

Project Management

Project Number: 040250
Restoration Category: Research, Monitoring and General Restoration
Proposer: All
Cost FY 04: \$144.8

ABSTRACT

Project management supports those Trustee agencies that administer and/or implement EVOS projects on behalf of the Trustee Council. Tasks performed by project managers include coordinating activities between principal investigators and the Trustee Council Office, reviewing project expenditure activity, assisting in the development of project proposals, and tracking project reports.

INTRODUCTION

Prior to the first implementation of the GEM program in FY 2003 the annual number of projects was as much as double that anticipated in FY 2004 and funding levels were four to five times as high (see table below). Both the number of projects and the average cost of a project have been declining since 1999, the last year of the SEA program. To help deal with the volume of projects and funding levels prior to GEM, each Trustee agency received EVOS funds to pay “project manager(s)” in their agency. The Project Managers were typically scientists who helped bring a high degree of oversight and accountability to EVOS projects at a time when the EVOS staff relied heavily on outside contractors and agency scientists for most scientific expertise. Under the GEM program, responsibilities for scientific oversight and accountability for meeting project objectives have been vested in the EVOS staff (Executive Director, Science Director, Science Coordinator, and Data Systems Manager). As a consequence of falling budgets and changing responsibilities the project management activities EVOSTC requires of each agency have fallen well below one full time equivalent (FTE) per agency, to about 0.25 FTE per agency. The lack of justification for a full time position may make the identifying a person at each agency impractical, depending on staffing loads and budgets.

Note that the two agencies that are managing the most projects in FY 04, ADF&G and NOAA; have received the largest amount of project management funds. It is imperative that agencies and individuals plan for the elimination of funding for project management (Project /250) in FY 05. The Science Coordinator will be learning the job of Project Management with help from the agency Project Manager in FY 04. Any program management functions that can not be done by the Science Coordinator in FY 05 will be funded from other sources.

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

*1995 – 1999 Number adds 13 to Work Plan figure for SEA Project 320 which had 14 contracts

@ GEM starts in second half of fiscal year

Projected 9/2003

NEED FOR THE PROJECT

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 fiscal questions such as moving funds among budget categories, and questions regarding the process of obtaining no-cost extensions on contracts. 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.

COMMUNITY INVOLVEMENT

None.

PROJECT DESIGN

A. Objectives

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

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

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 EVOSTC staff;
3. Quarterly Reporting: Receive quarterly reports from each project, compare quarterly reports with contract objectives 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

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, 2003 - September 30, 2004)

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 Assistant with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Vacant).

December 31: Submit updated inventory of equipment purchased with Joint Trust Funds to Paula Banks, Administrative Assistant at the Trustee Council Office.

January 31: Submit first quarter expenditure and project status information to Paula Banks, Administrative Assistant with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Vacant).

April 30: Submit second quarter expenditure and project status information to Paula Banks, Administrative Assistant with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Vacant).

July 31: Submit third quarter expenditure and project status information to Paula Banks, Administrative Assistant with copies to Executive Director (Gail Phillips), Science Director (Phil Mundy), Data Systems Manager (Rob Bochenek), and Science Coordinator (Vacant).

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.

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 staff.

EXPLANATION OF CHANGES IN CONTINUING PROJECTS

Not applicable to this project.

PROPOSED PRINCIPAL INVESTIGATOR, IF KNOWN

Not applicable to this project.

DRUE PEARCE

Dede Bohn

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Secretary for Alaskan Affairs
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Project Coordinator
USGS

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Commissioner
Alaska Department of Fish and Game

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U.S. Department of Commerce

Peter Hagen
Project Coordinator
NOAA

Carol Fries
Project Coordinator
DNR

Project 040250 – BUDGET JUSTIFICATION

ADF&G/Trustee Council Office Component (amounts in thousand dollars)

	Number of projects	Total fund + fund contingent		
FY 2004 Agency		Proportion	Amt disbursed	GA @ 9%
ADFG	14	0.43	\$1,312,237	\$118,101
NOAA	15	0.38	\$1,159,651	\$104,369
DOI	3	0.12	\$366,206	\$32,959
DNR	1	0.07	\$213,620	\$19,226
Totals	33		\$3,051,714	\$274,654

Personnel (\$144.8)

The Project Management budget includes funding for agencies to provide the personnel to manage projects recommended for funding through EVOS. It is imperative that agencies and individuals plan for the elimination of funding for project management (Project /250) in FY 05. The Science Coordinator will be learning the job of Project Management with help from the agency Project Manager in FY 04. Any program management functions that can not be done by the Science Coordinator in FY 05 will be funded from other sources.

NOAA (\$49.7)

NOAA has 6 projects that are recommended for funding that will generate \$39.4 in GA. In addition, NOAA administers the Trustee Council's BAA process, through which 9 projects are recommended for funding and will generate \$64.1 in GA, for a total GA of \$104 for NOAA. Funding project management will cover 6.0 months personnel cost at the rate of \$7.6 per month for a total of \$49.7.

DOI (\$27.9)

DOI has 3 projects that are recommended for funding that will generate \$34 in GA. Funding project management will cover 4.0 months personnel cost at the rate of 6.4 per month for a total of \$27.9.

ADFG (\$57.2)

ADFG has 14 projects that are recommended for funding that will generate \$118 in GA. Funding project management will cover 7.0 months personnel cost at the rate of \$7.5 per month for a total of \$57.2.

DNR (\$9.9)

DNR has 1 project that is recommended for funding that will generate \$19 in GA. Funding project management will cover 1.2 months personnel cost at the rate of 7.6 per month for a total of \$9.9.

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 2004	ADF&G	ADNR	ADEC&USFS	DOI	NOAA
			\$57.2	\$9.9	0.0	\$27.9
Personnel	\$132.8					
Travel	\$0.0					
Contractual	\$0.0					
Commodities	\$0.0					
Equipment	\$0.0					
Subtotal	\$132.8					
General Administration	\$12.0					
Project Total	\$144.8					
Comments:						

2004

Prepared: 7/18/03

Project Number: 040250
 Project Title: Project Management
 Lead Agency: All

FORM 2A
 MULTI-TRUSTEE
 AGENCY
 SUMMARY

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:	ED Rec						
	FY 2004						
Personnel	\$45.6						
Travel							
Contractual							
Commodities							
Equipment							
Subtotal	\$45.6						
General Administration	\$4.1						
Project Total	\$49.7						
		ED Rec FY 2004					
Personnel Costs:			GS/Range/	Months	Monthly		Proposed
Name	Position Description		Step	Budgeted	Costs	Overtime	FY 2004
P. Hagen	Project Manager			6.0	7.6		0.0
							0.0
							45.6
							0.0
							0.0
							0.0
							0.0
				6.0	7.6	0.0	\$45.6

2004

Project Number: 040250
 Project Title: Project Management
 Agency: National Oceanic and Atmospheric Administration

**FORM 3A
 PROJECT
 MANAGEMENT**