

**U.S. Fish and Wildlife Service (Service)
Capital Planning and Investment Control**

INVESTMENT REVIEW BOARD CHARTER

March 17, 2003

1. Purpose of the Service Construction Investment Review Board (IRB)

Senior management review and prioritization of construction program capital investments is critical to the implementation of successful capital planning and investment control. DOI policy for capital investment planning is defined in the Capital Planning and Investment Control Governance Document released December 19, 2002. In alignment with the CPIC guidance, the Service IRB will develop, manage, and direct the construction investment management process while providing Service leadership, direction and accountability.

2. Goals of the Service Construction IRB

Establish and maintain a construction portfolio that provides the best value for meeting mission and strategic goals, while minimizing risks and maximizing the return of construction investments.

3. Roles and Responsibilities

As the decision making board for all construction investments requiring corporate level review, the IRB will adopt and enforce written policy and procedures for current and future construction program investment success by establishing mature CPIC construction project portfolio management procedures and processes.

4. Membership

As the senior managers of key programs and operations knowledgeable and responsible for the main business processes within the Service, IRB members include:

Assistant Director – Business Management and Operations - Chair
Chief, National Wildlife Refuge System
Assistant Director, Fisheries and Habitat Conservation
Assistant Director, Law Enforcement
Assistant Director, Endangered Species
Chief, Division of Engineering

5. Construction IRB Responsibilities

The Construction IRB will:

- Establish necessary project controls to manage requirements, risk, cost, schedule and performance baselines
- Oversee the CPIC construction process
- Develop construction portfolio selection criteria
- Issue record of decisions

6. Summary of Service Construction CPIC Responsibilities: (IRB roles are highlighted.)

Phase 1: Pre-Select Phase

No.	Process Step	Responsible Individual(s) or Group(s)
1	Identify Customer (Sponsor) and Project Requirements	Chief, Division of Engineering (DEN)
2	Prepare Needs Assessment and Project Data Sheets	Customer and Chief, DEN
3	Evaluate & Rank Proposed Projects Requests	Chief, DEN with National Program Staffs
4	Prepare Draft 5-Year Plan	Chief, DEN with National Program Staffs
5	Compile and Prepare Final 5-Year Plan	Chief, DEN
6	Review and Approve 5-Year Plan	Service Investment Review Board and Director
7	Transmit Approved 5 year plan to DOI Executive CPIC	Director

Phase 2: Select Phase

No.	Process Step	Responsible Individual(s) or Group(s)
1	Develop Integrated Project Team (IPT) and validate project scope	Project Manager
2	Identify and Secure Project Development Funding	Chief, DEN
3	Initiate Project Development	Project Manager
4	Finalize Capital Asset Plan & Justification (CAP)	Chief, DEN and Customer
5	Review and Approve CAP	Service Investment Review Board and Director
6	Transmit Approved CAP to DOI Executive CPIC	Director

Step 3: Control Phase

No.	Process Step	Responsible Individual(s) or Group(s)
1	Develop Project Assessment Procedures and Operating Principles	Project Manager
2	Assess Project Performance against CAP Baselines	Project Manager
3	Prepare and Submit Quarterly Progress CAPs	Chief, DEN and Project Manager
4	Review and Approve Progress CAPs	Service Investment Review Board and Director
5	Transmit approved CAP to DOI Executive CPIC	Director

Step 4: Evaluate Phase

No.	Process Step	Responsible Individual(s) or Group(s)
1	Prepare Construction Completion Report	Customer/Project Manager
2	Monitor Warranty Period	Customer/Project Manager
3	Conduct Post Occupancy Evaluation	Project Manager
4	Prepare Post Occupancy Report	Project Manager
5	Document and Share Best Practices/Lessons Learned within Service and with the DOI Executive CPIC	Chief, DEN and Director

Step 5: Steady-State

No.	Process Step	Responsible Individual(s) or Group(s)
1	Prepare Facility Maintenance Plan	Facility Manager
2	Evaluate Facility Operations Against Maintenance Plan	Facility Manager
3	Identify Facility Deficiencies and Needs	Facility Manager
4	Quantify Needs and Prepare Initial Project Description and Justification	Facility Manager and Customer