

FESS – Engineers Assigned as Project Coordinators

(Note the general statement followed by SMART indicators. The employee's input and agreement to these goals would be important.)

Goal 1. Provide a timely decision on the assignment of work.

- a. Timely = 90 % of task requests (first draft) will be completed within one week of the customer contact.

Goal 2. Make prudent work assignment decisions about whether to do the work in or out of house and, if out of house, to choose wisely among A&E firms.

- a. Prudent = 75% of all work assignment decisions will be found to be well justified by the supervisor and require no further action.

Goal 3. All RFPs will accurately reflect the customer's specifications and will be doable within the specified cost and schedule.

- a. Supervisor will verify.

Goal 4. Provide project coordinators will "all necessary support" in their efforts to bring projects in on time, with high quality, and within cost.

- a. "All necessary support" = 1) conduct weekly task meetings; 2) provide guidance as needed.
- b. Project coordinators will rate Joe on the adequacy of his support either in a brief survey or in conversation with Joe's supervisor.

Goal 5. Develop the professional skills of the project coordinators.

- a. All project coordinators will have a professional development plan by ___/___/___.

Goal 6. The projects operated under Joe's supervision will be managed in a proactive and responsible fashion.

- a. Projects will receive an average score of _____ on the Gold Key Survey.
- b. FESS management will be consulted on problem situations before they become costly to the project.
- c. Less than 5 customers a year will need to escalate a problem past Joe due to mishandling or inaction on his part.

Goal 7. Lead the process leading to the revision of the charge-back accounting system so that it is in line with DOE accounting practices by 10/1/02.

Goal 8. Lead the process that guides the selection of A&E firms for future work. Process to be in place by 06/01/03.