

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)

[ER 37-1-26](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf)

Responsibility

The Project Manager (PM) is responsible for ensuring the project is established promptly in P2 and CEFMS. The Project Manager (PM) should verify that the project work item has been created.

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.

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.

Project Manager (PM)

1. Receive Work Acceptance from DPM. **This process needs to be consistent with Process 1016 Work Acceptance, which currently allows others to accept work. [Response: Accepted, see 'Work Acceptance'](#).**

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

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

2. Furnish necessary info to System Administrator (SA).

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.

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. The P3e/Oracle Projects interface is under development.

The system interface will create project work item in CEFMS via CEFMS/P2 Interface. The CEFMS/P2 Interface is under development.

The system interface will also electronically notify the PM 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, goto task #6.

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

If changes necessary, goto task #2. Otherwise, goto task #7.

7. Electronically acknowledge creation of project.

End of activity.

Goto PMP Development[PROC1012].

Be sure to put process call outs at the start and end of every Process flowchart. Each flowchart should be able to stand on its own and assist users in moving through the processes. Every flowchart should have a title block identifying the process title and number. Response: Rejected - Oracle Tutor does not support this functionality.

