
8.0 Work, Data, and Cost Management Plan

This Work, Data, and Cost Management Plan has been prepared by EEG to provide guidance for the effective management of budgeted funds and manpower necessary to complete tasks set forth in the SOW in a cost-effective, timely manner. Tasks to be performed under this project include:

- Task 1 – Project Preparation and Planning
- Task 2 – Work Plan
- Task 3 – Perform Community Relations
- Task 4 – Removal Action
- Task 5 – Geospatial Data
- Task 6 – Final Report
- Task 7 – Environmental Sampling

8.1 Project Management Approach

EEG has the lead responsibility for all service areas under each task order, including team integration, engineering, program management, data management, GIS, cost control, program safety, QC, community relations, and subcontractor selection and management. EEG will coordinate all activities with CEHNC.

8.1.1 Project Management

The EEG project manager will track the progress of the project using Microsoft Project, Access (database), and Excel (spreadsheets), and other project management tools. The project manager will be the single point of contact for technical and financial issues and will always know the work and cost status of his task order.

8.1.2 Program Management

The program manager performs periodic projects reviews to assess contract compliance to budget and schedule. He is the point of contact for CEHNC regarding contract issues.

8.1.3 Site Management

The site manager is responsible for the day-to-day management and execution of the project field operations and personnel. Daily duties include technical review and scheduling, coordinating and monitoring of subcontractor and EEG field activities, and enforcing compliance with all work

plans. The site manager will submit site records of work progress to the project manager on a daily basis and update project management files, including work performed and cost data.

8.1.4 Overall Approach

8.1.4.1 Work Plan

The Work Plan was developed and reviewed by EEG personnel familiar with the specific project objectives, the SOW, and contract requirements. The Work Plan will be reviewed and approved by CEHNC prior to execution of the applicable field tasks. A copy of the Work Plan will be kept on site and reviewed during field work. Supplemental plans have been developed to provide detailed direction of every aspect of the project.

8.1.4.2 Community Relations

EEG will provide support to community relations activities as directed by the CEHNC project manager with input from the CESAJ project manager and the TPP process.

8.1.4.3 MEC Removal Action

The EEG project team will conduct surface MEC investigation based on visual and electromagnetic-assisted survey techniques. MEC removal records will be forwarded to EEG's Newberry, Florida, office on a daily basis. These data will be used to document the progress of the field effort and update progress schedules and financial tracking. EEG will supply weekly reports to CEHNC as required by the contract.

8.1.4.4 Quality Control

A Technical Management Plan (Chapter 2) and a QCP (Chapter 10) have been prepared for this project describing the tasks that will be performed and quality management procedures to be followed. QA will be performed by personnel listed in the CEHNC project Quality Assurance Surveillance Plan.

8.1.4.5 Environmental Sampling

EEG will collect pre- and post-detonation composite samples at detonation areas or where suspected MEC is identified in any area that will result in a blow-in-place. Sampling will be conducted to ensure that contamination caused by MEC destruction activities does not remain at

the work sites. For detailed information related to environmental sampling, see the Munitions Constituents Sampling and Analysis Plan (Appendix E).

8.1.4.6 Final Removal Report

Upon conclusion of the field work, the EEG project manager will compile the field data into pre-draft, draft, and final reports. The EEG project manager, an editorial reviewer, and an independent technical reviewer will review the reports before submittal.

8.1.5 Controls to Ensure Timely Work Under Established Parameters

EEG field personnel will submit daily reports to the project manager during all field work efforts. The project manager will review all daily reports. Completed reports will be provided to a CEHNC safety specialist at the site. Based on the projected work schedule, the project manager will update the schedule to ensure that schedule and budget goals are being met.

8.1.6 Subcontractor Management and Integration Procedures

8.1.6.01 Subcontractor support will be used by EEG for surveying and mapping and sample analysis. Other subcontractors may be used as appropriate to add support to the vegetation clearance activities. EEG will impose progressive disciplinary steps up to and including dismissal in the event of substandard performance. Any violation of safety regulations justifies immediate removal from the site.

8.1.6.02 EEG will utilize the following subcontractors:

- To be determined– Surveying and mapping
- STL Chicago – Sample analysis
- Timberline – Vegetation clearance

8.1.6.03 Materials and transportation suppliers will include:

- Ferreteria Gonzalez – Hardware and supplies
- Jerry's Jeeps – Transportation
- Carlos Jeep Rental – Transportation and heavy equipment

8.2 Project Schedule

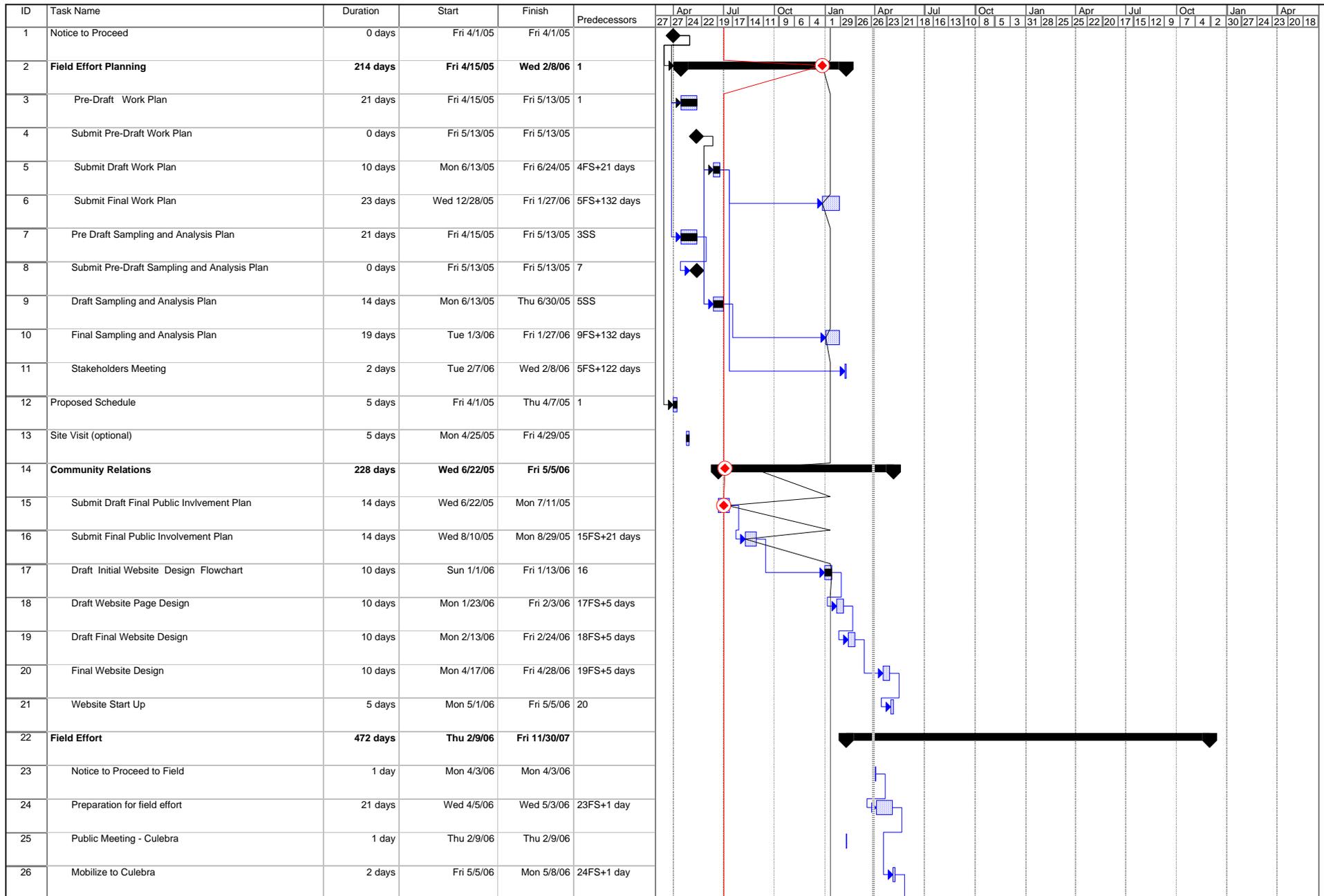
EEG uses Microsoft Project to compile and track scheduled project activities. The EEG project manager will monitor and report all tracking information to the CEHNC project manager on a

monthly basis and during field work on a weekly basis. The planned schedule is provided in **Figure 8-1**. The schedule will remain flexible and will be closely coordinated with the responsible environmental resources agencies to ensure no impact to nesting birds and turtles.

8.2.1 Milestones for Task Deliverables

The following milestones were established by EEG during the planning phase of the project and are subject to change:

| | |
|--|------------------|
| Draft Website Page Design | 03 February 2006 |
| Draft Final Website Design | 24 February 2006 |
| Final Work Plan | 27 January 2006 |
| Culebra Public Meeting | 09 February 2006 |
| Final Website Design | 17 March 2006 |
| Website Startup | 01 May 2006 |
| Mobilize to Culebra | 05 May 2006 |
| Demobilize | 07 July 2006 |
| Remobilize to Culebra | 28 August 2006 |
| Demobilize | 06 April 2007 |
| Remobilize to Culebra | 22 October 2007 |
| Demobilize | 30 November 2007 |
| Pre-Draft Removal Action Report | 28 December 2007 |
| Draft Removal Action Report | 12 February 2008 |
| Data Certification | 21 December 2007 |
| Data Validation | 01 January 2008 |
| Pre-Draft Sampling Report | 07 February 2008 |
| Pre-Draft Quality Control Summary Report | 18 January 2008 |
| Final Removal Action Report | 01 April 2008 |
| Draft Sampling Report | 14 March 2008 |
| Final Quality Control Summary Report | 31 March 2008 |
| Final Sampling Report | 17 April 2008 |



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Date: Wed 3/29/06

| | | | | | | | |
|-----------|--|---------------------|--|--------------------|--|------------------|--|
| Task | | Summary | | Rolled Up Progress | | Project Summary | |
| Progress | | Rolled Up Task | | Split | | Group By Summary | |
| Milestone | | Rolled Up Milestone | | External Tasks | | Deadline | |

Figure 8-1. Project Schedule
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8.3 Cost Control and Tracking Methodology

8.3.1 Costing

8.3.1.01 Several tasks provided in the SOW are time-and-materials tasks. These include community relations, removal action, environmental sampling, and final report for environmental sampling. Cost control and tracking is required for these tasks only.

8.3.1.02 EEG uses the Deltek software accounting system to track project costs and invoicing. Deltek is designed to control costs based on real-time budget and cost data. The system accumulates direct material, direct labor, and other direct costs, and segregates direct, indirect, and unallowable costs. The system is reconciled and controlled by a general ledger and is periodically inspected by the Defense Contract Audit Agency for completeness and accuracy.

8.3.1.03 The EEG project manager reviews this information on a regular basis to anticipate and prevent cost overruns and schedule delays.

8.3.1.04 EEG will also provide real-time cost tracking while working in the field. By frequent review of actual costs and performance progress in comparison with budgets and schedules, potential costs and/or schedule variances can be identified early and corrective action can be implemented. These monitoring procedures will be applied to this contract on a weekly basis to ensure accurate reporting and cost controls.

8.3.2 Billing

8.3.2.01 EEG uses the Deltek cost accounting system to manage financial information for all of its clients. Subcontractor invoices and employee work records generally are input daily to maintain a real-time snapshot of the project's budget. An on-site real-time cost tracking system will be implemented to ensure that costs are tracked effectively and will provide a second check for the project manager to ensure that all costs are properly accounted for in the Deltek system.
Recurring Deliverables

8.3.2.02 **Table 8-1** summarizes the list of recurring deliverables associated with this project.

Table 8-1. Recurring Deliverables

| Deliverable | Reference | Scheduled Due Date |
|--------------------------------|------------------------------|---|
| <u>Quality Control Reports</u> | DID MR-005-12 | Daily, no later than the first working day following the report day |
| Weekly status reports | DID MR-085.01, SOW 4.12.7 | Weekly, no later than the first working day of the following week during field work |
| Monthly status reports | DID MR-085.01, SOW 4.12.6 | Monthly, no later than the 10th of the following month |
| Meeting minutes | DID MR-045.01, SOW 4.12.4 | No later than 10 days after each meeting |
| Exposure data report | DID MR-080.01 | Monthly, no later than the 10th of the following month |