

## MVD GENERAL COMMENTS

This section is used for comments that do not fit the 'track changes' format.

1. An Introduction chapter should be added that discusses:
  - a. How the manual is organized
  - b. How the generic process presented in the manual applies directly to various Corps missions.
  - c. Linkages to related business process initiatives, i.e ER 5-1-11, P2, related training, etc.
  - d. That the PMBP will, in most cases, have to be tailored to fit the job at hand.
  - e. That the manual establishes minimum standard requirements and that Districts/Labs/Centers/MSC may establish supplemental processes at the local level.

*Response: The basics will be addressed in training*

2. In the Table of Contents, recommend adding the process number after the process name to assist in locating processes. Ex. "Work Acceptance [PROC1016]... 17". *Response: It is intended that this will be a web-based tool and will not have a formal table of contents but will provide hot links between processes and other documents.*
3. ACRONYMS in front of manual and Acronyms and Glossary in front of References need to be combined and placed in front of the index or in the back of the manual. *Response: Accepted*
4. Recommend adding the page number for the process in each process box on the Flowchart to assist in locating processes. *Response: Hot links will be used since it will be web-based.*
5. Recommend changing the title of the Project Execution and Control Phase on the flowchart to Program/Project Execution and Control Phase. *Response: Accepted*
6. Recommend changing the title of the Project Closeout Phase on the flowchart to Program/Project Closeout Phase. *Response: Accepted*
7. All processes have identical wording in the ownership section. Can this section be eliminated? *Response: Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary*
8. Policy sections for all processes should give the title of the referenced ER, not just the number. *Response: Accepted*
9. Asset Work Item Designation needs to be addressed (CIP vs. EXP). Consistency with CEFMS and REMIS is required. *Response: Reworded. See master document.*
10. Accumulation and retention of documentation should be addressed in all phases. Recommend the team coordinate with HQ IR concerning what should be retained and for how long. This is to satisfy future CFO requirements. *Response: Marks Regulation (AR 25-400-2) has been added as a reference to cover proper document management.*

11. P2 should allow budget documents and the related fact sheets to be generated after entering a Project Work Identifier (PWI) into the system. PROC 1022 needs to allow generation of PB2A and grunt sheets independent of each other as with the current PRISM system. **Response: P2 will incorporate all necessary functions of PRISM.**
12. Customer feedback should be incorporated throughout the processes. The Communications Plan and Corporate Relations reference should address this issue. **Response: With the customer as a PDT member, feedback should be enhanced throughout project delivery.**
13. The index contains numerous instances of nearly identical entries, such as project manager, Project Manager and Project Managers. Assume this is caused by some automated method of creating the index. Either consistent terminology needs to be used, or some method of combining these like entries needs to be found. As it is, it is confusing and can lead to someone missing the reference they are seeking. **Response: The index was only to aid in the Corps-wide review and will not be in the final web-based product.**
14. Consideration should be given to the methodology to be used to link supplements to this manual at the local level. **Response: BP team will review and respond.**
15. Lessons learned process -- this should be described as a process that is documented as execution is in progress not an after action report. The items shown on the flowchart for the lessons learned system should be included in project closeout and a new flowchart be made up for lessons learned that shows, encountering of a problem, team decision on resolution of problem and then documentation of the specific problem and resolution in the lessons learned data base. **Response: The Change Management Process provides for continuous documentation of lessons learned. We are coordinating closely with the HQ proponent for Dr. Checks to evaluate the best tool for lessons learned documentation for the business process/P2.**
16. In the Preface (Page 14 of 231), APIC is not a certification nor is it a "quality system." It is a business management framework. **Response: Reworded. See master document. APIC is a quality management framework**
17. Manual should better document the roles of Division and HQ's (vertical) members of the PDT. **Response: Interaction among PDT members is specified in the communications plan.**
18. On the flowchart, in the Project Execution and Control Phase, recommend that the Civil Works Program and Budget Process and the Project Execution and Control Process show flow in both directions. **Response: Reworded. See master document. Reworded. See master document.**
19. The Civil Works Program and Budget Process should have a discussion about reprogramming between projects. **Response: Reworded. See master document.**
20. "DPM" and Deputy for Programs and Project Management should be used consistently throughout the Final Manual. In some places, the DPM is referred to as

the Deputy for Project Management or the Deputy District Engineer ... Be consistent.  
**Response: Accepted**

21. Page 13. In line 1, suggest changing to read "move to an agile, team-based organization .....**Response: Reworded. See master document.**

22. On the flow chart, a means to color-code the flows to make it more clear where you are at in the process would be beneficial. **Response: BP team will review and respond.**

23. Better indexing and inclusion of process numbers along with the process title in the footer of each process would be helpful. **Response: *It is intended that this will be a web-based tool and will not have a formal table of contents but will provide hot links between processes and other documents. It is intended that this will be a web-based tool and will not have a formal table of contents but will provide hot links between processes and other documents.***

24. Suggest that the References and Processes utilize different numbering systems to avoid confusion. **Response: Rejected, *It is intended that this will be a web-based tool***

25. Somewhere in the manual a process for effecting change to the manual needs to be included. **Response: Accepted, the Configuration Management Board will be a player in this process.**

26. In the Glossary (Page 165), the definition of Quality Management Plan should be changed to the following in order to comply with ER 5-1-11. "A formal document which defines how we ensure the quality of our products and services utilizing established procedures and processes. These processes guide the interaction of functional elements within an organization; provide a mechanism for self-evaluation and continual improvement; and provide a developmental tool for staff. It is a living document that outlines how our processes and procedures lead to customer-driven quality." **Response: Accepted**

27. I believe the PMBP manual should address in some way our business processes for development and approval of decision documents (recon, feasibility, GRR, etc.) and development, approval and execution of cost sharing agreements (FCSAs, Design Agreements, PCAs, etc.). These are a major oversight in my opinion.**Response: These processes are already well defined in existing policies and regulations. This manual is not intended to replace existing technical activities and requirements. However, the manual does define the interaction of the PDT that will work throughout the project.**