Charter
Fermilab Performance Oversight Group

Purpose:
The Performance Oversight Group (POG) is established by the Laboratory Director to review and ensure acceptable trends of performance on Laboratory major projects and to provide assistance, if needed, to Line and Project Managers to resolve issues that may threaten budgets, schedules or key performance requirements. POG meetings will also serve as an opportunity to share common experiences between Project and Laboratory managers.

Roles and Membership:
POG meetings are chaired by the Lab Director, coordinated by the Head, Office of Integrated Planning and Performance Management (IPPM) and supported by the Head, Office of Project Support Services (PSS.) POG membership will consist of:

- Lab Director (Chair)
- Deputy Lab Director
- Associate Lab Directors (Particle Physics, Accelerators, Computing, Operations Sectors)
- Division Heads (Particle Physics, Accelerator, Technical, Scientific Computing Divisions)
- Chief Financial Officer
- Section Heads (ESHQ, FESS, WDRS)
- Head, IPPM (meeting coordination)
- Head, PSS (meeting and information support)

Responsibilities:

POG Members: Attend regular meetings when convened and contribute to POG evaluation of the projects/programs that are presented.

Project Managers: Attend regular meetings as identified by the monthly POG meeting agenda. Present in agreed formats project performance assessments, indicators, trends, risks, and issues; identify any needed assistance from Laboratory Managers.

Line Managers: Where applicable, maintain primary project oversight of designated projects, provide resources as planned/needed and act on requested assistance and POG recommendations where developed.

Head, IPPM: Schedule monthly POG meetings and issue meeting agendas, maintain records of meeting actions for follow-up, and initiate POG recommendations to conduct Director’s Reviews when appropriate.

Head, PSS: In consultation with Project Managers, establish standard meeting performance information/metrics, and support reporting projects as requested in meeting POG objectives.

Updated May 16, 2013
Procedures:

POG meetings will normally be scheduled during the 4th week of each month, utilizing performance data as of the end of the prior month.

Meetings are planned to be of approximately 2 hours duration, with the objective of providing the POG a focused assessment from each project/program manager on performance trends, forecasts, risks and significant issues affecting cost, schedule, and scope. Extended problem solving will be managed off-line. Actions and any needed assistance from the meeting will be tracked and reviewed at subsequent meetings or earlier as needed.

In order to keep the meeting focused, attendance will be limited to POG members and presenting Project Managers, with 1-2 key assistants if desired. Additional observers may be included at the Director’s discretion.

Performance metrics appropriate to the phase of each project will be jointly developed by PSS and the projects. Performance metrics will, over time, be standardized where useful and produced from common management system information/databases when updated with monthly data.

Other Fermilab projects (including GPP, IS, etc.) or major programs may be scheduled for presentation to the POG by the responsible Lab Manager at the Director’s discretion.

POG meetings are not intended to replace other meetings that are needed for first-level oversight (i.e., PMGs), problem solving or project-level planning.

Approved by:

[Signature]

Piermaria J. Oddone, Laboratory Director

Date: 5/17/13