GENERAL HOME OFFICE DIVISION OF RESPONSIBILITY

Function	Owner	Contractor	Subcontractor	Others
Owner's Engineer Services				
Vision and Expectations				
Project Charter (requirements / objectives)				
Overall Program Schedule and Integration				
Overall Program Contracting Strategy				
Commitment Authorization and Funding				
Regulatory and Environmental Permitting				
Licensor Approval				
Codes and Standards Review and Approval				
Facility Design Basis				
Risk Management Program				
Operations / Maintenance goals				
Operations Input & Support				
Maintenance Input & Support				
Safety Input & Support				
Construction Input & Support				
Value Improving Practices Program				
Establish Review and Approval Requirements				
Document Review and Approval				
Over-the-fence Utilities Coordination				
Establish Commitment Authority Limits				
Establish Turnover/Close-out/As-built requirements				
Review and Approval of Execution Plans				
Change Management Approval				
Owner's Cost for Estimate				
Project Management				
Project Kick-Off Meetings				
Develop/Implement Project Execution Plan				

A - Approve   R - Review P - Provide
S - Support C - Comply
M - CMT

GENERAL HOME OFFICE DIVISION OF RESPONSIBILITY

Function	Owner	Contractor	Subcontractor	Others
Establish/Implement Risk Management Program				
Project Organization and Roster				
Interface Management Plan				
Gated Project Delivery System				
Multi-office Execution setup and coordination				
Project Adminisitrative Procedure Development				
Project Key Performance Indicators				
Project Reviews				
Sponsor's Reviews				
Institute Project Team Building Program				
Establish/Implement Project Communications Plan				
Project Turnover Report				

Engineering				
Develop/Implement Engineering Execution Plan				
Process Engineering				
Mechanical Engineering				
Materials and Welding				
HVAC				
Civil Engineering - Site Work				
Civil Engineering - Foundations and Piling				
Structural Engineering				
Architectural Services				
Plant Layout and Piping				
Electrical Engineering				
Instrumentation and Control Systems Engineering				
Main Automation Contractor Services				
Vendor Data Specification and Review				
Preparation of Material Requisitions				

A - Approve   R - Review   P - Provide
S - Support   C - Comply
M - CMT

GENERAL HOME OFFICE DIVISION OF RESPONSIBILITY

Function	Owner	Contractor	Subcontractor	Others
Supplier technical evaluations/coordination				
Preliminary Hazard Assessments				
Detailed Hazard Assessments/HAZOPs/QRAs				
Project Model Reviews				
Value Improving Practices (list as required)				
Work Packages				
ABSA Process Piping Registration Packages				
Regulatory Permit Packages				
Electronic Document Management System				
Engineered Document Distribution and Control				
Vendor Document Distribution and Control				
3D Model Platform Supply/Management				
Instrument Database Supply/Management				
Geotechnical Evaluation				
Noise Studies				
RAM Analysis				
Technical Coordination with 3rd Parties (list)				
Field Support (respond to RFIs, FCRs, FCNs)				
As-building				

Procurement and Subcontracting				
Develop/Implement Procurement Execution Plan				
Develop/Implement Contracts Execution Plan				
Develop/Implement Local Stakeholder Utilization Plan				
Local Stakeholder Utilization Reporting				
Supply/administer integrated Procurement database				
Provision of pro-forma documents				
Market surveys and assessments				
Vendor prequalification				
Develop and issue tender packages				
Technical and commercial bid evaluation				

A - Approve   R - Review   P - Provide
S - Support   C - Comply
M - CMT

GENERAL HOME OFFICE DIVISION OF RESPONSIBILITY

Function	Owner	Contractor	Subcontractor	Others
Award of purchase orders and subcontracts				
Expediting of materials and documentation				
Supplier quality surveillance				
Traffic and logistics				
Customs and related services coordination				
Materials receiving				
Offsite warehousing and storage				
Onsite receiving and laydown/storage				
Onsite materials handling and distribution				
Preventative maintenance (while stored)				
Define/price vendor site support				
Purchase of capital spares				
Purchase of commissioning spare parts				
Purchase of initial operations spare parts				
Identification/disposition of surplus materials				
Claims Management				

Planning and Scheduling

	Owner	Contractor	Subcontractor	Others
Milestone Schedule (L1)				
Master Integrated Schedule (L2)				
Project Baseline Schedule (L3)				
Manpower loading (L3 Schedule)				
Schedule critical path/risk analysis				
Earned Value Progress Measurement				
Progress Evaluation and Forecasting				

Cost and Budget Control

	Owner	Contractor	Subcontractor	Others
Work Breakdown Structure/Code of Accounts				
Supply/administer integrated Cost Control database				
Scoping Estimate (Class V)				

A - Approve   R - Review   P - Provide
S - Support   C - Comply
M - CMT

Contract Number
Contract Title
Attachment # and Title

Page 4 of 6

GENERAL HOME OFFICE DIVISION OF RESPONSIBILITY

Function	Owner	Contractor	Subcontractor	Others
Preliminary Estimate (Class IV)				
Control Estimate (Class III)				
Definitive Estimate/Reforecast (Class II)				
Establish/administer cost budget/forecast				
Estimate risk analysis/contingency development				
Contingency monitoring and rundown				
Project cash flow monitoring and control				
Develop/implement Change Management Process				
Trend Evaluation and Control				
Vendor/Subcontractor Invoice Attest				

Reporting				
Quantity Tracking and Reporting				
Engineering Progress and Performance Reporting				
Critical Items Report				
Cost and Commitment Report				
Overall Progress Report				

Quality				
Develop/Implement Project Quality Plan				
Quality Checking of Deliverables				
Quality Auditing for Program Compliance				
Continuous Improvement Program Implementation				
Tracking and Resolution of Nonconformances				

Home Office Construction, Commissioning, Start-up and Turnover Support				
Establish/Implement Constructability Program				
Generate Temporary Facilities Plan				
Establish Storage and Laydown Area Plan				

A - Approve   R - Review   P - Provide
S - Support   C - Comply
M - CMT

GENERAL HOME OFFICE DIVISION OF RESPONSIBILITY

Function	Owner	Contractor	Subcontractor	Others
Set Construction Work Area Strategy				
Establish Work Packaging Plan				
Commissioning, Start-up and Turnover Plan				

Health, Safety and Environmental	Owner	Contractor	Subcontractor	Others
Develop/Implement Project HSE Plan				
Internal HSE status reporting				
Project-wide HSE status reporting				
Provide/Implement Incident Investigation System				
Conduct HSE compliance auditing				
Develop/maintain Permit Log				
Coordinate Regulatory Interfaces				
Assemble/Submit Regulatory Packages				

IS&T	Owner	Contractor	Subcontractor	Others
Develop/Implement Project Automation Plan				
Initiate Field Automation Plan				
Project Sharepoint Site				
Network Connectivity for Resident Owner Staff				
Hardware for Resident Owner Staff				
Multi-Office Execution IS&T Set-Up/Coordination				

A - Approve   R - Review P - Provide
S - Support C - Comply
M - CMT