

2009 CPIC Program Schedule
Exhibit 300's, Quarterly Reporting, and Five-Year Plans

- January 6, 2009 Bureau Five-Year Deferred Maintenance and Capital Improvement Plans (Five Year Plan) are due to the Office of Budget (POB). Three copies are to be submitted of the final FY 2010 – 2014 Five Year Plans, adjusted for final FY 2009 President's Budget numbers (date may move due to the transition to a new administration).
- January 23, 2009 Quarterly Reports are due to the Office of Acquisition and Property Management (PAM) for the 1st quarter, ending Dec. 31st. Exhibit 300s for ongoing projects must be updated to reflect FY 2010 passback direction and FY 2011 estimates, based on a 2009 enacted appropriation or 2009 budget if there is no enacted appropriation. Submit quarterly reports for all approved projects. A *Corrective Actions Report* must accompany any project that reports a variance at or in excess of 5 percent in cost and/or schedule. (The Quarterly Reporting Tool can be viewed at <http://www.doi.gov/pam/QuarterlyReportGuidance61605.pdf> as a PDF file. It also will be sent electronically as an Excel Spreadsheet file to your bureau's CPIC Coordinator so it can be provided to and used by project managers of major projects.)
- Provide an updated Exhibit 300, in eCPIC or hardcopy, to PAM for each project with Departmental Asset Management Team (AMT) and OMB approval of requested base line changes requested in the October quarterly reporting submission.
- February 3, 2009 Bureau Five Year Plans for FY 2010 – 2014 are due to the Office of Budget (POB) after final Department of the Interior (DOI) approval for submission to Congress. Submit an electronic copy with 10 paper copies (date may move due to the transition to a new administration).
- March 6, 2009 Updated Exhibit 300s for all major projects approved for FY 2010 and for prior years must be entered into eCPIC as complete and final.
- March 20, 2009 Exhibit 300s for all FY 2011 projects with cost \$10 million or greater (excluding operation and maintenance costs), are multi-year projects, or are projects of special interest to OMB, must be entered into eCPIC as complete and final.
- April 14, 2009 Quarterly Reports are due to PAM for the 2nd quarter, ending March 31st. Submit quarterly reports for all approved projects. A *Corrective Actions Report* must accompany any project that reports a variance at or in excess of 5 percent (the Electronic Project Management Program earned value management tool may be adopted for this reporting).
- Provide an updated Exhibit 300 in eCPIC for each project with Departmental Asset Management Team (AMT) and OMB approval of

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requested base line changes requested in the January quarterly reporting submission.

- April 15, 2009 Department reviews and provides comment/recommendations to bureaus on Exhibit 300s for all FY 2011 planned new major projects and prior year approved projects with FY 2011 funding requirements that have a cost \$10 million or greater (excluding operation and maintenance costs), are multi-year projects, or are projects of special interest to OMB.
- May 15, 2009 Bureaus respond to Department comment/recommendations by updating Exhibit 300 in eCPIC and providing written communication to the Department.
- June 1, 2009 Construction portion of the bureaus FY 2011-2015 Five-Year Deferred Maintenance and Capital Improvement Plans (Five-Year Plan) are due to the Office of Budget (POB). Refer to Attachment G, "Facilities Deferred Maintenance and Capital Improvements," issued April 17, 2008.
- June 12, 2009 Department performs second review, as needed, and provides comment/recommendations to bureaus on Exhibit 300s for all FY 2011 planned new major projects and prior year approved projects with FY 2010 funding requirements that have a cost \$10 million or greater (excluding operation and maintenance costs), are multi-year projects, or are projects of special interest to OMB.
- July 1, 2009 Deferred Maintenance portion of the bureaus FY 2011-2015 Five-Year Deferred Maintenance and Capital Improvement Plans (Five-Year Plan) are due to POB. Refer to Attachment G, "Facilities Deferred Maintenance and Capital Improvements," issued April 17, 2008.
- July 10, 2009 Bureaus respond to Department's second round of comment/recommendations by updating Exhibit 300 in eCPIC and providing written communication to the Department.
- July 17, 2009 Quarterly Reports are due to PAM for the 3rd quarter, ending June 30th. Submit quarterly reports for all projects. A *Corrective Actions Report* must accompany any project that reports a variance at or in excess of 5 percent (the Electronic Project Management Program earned value management tool may be adopted for this reporting).

Provide an updated Exhibit 300 in eCPIC for each project with Departmental Asset Management Team (AMT) and OMB approval of requested base line changes requested in the April quarterly reporting submission.

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- July 28, 2009 The AMT convenes to evaluate and certify the DOI investment portfolio of proposed FY 2011 major investments, including those approved in prior years. The AMT serves as the Department's Executive-Level Investment Review Board for major construction projects. At this meeting and other AMT meetings scheduled every six weeks throughout 2009, the AMT will evaluate the portfolio of major projects in progress and certify necessary change of baseline for major projects at variance.
- August 11, 2009 Final Exhibit 300s for FY 2011 projects must be entered into eCPIC as complete and final.
- August 14, 2009 All ongoing projects with estimated cost \$2 million or greater that will not be completed by the end of FY 2011 must be entered into eCPIC as complete and final.
- September 1, 2009 Corrected and approved Bureau FY 2011-FY 2015 Five-Year Plans for Deferred Maintenance and Capital Improvement incorporating comments from the Office of Budget and the Office of Acquisition and Property Management are due to POB for transmittal to OMB.
- October 23, 2009 Quarterly Reports are due to PAM for the 4th quarter, ending September 30th. Submit quarterly reports for all approved projects. A Corrective Actions Report must accompany any project that reports a variance at or in excess of 5 percent in cost and/or schedule (the Electronic Project Management Program earned value management tool may be adopted for this reporting).
- Provide an updated Exhibit 300 in eCPIC for each project with Departmental Asset Management Team (AMT) and OMB approval of requested base line changes requested in the July quarterly reporting submission.
- November 2, 2009 Bureau FY 2011 Deferred Maintenance and Capital Improvement Project Lists (in Five-Year Plan format) reflecting any changes based on FY 2008 Congressional appropriations are due to POB.
- December 15, 2009 Bureaus submit two copies of the FY 2009 Completion Report to PAM. The direction provided in Attachment G and the format provided by Exhibit 5 of Attachment G will be used. The Completion Report will cover FY 2000- FY 2008.