Minutes

**Wednesday October 7th, 2020**

**EFCOG Risk Management Task Team Monthly Telecom**

**Attendees:**

Gavin Winship (Chair)

Rick Staten

Rich Lane

Bryan Wright

Timothy Bussman

Clayton Ewen

**Changes Since Our Last Meeting**

No Changes

**Status of Our Initiatives**

An update was provided on our initiatives:

FAR-Based Contract MR Management (Winship/Thomas): The progress on this initiative is now progressing with the deployment of new IDIQ end state contract. J.R. Thomas is currently working through this process and will be an exceptional resource in sharing lessons learned. As part of the EFCOG Acquisition Group’s initiative we will be providing the Risk Management lessons learned section of that report.

Bias Management (Ramirez): FY21 Work has begun on the training package development. This is part of the draft FY21 Work Plan:

“Issue a pilot Bias Awareness Training Package which will include biases and other human behavioral factors awareness training in project management planning, forecast, and risk. This pilot will be tested at selected sites in FY 22, then finalized with the goal of being eventually deployed throughout the complex.”

Risk Triggers (Lane/Barrett): The final report has been reviewed by the team and comments incorporated. The best practice was piloted successfully on the WIPP SSCVS project which gave the authors feedback to include in the final issue. Final approved best practice is expected to be issued this month. (Action 10.1-Winship, contact Damion Barret and include forecast completion date for entering approval signature phase). Post meeting, forecast date was obtained of week ending 10/9.

Risk and Opportunity Handling Effectiveness (Wright): Report has been approved and issued meeting the FY20 Work Plan deliverable schedule.

Risk Management Guidance Cross-Walk (Wright): As part of the maintenance of the crosswalk, it has been updated to reflect new best practices/requirements and is currently in the final approval stage. This report also serves to identify any additional candidate initiatives the team may wish to include in future work plans.

Team Action List was reviewed and updated.

**Other Business**

Use of Risks Relative to Estimating Errors and Omissions: A discussion was held on the use of project risk registers to maintain risks for estimating errors and omissions. While omitted or new scope directed by DOE was generally held as a risk, estimating errors and omissions were not included as specific risks in project risk registers. Estimating errors were generally handled through change control without requiring a specific risk to justify MR utilization.

Ratio of Project Reserves to Project Completion: A discussion was held on how the relationship of % project complete relates to the % of schedule margin remaining. In the October issue of DOE Project Management News an article was published by Robert Loop (PM-30) discussing schedule margin and schedule contingency and how to manage and assess the adequacy of these duration allowances. The aspects of minimal risk pool versus perceived overly conservative duration allowances at advanced stages of project completion were discussed. Team members provided examples from around the complex demonstrating the complications that can arise when concluding excess duration allowance is associated with a project. The team discussed the influence of low probability high impact risks and probabilistically derived margins from a small population of risks. Rick Staten has developed a white paper on how Schedule Reserve (Margin) is managed at INL in conjunction with a PM-30 Roadside Assist Visit. Post meeting Rick has shared this with the team and are accompanying these minutes as attachments.