

1. Recommend a Technical writer review the entire document for consistency of acronyms, definitions, punctuation, grammar, formats, etc. May be beneficial for a third-party to perform this function as we all have looked at these documents many times over and the obvious could easily be missed. Response: Independent review is currently in process.
2. Desk Manual / REF 8020 should be cleaned up as a result of #1 Response: Agree.
3. For notes under a specific process/step, some are bulletized and others are not or specific bullet. Some how indicate that it is a note. (NOTE: ...)) Response: Agree.
4. Use of the term activities has many different meanings in the BP...USACE Activities, Activities as related to WBS and NAS Response: Edit team will review and ensure consistency.
5. "Process outlined in" vs refer to Response: Edit team will review and ensure consistency.
6. consistent language "process brought you here..." Response: Noted.
7. P2 vs specific components. Some refer to component specific (Oracle Projects, P3e, Oracle Financial Analyzer, etc) and other refer to P2 Response: This will be covered through the navigation documents.
8. After each PROC, end with a GOTO next PROC vs. end of activity. Response: Since they are web linked, you will return to the process from whence you came.
9. Ownership...Configuration Management Board or Configuration Manager? Response: Will be Configuration Manager.
10. Consistent use of the words progress, update and schedule. (PROC 3000). As well as add to glossary (P3e term/definition) Response: Edit team will review.
11. Hyperlink terms back to glossary or hotkey to display definition. Response: Too labor intensive to maintain.
12. Add Cost Estimate to glossary Response: Accepted.
13. This Business Process manual identifies a number of versions and budget-types. Need a list of the versions and budget-types with definitions of their use Response: Accepted.
14. REF Documents. Some have Responsibility category and others do not. Consistency. Response: Responsibility categories are used where appropriate.

15. Use of term stakeholder. Some places it is used to include PDT, customer, stakeholder and other places it is used as defined in the glossary. Response: Term will be used consistently as defined in glossary.