

Control Account Manager's Role, Responsibilities, Authority and Accountability

The Control Account Manager is the single point of contact for management of the Control Account.

Control Account Manager Responsibilities

- *Manage the cost, schedule and technical performance of the Control Account.*
 - Establish and maintain Control Account budgets and schedules.
 - Define the tasks and the sequencing of the schedule for optimizing the accomplishment of the work scope.
 - Assure the scheduled activities for the Control Account have a realistic duration and performance logic.
 - Maintain the applicable portions of the WBS Dictionary and approve the Control Account Authorization (CAA) and authorized changes to the CAA.
 - Proactively manage the personnel performing the Control Account detailed scope of work.
 - Identify, negotiate and implement required vertical and horizontal interfaces.
 - Manage Customer Expectation Agreements (CEA) and Memorandums of Understanding (MOU) with other organizations and programs.
 - Review and approve all resources charged to the Control Account and assure their accuracy.
 - Monitor and assess Control Account and Work Directive performance.
 - Prepare Control Account variance analyses.
 - Develop, implement and manage corrective actions, as appropriate.
 - Maintain an awareness of Subcontract Data Requirement List (SDRL) items and other applicable contract deliverables.
 - Prepare Estimates to Completion for remaining Control Account work scope.
 - Provide forecast dates for accomplishing activities and milestones in the Control Account Schedule.
 - Manage the integration and monitor the development of any critical technologies.
 - Inform management of significant problems concerning Control Account performance.
 - Identify potential technical and programmatic risks and make effective use of the risk management tool.
 - Employ the baseline change control process for any revisions to the Control Account's baseline scope, schedule or budget. Submit Budget Change Notices (BCN) as necessary.
 - Proactively manage all subcontractor effort which affects Control Account performance.
 - Lead or participate in Make / Buy decisions.
 - Evaluate alternatives and develop facility utilization plans as appropriate.
 - Maintain the CAM Notebook in a current and accurate manner.
- *Support all customer meetings and data requests pertaining to the Control Account.*

Control Account Manager Authority

- *Review and approve all work assignments, documents and commitments involving the Control Account.*
 - Approve the Control Account Authorization documents.
 - Co-approve the Make / Buy Plan for material used to perform the Control Account scope of work.
 - Approve Control Account Budget Change Notices and Requests.
 - Authorize and coordinate work performed by functional departments on Work Directives within the Control Account.
 - Determine the work schedule and prioritize work within each Work Directives issued for the Control Account.
 - Approve hours charged to the Work Directives supporting the Control Account.
 - Approve material and other direct costs charged to the Work Directives supporting the Control Account.
 - Identify potential technical, schedule and cost risks and enter them into the FCS Risk Management Process.

Control Account Manager Accountability

- *Accountable to the Program Manager for Control Account Performance.*
 - Complete the Control Account scope of work within the schedule period authorized.
 - Complete the Control Account scope of work within the resources authorized.
 - Achieve the technical performance goals for the defined scope of work.
 - Achieve the technical quality
 - Assure the reported Earned Value performance is based on qualified back-up data.
 - Mitigate all technical, schedule and cost risks associated with the Control Account.