

LIFE

CYCLE

ASSET

MANAGEMENT

Good Practice Index

GPG-FM-000

Revision A

Index to Good Practice Guides

October 1996

Department of Energy
Office of Field Management
Office of Project and Fixed Asset Management

This page intentionally left blank.

TABLE OF CONTENTS

	<u>Page</u>
1. INTRODUCTION	1
2. CONTENTS OF THE GUIDE	1
3. STRUCTURE OF EACH GUIDE	1
TABLE 1. SYNOPSES OF DOE GOOD PRACTICE GUIDES FOR LCAM	2

This page intentionally left blank.

1. INTRODUCTION

This guide provides an index to the DOE Good Practice Guides. It is the starting point for a search of information related to DOE Life Cycle Asset Management (LCAM).

2. CONTENTS OF THE GUIDES

Table 1 provides a synopsis of each guide.

3. STRUCTURE FOR GUIDES

The following sections have been used in each guide when possible.

INTRODUCTION; Describes the contents of the guide and how the guide should and should not be used.

PRINCIPLES AND PROCESSES; Describes good practices used throughout DOE and industry for a specific topical area. Management principles provide the basic foundation for development of detailed processes and products. Processes define the approach for implementing these principles, and products are the outcome of the processes. Where applicable, this section may address a graded approach either specifically or as a separate topic. This section also includes many tables, charts, figures, etc. that may be adapted and used for specific projects. Example formats appear in the back of the guides.

MEASURING FOR RESULTS; Contains examples of performance objectives, criteria, and measures, which may be adapted and applied as needed.

SUGGESTED READING; Contains a list of recommended references for each topic.

DEFINITIONS; Refers to the consolidated glossary. Special definitions for a given guide would also appear here.

ASSISTANCE; Provides a point-of-contact for help on this particular guide.

RELATED TRAINING; Provides information on training that is available on specific topics within a guide.

EXAMPLES; Provides "best in class" applications and lessons learned about a topic.

This page intentionally left blank.

TABLE 1, SYNOPSES OF DOE GOOD PRACTICE GUIDES

No.	TITLE	PURPOSE	RELEASE	FM CONTACT (202) 586-1052
1	Project Management Overview	Describes the process, activities, and guiding principles for planning and executing DOE projects for each major phase.	March 96	Randy Wolff
2	Critical Decision Criteria	Explains the factors to be addressed before proceeding to the next major phase on a DOE project.	March 96	Pete Devlin
3	Engineering Tradeoff Studies	Describes a methodology for evaluating technical alternatives toward achieving a project objective. Describes Requirements Analysis and Functional Analysis/Allocation processes.	March 96	Lindsay Coffman
4	Reliability, Maintainability, Availability Planning	Describes methodologies, tools, and techniques to effectively design, build, and operate facilities and engineered systems.	March 96	Lindsay Coffman
5	Test and Evaluation	Describes a technique for verifying project technical objectives.	March 96	Lindsay Coffman
6	Performance Analysis and Reporting	Describes available data and information tools for measuring contract and overall project performance.	March 96	Pete Devlin

No.	TITLE	PURPOSE	RELEASE	FM CONTACT (202) 586-1052
7	Risk Analysis and Management	Describes a methodology for evaluating project factors that may affect the ability to execute a project baseline. Includes mitigating techniques correlated with project factors.	March 96	Randy Wolff
8	Work Scope Planning	Describes a methodology for defining, controlling, and documenting work scope to ensure cost-effective and efficient management of the project.	March 96	Pete Devlin
9	Baseline Change Control	Describes a methodology for redefining and replanning project scope, cost, and schedule.	March 96	Randy Wolff
10	Project Execution and Engineering Management Planning	Describes a set of engineering and management planning considerations for managing a project.	March 96	Lindsay Coffman
11	Value Engineering	Describes methodologies and factors (i.e., construction impacts, operations efficiencies, maintenance impacts, downtime costs, etc.) to consider in assessing the value of alternative designs.	June 96	Cindy Veneziano
12	Configuration and Data Management	Describes physical configuration baseline maintenance and control elements, processes, factors, and management methods. Also defines and classifies various data types and methods for effective management of each data type relative to purpose.	March 96	Lindsay Coffman

No.	TITLE	PURPOSE	RELEASE	FM CONTACT (202) 586-1052
13	Interface Management	Describes continuity and compatibility of design components within and external to each discipline area.	July 96	Lindsay Coffman
14	Program/Project Relationships	Describes program and project management functions and interfaces, including a model memorandum of understanding.	March 96	Tim Gipe
15	Project Reviews	Describes the relevance, purpose, and definition of each of the various types of project reviews.	March 96	Pete Devlin
16	Baseline Development	Describes the various baseline development methods and related applications.	March 96	Charlie Tiplitz
17	Quality Assurance	Describes methods for applying quality assurance principles to ensure successful results.	March 96	George Pomeroy
19	Project Budget Process	Facilitates effective fiscal year budget planning and management within overall project baselines.	March 96	Marty Newdorf
20	Contracting Options/ Acquisition Resource Planning/Application of Performance Measures	Describes contracting strategy and methods for selecting a contractor mix that considers scope division, interfaces between contracts, and contract types. Includes Responsibility Assignment Matrices. Also describes alternative bonus/penalty fee strategies and incentive fee contracting in the context of effective application of performance measures.	July 96	Nestor Folta

No.	TITLE	PURPOSE	RELEASE	FM CONTACT (202) 586-1052
21	Environmental Interfaces	Describes environmental factors and processes to be integrated with project planning and execution.	March 96	Randy Wolff
22	Public Participation	Describes methods to effectively include the public in project planning and execution.	March 96	Randy Wolff
23	Safety Analysis	Describes determination and minimization of safety hazards in facility design and project execution.	On Hold	Randy Wolff
24	Site Selection Process	Describes defining and locating facilities and implementing projects on a DOE site.	June 96	Andy Duran
25	Pollution Prevention	Describes identification and mitigation of excessive waste creation and pollution production.	March 96	Randy Wolff
26	Project Closeout	Describes project transition, physical closeout, and financial closeout.	March 96	Barry Benroth
27	Human Factors Engineering	Describes the effective design of human and nonhuman interfaces.	March 96	Lindsay Coffman
28	Productivity Tools: Automated Models and Simulations	Describes the use of models and simulations as design aids or for information collection.	June 96	Dan Sze

No.	TITLE	PURPOSE	RELEASE	FM CONTACT (202) 586-1052
29	Disposal Analysis and Assessment	Describes disposal analysis and appropriate methods for disposal of waste and obsolete products or facilities.	July 96	Lindsay Coffman
30	Prioritization	Describes the various methodologies and principles that are used for rating and ranking line item and major expense projects.	March 96	Ken Baker
31	Maintenance	Describes procedures for the establishing programs for maintenance and repair of Departmental facilities during operations.	March 96	Dave Case
32	Life-Cycle Cost	Describes standard methods used to estimate life-cycle cost (LCCs).	March 96	Charlie Tiplitz
33	Comprehensive Land-Use Planning Process	Describes methods used for site-wide planning and integration for facilities.	March 96	Andy Duran