

To be rewritten as Reference Document

Recommend combining this process with the District Operating Budget process.
Response: Rejected, intent to keep processes separate

Scope

This process defines utilization of the USACE Business Process (USACEBP) for **all** departmental overhead and support service organizations. This process also covers the use of facility accounts for distributive costs and automatic reimbursable work by support staff services.

Policy

*[ER 5-1-10](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf)**[*<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf>*]*

*[ER 37-1-24](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-24/entire.pdf)**[*<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-24/entire.pdf>*]*

*[ER 37-2-10](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf)**[*<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf>*]*

Responsibility

Each office will have an employee(s) (Program Delivery Team) responsible for the performance and management of their organization (these individuals often are referred to as a director, Office of the Chief, Resource provider, Program managers or Project manager). The PgDT is also responsible for the development of an annual budget and resource management (such as labor) to deliver quality services and support. The PgDT may also want to consider developing a separate PMP for any specifications, one-time initiative that will better define a specific scope/project, schedule and budget/resources.

Distribution

Program Delivery Team (PgDT)*

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

Add reference REF1018 PMP/PgMP content **Response:**

*[Acronyms and Glossary](#)**[*[REF1001](#)*]*

Activity Development[PROC1010]

Activity/Project Closeout[PROC1019]

CEFMS Users Manuals Online[http://rmf31.usace.army.mil/cefmsdoc/]

Change Management[PROC1004]

Change Management Plan[REF1025]

Communications Plan[REF1022]

Customer Scope Definition[PROC1007]

Operating Budget[PROC1015]

PMP Development[PROC1012] ***This process conflicts with the requirements called out in PROC1023***

Project Delivery Acquisition Strategy[PROC1020]

Quality Management Plan[REF1024]

Resource Estimate Development[PROC1003]

Risk Management Plan[REF1023]

Team Establishment[PROC1008]

Activity Preface

This process describes the actions necessary for PgDTs to perform in order to manage all work within the PMBP, utilizing corporate automated information systems, such as P2 and CEFMS. Both internal support service functions and all departmental overhead are represented in this document, with the goal that ‘all work’ may be accounted for within P2, and an accurate picture of a District and region’s true workload may be shown.

The current plan for P2 shows that integration of internal support service organizations will be done in Phase 2 of P2 implementation.

Program Delivery Team (PgDT)

1. Develop an operating budget (P2/CEFMS) for fiscal year CFY and fiscal years BY/BY+1.

Refer to *Operating Budget Section of the CEFMS Users Manual*[http://rmf31.usace.army.mil/cefms/doc/user_manuals/operbud.pdf]. The sum of the resource estimates must equal the approved operating budget estimate. Refer to *Resource Estimate Development*[PROC1003]

2. Coordinate with customer organizations on the scope development, identify deliverables, and identify resource requirements for incorporation in the Command Operating Budget (COB) **This procedure starts getting confusing here because it is referencing other processes that are related to projects (that have traditional PMs assigned, team members, etc.) Who is the customer?**

Refer to *PMP Development*[PROC1012]).

A Program Management Plan (PgMP) should be kept as simple as possible, and must contain the following information: **Clarify who does the PgMP and who approves them. Does this apply to departmental overhead for technical Divisions?**

a. Scope: General description of the scope, functions, and services of the organization’s support mission. Using the organization’s mission, organization and functions regulation as a guide, the PgDT will develop a PgMP to identify the general scope and functions of the organization’s support mission. Refer to *Customer Scope Definition*[PROC1007]. **It is redundant to repeat the functional statement in the PgMP scope. Recommend referencing the functional statement.**

b. Schedule: In-house labor and contracted service (e.g. facility, equipment and supply) cost estimates must be included for support services programs and project activities for CFY through BY+1 for use in workload management. Refer to *Activity Development*[PROC1010]. **Is there a customer involvement for scheduling?**

c. Funding: Source, available budget, etc. ED&M, Revolving Fund(s) etc. Refer to *Resource Estimate Development*[PROC1003] . **Define ED&M. Check glossary.**

d. Work Breakdown Structure: Use of Corps standard CEFMS/P2 Work Breakdown Structure for the functional organization/activity. **What is the WBS for a support office?**

USACE should define standard WBS and Resource Code to build in consistency in the AIS program.

e. List of team members: If applicable. Refer to *Team Establishment[PROC1008]*. **Again, this is referring to a procedure geared more towards regular projects.**

f. Quality Objectives: G&A, departmental overhead accounts and facility accounts to achieve nominal balances at fiscal year end, quality objectives for internal customers. Refer to *Quality Management Plan[REF1024]*. **How about listing some typical quality objectives for internal customers such as timeliness?**

g. Procurement Strategy: If applicable. Refer to *Project Delivery Acquisition Strategy[PROC1020]*.

h. Change Management Plan: Changes to the plan will require prior approval, such as the PBAC process (e.g. mid-year budget review/PBAC approval) (see Change Management). Refer to *Change Management[PROC1004]* and *Change Management Plan[REF1025]*. **Again, we need more discussion on the original approval process. Need to discuss the change thresholds that will trigger the approval process.**

i. Communications Strategy: Specify, as a minimum, command communications system (routine uses of email and P2/CEFMS). Refer to *Communications Plan[REF1022]*.

j. Risk Management, as applicable. Refer to *Risk Management Plan[REF1023]*.

k. Closeout Plan: CFY activity will be closed out at the end of the fiscal year. Refer to *Activity/Project Closeout[PROC1019]*.

Value added is not apparent by the Program PDT effort described. Is it worthwhile to have a Program PDT?

End of activity.

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.

