

Date

5/2/13