



Jefferson Science Associates, LLC

# **400 Work Authorization System**

**Project Control System Manual  
Revision 5**



## **400 Work Authorization System**

A work authorization system is required during the project execution phase to control the flow of work to be accomplished within the authorized project budget. This formal procedure is used to sanction project work with limits being imposed on managers in their authority to commit and expend resources that will be charged to the project. These limitations provide assurance to the Project Manager that no work is authorized unless it has been properly planned and budgeted. Work authorization is the specific mechanism where Control Account Managers receive the authority to begin the work defined in their validated and approved Control Account Plans.

### **401 Work Authorization Process**

- A. After the Project Customer has given the project team official authority to commence work and funding has been provided, the work authorization process is employed to initiate project execution. The authorization process is a key communication link between senior project management and the Control Account Managers because it confirms the cost, schedule, and the scope of work required to meet project objectives. Control Account Managers are formally delegated the responsibility for their work scope and the schedule and budget performance parameters.
- B. To authorize the expenditure of effort and budget for a control account, the Project Manager will issue a Work Authorization Document (WAD) (Exhibit 10) to the Control Account Manager at the appropriate period in the project schedule. The WAD contains the control account information, a list of associated work packages, approval signatures, and acceptance signature of the Control Account Manager. The signed WAD empowers the Control Account Manager to implement the Control Account Plan.
- C. Once a Work Authorization Document has been signed by all relevant parties, Project Management & Integrated Planning will open control account numbers through the Jefferson Laboratory Chief Financial Office allowing charges to the control account's work packages.
- D. A work authorization is for the lifecycle of the project. Funding will be authorized incrementally based on schedule status and funding availability, and communicated to CAMs by other means. The approved control account can only be changed with appropriate change approval. WADs shall be updated to reflect each change request approval.



## **402 Specific Authorizations**

### **402.1 Control Account Labor Authority**

Authority for a Control Account Manager to apply labor resources to work scope contained within the control account is contingent upon:

- the Control Account Manager receiving delegation of signature authority according to procedures established in the Jefferson Lab Administrative Manual,
- the Control Account Manager receiving approval from the Associate Project Manager and the Project Manager to accomplish the applicable work scope (i.e., the Work Authorization Document), and
- the Chief Financial Office receiving notification from the Project Manager directing the appropriate Project ID Number(s) to be opened that are associated with the applicable work scope.

### **402.2 Procurement Authority**

Authority for any individual to commit project funds to outside vendors for delivery of products or services is limited to only those persons defined in the JSA/JLab Acquisition Policy Manual.

## **403 Exhibits**

10. Work Authorization Document

