

Initiating a Project in P2

Scope

This process defines initial procedures for entering a project into P2. A project may be a program as well as what is traditionally considered a project. These procedures are required before a Project Manager (PM) and Project Delivery Team (PDT) can begin creating the project activities, establishing a schedule, and entering resource estimates.

Policy

ER 5-1-11 [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

ER 37-1-26 [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

Responsibility

The Project Manager (PM) is responsible for ensuring the project is established promptly in P2 and CEFMS. The Project Manager (PM) should verify that the project work item has been created.

The **P2**-System Administrator (SA) is responsible for the creation of the project in P2.

Distribution

Project Manager (PM)*

System Administrator (SA)*

Ownership

The **BP/P2-Program Office Configuration Management Board** is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

[Acronyms and Glossary\[REF1001\]](#)

[PMP Development\[PROC1012\]](#)

[PMP/PgMP Content\[REF1018\]](#)

[Receipt of Funds\[PROC1001\]](#)

[Work Acceptance\[PROC1016\]](#)

Activity Preface

This process explains how a project will be initiated in P2; ~~once that project has been defined as~~ Each project will be defined in one of two categories, outyear/unfunded future year work (refer to [PMP/PgMP Content\[REF1018\]](#)), or the U.S. Army Corps of Engineers receives or accepts new-current year work (refer to [PMP/PgMP Content\[REF1018\]](#)). This process may also originate from (see [Work Acceptance\[PROC1016\]](#)). This involves the PM communicating with to the System Administrator about the required data needed ~~for the PM~~ to continue with the work management process [PMP Development\[PROC1012\]](#) and related processes in P2. Note that effort for initiating the project may require the expenditure of overhead funds.

At the completion of this process, ~~the system has created~~ a project will have been created in P2, as well as a project work item in CEFMS. At this time, the [Receipt of Funds\[PROC1001\]](#) process needs to be evaluated.

Project Manager (PM)

1. Receive Work Acceptance from DPM.

Other relevant project background information will also be provided by the DPM.

If a new project in P2, goto task #2. Otherwise, goto task #5.

2. Furnish necessary info to System Administrator (SA).

~~Information includes~~Such as appropriate template name/type, etc. ~~Responsible employee needs to be part of that.~~ The “template” may be an existing project that can be used as a template and more completely populate the project with data. **Add prog spec ref docs**

Some project information may ~~come into~~automatically populate the system from ~~HQUSACE~~other sources.

System Administrator (SA)

3. Select & copy appropriate project template or existing project in P2.
4. Enter project information into quick entry setup based on information from Project Manager.

The default status for new projects is ‘New’.

The ~~P3e/Oracle Projects Interface system interface~~ will create the project in P3e ~~via P3e/Oracle Projects Interface. The P3e/Oracle Projects interface is under development.~~

The ~~CEFMS/P2 Interface system interface~~ will create the project work item in CEFMS ~~via CEFMS/P2 Interface. The CEFMS/P2 Interface is under development. Refer to *Financial Management [REF1032]*.~~

The system interface will also electronically notify the PM that the project has been created in P2.

Project Manager (PM)

~~5. Determine if funds have been received.~~

~~If funds are received, stop and complete Receipt of Funds/PROC1001. Otherwise, goto task #6.~~

6. Review project data in P2 to determine if changes or additions are necessary.

If changes necessary, goto task #2. Otherwise, goto task #7.

7. Electronically acknowledge creation of project.

8. Determine if funds have been received.

The PM will verify accuracy of funding data, in accordance with local Standard Operating Procedures.

If funds are received, stop and complete *Receipt of Funds[PROC1001]*. Otherwise, goto **task #9**.

9. Proceed to PROC 1012

End of activity.

Goto *PMP Development[PROC1012]*.

