

## Research & Development Program-Specific Information

**Reference 1031 Response: This document is being extensively revised.**

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### Scope

This reference document describes the Work Breakdown Structure, Milestones, Activity templates, and Comments used on projects falling under the Research & Development program, including reimbursable and direct funded efforts.

### Distribution

Project Delivery Team

### Ownership

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

### Work Breakdown Structure (WBS)

WBS information is currently under development. **(RWG needs to review prior to implementation.)**

All projects falling under the Research & Development program will use the same Work Breakdown Structure. Few (if any) projects will have activities within all of the WBS.

### Milestones

Milestone information is currently under development. **(RWG needs to review prior to implementation.)**

There is nothing sacrosanct about the milestone numbers. The names **(and what they mean)** are what we need to have standard. Milestones are activity codes within P3e and are assigned to activities that are designated as type “milestone”.

### Activity templates

Activity templates are currently under development. **(RWG needs to review prior to implementation.)**

A number of activity templates have been developed to aid in the establishment of projects within P3e. They include activities, milestones and schedule logic. Activities can be modified, deleted, or ignored based on the requirements of the particular project. Caution should be used in deleting milestone activities to ensure that all mandatory milestones remain. The user can create their own activity schedule and logic, but in doing so, must make sure that all mandatory milestones are included at the appropriate location in the schedule logic to capture required data.

### Comments

Notebook information is currently under development. **(RWG needs to review prior to implementation.)**

In P3e, notebook fields can be assigned at the project, WBS, or activity level (or multiple levels). There will be types of notebook fields at the project level used for specific purposes as defined below. ????????