



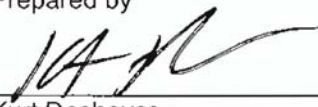
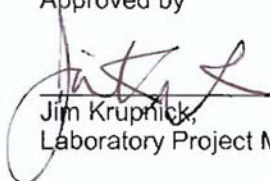
Project Management Office

Title:

PMO 1.5 Control Account Plan / Work Authorization

Section where used:

Project Management

Prepared by	Date	Approved by	Date
	3/18/09		3/18/09
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Revision Log:			
Rev. No.	Effective Date	Pgs. Affected	Brief Description of Revision
0.0	June 1, 2005	All	Original Document
1.0	February 2009	All	Miscellaneous Updates, Review and Revisions to EIA-748B

1.0 PURPOSE

The Control Account Plan/Work Authorization defines the authorized scope, budget and schedule for the control account and confirms the agreement between the Control Account Manager (CAM) and the project manager to accomplish this plan and provides authorization to proceed with this work. The Project Manager uses the Control Account Plan/Work Authorization form first to provide planning guidance to the CAMs, and then when planning is completed, to document and delegate work to the CAMs.

2.0 SCOPE

A Control Account Plan/Work Authorization will be prepared for all control accounts on projects using the LBNL Earned Value Management System (EVMS) reporting.

3.0 REFERENCES

- DOE Order 413.3A.
- LBNL Earned Value Management System Description.
- PMO Procedure 1.2, Work Breakdown Structure (WBS).
- PMO Procedure 1.4, Control Accounts, Work Packages & Planning Packages.

4.0 PROCEDURE

4.1 Development and Assignment

The Project Manager will identify key control points at the intersections of the Work Breakdown Structure (WBS) and Organizational Breakdown Structure (OBS) through the use of a Responsibility Assignment Matrix (RAM). Control accounts will then be established at these key control points. The Project Manager will identify potential CAMs who could be assigned to one or more of these control accounts. The Project Manager will discuss assignment of the CAMs with the functional manager, responsible for assigning the CAMs to the project team. A single CAM is assigned to each Control Account. The Project Manager, supported by Project Controls, develops planning guidance for each control account including work scope, schedule milestones and deliverables. The Project Manager documents this information on the Control Account Plan/Work Authorization form, and reviews it with the CAM.

4.2 Work Authorization

The CAM is responsible for developing detailed schedules and cost estimates for Work Packages and Planning Packages. The CAMs forward these cost estimates to Project Controls for validation using the Control Account Plan/Work Authorization form for each control account. The form includes the relationship to the WBS element or elements, responsible organization identification, control account task description, schedule, and time-phased budget in dollars. The Control Account Plan/Work Authorization is reviewed by the Project Controls Manager and approved by the Project Manager and the CAM to document the delegation of work to the CAM. The approved control account can only be changed with appropriate change control.

5.0 APPENDIX

Appendix A: Control Account and Project Planning/Approval Flow Diagram.

Appendix B: Control Account Plan/Work Authorization form.

APPENDIX A: Control Account and Project Planning/Approval

