

## **MEL-FS PROGRAM PROJECT COMPLETION DOCUMENTATION**

**REQUIREMENT:** Notification of project completion is required for all MEL-FS line-item construction projects. This notification shall be in the form of a memorandum from the cognizant field office to the MEL-FS Program Manager to be submitted within 60 days of beneficial use or occupancy of the facility. The following analyses and related supporting materials should accompany the memorandum:

- 1.0** The original BA/BO Schedule Chart for the project prepared for validation and a separate chart showing the “actual” breakout for the “completed” project. (See attached BA/BO Actual and Completed Charts as examples.)
- 2.0** A summary of scope changes from the project’s original scope in the approved conceptual design; explanation of changes; copies of any DOE letters approving scope changes.
- 3.0** A summary of project schedule changes from that stated in the approved conceptual design; explanation of changes greater than one-year and copies of any DOE letters approving schedule changes.
- 4.0** A statement of the amount of any unused contingency funds and plans for use of these funds.
- 5.0** Color pictures (preferably 8 x 10) and full descriptions highlighting the completed facility/project; comparable pictures of the original site/facility should also be provided, if available. Pictures should also be provided in jpg files on floppy disks or zip disks.
- 6.0** A statement of the estimated project costs compared with that actually incurred using the same level of detail in Item 10 of the Construction Project Data Sheet approved by Congress (e.g. costs for ED&I, construction, contingency, etc.). Explain the differences between the estimated and actual costs.
- 7.0** A statement of the completed project’s benefits in terms of observed cost savings, reduced ES&H risks, etc.
- 8.0** A short “newsy” notification of project completion that can be included in the bi-weekly report from SC-80 to the Director of the Office of Science.

**OPTIONAL PRESENTATION:** In addition to the above documentation, the field office may also make a presentation to the Program Manager on the above. Please call to make arrangements. These presentations can take place either in the field or at HQ.

<b>BNL</b>	FY 1994 MEL-FS <b>PROJECT COMPLETION DOCUMENTATION</b> FUEL STORAGE AND TRANSFER FACILITY UPGRADE PROJECT 94-E-351	<b>JUNE 1998</b>
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**PLANNED BA/BO**

WBS ITEM	FY 94				FY 95				FY 96			
	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q
	O N D	J F M	A M J	J A S	O N D	J F M	A M J	J A S	O N D	J F M	A M J	J A S
<b>1.0 PROJECT SUPPORT \$438</b>			360/300				0/60					0/0
1.1 PROJECT ENGINEERING 360			61/10				0/36					0/15
1.2 PROJECT MANAGEMENT 61			17/5				0/5					0/5
1.3 QUALITY ASSURANCE 17												
<b>2.0 GENERAL CONSTRUCTION \$2,692</b>			0/0				1137/800					0/337
2.1 TRANSFER FACILITY 1,137			200/0				760/648					0/312
2.2 PIPING UPGRADES 960			174/0				282/400					139/195
2.3 FUEL TANK UPGRADES 595												
<b>3.0 CONTINGENCY \$470</b>			100/15				300/350					70/105
<b>TOTAL BA/BO \$3600</b>			912/330				2479/2300					209/970

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**ACTUAL BA/BO**

WBS ITEM	FY 94				FY 95				FY 96				FY 97			
	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q
	O N D	J F M	A M J	J A S	O N D	J F M	A M J	J A S	O N D	J F M	A M J	J A S	O N D	J F M	A M J	J A S
1.0 PROJECT SUPPORT \$559																
1.1 PROJECT ENGINEERING 462																
1.2 PROJECT MANAGEMENT 78																
1.3 QUALITY ASSURANCE 18																
2.0 GENERAL CONSTRUCTION \$3,041																
2.1 TRANSFER FACILITY 1,518																
2.2 PIPING UPGRADES 865																
2.3 FUEL TANK UPGRADES 658																
3.0 CONTINGENCY \$0																
<b>TOTAL BA/BO \$3600</b>	<b>23767</b>				<b>2766218</b>				<b>1292024</b>				<b>4667291</b>			

02/01/2001  
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