

Project Management Detailed Project Description – Project 050250

Project Management

Project Number: 050250

Restoration Category: Research, Monitoring and General Restoration

Proposer: All

Cost FY 04: \$255.5

ABSTRACT

Project management supports those Trustee agencies that administer and/or implement EVOS projects on behalf of the Trustee Council. Project Managers act as intermediary between EVOS science and administrative staff, project principle investigators and Trustee Council members. Project Managers provide input on the program science plan, Invitation, Work plan, EVOS policy and procedures. Project managers coordinate activities between principal investigators and the Trustee Council Office, reviewing project progress and expenditure activity, assisting in the development of project proposals, and tracking project reports, assisting with review of EVOS program process.

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NEED FOR THE PROJECT

The FY 05 proposal for project management is in proportion to the overall programmatic and administrative costs consistent with the number of proposals requiring oversight. The FY 05 funding amount of \$274.0 represents an increase from the amount approved for project management in FY 04 (\$144.8) for 33 projects, this funding amount was based on that number of funded projects. Nine projects were added to the number of projects funded in FY 04; however the Project Management budget was not increased accordingly. There are 30 projects continuing from FY 04, (27 of those projects have funding authorized, 3 projects have requested extensions and will require oversight), and 21 projects are recommended for funding in FY 05, for a total of 51 projects (58% increase in the number of projects from FY 04, this includes the 9 projects added on mid year FY 2004 with out compensation).

F.Y	1995*	1996*	1997*	1998*	1999*	2000	2001	2002	2003	2004	2004	2005
No.	86	74	77	79	93	75	56	54	37	33	9	47
Total (M)	\$17.0	\$18.2	\$16.0	\$14.0	\$11.6	\$8.4	\$6.0	\$4.5	\$3.3	\$3.1	\$4.5	\$4.2

The total for FY 2005 does not include the extended contracts from FY 2004.

Project management is necessary to provide administrative support for projects at the level of the funding agency beyond that which is provided by the GA fees. Examples of administrative support functions not routinely covered by GA include serving as the point of first contact for Principal Investigators with questions regarding fiscal information, process, policy and procedural issues, project timelines, and budget variances. Project management provides oversight in scope of work, schedule and proposal implementation. Project Managers track project progress, prepares quarterly project progress and financial reports to EVOS staff. Project management receives invoices and compares them to budget categories, and refers discrepancies to the attention of EVOS staff. Project management receives and tracks inventories of project equipment. Project Managers offer support, guidance and assistance to the EVOS staff in the Small Parcel Habitat program, Science program, Invitation process, proposal review, and final work plan review. Project management provides administrative support in editing EVOS publications. Project Managers act as an intermediary between the Trustee Council and EVOS staff.

COMMUNITY INVOLVEMENT

None.

PROJECT DESIGN

A. Objectives

Project Mangers act as intermediary between EVOS science and administrative staff, project principle investigators and Trustee Council members. Project Managers provide input on the program science plan, Invitation, Work plan, EVOS policy and procedures.

1. Administer contracts that implement approved projects, including reviewing and approving invoices;

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2. Address issues regarding NEPA compliance;
3. Submit quarterly reports from each project to the Trustee Council staff with Program Manager's comments that highlight for Trustee Council staff
 - a. circumstances where contract deliverables are not being produced, or are behind schedule;
 - b. deviations from the Trustee Council's policies and procedures and/or state and federal procedures;
 - c. deviations from authorized budget allocations
4. Facilitate the printing/distribution of project reports to ARLIS; and
5. Report to the Trustee Council staff the inventory of equipment (with an original per unit cost of at least \$5,000) purchased with Joint Trust Funds;

B. Methods

Attend meetings and provide assistance to council staff provide input on the invitation and work plan and proposal review process. Assist in coordination among and between projects, assist in the annual workshops.

Note: EVOSTC Staff for the purposes of this contract consists of Paula Banks, Administrative Manager with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Richard Dworsky).

1. Contract administration: Receive invoices, compare invoices to budget categories, notify Principal Investigator and EVOSTC staff of discrepancies. Administer contracts that implement approved projects, including reviewing and approving invoices;
2. NEPA Compliance: Address issues regarding NEPA compliance by working with the lead federal NEPA personnel, and advise EVOS TC staff;
3. Quarterly Reporting: Compiles quarterly project progress and financial reports from each project, compares quarterly reports with contract objectives, schedules and budgets and note discrepancies. Forward the quarterly report to the Trustee Council staff with comments that highlight for Trustee Council staff
 - a. circumstances where contract deliverables are not being produced, or are behind schedule;
 - b. deviations from the Trustee Council's policies and procedures and/or state and federal procedures;
 - c. deviations from authorized budget allocations
4. Transmit correctly formatted reports to ARLIS: Facilitate the printing/distribution of project reports to ARLIS; and
5. Receive from Principal Investigator the inventory of equipment (with an original per unit cost of at least \$5,000) purchased with Joint Trust Funds, compare to the budget, note any discrepancies and transmit inventory report and list of discrepancies to the EVOSTC staff.

C. Cooperating Agencies, Contracts and other Agency Assistance

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Organizational and administrative structures vary by agency. Certain projects have multiple agencies involved; others do not. Some projects involve contracts; others do not.

SCHEDULE

A. Measurable Project Tasks for FY 03 (October 1, 2004 - September 30, 2005)

- October 15-31: Meet with auditors regarding final prior year end close out.
- October 31: Submit prior year fourth quarter expenditure and project status information to Paula Banks, Administrative Manager with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Richard Dworsky).
- December 31: Submit updated inventory of equipment purchased with Joint Trust Funds to Paula Banks, Administrative Manager at the Trustee Council Office.
- January 31: Submit first quarter expenditure and project status information to Paula Banks, Administrative Manager with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Richard Dworsky).
- April 30: Submit second quarter expenditure and project status information to Paula Banks, Administrative Manager with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Richard Dworsky).
- July 31: Submit third quarter expenditure and project status information to Paula Banks, Administrative Manager with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Richard Dworsky).

B. Project Milestones and Endpoints

Not applicable to this project.

C. Completion Date

PUBLICATIONS AND REPORTS

The project manager is responsible to see that project documents and other deliverables are delivered to the EVOS TC staff in a timely manner.

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PROFESSIONAL CONFERENCES

None.

NORMAL AGENCY MANAGEMENT

The project managers perform tasks specific to the *Exxon Valdez* oil spill program that are not part of normal agency management.

COORDINATION AND INTEGRATION OF RESTORATION EFFORT

Project managers assist the Science Coordinator, Science Director and Executive Director to facilitate communication among projects as well as between investigators and the Trustee Council members and Trustee Council staff.

EXPLANATION OF CHANGES IN CONTINUING PROJECTS

Not applicable to this project.

PROPOSED PRINCIPAL INVESTIGATOR, IF KNOWN

Not applicable to this project.

DRUE PEARCE
Senior Advisor to the
Secretary for Alaskan Affairs
U.S. Department of the Interior

Dede Bohn
Project Coordinator
USGS

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KEVIN DUFFY
Commissioner
Alaska Department of Fish and Game

Vacant
Project Coordinator
ADF&G

JAMES W. BALSIGER
Administrator, Alaska Region
National Marine Fisheries Service
U.S. Department of Commerce

Peter Hagen
Project Coordinator
NOAA

Carol Fries
Project Coordinator
DNR

DRAFT
PROJECT MANAGEMENT (Project 050250) BUDGET JUSTIFICATION

Project 050250 – BUDGET JUSTIFICATION

Agency	Number of projects continued from FY 04	Number of projects continued from FY 05	Total FY 04 and FY 05 Projects
ADFG	12	11	23
NOAA	7	8	15
DOI/USGS	5	2	7
DNR	1	0	1
ADOL	2	0	2
Totals	27	21	48

Personnel (\$255.5)

Project Management support is calculated based on the number of projects are funded or recommended for funding, one month funding for each project funded. The funding is to be categorized under personnel. The Project Management budget includes funding for agencies to provide the personnel to manage continued projects authorized for funding in the FY 04 as well as the projects recommended for funding in FY 05. Totals include agency a 9% General Administration fee of 9%.

ADFG (\$98.1)

ADFG has 12 projects from 04 and 11 projects that are recommended for funding in FY05 for a total of 23 projects, (04 budget \$57.2 - 7mths salary for 14 projects) recommend funding 12 months salary \$90.0 for 23 projects.

General Administration - 9% \$8.1.

ADNR (\$9.2)

ADNR has 1 project from FY 04 that (040600) that has been authorized for a 1 year extension, through September 20, 3005. (04 budget 9.9 – 1.2 months salary for 1 project) Funding project management will cover 1 months personnel cost at the rate of \$8.4 per month for a total of \$8.4.

General Administration - 9% \$0.8.

DOI/USGS (\$48.8)

DOI/USGS has 5 projects from FY 04 and 2 projects that are recommended for funding in FY05 for a total of 7 projects, (04 budget 27.2 – 4 months salary for 3 projects) recommending 7 months salary \$44.8 for 7 projects.

DRAFT

PROJECT MANAGEMENT (Project 050250) BUDGET JUSTIFICATION

General Administration - 9% \$4.0.

NOAA (\$99.4)

NOAA has 7 projects from FY 04 and 8 projects that are recommended for funding in FY 05 for a total of 15 projects, (FY04 budget was \$49.7 - 6mths salary for 9 projects) recommending 12 months salary \$91.2 for 15 projects.

General Administration - 9% \$8.2.

ADOL (\$0)

ADOL has 2 projects that were authorized late in FY 2004 authorized through September 30, 2005, and 0 projects that are recommended for funding in FY05 for a total of 2 projects. The department of law has declined administrative support to manage these projects.

General Administration - 9% \$0.

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:	ED Rec	ED REC FY 03 AGENCY TOTALS				
	FY 2005	ADOL	ADF&G	ADNR	ADEC&USFS	D
Personnel	\$234.4		\$98.1	\$9.2	0.0	\$48
Travel	\$0.0					
Contractual	\$0.0					
Commodities	\$0.0					
Equipment	\$0.0					
Subtotal	\$234.4					
General Administration	\$21.1					
Project Total	\$255.5					

Comments:

Over all Project Mangement budget has increased. Due to multi year funding the number of active projects include existing projects from FY 04 and additional projects to be funded in FY 05. The formula used to determine the number of months support was based on the number of proposals to manage (1 month support for every project up to 12 months, see justification for details).

2004

Prepared: 7/18/03

Project Number: 050250
 Project Title: Project Management
 Lead Agency: All

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:	ED Rec					
	FY 2005					
Personnel	\$90.0					
Travel						
Contractual						
Commodities						
Equipment						
Subtotal	\$90.0					
General Administration	\$8.1					
Project Total	\$98.1					
ED Rec FY 2004						
Personnel Costs:		GS/Range/	Months	Monthly		
Name	Position Description	Step	Budgeted	Costs	Overtir	
Brett Huber	Project Manager		12.0	7.5		
			12.0	7.5	(

2005

Project Number: 050250
 Project Title: Project Management
 Agency: Alaska Department of Fish and Game

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:	ED Rec					
	FY 2004					
Personnel	\$8.4					
Travel						
Contractual						
Commodities						
Equipment						
Subtotal	\$8.4					
General Administration	\$0.8					
Project Total	\$9.2					
			ED Rec FY 2004			
Personnel Costs:			GS/Range/ Step	Months Budgeted	Monthly Costs	Overti
Name	Position Description					
Carol Fries	Natural Res. Manager II		20	1.0	8.4	
				1.0	8.4	(

2005

Project Number: 050250
 Project Title: Project Management
 Agency: Alaska Department of Natural Resources

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:	ED Rec					
	FY 2004					
Personnel	\$44.8					
Travel						
Contractual						
Commodities						
Equipment						
Subtotal	\$44.8					
General Administration	\$4.0					
Project Total	\$48.8					
ED Rec FY 2004						
Personnel Costs:		GS/Range/	Months	Monthly		
Name	Position Description	Step	Budgeted	Costs	Overtir	
D. Bohn	Project Manager - USGS	GS-12	7.0	6.4		
			7.0	6.4	(

2005

Project Number: 050250
 Project Title: Project Management
 Agency: United States Department of the Interior (USGS)

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:	ED Rec					
	FY 2004					
Personnel	\$91.2					
Travel						
Contractual						
Commodities						
Equipment						
Subtotal	\$91.2					
General Administration	\$8.2					
Project Total	\$99.4					
ED Rec FY 2004						
Personnel Costs:			GS/Range/	Months	Monthly	
Name	Position Description		Step	Budgeted	Costs	Overtir
P. Hagen	Project Manager			12.0	7.6	
				12.0	7.6	(

2005

Project Number: 050250
 Project Title: Project Management
 Agency: National Oceanic and Atmospheric Administration