

## **Local SOPs Mentioned in the USACE BP Manual As of November 2002**

**PROC 1000 (Work Acceptance)** – Notifying the appropriate Deputy District Engineer for Programs & Project Management. Each District should establish a local SOP for identifying program managers and new work contacts, in order to allow some delegation of the duties from the Deputy District Engineer for Programs & Project Management (DPM)

**PROC 1020 (District/Center Workload Analysis and Resource Leveling)** - Eighty percent of the effective hours are the recommended target for annual workload during the first quarter of the CFY, or during the CFY+1 or CFY+2. Some organizations may have higher or lower workload targets, but normally the annual target workload should be no more than 100% of effective hours in CFY. However, analysis may demonstrate overtime to be an effective means to meet short-term workload requirements in accordance with local SOPs.

**PROC 2070 (PMP/PgMP Approval)** - The Project Manager is responsible for obtaining approval of the PMP in accordance with local Standard Operating Procedure (SOP) and recording approval in P2.

After PDT endorsement, the PMP will be submitted for approval, if required by local SOP. If local SOPs do not require formal approval, the endorsement by the PDT suffices as the PMP approval.

**PROC 3010 (Change Management)** - Change Management is one of the most critical activities undertaken by the PDT. It is the process by which changes in a project are both agreed upon and documented. Approved changes become the basis for adjusting baseline performance measures, and thus impact the performance metrics and quality objectives established for project success. The PDT must reach agreement on all proposed changes, or resolve conflicts per local SOP.

**PROC 4000 (Activity/Project/Program Closeout)** - A standard questionnaire available USACE-wide, or developed by local SOP, will provide measurable feedback from our customers.

**PROC 6001 (Operating Budget)** - District operating budgets are sent to their RMB for review and recommendation for approval from the MSC Commander, as required by local SOP. Centers, MSC, and HQ are reviewed by PBAC.