WERS-018

DATA ITEM DESCRIPTION

Title: Project Management Plan

Number: WERS-018 Approval Date: 20100428

AMSC Number: Limitation:

DTIC Applicable: No **GIDEP Applicable:** No

Office of Primary Responsibility: CEHNC-ED-CS-P

Applicable Forms:

Use/Relationship: A Project Management Plan (PMP) may be required for Active Army Remedial Investigation, Feasibility Study (RI/FS) and/or Remedial Actions for Munitions Response projects. The PMP shall specify the schedule, technical approach and resources required for the planning, execution, and completion of the performance objectives. The PMP shall include a payment milestone plan. The PMP must be reviewed by the government and gain acceptance through the KO/COR.

1.0 REFERENCES:

The publications listed below form a part of this DID to the extent referenced. The publications are referred to in the text by basic designation only.

U.S. Army AR 5-1, Total Army Quality Management

AR 11-2, Management Control

U.S. Army Corps of Engineers ER 5-1-11, US Army Corps of Engineers Business Processes

USACE PMBP Manual, PROC2000, PMP-PgMP Development, REF8005G,

PMP-PgMP Content, are the guidance for this WI

- 1. Format. This plan shall be printed on standard size (e.g., 8 ½ by 11 inch) white paper, with drawings folded, if necessary, to this size or to fit within pockets of this size. Pages shall be sequentially numbered. Drawings shall be of engineering quality in drafted form with sufficient detail to show interrelations of major features. When drawings are required, data may be combined to reduce the number of drawings. All attachments shall be identified and referenced in the text of the plan. The plan shall be legible and suitable for reproduction.
- 1.1 Chapters shall be numbered sequentially. Within each chapter, each page shall be numbered sequentially, starting with the specific chapter number. Within each chapter, the paragraphs shall be numbered sequentially starting with the chapter number and using a decimal system, with each section and paragraph having a unique decimal designation. Within each chapter, any figures, tables, and charts shall be numbered sequentially starting with the chapter number. The plan shall be bound in a three-ring binder. Binders shall hold pages firmly while allowing easy removal, addition, or replacement of pages.
- 1.2 Appendices, if provided, shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.
- 1.3 A title sheet shall be provided on the front of the binder and also inside the binder which includes the name of the project (site), contractor's name and address, the Corps of Engineers' contract number, Task Order number, and project number, the date of the plan, and the title of the plan. The contractor's name/logo shall not dominate the title sheet. The title sheet shall identify the contracting agency and shall name the Geographical Corps District where the project is located. The Corporate Quality Management representative shall sign the title sheet. The version of the plan (i.e., draft, final, etc.) shall be clearly identified on the title sheet.
- 1.4 A Table of Contents shall be provided to include a listing of table, figures and appendices.
- 1.5 Each page of the plan shall contain a date footer and the Corps of Engineers' contract/Task Order number. When revisions to the plan are required, a revision date, revision number, Corps of Engineers' contract/Task Order

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and amendment/modification number (if applicable) shall be included in the date footer. A dated summary page listing all revised pages shall be submitted with each revision. This summary page shall be identified as such and placed directly behind the title page.

- 2. The plan shall be organized by chapters. Chapters shall be organized as follows:
- 2.1 Introduction to include brief discussion on project authorization; project overview; performance objectives; performance payment milestones; regulatory process for Military Munitions Response Program Sites and Potential Areas of Concern and/or Areas of Concern; health and safety requirements; additional site plans; quality control to cover as a minimum, geophysical quality control and chemical data quality control; project deliverables; and guidance used for development of the PMP.
- 2.2 Detailed discussion of each performance objective to include the general approach; site description, to include previous investigations and recommendations, for each site covered under the performance objective; project execution; project deliverables to include work plan, reports, studies, memoranda, quality control submittals, etc.
- 2.3 Detailed discussion of remedy reviews.
- 2.4 Detailed discussion of project management to include all project delivery team members indicating roles and responsibilities; communication methods and lines of communication; required meetings; status reports; change management; community involvement; project repository and administrative record; Army Environmental Database and ERIS.
- 2.5 Project Contact Information and Document Distribution
- 2.6 Performance/Payment Milestones and Project Schedule
- 2.7 References
- 3.0 End of DID WERS-018.