

FY04 Management System Assessment Planning & Integration Template

Management System: Property Management

Status/maturity of the system:

The Property Management System is a mature system that must be certified by DOE every three years. The system covers asset management, inventory management, and traffic management, which are well understood, traditional functions in most large organizations. The system is heavily regulated by DOE through prime contract requirements and the Federal Property Management Regulation. These are implemented through procedures contained in the Procurement & Property Management Group S.O.P. Manual. The manual was updated and validated in FY03.

Self-assessment is performed annually using the DOE required Balanced ScoreCard approach. The BSC includes a customer perspective, internal business processes perspective, learning and growth perspective, and financial perspective.

In FY03, the DOE Office of Science appointed a team to perform an independent vulnerability analysis of the property management system. The eight vulnerabilities identified by the team were addressed in a corrective action plan that will be completed by September 30, 2003.

General Work Scope:

In FY04 PPM will replace the legacy Procurement & Property Management Group S.O.P. manual with subject areas and internal procedures.

PPM will address all corrective actions identified in the FY03 Balanced ScoreCard Report, and will perform a Balanced ScoreCard self-assessment. The FY04 BSC plan will be submitted to and approved by DOE-BAO.

Integrated Assessment Planning (assessment activities planned by the management system steward which impact organizations other than their own)

Assessment Activities by or on behalf of the MS Steward:

Perform a Management System maturity evaluation.

Required Line Assessments:

None

Independent Assessments: (IO, IA, Third Party, peer review):

Internal Audit has scheduled a Validation of Property Controls for FY04

Planned or anticipated external assessments:

DOE will validate the FY03 Balanced ScoreCard self-assessment results

Signatures:

MS Point of Contact: Maureen Fealby Date 9/23/03

MS Steward: B.P. [Signature] Date 9/23/03