

## Project Workload Analysis and Resource Leveling **Response: Accepted. Reworded. See master document.**

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### Scope **Response: Reworded. See master document.**

This process defines the means by which Project Managers (PM), Resource Providers, **and** Corporate Board, **and Project Review Board (PRB)** accomplish resource planning for the current fiscal year (CFY), the budget year (BY) and the year beyond the budget year (BY+1).

 **Regional Management Board (RMB) will use Command Workload Analysis & Resource Leveling[PROC1024] for BY and BY+1. Response: Accepted.**

Projections of an organization's BY and BY+1 activities will be estimated based on best  available information which may not be fully developed. **Response: noted Response: Rejected. Reworded. See master document.**

### Policy

*Consolidated Command Guidance*[<http://www.usace.army.mil/inet/functions/rm/regs/regs.htm>]

*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 Business Management Office (BMO) **in coordination with the Resource Management Office and Program managers** supporting the Regional Management Board, is responsible for extracting Division workload and resource data for CFY, BY, and BY+1 from P2 and analyzing/**monitoring** foreseeable workload/resource problems for organizations or functions deviating from the limits on the Quarterly Trigger Values Chart in the *Standard and Recommended Computations for Workload Analysis and Resource Leveling*[REF1008]. They are also responsible for communicating and documenting all RMB decisions made by both the RMB and the MSC Commander. **Response: Sentence deleted from master document.**

The Corporate Board and/or Project Review Board is responsible for deciding all unresolved resource conflicts between the PM and Resource Providers.

The Project Delivery Team (PDT) is responsible for developing project data to a functional or lowest organizational level for CFY, BY, and BY+1. **Response: Logic reviewed & determined to be correct. Response: Accepted.**

Resource Providers are responsible for **reviewing the Response: Reworded. See master document.** P2 **Workload Analysis Report** to **Response: Accepted, reports team will look into.** analyze and determine scope, methods of accomplishment, cost & distribution for activities identified by project delivery teams in CFY, BY, and BY+1. They are also responsible for



ensuring adequate resources are available to meet the mission requirements and assigning roles to individual resources. **Response: BP/P2 team will review & respond. (ROS)**

The Regional Management Board (RMB) is responsible for resolving CFY resource conflicts referred by Corporate Boards. In addition, under *Command Workload Analysis & Resource Leveling[PROC1024]*, the RMB is responsible for developing strategic plans regarding personnel acquisition or dismissal, **AE Services, Response: Reworded. See master document, 'Scope'** development of regional centers of expertise, etc, in order to posture the Regional Business Center for the most efficient and effective future mission performance.

## Distribution



Business Management Office (BMO)\*

Corporate Board\*

Major Subordinate Command (MSC) Commander\*

Project Delivery Team (PDT)

Regional Management Board (RMB)\*

Resource Provider(s)\*

## 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\[REF1001\]](#)*

*[CEFMS Cost of Doing Business](#)*

*[Cookbook\[http://www.usace.army.mil/inet/functions/rm/rmpg/revcook.pdf\]](http://www.usace.army.mil/inet/functions/rm/rmpg/revcook.pdf)*

*[Change Management\[PROC1004\]](#)*

*[Command Workload Analysis & Resource Leveling\[PROC1024\]](#)*

*[PMP Development\[PROC1012\]](#)*

*[Resource Estimate Development\[PROC1003\]](#)*

*[Resource Forecast Analysis Annual Schedule\[REF1009\]](#)*

*[Standard and Recommended Computations for Workload Analysis and Resource Leveling\[REF1008\]](#)*

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Team Establishment[PROC1008]

Work Acceptance[PROC1016]

## Activity Preface

This process is performed whenever workload and resource availability are being analyzed. This can occur when evaluating whether work should be accepted (see Work Acceptance[PROC1016]), or the impact of changes to existing projects/programs (see Change Management[PROC1004]).

When this process is complete, return to the calling process: Work Acceptance[PROC1016], PMP Development [PROC1012], or Team Establishment[PROC1008]. **Response: Reworded. See master document, logic reworked; time sensitive projects per local SOP**

### Resource Provider(s)

1. Obtain district workload analysis report from P2.

P2 reporting requirements are currently under development. **Response: Sentence deleted from master document**



2. Evaluate **whether Response: Accepted** the organization can provide resources necessary to execute the requested products and services

Priority for resource assignment shall be weighed on a regional basis as compared to the outsourcing percentage goals and customer preference.

3.  Evaluate activities for lowest organizational level or functional employees.

The level-of-effort calculation is based on resource durations in P2. Real life constraints will not allow USACE employees to devote 100% of their effort to one activity on one project at a time. In order to provide better schedules to the project delivery team and other stakeholders, and to provide better workload analyses to Resource Providers, a computation is provided to compute productive time (effective hours) available per FTE. **Response: report can handle both situations.**

To see the computation, refer to Standard and Recommended Computations for Workload Analysis and Resource Leveling[REF1008].

A report showing rollups for function and organization workload for month or fiscal year is available. Considering the staff availability and capability, resource providers will determine CFY excess capacity or workload. As a rule, CFY workload will be acceptable if within the upper and lower limits shown in the Quarterly Trigger Values Chart within Standard and Recommended Computations for Workload Analysis  Resource Leveling[REF1008]. Eighty percent of the effective hours is the recommended target for annual workload during the first quarter of the CFY, or during the BY or BY+1. Some

organizations may have higher or lower workload targets, but in no case should the annual target workload be more than 100% of effective hours.

**If workload conflict exists, goto task #4. Otherwise, end of activity.**

4. Work with Project Managers to change activity scope/schedule to resolve their team member's CFY workload conflicts. **. Section chiefs will assign available in-house resources or develop other district or contract services. Notify BMO of resolution of resource conflict(s). Intent is to resolve at the lowest level and notify CB/RMB/BMO of resolution. Response: Rejected. Reworded. See master document.**

Project managers also includes program managers for Support Services as defined in the ER 5-1-11 in conjunction with the development of Program Management Plans (PgMP).

**Should there be a goto to either Team Establishment or Resource Estimate PROC?**  
**Response: already covered, logic reviewed & determined to be correct**

**If workload conflict remains, goto task #5. Otherwise, end of activity.**

## Corporate Board

5. Determine if other alternatives are available to resolve conflict.

The DPM is responsible for communicating and documenting the Corporate Board decisions to the district.

**Should there be a goto to either Team Establishment or Resource Estimate PROC?**  
**Response: already covered, logic reviewed & determined to be correct**

**If workload conflicts are resolved, end of activity. Otherwise, goto task #6.**

## Business Management Office (BMO)

6. Execute P2 Regional Resource Workload Analysis **Report. Response: Accepted**
7. Advise Regional Management Board (RMB) of recommendation.

Business Management Office (BMO) is responsible for communicating and documenting all RMB decisions made by both the RMB and the MSC Commander.

## Regional Management Board (RMB)

8. Recommend solution to MSC Commander.

Refer to *Command Workload Analysis & Resource Leveling[PROC1024]*.

## Major Subordinate Command (MSC) Commander

9. Approve RMB recommendation.

**If recommendation approved, end of activity. Otherwise, goto task #6.**

**End of activity. Should there be a goto to either Team Establishment or Resource Estimate PROC? Response: already covered , logic reviewed & determined to be correct.**

