

Annex 2 – NPMS Compliance Review Report Template (update 2)

To: RPB / PTSM / APPD

Date: *(insert date on which the report is sent to HQ)*

NPMS Compliance Review Report

For: *Name of Region / Sector / Organization*

This report represents the results of the NPMS comprehensive compliance reviews performed in accordance with the NPMS Real Property Procedure for the Monitoring of NPMS Compliance for FY xx/xx. *One report per region is to be provided (regions/sectors are to coordinate between areas as/if necessary).*

By project category, the table contains the total number of real property projects over \$25K of any type undertaken by the region/sector (A) and the number of projects reviewed (B). It also contains, for the projects reviewed, the number of projects that had no major issues (C) and the percentage that number represents amongst the projects reviewed (C/B). The major issues encountered must be mentioned under the Issues column of the report. Additional info must be provided after the table.

To qualify as a project with no major issues, the reviewed project shall:

1. Not be missing any major documents. If required by the NPMS process to be followed, the major documents are the SoR, the project charter, the IAR and the PMP. All of those must be on file, approved with signatures (or a proof of approval such as an e-mail from the approval authority). Paper files are acceptable if properly stored in a central facility.
2. Not have more than one NPMS deliverable missing. If required by the NPMS process to be followed, the deliverables are: PPP, FR, PCRA, ICOD, PTO, and COD.
3. Have all project documentation easily retrievable, whether it is in EDRM, GCDOCS, in a collaborative tool (such as OPRIMA/Sharepoint) or on a properly structured shared drive. Having project information on a precarious media is a major issue (such as a personal drive, USB or C drive). Not following the EPFS for projects over \$25K started since September 2013 is also a major issue.
4. Have documentation of appropriate quality according to the nature and complexity of the project. For examples, barely completed templates are a major issue. Following NPMS Lite when the project calls for NPMS Full is a major issue.