

Standard Computations for Workload Analysis and Resource Leveling - REF8001

Scope

This reference document provides the numerical baseline for workload analysis and resource leveling. The recommended number of productive manhours per FTE in the chart below will be used as the baseline in the workload analysis report. Regions may vary this number to suit their individual needs, but the number must be consistent across the MSC's districts or equivalent for Labs/Centers.

Distribution

Project Manager (PM)

Project Delivery Team (PDT)

Program Manager (PgM)

Resource Provider(s)

Deputy District Engineer for Programs & Project Management (DPM)

Corporate Board

Regional Management Board (RMB)

Resource Management Office (RMO)

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary and that it reflects actual practice.

District-level Computations

The purpose of the following chart is to assist resource providers in determining whether a given resource is over- or under-utilized in a given FY.

Operation	Hours	Explanation
Standard computations	2080	Hours in 52-week workyear

Copyright Oracle Corporation, 2000. All rights reserved.

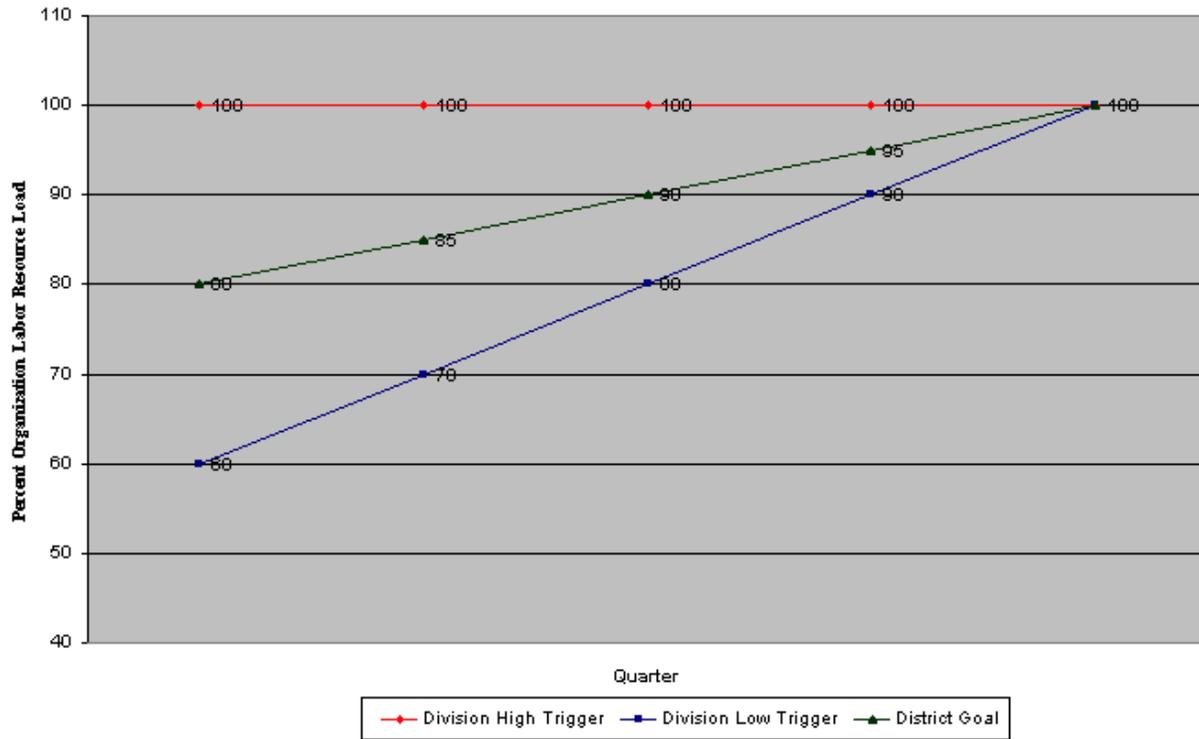
Deduct	80	10 Holidays/workyear
Hours remaining	2000	
Deduct	224	Hours lost to Annual or Sick Leave
Hours remaining	1776	Effective hours
Possible Additional District-level computations (To be determined by each Region)		
Deduct	120	Hours charged to TI (training, etc.)
Hours remaining	1656	Direct chargeable hours
Deduct	236	Deduction for other factors (unanticipated new work, emergency work)
Hours remaining	1420	80% of 1776 hours

The purpose of the chart below, Quarterly Trigger Values Chart for Workload Analysis, is to establish trigger values to provide a quick indication of whether the projected district/region in-house workload by organization or function is out of balance (so low or so high) at any particular time during the year that it should be analyzed more carefully. The purpose of a more complete analysis is to ensure that provisions are made to appropriately balance the workload between USACE (district, region, or other region) and contract resources, so that project/program schedules will not be impacted and that USACE resources are fully and effectively utilized. **Each District/MSD should develop their individual Trigger Value Chart based on historical data for training, annual and sick leave, and workload fluctuations due to emergencies and/or seasonal work.**

Quarterly Trigger Values Chart for Workload Analysis

TAKE CFY info off chart title!! Put dates of quarters on CHART.

Quarterly Trigger Values for CFY, CFY+1, CFY+2 Workload Analysis



Explanation of the Quarterly Trigger Values Chart

The chart depicts quarterly district and regional triggers for workload analysis.

Utilizing data from P2 showing **requirements** of roles and resources and the productive manhours per FTE calculated above, districts/ centers will calculate functional and organizational workload. The workload calculation will be based on actual to date and/or projected in-house resource utilization for the CFY. The workload calculation will be displayed as a percentage (projected hours of in-house FTE utilization during the year divided by available, productive in-house FTE hours).

The resulting percentage will then be compared to the Quarterly Trigger Values Chart. The top and bottom lines represent thresholds where the RMB will be consulted to assist the district/ center in evaluating and balancing its workload, using resolution techniques identified in District/Center Workload Analysis and Resource Leveling – PROC1020[PROC1020]. In the first quarter of the CFY, the regional triggers are 60 and 100 percent. During the CFY, the triggers close to 100% at the end of the fourth quarter.

CFY+1 and CFY+2 Triggers

During the CFY+1 and CFY+2, the triggers remain at 100% and 60% of available hours. Within the thresholds of the trigger values, districts/centers are expected to continue to balance

and analyze workload per the Resource Forecast Analysis Annual Schedule – REF8002[REF8002].