

CERP Guidance Memorandum

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

CGM NUMBER-REVISION: 015.00

EFFECTIVE DATE: 1/07/03

CATEGORY: Reports

SUBJECT: CERP Project Milestones

DESCRIPTION:

This memorandum provides guidance for the establishment of a set of standard milestones that will be used by the staffs of both Jacksonville District, U.S. Army Corps of Engineers (USACE), South Florida Water Management District (SFWMD), members of the Project Delivery Teams (PDT's), Program Controls personnel, and other agency staff for managing, analyzing, tracking, and reporting of 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).

As part of the CERP implementation, the SFWMD and the USACE have established an information system to provide a joint and common data set for the analysis, performance measurement, and for certain non-proprietary reporting of program and project management information. This system is referred to as the CERP Project Management Information System (PMIS).

GUIDANCE:

The Project Managers (PM) are responsible for the establishment and maintenance of project schedules. The PM's will insure that Project Management Plans automated project schedules, and other reports contain the agreed upon set of standard milestones. The standard set of milestones to be supported is provided in Table 1 attached.

APPLICATION:

Effective as of the date indicated on this guidance memorandum, Project Manager's will insure that as a minimum, all standard milestones are contained in project schedules.

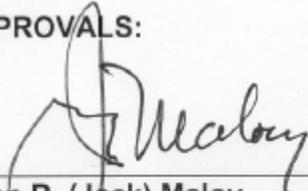
This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy 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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APPROVALS:



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South Florida Water Management District

DATE: 1/7/03



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DATE: 1/7/03

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TABLE 1

Standard CERP Project Milestones

Product	Milestone Number	Milestone Descriptions	Major MS	Rpt to DCT	Rpt to PRB	Post to Web
Design Agreement	L010	Design Agreement Initiated			X	
	L020	LS Concurrence on DA Received			X	
	L030	Local Sponsor Design Agreement Approval			X	
	220	Design (PED) Agreement Submitted To Headquarters	X	X	X	X
	250	Design Agreement Approved			X	
	290	Design Agreement Executed		X	X	X
PMP	L100	PMP Initiated		X	X	X
	L110	PDT Kickoff Meeting		X		
	L120	PMP Internal Review Initiated		X		
	L130	PMP Internal Review Complete		X		
	L150	Approved by PrePRB		X	X	
	L170	PMP Approved by Local Sponsor		X	X	
	160	PMP DDE (PM) Signature	X	X	X	X
	L180	Work-In-Kind Letter Signed by District Engineer		X		
PIR/SPiR	100	Initiate Decision Document (PIR/SPiR/PPDR/FS)		X	X	X
	L200	Notice of Intent to Prepare NEPA Issued				
	P200	Existing Conditions Defined				
	L205	NEPA Scoping Meeting		X	X	X
	P205	Future Conditions Defined				
	L210	Base Conditions and Initial Alternative Array Complete				
	P210	ITR of Inventory and Forecasted Conditions Complete				
	P215	Goals and Objectives Complete				
	L215	Preliminary Screening of Alternatives Complete				
	L220	ITR Meeting with PDT for FSM				

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PIR/SPIR	L245	PIR/SPIR/PPDR/FS 1501 Pre-Application Meeting		X	X	
	L250	PIR/SPIR/PPDR/FS 1501 Pre-Application Concurrence Letter Received		X	X	
	L225	FSM Material Submitted to HQ		X	X	
	L230	Feasibility Scoping Meeting (FSM)		X	X	
	L235	FSM Guidance Memorandum Received		X	X	
	L240	Final Array of Alternatives Selected		X		
	105	PIR/SPIR/PPDR/FS Initial In-Progress Review Meeting		X	X	
	L255	USF&WS Planning Aid Letter Received				
	P220	Project Performance Measures Complete		X	X	
	L260	ITR/PDT Review of Final Screening Complete				
	P225	ITR/PDT Pre-AFB Meeting				
	L265	Final Screening / Tentatively Selected Plan Complete		X		X
	L270	Water Reservations Identified by Local Sponsor				
	L275	ITR/PDT Meeting Final Screening Comments		X	X	
	L280	RECOVER Evaluation of Alternatives Complete		X		
	122	Submit AFB Documentation to HQ / SAD		X	X	
	124	Alternative Formulation Briefing (AFB) / Site Visit		X	X	
	126	AFB Guidance Memorandum Received		X	X	
	L285	Submit Draft USF&WS Coordination Act Report			X	
	L290	Draft PIR/SPIR/PPDR/FS /NEPA Report Complete		X	X	X
	L295	PIR/SPIR/PPDR/FS 1501 Meeting with FDEP		X		
	120	Technical Review Conference with HQ		X	X	
	L300	In-house Review Draft PIR/SPIR/PPDR/FS/NEPA Report Complete				
	P230	Incorporation of In-house Comments on Draft PIR/NEPA Complete		X	X	X
	L315	RET PIR/SPIR/PPDR/FS Evaluation Report Complete				
	L320	ITR on Draft PIR/SPIR/PPDR/FS/NEPA Report Complete				
	128	HQ Review of Draft PIR/SPIR/PPDR/FS/NEPA Document			X	
	130	ITR / PIR/SPIR/PPDR/FS Review Conference		X	X	
	140	Project Guidance Memorandum (PGM) Received		X	X	

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PIR/SPIR	L325	Draft PIR/SPIR/PPDR/FS/NEPA Published in Federal Register		X	X	X
	145	Public Review of Draft PIR/SPIR/PPDR/FS/NEPA Report Complete			X	X
	L330	ITR Review/Certification				
	150	Baseline Cost Estimate Approved		X	X	
	L335	Responses to Public Comments Draft PIR/SPIR/PPDR/FS/NEPA Complete				
	L340	Final USFWS Coordination Act Report Received				
	L345	Final Draft PIR/SPIR/PPDR/FS/NEPA Report Complete		X	X	X
	L350	FS1501 Submittal to FDEP with WQC Application				
	L355	FS 1501 Reasonable Assurances Status Meeting		X		
	300	State WQC/Permits Received	X	X	X	
	L360	Federal Permit (s) Application by Local Sponsor Submitted		X	X	
	L365	Federal Permit (s) Issued		X	X	
	L370	ITR/Legal Review of Final Draft PIR/SPIR/PPDR/FS/NEPA Complete		X	X	
	L375	Sponsor's Letter of Intent Received		X	X	X
	L380	FS 1501 DEP Approval		X	X	X
	P235	In-House Review of Final Draft PIR/NEPA Complete		X		
	165	Final PIR/SPIR/PPDR/FS/NEPA Report Complete		X	X	X
	L385	Final PIR/SPIR/PPDR/FS/NEPA Report Published in the Federal Register		X	X	X
	180	Washington Level Agency and Public Review Complete		X	X	X
	L390	Response to Public Comments on Final PIR/SPIR/PPDR/FS/NEPA Complete				
	170	MSC Commander's Public Notice (Complete PIR/SPIR/PPDR/FS)	X	X	X	X
	182	PIR/SPIR/PPDR/FS Assessment to CECW-PM		X	X	
	175	ASA (CW) Memorandum to OMB		X	X	
	310	Filing of Final NEPA Document Complete		X	X	X
	320	Record of Decision (ROD) FONSI Signed		X	X	X
	330	Chief's Report Submitted to ASA (CW)		X	X	
	340	ASA (CW) Report Submitted to Congress		X	X	
	350	President Signs Authorization		X	X	X

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	L395	FS Fiscal Closeout		X	X	
PPDR	100	Initiate Decision Document PIR/SPIR/PPDR/FS		X	X	X
	L200	Notice of Intent to Prepare NEPA Issued				
	L205	NEPA Scoping Meeting		X		X
	105	PIR/SPIR/PPDR/FS Initial In-Progress Review Meeting		X	X	
	L245	FS 1501Pre-Application Meeting		X	X	
	L250	FS 1501Pre-Application Concurrence Letter Received		X	X	
	L255	USF&WS Planning Aid Letter – Received				
	L280	Complete RECOVER Evaluation of Alternatives		X		
	122	Submit AFB Documentation to HQ/SAD		X	X	
	124	Alternative Formulation Briefing (AFB) / Site Visit		X	X	
	126	Pilot Project (AFB) Guidance Memorandum Received		X	X	
	L285	Submit Draft USF&WS Coordination Act Report			X	
	L290	Draft PIR/SPIR/PPDR/FS and NEPA Report Complete		X	X	X
	L295	FS 1501 Meeting with FDEP		X		X
	L300	In-House / Sponsor Review Draft PIR/SPIR/PPDR/FS Complete				
	P230	Incorporate In-House/Sponsor Comments on Draft PIR/SPIR/PPDR/FS Report				
	L315	RET PIR/SPIR/PPDR/FS Evaluation Report Complete				
	L320	ITR of Draft PIR/SPIR/PPDR/FS/NEPA Complete				
	128	HQ Review of Draft Report/Public Review Complete			X	
	130	PIR/SPIR/PPDR/FS Review Conference		X	X	
	140	Project Guidance Memorandum (PGM) Received		X	X	
	L325	Draft PIR/SPIR/PPDR/FS/ NEPA Published in Federal Register		X	X	X
	145	Public Review of Draft PIR/SPIR/PPDR/FS/NEPA Report Complete			X	X
	L330	ITR Review/Certification				
150	Baseline Cost Estimate Approved		X	X		
L340	Final USFWS Coordination Act Report Received					
L345	Final Draft PIR/SPIR/PPDR/FS Report with NEPA Complete		X	X	X	

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	L350	FS 1501 Submittal to FDEP with WQC Application		X	X	X
	L355	FS 1501 Reasonable Assurances Status Meeting		X		
	300	Receive State WQC/Permits	X	X	X	
	L370	ITR/Legal Review of Final PIR/SPIR/PPDR/FS Complete		X	X	
	L375	Sponsor's Letter of Intent Received		X	X	X
	L380	FS 1501 DEP Approval		X	X	X
	P235	In-House Review of Draft Final PIR/SPIR/PPDR/FS /NEPA Complete				
	165	Final PIR/SPIR/PPDR/FS with NEPA Report Complete		X	X	X
	L385	Final PIR/SPIR/PPDR/FS/NEPA Report Published in the Federal Register		X	X	X
	180	Washington Level Agency Review/Public Review Complete		X	X	X
	L390	Response to Public Comments of Final PIR/SPIR/PPDR/FS/NEPA Complete				
	170	MSC Commander's Public Notice (Complete PPDR)	X	X	X	X
	182	PIR/SPIR/PPDR/FS Assessment to CECW-PM		X	X	
	175	ASA(CW) Memorandum to OMB		X	X	
	310	Filing of Final NEPA Document Complete		X	X	X
	320	Record of Decision (ROD) Signed		X	X	X
	330	Chief's Report to ASA(CW)		X	X	
	L395	PPDR Fiscal Closeout		X	X	
PCA	L400	PCA Initiated		X	X	
	620	PCA Submitted to HQ for Approval			X	
	630	PCA Financing Plan Submitted to HQ			X	
	640	PCA Financing Plan Submitted to ASA (CW)			X	
	650	PCA Approved		X	X	
	690	PCA Executed	X	X	X	X
RE	720	Complete Real Estate Supplement / Plan		X	X	
	750	Notify Sponsor of Real Estate (RE) Requirements			X	
	760	RE Acquisition Initiated			X	
	780	RE Acquisition Complete			X	

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Product	Milestone Number	Milestone Descriptions	Major MS	Rpt to DCT	Rpt to PRB	Post to Web
RE	770	Real Estate Certification Received	X	X	X	
	795	LERRD Credits Complete			X	
Design	400	Technical Document (TD) Initiated		X	X	
	L600	Technical Document 30% Design Approved		X	X	
	485	Technical Document Approved by District	X		X	
	500	P&S Initiated			X	
	P700	P&S 30% Technical Review Conference				
	P705	P&S 60% Technical Review Conference				
	580	P&S BCOE Review			X	
	L700	P&S Final ITR and Certification			X	
	590	P&S Approval	X	X	X	X
Construction	930	Application for NPDES Permit			X	
	940	Final NPDES Permit Received		X	X	
	950	Construction Contract Advertised		X	X	X
	960	Construction Contract Awarded	X	X	X	X
	P800	Contractor Required Construction Permits Obtained				
	P805	Construction Contract Notice to Proceed				
	970	Construction Contract Physically Complete		X	X	X
	P810	Interim Operational Testing Initiated				
	P815	Interim Operational Testing Complete				
	L800	Construction Contract Fiscally Complete			X	
	992	Contract Fiscal Completion			X	X
Project Closeout	990	Project Physically Complete		X	X	X
	994	USACE Project Audits Complete			X	
	996	Sponsor Project Audits Complete			X	

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	998	Turnover Part of Project to Local Sponsor			X	
	999	Project Final Acceptance/Transfer to Local Sponsor		X	X	X

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