

Control Account Manager (CAM) Responsibilities

Control Account Manager (CAM) responsibilities are listed in the PPPL Project Management System Description (PMSD) and PMSD Appendix E Supporting Procedures. Below is a brief summary of those responsibilities:

Prior to project start:

- Develop Work Breakdown Structure (WBS) with project team and stakeholders
- Plan the work and identify tasks and sequence to accomplish the assigned scope.
- Incorporate the tasks into the schedule by defining duration and relationships.
- Incorporate control milestones into the schedule
- Resource load the schedule
- Identify and define assumptions, risk, and uncertainty in the project
- Assign an Earned Value Technique to resource loaded tasks

After project start:

- Manage the day-to-day work execution (addressing risk or technical issues, developing work-around plans, or other activities required to ensure the work is completed on time and within budget)
- Verify work progress
- Report progress monthly to project team
- Review project status and variances
- Report on variances outside of thresholds
- Review Estimate to Complete/Estimate at Completion (EAC/ETC) and develop new estimate as required
- Initiate change requests as required
- Indicate completion and required close of control accounts