Project Management

Project Number: 02250

Restoration Category: Research, Monitoring and General Restoration

Proposer: All

Cost FY 02: \$181,700

ABSTRACT

Project management represents those costs incurred by the state and federal Trustee agencies in fulfilling their responsibility to ensure that individual projects are managed consistent with the Memorandum of Agreement and Consent Decree, the Restoration Plan, and Trustee Council authorization. Tasks performed by project managers include coordinating activities between principal investigators and the Restoration Office, reviewing project expenditure activity, assisting in the development of project proposals, and tracking project reports.

INTRODUCTION

The FY 02 proposal for project management reflects Trustee Council guidance to continue reductions in overall programmatic and administrative costs consistent with the reduced restoration program. In FY 01, the Trustee Council authorized a Work Plan budget of approximately \$6.0 million inclusive of project management costs of \$284,300. In FY 02, it is anticipated that the Trustee Council will approve a work plan budget of approximately \$5 million inclusive of project management costs of \$181,700. A decision on whether or not any project management funds will be provided once funding has shifted to GEM (FY 03 and beyond) has not yet been made.

NEED FOR THE PROJECT

The project manager provides a link between the Restoration Office and the principal investigators. Project managers are to:

- Attend the annual Restoration Workshop;
- Attend Restoration Work Force meetings (roughly 4 a year);
- Ensure that projects are implemented consistent with the Trustee Council Procedures and/or state and federal procedures, including NEPA compliance;
- Monitor projects to ensure they meet their stated goals, objectives and schedules consistent with the funding authorized;
- Administer contracts that implement approved projects, including reviewing and approving invoices;
- Submit quarterly project reports to the Restoration Office, and ensure that annual and final reports and other contract deliverables are acceptable;
- Facilitate the printing/distribution of project reports to ARLIS; and
- Track the inventory of equipment purchased with Joint Trust Funds.

COMMUNITY INVOLVEMENT

Project managers for each project are available to the public to answer questions and provide information on the restoration projects they manage. Project managers also work with the Community Involvement Coordinator and Community Facilitators (see Project /052) as appropriate to address community involvement goals.

PROJECT DESIGN

A. Objectives

The role of the project manager is to ensure that projects funded by the Trustee Council are accomplished on time and consistent with the legal and regulatory requirements governing each project and Trustee Council procedures.

B. Methods

Project managers track project expenditures and status information and provide progress updates to the Restoration Office.

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. In some cases, an agency's project management functions are accomplished in whole or in part by the agency liaison funded through the Project 02100/Restoration Work Force budget. In other cases, project management funds are provided in addition to liaison funding to support the management of numerous or complex projects.

SCHEDULE

A. Measurable Project Tasks for FY 02 (October 1, 2001 - September 30, 2002)

October 10-12: Attend Annual Workshop

October 31: Submit prior year fourth quarter expenditure and project status information to

the Restoration Office.

December 31: Submit updated inventory of equipment purchased with Joint Trust Funds to

the Restoration Office.

January 31: Submit first quarter expenditure and project status information to the

Restoration Office.

April 15: Submit Detailed Project Descriptions and detailed budgets for FY 2003

proposals to the Restoration Office.

April 30: Submit second quarter expenditure and project status information to the

Restoration Office.

July 31: Submit third quarter expenditure and project status information to the

Restoration Office.

B. Project Milestones and Endpoints

Prepared: August 1, 2001 3 Project 02250

Not applicable to this project.

C. Completion Date

Funding for project management will likely be provided each year in which restoration projects are funded. Once the transition is made in FY 03 to funding through the Restoration Reserve, the need for project management funds will be reassessed.

PUBLICATIONS AND REPORTS

The project manager's role is to ensure timely completion of annual and/or final projects reports. They do not prepare reports themselves.

PROFESSIONAL CONFERENCES

All project managers are required to attend the Annual Restoration Workshop.

NORMAL AGENCY MANAGEMENT

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

COORDINATION AND INTEGRATION OF RESTORATION EFFORT

Project managers facilitate communication among projects as well as between researchers and the Restoration Office.

EXPLANATION OF CHANGES IN CONTINUING PROJECTS

Not applicable to this project.

PROPOSED PRINCIPAL INVESTIGATOR, IF KNOWN

Not applicable to this project.

October 1, 2000 - September 30, 2001

	Authorized	Agency	ED Rec			ED REC F	Y 01 AGENC	/
Budget Category:	FY 2000	Req FY 01	FY 2001	ADEC	ADF&G	ADNR	USFS	
				\$19.1	\$92.2	\$17.0	12.2	
Personnel	\$349.5	\$306.4	\$247.2					
Travel	\$0.0	\$0.0	\$0.0					
Contractual	\$0.0	\$0.0	\$0.0					
Commodities	\$0.0	\$0.0	\$0.0					
Equipment	\$0.0	\$0.0	\$0.0		LONG R	ANGE FUNDI	NG REQUIRE	V
Subtotal	\$349.5	\$306.4	\$247.2					
General Administration	\$52.4	\$46.0	\$37.1					
Project Total	\$401.9	\$352.4	\$284.3					
Full-time Equivalents (FTE)	4.5	0.0	0.0					
			· · · · · · · · · · · · · · · · · · ·					

Comments:

2001

Prepared:7/19/00

Project Number: 01250

Project Title: Project Management

Lead Agency: All

October 1, 2000 - September 30, 2001

	A t l	Λ	ED Dee					
D I	Authorized	Agency	ED Rec					
Budget Category:	FY 2000	Req. FY 01	FY 2001					
Daraanal	CO4.0	¢44.5	#40.0					
Personnel	\$24.3	\$41.5	\$16.6					
Travel								
Contractual Commodities								
					LONG	NOE ELINIDIN	O DEOLUDEA	41
Equipment		A =	* • • • •		LONG RA	NGE FUNDIN	G REQUIREN	11
Subtotal	\$24.3	\$41.5	\$16.6					
General Administration	\$3.6	\$6.2	\$2.5					
Project Total	\$27.9	\$47.7	\$19.1					
Full-time Equivalents (FTE)	0.3							
			FY 1999	FY 2000		D Rec FY 200		
Personnel Costs:			Months	Months	GS/Range/		Monthly	
Name	Position Desc	ription	Budgeted	Budgeted	Step	Budgeted	Costs	
Marianne See			2.0	3.0	26E	2.0	8.3	
		Subtotal	2.0	3.0		2.0	8.3	

2001

Project Number: 01250

Project Title: Project Management

Agency: Alaska Department of Environmental Conservation

October 1, 2000 - September 30, 2001

	Authorized	Agency	ED Rec					
Budget Category:	FY 2000	Req FY 01	FY 2001					
Buaget Gategory.	1 1 2000	110411 01	1 1 2001					
Personnel	\$134.7	\$80.2	\$80.2					
Travel	V.G	Ψ00.2	400.					
Contractual								
Commodities								
Equipment					LONG RA	NGE FUNDIN	IG REQUIREM	
Subtotal	\$134.7	\$80.2	\$80.2					
General Administration	\$20.2	\$12.0	\$12.0					
Project Total	\$154.9	\$92.2	\$92.2					
•			·					
Full-time Equivalents (FTE)	1.7							
,								
			FY 1999	FY 2000	Е	D Rec FY 200)1	
Personnel Costs:			Months	Months	GS/Range/	Months	Monthly	
Name	Position Desc	ription	Budgeted	Budgeted	Step	Budgeted		
W. Hauser	Project Manag	ger	12.0	9.0	20M	6.5	7.5	
C. Slater	Liaison		0.0	1.0	20J	1.0	6.8	
M. Kuwada	Project Manag	ger	12.0	5.0		0.0	0.0	
C. Rozen	Librarian		7.0	5.0	17K	4.0	6.1	
							Rounding adju	I\$
		_						
		Subtotal	31.0	20.0		11.5	20.4	

2001

Prepared: 7/27/99

Project Number: 01250

Project Title: Project Management

Agency: Alaska Department of Fish and Game

October 1, 2000 - September 30, 2001

	A (b	Λ	ED D.					
Dec Invest Contamona	Authorized	Agency	ED Rec					
Budget Category:	FY 2000	Req FY 01	FY 2001					
Damasas	#00.0	# 440	# 440					
Personnel	\$22.2	\$14.8	\$14.8					
Travel								
Contractual								
Commodities					1.0110.04	NOE EUNDIN	IO DEOLUDEA	41
Equipment					LONG RA	NGE FUNDIN	G REQUIREN	11
Subtotal	\$22.2	\$14.8	\$14.8					
General Administration	\$3.3	\$2.2	\$2.2					
Project Total	\$25.5	\$17.0	\$17.0					
Full-time Equivalents (FTE)	0.3							
			FY 1999	FY 2000		D Rec FY 200		
Personnel Costs:			Months	Months	GS/Range/		Monthly	
Name	Position Desc	ription	Budgeted	Budgeted	Step	Budgeted	Costs	
TBD	Natural Res. I	Manager II	3.0	3.0	20	2.0	7.4	
		Subtotal	3.0	3.0		2.0	7.4	

2001

Project Number: 01250

Project Title: Project Management

Agency: Alaska Department of Natural Resources

October 1, 2000 - September 30, 2001

	Authorized	Agency	ED Rec					
Budget Category:	FY 2000	Req FY 01	FY 2001					
Personnel	\$18.6	\$15.9	\$10.6					
Travel								
Contractual								
Commodities								
Equipment					LONG RA	NGE FUNDIN	G REQUIREM	I
Subtotal	\$18.6	\$15.9	\$10.6					
General Administration	\$2.8	\$2.4	\$1.6					
Project Total	\$21.4	\$18.3	\$12.2					
Full-time Equivalents (FTE)	0.3							
						-	•	
			E)/ 4000	E) (0000	T	D.D. 5\/.000	<u> </u>	
D			FY 1999	FY 2000		D Rec FY 200		
Personnel Costs:	Danitian Dana	-i	Months	Months	GS/Range/		Monthly	
Name	Position Desc	ription	Budgeted	Budgeted	Step	Budgeted	Costs	
McElmurry	Program Man	ogor	3.0	3.0	GS-11	2.0	5.3	
IVICEIIIIUITY	Frogram Man	agei	3.0	3.0	03-11	2.0	5.5	
	<u> </u>	Subtotal	3.0	3.0		2.0	5.3	

2001

Project Number: 01250

Project Title: Project Management Agency: United States Forest Service

5 of 7 6/3/2005

October 1, 2000 - September 30, 2001

	A .1	•						
	Authorized	Agency	ED Rec					
Budget Category:	FY 2000	Req FY 01	FY 2001					
	*	^- 10	*					
Personnel	\$61.0	\$51.0	\$44.0					
Travel								
Contractual								
Commodities					1.0110.01	110E EL 111B II		
Equipment					LONG RA	NGE FUNDIN	IG REQUIREN	11
Subtotal	\$61.0	\$51.0	\$44.0					
General Administration	\$9.2	\$7.7	\$6.6					
Project Total	\$70.2	\$58.7	\$50.6					
Full-time Equivalents (FTE)	0.8							
			FY 1999	FY 2000		D Rec FY 200		
Personnel Costs:			Months	Months	GS/Range/		Monthly	
Name	Position Desc	ription	Budgeted	Budgeted	Step	Budgeted	Costs	
D. Irons	Project Manag		4.0	4.0	GS-12	2.0	7.0	
D. Bohn	Project Manag	ger - USGS	7.0	6.0	GS-12	5.0	6.0	
		Subtotal	11.0	10.0		7.0	13.0	

2001

Project Number: 01250

Project Title: Project Management

Agency: United States Department of the Interior

October 1, 2000 - September 30, 2001

Authorized	Agency	ED Rec					
FY 2000	Req FY 01	FY 2001					
¢00.7	¢102.0	¢ 01 ∩					
\$88.7	\$103.0	\$81.0					
				LONG RA	NGE FUNDIN	G REQUIREM	11
\$88.7	\$103.0	\$81.0					
\$13.3	\$15.5	\$12.2					
\$102.0	\$118.5	\$93.2					
1.1							_
In n							
Position Desc	ription	Budgeted	Budgeted	Step	Budgeted	Costs	
Project Manag	ger	6.0	10.0	GS-13	9.0	8.5	
Fightarian Dist	i-t	0.0	5.0		4.0	4.5	
Fisheries Biol	ogist	8.0	5.0	G9- A	1.0	4.5	
	Subtotal	14.0	15.0		10.0	13.0	
	\$88.7 \$13.3 \$102.0 Position Desc	\$88.7 \$103.0 \$88.7 \$103.0 \$13.3 \$15.5 \$102.0 \$118.5 1.1 Position Description Project Manager Fisheries Biologist	FY 2000 Req FY 01 FY 2001 \$88.7 \$103.0 \$81.0 \$13.3 \$15.5 \$12.2 \$102.0 \$118.5 \$93.2 1.1 FY 1999 Months Position Description Budgeted Project Manager 6.0 Fisheries Biologist 8.0	FY 2000 Req FY 01 FY 2001			

2001

Project Number: 01250

Project Title: Project Management

Agency: National Oceanic and Atmospheric Administration