

Project Management

Project Number: 030250
Restoration Category: Research, Monitoring and General Restoration
Proposer: All
Cost FY 03: \$137,600

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

The FY 03 proposal for project management reflects Trustee Council guidance to continue reductions in overall programmatic and administrative costs consistent with the size of the restoration program. The FY 03 funding amount of \$137,600 represents a sizable reduction from the amount approved for project management in FY 02 (\$181,700).

NEED FOR THE PROJECT

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

- Attend the annual Restoration Workshop;
- Attend Restoration Work Force meetings (roughly 2 a year);
- Ensure that projects are implemented consistent with the Trustee Council's policies and 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 Trustee Council 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 (with an original per unit cost of \$5,000) 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 EVOS projects they manage.

PROJECT DESIGN

A. Objectives

Project managers ensure that projects funded by the Trustee Council are accomplished on time and consistent with the legal and regulatory requirements and the Trustee Council procedures governing each project.

B. *Methods*

Project managers track project expenditures and status information and provide progress updates to the Trustee Council 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.

SCHEDULE

A. *Measurable Project Tasks for FY 03 (October 1, 2002 - September 30, 2003)*

- October 31: Submit prior year fourth quarter expenditure and project status information to the Trustee Council Office.
- December 31: Submit updated inventory of equipment purchased with Joint Trust Funds to the Trustee Council Office.
- January 13-17: Attend Annual Workshop
- January 31: Submit first quarter expenditure and project status information to the Trustee Council Office.
- April 15: Facilitate submittal of proposal narratives and budgets for FY 04 projects to the Trustee Council Office.
- April 30: Submit second quarter expenditure and project status information to the Trustee Council Office.
- July 31: Submit third quarter expenditure and project status information to the Trustee Council Office.

B. *Project Milestones and Endpoints*

Not applicable to this project.

C. *Completion Date*

Funding for project management will likely be provided each year during the reopener period (FY 03-FY 06). After that time, the need for project management funds will be reassessed.

PUBLICATIONS AND REPORTS

The project manager's role is to ensure and facilitate 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 Trustee Council's Annual Workshop.

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 facilitate communication among projects as well as between investigators and the Trustee Council Office.

EXPLANATION OF CHANGES IN CONTINUING PROJECTS

Not applicable to this project.

PROPOSED PRINCIPAL INVESTIGATOR, IF KNOWN

Not applicable to this project.

FY 03 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2002 - September 30, 2003

Budget Category:		ED Rec FY 2003	ED REC FY 03 AGENCY TOTALS			
			ADF&G	ADNR	ADEC&USFS	DOI
			\$50.0	\$10.0	0.0	\$27.9
Personnel		\$158.0				
Travel		\$0.0				
Contractual		\$0.0				
Commodities		\$0.0				
Equipment		\$0.0				
Subtotal		\$126.3				
General Administration		\$11.3				
Project Total		\$137.6				
Comments:						

2003

Prepared: 7/18/02

Project Number: 030250
 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 2003				
Personnel			\$45.9				
Travel							
Contractual							
Commodities							
Equipment							
Subtotal			\$45.9				
General Administration			\$4.1				
Project Total			\$50.0				
			ED Rec FY 2003				
Personnel Costs:			GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	
Name	Position Description						
W. Hauser	Fishery Biologist			5.0	6.8		
C. Rozen	Librarian			2.0	6.0		
				7.0	12.8	0.0	

2003

Project Number: 03250
 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 2003				
Personnel			\$9.2				
Travel							
Contractual							
Commodities							
Equipment							
Subtotal			\$9.2				
General Administration			\$0.8				
Project Total			\$10.0				
			ED Rec FY 2003				
Personnel Costs:			GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	
Name	Position Description						
Carol Fries	Natural Res. Manager II		20	1.2	7.7		
				1.2	7.7	0.0	

2003

Project Number: 03250
 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 2003				
Personnel			\$25.6				
Travel							
Contractual							
Commodities							
Equipment							
Subtotal			\$25.6				
General Administration			\$2.3				
Project Total			\$27.9				
			ED Rec FY 2003				
Personnel Costs:			GS/Range/	Months	Monthly		
Name	Position Description		Step	Budgeted	Costs	Overtime	
D. Bohn	Project Manager - USGS		GS-12	4.0	6.4		
				4.0	6.4	0.0	

2003

Project Number: 03250
 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 2003				
Personnel			\$45.6				
Travel							
Contractual							
Commodities							
Equipment							
Subtotal			\$45.6				
General Administration			\$4.1				
Project Total			\$49.7				
			ED Rec FY 2003				
Personnel Costs:			GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	
Name	Position Description						
P. Hagen	Project Manager			6.0	7.6		
				6.0	7.6	0.0	

2003

Project Number: 03250
 Project Title: Project Management
 Agency: National Oceanic and Atmospheric Administration