

PMP/PgMP Content

No SAD RWG member present during comment review.

Scope

This reference document describes the content of the Project Management Plan (PMP)/Program Management Plan (PgMP). Some elements of the PMP may be duplicated from project to project, especially for similar 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. **Response: prefer original wording.**

Distribution

Project Delivery Team (PDT)

Project Manager (PM)

Program Manager (PgM)

Resource Provider(s)

Budget Office(r)

Resource Management Office

Major Subordinate Command (MSC)

Headquarters (HQUSACE)

Response: Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary

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 buy-in by the PDT. The following items comprise the PMP/PgMP:

- a. **Response: Accepted**

b. Team Identification; refer to *Team Establishment[PROC1008]*.

a. Scope (project definition, objective, identification of customer(s) and stakeholder(s), description of services to be provided, key products, authority, location, unique customer requirements /**concerns** (stored within P2 as notebook items or other features)). Refer to *Customer Scope Definition[PROC1007]*. **Response: Accepted**

d. **Financial Response: Rejected; prefer original wording.** (sources, available budget, customer requirements for requesting/receiving funds and reporting of expenditures, resource estimates).

e. Schedule (NAS Schedule in P2, continuously 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.

g. Project Quality Control 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]*.

i. Risk Analysis. Refer to *Risk Management Plan[REF1023]*.

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. . **Response: Rejected; communications strategy required by ER 5-1-11.**

l. Closeout Plan. Refer to ***Response: Logic reviewed & determined to be correct Project Closeout[PROC1019]***.

m. Approvals. Refer to *PMP Approval[PROC1018]* . **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.

The minimum PMP level of detail outlined here is excessive for smaller projects. Minimally, we need to capture scope, stakeholders, budget and schedule and not much more for a small project. We can't get PMPs now, even for larger projects, we'll

never get PMPs to the detail shown on these pages without significantly increasing the number of PMs, reducing the number of projects PMs manage, and assigning analysts to team up with PMs. The philosophy regarding the requirement for PMPs should be rethought. These sections are creating an unrealistic, undoable, unnecessary requirement. Response : see reworded Scope in 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), **in-kind services by the cost-sharing partner (in Civil Works) Response: Rejected; need to be program-neutral in this document** and/or work by other Federal agencies (WKBOTHFED).

Development of a PMP for unknown work is too much detail - a procedure for creating placeholders in outyear budgets is needed. PMPs are the tool for managing a specific project not for forecasting resources in the outyears. Response: Reworded. See master document. Response: Rejected; per ER 5-1-11Active 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.

Response: Reworded. See master document.

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.