

Initiating a Project in P2

Scope

This process defines initial procedures for entering a project into P2. 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) [<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) [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>] [Why is 37-1-26 a reference here? There are loads of other financial regs just as relevant or more so?](#)
[Response: Accepted.](#)

Responsibility

The Project Manager (PM) is responsible for ensuring the project is **initiated**? [Response: Accepted.](#) promptly in P2 and CEFMS. The Project Manager (PM) should verify that the project work item has been created. [Who is actually responsible for keying in the project data into P2? into CEFMS? The PM or the P2 SA? Clarify.](#) [Response: Per local SOP.](#)

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 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 outyear/unfunded work (refer to [PMP/PgMP Content\[REF1018\]](#)), or the U.S. Army Corps of Engineers receives or accepts new work (see [Work Acceptance\[PROC1016\]](#)). This involves the PM communicating with the System Administrator about required data needed for the PM to continue with the work management process [PMP Development\[PROC1012\]](#) and related processes in P2. [What about work that is current year/unfunded? Most installation support work falls into these categories.](#) [Response: See PMP Content, Level of Detail, which covers unknown/unfunded work.](#)

[Real estate activity schedules should be included in Initiating a Project in P2/PROC 1005.](#) [Response: Schedules are established after projects are initiated.](#)

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

[Discussion has indicated both Project Management Plans and Program Management Plans. When a "Program" exists \(Take for example Homeland Security and Force Protection\), there will be some guidance coming from the HQ about establishment of the program. There appears to be a need for a direct link between P2 and CEFMS such that a Program can be established at the HQ level, passed on to the Division level, and onward to the District level \(also labs, etc.\), whereby all USACE entities can use the same "Program" designation? Then, when individual projects are generated, and work is required from different parts of USACE, all involved activities can access and use the same Project, within the same Program, with data rollup to capture all work under the same Project.](#) [Response: Accepted. This is the intent of having an enterprise system.](#)

Project Manager (PM)

1. Receive Work Acceptance from DPM. Does the PM really get a 'work acceptance' from the DPM? Response: Theoretically, yes, but may come from a designee. Work has already been accepted by the PM in the Work Acceptance flowchart. Response: Logic reviewed and determined to be correct.

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

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

2. Furnish necessary info to System Administrator (SA). Not good guidance on what is "necessary." Response: See note below.

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.

Some info may come into the system from HQUSACE.

What are the rules for loading a project in P2? Who defines the project name/title, funds source, program, etc.? Response: HQ, customer, congress define funds, project names, scope, etc. P2 is under development, and permissions will be developed that will define this.

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 system interface will create project in P3e via P3e/Oracle Projects Interface Response: Accepted. The system interface will create project work item in CEFMS via CEFMS/P2 Interface. Response: Accepted. The system interface will also electronically notify the PM via e-mail? P2? What? Response: P2 system interface will notify; this is under development. Further details will be available later 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, go to task #6.

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

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If changes necessary, go to task #2. Otherwise, go to task #7.

7. Electronically acknowledge creation of project.

End of activity.

Go to *PMP Development/PROC1012*.

