

PMP/PgMP Content **Reference 1018** Response : Accepted & Reworded. See master document

Scope

This reference document describes the content of the Project Management Plan (PMP)/Program Management Plan (PgMP). **This is the first time the concept of PgMP is formally introduced. Need to address earlier in the document.** Response: Reworded. See master document Some elements of the PMP may be duplicated from project to project, especially for similar or small projects. This document also provides the level of detail requirements for loading and maintaining data in P2 for current and future years projects and programs. The data is used in analyses of workload and resource requirements by PM's, PgM's, Resource Providers, MSC's, and HQUSACE. It is also used in manpower requirements development. Terminology used in the past for describing this data included outyear, hard, soft, unknown and unfunded. These terms have been rendered unusable in the current business processes due to the many differences assigned to their definitions across the functional areas. **Do we need these last two sentences? If the terms are truly eliminated from use – suggest deleting from glossary.** Response: Rejected, terminology is in transition stage, this is considered helpful

Distribution

Project Delivery Team (PDT)
Project Manager (PM)
Program Manager (PgM)
Resource Provider(s)

Response: Accepted **Ownership**

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

PMP / PgMP Minimum Content Response: Accepted

This memorandum defines the minimum requirements for Project/Program Management Plans (PMP's/PgMP's). The PMP/PgMP is required to provide the framework so that all team members can work together efficiently. The PMP/PgMP communicates critical project/program information to all interested parties. The PMP serves as a planning, communications, and quality management tool for the project. It encompasses all aspects, phases, and resources for the full lifecycle of a project. The document records **(PDT concurs. How would "recording" occur in P2?)** Response: BP team will review and respond buy-in by the PDT. The following items comprise the PMP/PgMP:

- a. Project Requirements Statement; describes customer's need for the project.
- b. Team Identification; refer to *Team Establishment[PROC1008]*.
- c. Scope (project definition, objective, identification of customer(s) and stakeholder(s), description of services to be provided, key products, authority, location, unique customer requirements stored within P2 as notebook items or other features). Refer to *Customer Scope Definition[PROC1007]*.

- d. Funding (sources, available budget, customer requirements for requesting/receiving funds and reporting of expenditures, resource estimates).
- e. Schedule (NAS Schedule in P2, **Response: Rejected, needed to show an on-going process** maintained to show actual completion status and show how schedule will be progressed). Refer to Activity Development[PROC1010] and Project Execution and Control[PROC1017].
- f. Work Breakdown Structure (WBS). Compartmentalization and decomposition of work. **?? Use the definition in the glossary.** **Response: Accepted & Reworded.** See master document
- g. Project Quality **Management (per ER 5-1-11)** **Response: Rejected, checked ER Plan and Objectives** (customer expectations, applicable Quality Management Plans, criteria and regulations) Refer to Quality Management Plan[REF1024].
- h. Acquisition Strategy. Refer to Project Delivery Acquisition Strategy[PROC1020].
 - h.** Risk Analysis. Refer to Risk Management Plan[REF1023].
 - i.** **Safety Plan. Include Accident Reporting Criteria, Stop Work Authority, Accident Prevention, Site Specific Safety & Health Plan, Preconstruction Briefing, Activity or Job Hazard Analysis, Employee conduct ad accountability for safety, Applicable Safety & Health training, QA/QC Safety Oversight.** **Response: Accepted**
- j. Change Management Plan[REF1025] (Schedule/cost risk analysis, how cost growth and other changes to the plan will be approved, what changes require customer re-approval). Refer to Change Management[PROC1004].
- k. Communications Strategy (how the team will communicate with the customer(s) and each other, customer's requirements for status reporting). Refer to Communications Plan[REF1022].
- l. Closeout Plan. Refer to Activity/Project Closeout[PROC1019].
- m. Approvals. Refer to PMP Approval[PROC1018] . Page includes signatures of the PM and the customer(s). **See our previous comments on process.** **Response: Reworded.** See master document

Prior to the final approval identified in m. above, this draft PMP will be identified as “What If?” in P3e.

PMP / PgMP Minimum Level of Detail **Response: Accepted**

Somewhere, define criteria for PgMP, if different from PMP (which seems too detailed for PgMP). **Response: Reworded.** See master document

General Criteria

For any project in P2, the timeframe included in the schedule must include the current fiscal year (CFY), and either five successive fiscal years (BY thru BY+4) or project completion.

At a minimum, the resources/expense types included in activities for each fiscal year must include labor (LABOR), contracts (AESVCS, CONSTSVCS, OTHCONSVCS), and/or work by other Federal agencies (WKBOTHFED). **Conflicts with paragraph below on Activity Development. However, this does seem to match process 1014 for Workload Analysis. What level of detail is needed to feed other processes? Caution**

– **feeding the system for out-years seems very expensive and is likely to yield very questionable data.** Response: Reworded. See master document
Project or program representing a block of unknown work

This includes, but is not limited to, Congressional Adds (CW or MILCON programs) for BY thru BY+4, Support Services budgets for BY thru BY+4, military reimbursable for CFY thru BY+4, and IRP for BY thru BY+4.

Funding for accomplishing PMP/PgMP development for this type of work will come from Indirect or Coordination Funds (CAP). **This is not an appropriate use of Coordination Funds or for Project Specific PMPs.** Response: Sentence deleted in master document

The *Customer Scope Definition*[PROC1007] will be an effort dealing with very general information based on experience for programmatic level projects and information from existing customers for future projects with incomplete scopes. It can also include a group of services provided by a support organization.

The PDT for projects/programs at a high level will consist typically of Division Chiefs, Account Manager(s), and Program/Project Managers.

Activity Development can be as simple as a single activity representing a given fiscal year for a specific program, but may be more detailed if that information is available.

Resource Estimate Development for projects/programs at a high level? will be at the Division level? **Who enters data?** Response: Reworded. See master document (Construction, Engineering, Planning, Real Estate, PPMD, etc.) for the entire timeframe.

Again, if greater detail is available, it should be used. **If implementation occurs at “high level”, does not support process 1014.** Response: Reworded. See master document

The acquisition strategy represents the best estimate on method of accomplishment, whether it be in-house, A-E, construction, etc. This information will be used to develop the future need for task/delivery order type contracts including: AE IDIQ contracts, Construction IDIQ contracts, MATOC, POCA, or other multi- task/delivery order type contracts representing contract capacity.

Projects with activities beyond the CFY

This includes, but is not limited to, existing CW, MIL, HTRW projects with phases extending beyond CFY.

Funding for accomplishing PMP development will primarily come from Project funds, but can in some instances come from Indirect and Coordination Funds(CAP) **This is not an appropriate use of Coordination Funds or for Project Specific PMPs.** Response: Reworded. See master document

The Customer Scope Definition will be developed based on specific customers’ defined requirements for specific function level products. **Cite process.** Response: Rejected, see contents above for reference.

The PDT members will consist of personnel from the lowest organizational level as function requirement merits.

Minimum specific activities will be developed for products through current phase or BY+1 whichever timeframe is longer, and in FY time blocks beyond that point (**won’t support process 1014**) Response: Reworded. See master document. Specific military projects will be scheduled thru completion. Activity templates should be used to the maximum extent practical.

Resource Estimate Development will at a minimum be to the Lowest Organizational Level for current phase or to BY+1 whichever timeframe is longer, Technical Division level beyond that point.

Project Delivery Acquisition Strategy: Task/delivery Orders and specific contract types with dates and costs required for accomplishing activities.

Projects intended to expend CFY funds which cannot be immediately started

This includes projects with unsigned agreements, no authority or guidance to use existing funds, or does have agreement/authority but funds have not been appropriated/received.

Funding for accomplishing PMP development will come from project funds (earlier phase), Indirect, or Coordination Funds (CAP). **This is not an appropriate use of Coordination Funds or for Project Specific PMPs.** Response: Reworded. See master document

The Customer Scope Definition[PROC1007] will be developed based on specific customers' defined requirements for specific function level products.

The PDT members will consist of personnel from the lowest organizational level as function requirement merits.

Minimum specific activities will be developed for products through current phase or BY+1 whichever timeframe is longer, and in FY time blocks beyond that point. Specific military projects will be scheduled thru completion. Activity templates should be used to the maximum extent practical.

Resource Estimate Development will at a minimum be to the Lowest Organizational Level for current phase or to BY+1 whichever timeframe is longer, Technical Division level beyond that point.

Project Delivery Acquisition Strategy: Task/delivery Orders and specific contract types with dates and costs required for accomplishing activities.

Active projects

This will include programs or projects with signed agreements (where applicable), authority and guidance to use existing funds, and funds have been approved and are available.

Funding for accomplishing PMP development will come from project Funds

The Customer Scope Definition will be developed based on specific customers' defined requirements for specific function level products.

The PDT members will consist of personnel from the lowest organizational level as function requirement merits.

Minimum specific activities will be developed for products through current phase or BY+1 whichever timeframe is longer, and in FY time blocks beyond that point. Specific military projects will be scheduled thru completion. Activity templates should be used to the maximum extent practical.

Resource Estimate Development will at a minimum be to the Lowest Organizational Level for current phase or to BY+1 whichever timeframe is longer, Technical Division level beyond that point.

Project Delivery Acquisition Strategy: Task/delivery Orders and specific contract types with dates and costs required for accomplishing activities.