

TEMPORARY CHANGE REQUEST TCR NO. TCR-P-077, R1-001

(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: J.W. Anderson

Department Name: ES&H/Infrastructure Department **Phone Ext:** 2207

Document Number: P-077 **Revision No.:** 1

Document Title: Roles and Responsibilities for General Plant Projects

Reason for change:

Minor editorial changes and extend effective date for 3 years.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Replace P-077, Revision 1 with TCR-P-077, R1-001.

1. Does this TCR significantly alter the intent or scope of the document? **YES:** **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:** **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

J.W. Anderson
Department/Division Head Approval

6/3/02
Date

J.W. Anderson
Head, ES&H and Infrastructure Support/designee

6/3/02
Date

Release/Effective date of this TCR: 6/3/02

Incorporate this TCR into next revision of this document? **Yes** X **No**

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No.P-077 Rev 1 page 1 of 1
	Subject: Roles & Responsibilities for General Plant Projects		Effective Date: March 25, 1998 Initiated by: Head, ES&H and Infrastructure Support
		Supersedes: Revision 0 Dated 1/31/95	Approved: Director

It is PPPL's policy to provide appropriate facilities for personnel to fulfill their roles at the Laboratory, and hence pursue the mission of the Laboratory. In order to provide the required facilities, it may at times be necessary to adapt existing property or possibly construct new structures or facilities. Typically, these improvements are referred to as General Plant Projects (GPPs). While DOE provides annual funding for the GPP Program, each project is proposed by PPPL and approved by DOE on its own merit.

The management of General Plant Projects falls under the purview of the Maintenance and Operations Division within the ES&H and Infrastructure Support Department. A cognizant Project Engineer is appointed by the Maintenance and Operations Division Head with concurrence of the ES&H and Infrastructure Support Department Head. The Project Engineer has the authority and responsibility to ensure completion of the project, from an administrative as well as a technical perspective and is acknowledged as the focal point for the project. An important aspect of GPP implementation is the dependence on personnel outside the Maintenance and Operations Division to provide technical and administrative support to the cognizant Project Engineer. In the early stages of a General Plant Project, a Project Team composed of individuals from selected organizations (e.g., QA, ES&H, Procurement, Engineering, etc.) is designated, which will provide the necessary expertise to bring the project to a successful completion. The composition of this matrix organization is determined by the Project Engineer using a "graded approach" based upon the size and complexity of the Project.

The role of the Project Engineer is to assure that:

- Appropriate organizations are represented on the Project Team;
- Roles and responsibilities of each team member are assigned and understood;
- Effective communication mechanisms are established to keep the Project Team informed of status;
- GPP design and construction activities are coordinated with other project (e.g., NSTX) activities;
- Realistic Performance Metric Milestones (PMMs) are established as required by the DOE/Princeton University performance based contract;
- The Project is completed safely, on schedule, and within the allocated budget;
- The completed project meets the technical aspects of the design objective(s); and
- Appropriate documentation is maintained for the project.

Project Team members will assure that:

- Required reviews and support activities are performed in accordance with ES&H, technical, schedule, and cost considerations as specified by the Project Engineer; and
- The Project Engineer is advised of issues which may affect worker safety, cost or schedule of a project.