AUG 07 1996

ENGINEERING CHANGE NOTICE

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1. ECN 162724

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2. ECN Category (mark one) Supplemental ☐ Direct Revision ☒ Change ECN ☐ Temporary ☐ Standby ☐ Supersedeure ☐ Cancel/Void ☐	3. Originator's Name, Organization, MSIN, and Telephone No. T. A. Carlson 8KD50 T3-28 372-0621 5. Project Title/No./Work Order No. T Plant Secondary Containment Upgrades 8. Document Numbers Changed by this ECN (includes sheet no. and rev.) WHC-SD-W259-PMP-001, Rev. 0	3a. USQ Required? ☐ Yes ☒ No 6. Bldg./Sys./Fac. No. N/A 9. Related ECN No(s). None	4. Date 7/18/96 7. Approval Designator N/A Q dm 8/7/96 10. Related PO No.
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12. Description of Change Direct revision of document to Revision 1.			
13a. Justification (mark one) Criteria Change ☐ Design Improvement ☐ Environmental ☐ Facility Deactivation ☐ As-Found ☒ Facilitate Const. ☐ Const. Error/Omission ☐ Design Error/Omission ☐			
13b. Justification Details Comments incorporated from review of revision 0 of document.			
14. Distribution (include name, MSIN, and no. of copies) see attached list			

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RELEASE	ID 3

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☐ Approved

☐ Approved w/comments

☐ Disapproved w/comments

PROJECT MANAGEMENT PLAN, PROJECT W-259, "T PLANT SECONDARY CONTAINMENT AND LEAK DETECTION UPGRADES"

T. A. Carlson

Westinghouse Hanford Company, Richland, WA 99352
U.S. Department of Energy Contract DE-AC06-87RL10930

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Abstract: T Plant is the decontamination facility for the Hanford Site, requiring upgrading to the facilities to ensure operations are in compliance with regulatory standards for secondary containment of the environmental restoration mission and waste management operations for the Hanford Site. This project supports upgrades to numerous utilities, tanks, and piping systems to meet the State of Washington and Federal Environmental Regulations.

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8/6/96
Release/Approval Date

Approved for Public Release

PROJECT MANAGEMENT PLAN
PROJECT W-259
T PLANT SECONDARY CONTAINMENT AND LEAK DETECTION UPGRADES

PREPARED BY
WESTINGHOUSE HANFORD COMPANY
PROJECTS DEPARTMENT
FOR THE
U.S. DEPARTMENT OF ENERGY
RICHLAND OPERATIONS OFFICE
RICHLAND, WASHINGTON

March 1, 1996

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1.0 INTRODUCTION

This project management plan describes the constraints, performance measurement baselines, project controls, contingency controls, method of performance, and reporting requirements for Project W-259, T Plant Secondary Containment and Leak Detection Upgrades

2.0 CONSTRAINTS

2.1 General

Constraints describe the limits of the project. This project is bounded by technical (scope), cost, and schedule limits. Going beyond these limits requires approval from the U. S. Department of Energy, Richland Operations Office (RL) prior to these limits exceeded.

2.2 Technical Constraint

The technical constraint for this project is described in the latest revision of the Functional Design Criteria, WHC-SD-W259-FDC-001.

2.3 Cost Constraints

The cost constraints for this project is the total estimated cost, \$10,700,000, and the total project cost, \$13,619,000.

2.4 Schedule Constraints

The schedule constraints for this project are the Tri-Party Agreement target milestones proposed by the Westinghouse Hanford Company (See Letter 9454060 dated June 22, 1994) and milestones that are already included in the Tri-Party Agreement. The schedule constraints are:

- o Start definitive design by 02/01/96
- o Complete definitive design by 9/30/96
- o Start construction by 10/1/97
- o Complete project by 9/30/99 (Interim milestone M-32-03 and target milestone M-32-03-T06).

Milestones pertaining to this project may be added to the Tri-Party Agreement. If any of the constraints listed above conflict with approved Tri-Party Agreement milestones, then the approved milestones take precedence. If this occurs, the Project Management Plan shall be revised to reflect the new constraints and reissued by WHC without additional RL approvals.

It is possible that Tri-Party Agreement milestones pertaining to this project will be added that do not address start or completion of definitive design or start or completion of construction. If so, those milestones will also be considered constraints. If this occurs, the

Project Management Plan shall be revised to reflect the new constraints and reissued by WHC without additional RL approvals.

3.0 PERFORMANCE MEASUREMENT BASELINES

3.1 General

Performance Measurement Baselines are used as a comparison to help determine how well a project is progressing. Comparisons are made in three areas: technical (scope), cost, and schedule. Changing these baselines requires approval from RL.

3.2 Technical Baseline

The technical baseline for this project is described in Revision 2 of the Functional Design Criteria, WHC-SD-W259-FDC-001.

3.3 Cost Baselines

The source of these cost baselines is the Cost Estimate Summary found in the Engineering Evaluation, WHC-SD-W259-ER-001, Rev. 0. The cost baselines (which include escalation) are as follows:

<u>Activity</u>	<u>Cost Baseline</u>
Definitive Design (WBS 1.1)	\$ 1,250,000
Engineering/Inspection (WBS 1.2)	700,000
Safety Analysis (WBS 1.3)	360,000
Procurement (WBS 2.0)	240,000
Construction (WBS 3.0)	6,120,000
Project Management (WBS 4.0)	330,000
Other Project Activities (WBS 5.0)	2,919,000

3.4 Schedule Baselines

The source of the schedule baselines is the Project Schedule found in the Engineering Evaluation, WHC-SD-W259-ER-001, Rev. 0. The schedule baselines are as follows:

<u>Activity</u>	<u>Start</u>	<u>Complete</u>
Definitive Design (WBS 1.1)	01/01/96	08/31/96
Safety Analysis (WBS 1.3)	01/01/96	03/31/97
Force Account Construction (WBS 3.3)	10/01/96	06/30/99
Project Completion		09/30/99

4.0 CONTINGENCY

At the start of definitive design, \$1,700,000 is available for use as project contingency. This is to be used for unknowns or changed conditions that are covered within the scope (technical boundary).

Contingency is not to be used for work that is not included within the scope of the project.

Contingency use in excess of \$25,000 shall be approved by RL. Approval to use contingency does not necessarily constitute approval to change the cost baselines. As mentioned in Section 3.1, changes to baselines require RL approval. Copies of documents approving contingency usage of \$25,000 or less shall be submitted to RL.

A contingency log will be kept that describes each of use of contingency, the reason(s) for each use, and the total contingency remaining. A copy of this contingency log shall be submitted to DOE monthly.

5.0 METHOD OF PERFORMANCE

5.1 General

The method of performance is a description of what organizations will perform what activities. The source of the method of performance is found in Section V of the Engineering Evaluation, WHC-SD-W259-ER-001, Rev. 0.

5.2 U.S. Department of Energy, Richland Operations Office

RL is responsible for overall management and execution of Project W-259. The Project Management Division (PMD) Project Engineer (PE) is responsible for coordination with other RL divisions and staff, as necessary.

Major RL activities include:

- o Approval of the Functional Design Criteria and revisions.
- o Approval of the Project Management Plan and revisions.
- o Authorization of project funding.
- o Approval of changes to the project boundaries and baselines.
- o Approval of contingency use in excess of \$25,000.
- o Approval of changes to the method of performance.
- o Approval of the Official Acceptance of Construction.

5.3 Westinghouse Hanford Company

The Westinghouse Hanford Company (WHC) is responsible for the day-to-day technical management of the project. WHC is responsible completing the project within the project boundaries.

Major WHC activities include:

- o Supplying support necessary to complete design, engineering, procurement, and construction within the project boundaries.
- o Ensuring that DOE and RL requirements are met, but not exceeded.
- o Preparation of documents requiring DOE approval or authorization.
- o Approval of design media, including drawings and specifications, and changes.
- o Preparation of safety analyses, permitting, and NEPA documentation. This includes preparation of a permitting plan.
- o Approval of estimates and schedules.
- o Approval of Acceptance Test Procedures, Inspection Plans, and changes.
- o Disposal of contaminated soil, equipment, and debris removed during construction.
- o Preparation of project reports.
- o Maintenance of the official project files.
- o Preparation of lessons learned that can be used on other projects or activities.

5.4 ICF Kaiser Hanford Company

The ICF Kaiser Hanford Company (ICF KH) is responsible for design, engineering, acceptance inspection, procurement and construction.

Major ICF KH activities include:

- o Preparation of the design media, including drawings and specifications, and any changes.
- o Preparation of Acceptance Test Procedures, Inspection Plans, and changes.
- o Preparation of estimates and schedules.
- o Performance and management of procurement and construction.

- o Approval of vendor submittals.
- o Performance of acceptance tests and inspections.
- o Providing data for project reporting.
- o Providing as-built drawings upon project completion of construction.

6.0 REPORTING REQUIREMENTS

6.1 General

Project performance shall be measured against the performance measurement baselines. Reports and meetings will be used to convey this and other project performance information to DOE.

6.2 Reports

Monthly reports shall be prepared and submitted to DOE that describe project performance. At a minimum these reports shall include:

- o A description of activities performed during the month.
- o A description of problem areas and corrective actions.
- o The amount of contingency remaining.
- o An assessment of whether the project will be completed within the project constraints. This includes the present working estimate (PWE) of the project. The PWE shall not include anticipated contingency usage where no use has been identified.
- o A variance analysis. Technical variances are differences between the technical constraint and the technical baseline. Cost variances are differences between actual costs and the cost baselines. Schedule variances are differences between actual schedules and the schedule baselines.

The variance analyses will include reasons for variances. A description of corrective action needs to be provided for any variances that are the result of unsatisfactory actions.

Variance analyses are not needed to address small cost and schedule variances. Small cost variances are less than \$10,000. Small schedule variances are less than one week.

- o A description of activities to be performed in the upcoming month.

6.3 Meetings

Meeting minutes shall be prepared and distributed to the project participants for the meetings listed below. The following meetings shall occur:

- o Kickoff meetings to initiate definitive design and construction.
- o Design progress meetings will be conducted at least once every two weeks.
- o Design review meetings will be conducted at least once (and more often as deemed necessary by WHC).
- o Weekly construction progress meetings.
- o Management review meetings as scheduled by RL.

7.0 AUTHORIZATION OF FUNDING

Funding shall be authorized using the Project Authorization form. Authorization of funding and any changes (increases or reductions) shall be approved by RL.

Note the Project Authorization form contains cost, schedule, and other information that may or may not be consistent with this Project Management Plan. The amount and source(s) of funding are the only items on the Project Authorization form to be used.

8.0 QUALITY ASSURANCE

A project-specific Quality Assurance Project Plan (QAPP) shall be prepared. This QAPP shall be used as a basis for performing specific quality assurance activities necessary to assure that work is performed in accordance with DOE requirements. This QAPP shall be approved by RL.

9.0 STOP WORK AUTHORITY

Work on the project shall be stopped only under the following conditions:

- o Identification of a problem that may result in unacceptable consequences to people or the environment.
- o Inadequate funding to continue work.
- o Approval from RL.

Michael S. Collins, RL

Date

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Distribution	Solid Waste Operations Complex	Date 7/18/96
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"Project Management Plan for Project W-259, T Plant Secondary Containment Upgrades"		ECN No. 162724

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