

## Initiating a Project in P2 - PROC1030

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Suggest a similar section titled, “Initiating a Project in RMS.” **JUSTIFICATION:** The RMS database is responsible for all construction management AIS or approximately one half of all Corps labor. Without the same type of P2 treatment for RMS this on-line web-based PMBP manual is in effect downgrading PM oversight of construction management. In that construction has historically been a weak PM area, this omission acerbates the condition. Response: Rejected – an RMS business process will be incorporated as part of working with the PDT.

Provide the relationship description and schematic for all systems to interface with P2 and provide their web sites. **JUSTIFICATION:** To meet the Chief Executive Summary commitment to provide flowcharts to show the relationships between processes.

ACCSS - <<http://www.hq.usace.army.mil/CEMP/E/ES/ACASSWEB/index.htm>>

CCASS - <<http://www.hq.usace.army.mil/CEMP/E/ES/Ccassweb/index.htm>>

CEFMS - <[http://www.fc.usace.army.mil/Systems/sys\\_a.html](http://www.fc.usace.army.mil/Systems/sys_a.html)>

DERP-FUDS - <<http://pirs.mvr.usace.army.mil/fuds/fuds.htm>>

CEALS - <<http://www.ceals.usace.army.mil/>>

SPS - <<http://acqnet.saalt.army.mil/sps/default.htm>>

CAPCES - <<http://www.ibi.com/applications/army.html>>

REMIS - <<http://www.orn.usace.army.mil/cefms/bppage9.html>>

Response: Accepted – flowchart will be provided for system interfaces as accepted as part of P2 (in the Preface, not as a business process).

Nothing in this talks about linkage i.e. ensuring that projects that need to be built together either as a single undertaking or as predecessors or follow ons. Response: This should be addressed in the Communications Plan.

As written, this plan will provide little value to the Military Construction side of the house. The 1391 development review and certification process described in ETL 415-3-1 should be integrated into the “Initiating a Project in P2” process page 29 and the flowchart on page 32 should reflect the process. Response: This is an issue being worked by the PMBP Team and HQUSACE (Military Programs).

## 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, U. S. Army Corps of Engineers Business Process***

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

## **ER 37-1-26, Issuance and Acceptance of Project Orders**

[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf\]](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, and verifying that the project work item has been created.

The System Administrator (SA) is responsible for the creating the project in P2.

### **Distribution**

Project Manager (PM)\*

System Administrator (SA)\*

### **Ownership**

The BP/P2 Configuration Manager 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 – REF8000 [REF8000]*

*Civil Works Program-Specific Information – REF8010 [REF8010]*

*Earned Value Management – REF8018 [REF8018]*

*Environmental Program-Specific Information – REF8012 [REF8012]*

*Interagency and International Services (SFO) Program-Specific Information – REF8017 [REF8017]*

*Military Program-Specific Information – REF8011 [REF8011]*

*PMP/PgMP Content – REF8005 [REF8005]*

*PMP/PgMP Development – PROC2000 [PROC2000]*

*Receipt of Funds – PROC1040 [PROC1040]*

*Research and Development Program-Specific Information – REF8013 [REF8013]*

*Work Acceptance- PROC1000 [PROC1000]*

## Activity Preface

This process explains how a project will be initiated in P2. Each project will be defined in one of two categories: future year work, or current year work (refer to *PMP/PgMP Content – REF8005 [REF8005]*). This process may also originate from *Work Acceptance – PROC1000 [PROC1000]*. This involves the PM communicating to the System Administrator the required data needed to continue with the work management process *PMP/PgMP Development – PROC2000 [PROC2000]* and related processes in P2. Note that effort for initiating the project may require the expenditure of overhead funds. *[Recommend the last sentence be deleted. The establishment and resourcing of a project in P2 will require considerable effort, coordination and the expenditure of time. No work should be accomplished without funds nor should other projects pay for an unfounded project. To do so is a violation of the anti-deficiency statutes. If no funds are immediately available but ‘assurance’ of funding has been received, recommend the following procedure be incorporated in this or other appropriate business process, e.g. 1000, 1040 or 3000 and flow chart be updated, as appropriate:*

*If no funds are immediately available for this work but funding has been assured, the Resource Management Office will be requested and will establish a ‘sub-overhead’ or similar account (i.e. RZ59), based on Verbal Order of the Commander, to temporarily fund the in-house efforts associated with the project and collect costs in order maintain a clear audit trail for the future transfer of these costs once funding has been received.*

Response: Rejected – project initiation may require the use of overhead funds; this step will not require substantial effort or time, it is the initiation of a project in the system. Detailed project information will be developed during the planning process after funds have been received.

At the completion of this process, a project will have been created in P2, as well as a project work item in CEFMS. A project is not initiated when it is entered into CEFMS. At this time, the *Receipt of Funds – PROC1040 [PROC1040]* process needs to be evaluated. Response: Rejected – project is not being initiated in CEFMS in this process.

## Project Manager (PM)

1.—The Project Manager should first identify funding source and determine the type funds (Military, Civil Works or Other) that are furnished for the project. Currently, as defined in the PMBP (P2) process, projects are identified by type of program such as Military, Civil Works, Environmental, IIS or Research and Development. This leads to some projects being misclassified. We (CEMP-N) need a relatively easy and quick way to identify the magnitude of the IIS program and who we are serving and how much work we are doing for each customer. Our program includes the following type reimbursable type work for other agencies and governments: environmental programs/projects (such as Superfund and ESFO), water resources type projects, facilities design and construction, engineering analyses, studies and real estate services and research and development. It is not clear to me that this type of information is easily attainable from the P2 database as currently proposed. Requiring the Project Manager to identify the project by funding will enable us to easily collect the magnitude of the IIS program by querying the system for "Other" funding projects. Response: The system will facilitate data collection and provide this type of report.

### 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. [Task 7(Funding issues) should precede Task 2 Flow diagram should be revised accordingly.] Otherwise, goto task #5. Response: Rejected – project initiation may require the use of overhead funds; this step will not require substantial effort or time, it is the initiation of a project in the system. Detailed project information will be developed during the planning process after funds have been received.

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

Information includes appropriate template name/type, etc. The “template” may be an existing project that can be used as a template and more completely populate the project with data. Refer to *Civil Works Program-Specific Information – REF8010 [REF8010]*, *Military Program-Specific Information – REF8011 [REF8011]*, *Environmental Program-Specific Information – REF8012 [REF8012]*, *Research and Development Program-Specific Information – REF8013 [REF8013]*, or *Interagency and International Services (SFO) Program-Specific Information – REF8017 [REF8017]*.

Some project information may automatically populate the system from other sources.

## System Administrator (SA)

3. Select and 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'.

Once the project has been initiated in Oracle Projects, and created in P3e, a link will be established between the two. The CEFMS/P2 Interface will create the project work item in CEFMS. Refer to *Financial Management – REF8014 [REF8014]*.

The PM will be electronically notified that the project has been created in P2.

## Project Manager (PM)

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

**If changes necessary, goto task #2. Otherwise, goto task #6.**

6. Electronically acknowledge creation of project.
7. 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 – PROC1040 [PROC1040].  
Otherwise, goto task #8.**

8. Proceed to PMP/PgMP Development process.

**End of activity.**

**Goto PMP/PgMP Development – PROC2000 [PROC2000].**

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