

CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 017.01

EFFECTIVE DATE: 10/02/07

CATEGORY: WBS

SUBJECT: Work Breakdown Structure

DESCRIPTION:

This memorandum provides guidance to the staffs of both Jacksonville District, U.S. Army Corps of Engineers (USACE), South Florida Water Management District (SFWMD), and members of the Project Delivery Teams (PDT's) in general for the establishment of a standard minimum Work Breakdown Structure (WBS) for program-level activities, studies, and projects being pursued under the Design Agreement executed between the South Florida Water Management District and the Secretary of the Army for the implementation of the Comprehensive Everglades Restoration Plan (CERP).

GUIDANCE:

The Project Managers (PM) and Program-Level Managers are responsible for the establishment and maintenance of the schedule for program-level activities and projects. These managers will insure that management plans, project schedules, and other files contain the agreed-upon standard WBS. The standard WBS is provided in Table 1 below.

APPLICATION:

Effective the date of this memorandum, all projects managed under the CERP Program will utilize this guidance to conform to a minimum standard WBS. The WBS prescribed herein shall be used as the standard grouping of products, description of project work flow, and assignment of activities or tasks contained within the scope of a given project. The WBS standard shall apply to all aspects of the project including, but not limited to, the project schedule; program and project files; budget, obligation, and expenditure

This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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assignments; program and project reporting requirements; and other organizational aspects of the program and project implementation.

At such time as the South Florida Water Management District and the Jacksonville District, U.S. Army Corps of Engineers consider revisions to Project Management methodologies because of changes to their respective accounting or other systems, the WBS will be re-examined for amendment.

APPROVALS:


Lawrence R. Gerry
Director, Ecosystem Restoration Department
South Florida Water Management District

DATE: 12/17/07


Stu Appelbaum
CERP Program Manager
U.S. Army Corps of Engineers

DATE: 12/13/07

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TABLE 1

Standard CERP Work Breakdown Structure

Program Designator	Program-Level / Project Designator	Program / Project Designator	Product	Subproduct	Multiple Subproduct Designator	Work Breakdown Element
P	1	01 - 99				COMPREHENSIVE EVERGLADES RESTORATION PLAN
						PROJECT LEVEL ACTIVITIES
						CERP PROJECTS
			1			PROJECT MANAGEMENT PLAN (PMP)
			1			Project Management
			2			PED (Initial) PMP
			3			PED PMP Revision
			4			Construction PMP Revision
			5			PMP Maintenance
			2			PROJECT IMPLEMENTATION REPORT (PIR)
			1			Project Management
			2			Plan Formulation
			3			Environmental Evaluation Appendix
			4			Socio-Economic Analysis Appendix
			5			Engineering & Design Appendix
			6			Real Estate Analysis Appendix
			7			Project Monitoring Plan
			8			Project RECOVER Tasks
			9			PIR Approval
			A			Project Authorization
			B			PIR Close-out
			3			PILOT PROJECT DESIGN REPORT (PPDR)
			1			Project Management
			2			Plan Formulation
			3			Engineering & Design Appendix
			4			Field Investigation
			5			Pilot Project Monitoring Plan
			6			Real Estate Analysis Appendix
			7			Environmental Evaluation Appendix
			9			PPDR Approval
			A			PPDR Authorization
			B			PPDR Close-out
			4			WATER RESERVATIONS
5			PLANS AND SPECIFICATIONS (P&S)			
1			PM			
2			Advanced Planning/Field Work			
3			Preliminary P & S			
4			Intermediate P & S			
5			Final P & S			

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				6		Construction Pre-Award
				7		Permits/WQ Certification
			6			PROJECT COOPERATION AGREEMENT (PCA)
			7			REAL ESTATE (RE)
				1		Project Management
				2		Acquisition
				3		Land Certification & Credit
				4		Interim Land Management
				5		Litigation
			8			CONSTRUCTION (CONS)
				1		Project Management
				2		Solicitation/Award
				3		Construction Contract
					01	Contract #1
					02	Contract #2
					03	Contract #3
				4		Construction Management
				5		Construction Monitoring
				6		Engineering During Construction (EDC)
				7		Interim Operations During Construction
				8		RECOVER
				9		Contract Close-out
			9			TECHNICAL DATA REPORT (TDR)
				1		Project Management
				2		Report Preparation
				3		Report Approval
			A			REGULATION SCHEDULE MODIFICATION REPORT (RSMR)
				1		Project Management
				2		Report
					1	Report Preparation
					2	Report Approval
			B			PROJECT IMPLEMENTATION MONITORING (PIM)
				1		Project Management
				2		Pre-Construction Monitoring
				3		Post Construction Monitoring
			C			PROJECT CLOSE-OUT
				1		Fiscal Closure
				2		Audits
				3		Transfer
	2					PROGRAM-LEVEL ACTIVITIES

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		1				Program Management
			1			Program Management & Support
			2			State & Federal Legislative Review
		2				Geodetic Controls
			1			PM/Management Plan
			2			Surveys
		3				RECOVER
			1			PM/Management Plan
			2			RECOVER Leadership Group
			3			Assessment Team
			4			Evaluation Team
			5			Comprehensive Plan Refinement Team (inactive as of 1 Oct 07)
			6			Model Development and Refinement Team (inactive as of 1 Oct 07)
			7			Planning Team
			8			Water Quality Team (inactive as of 1 Oct 07)
		4				Program Controls
			1			PM/Management Plan (inactive as of 01Oct07)
			2			Reports & Performance Management (moved to 2.1.1 as of 01Oct07)
			3			Financial Management (inc. Programmatic Cost Est, Cashflow, In-kind Credit Accounting) (moved to 2.1.1 as of 01Oct07)
			4			Records Management (moved to 2.7.2 as of 01Oct07)
			5			Web Presence Management (evergladesplan & corpzone) (moved to 2.7.2 as of 01Oct07)
			6			Schedule Management (moved to 2.1.1 as of 01Oct07)
		5				Public Involvement & Outreach
			1			PM/Management Plan
			2			Public Information
			3			Public, Agency, and Stakeholder Involvement
			4			Outreach to Minority Communities
			5			Outreach to Socially & Economically Disadvantaged Communities
			6			Internal Management and Communication
			7			Evaluation and Assessment of Outreach Activities
		6				Environmental & Economic Equity
			1			PM/ Management Plan
			2			Economic Equity
			3			Baseline Data
			4			Environmental Justice
			5			Project Level Support
			6			Improved Methodologies
			7			Evaluation and Adaptive Assessment

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		7				Data Management
			1			PM/Management Plan
			2	1		Resource Areas
				2		Infrastructure
				3		Database Administration
				4		Web/Application Development
				5		Records/Data Management
						GIS
			3			Software
			4			Hardware
			5			Communications
			6			Facilities
			8			QAOT
		8				Master Recreation Plan
			1			PM/Management Plan
			2			Master Recreation Plan
			3			Plan Approval
		9				Interagency Modeling Center
			1			PM/Management Plan
			2			Program-wide regional modeling support
			3			Program-wide sub-regional modeling support
			4			Training
			5			Implementation
		10				Adaptive Assessment & Monitoring
		11				Programmatic Regulations
			1			PM/Management Plan
			2			Guidance Memo 1
			3			Guidance Memo 2
			4			Guidance Memo 3
			5			Guidance Memo 4
			6			Guidance Memo 5
			7			Guidance Memo 6

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