

CEPOD-PM

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, HI 96858-5440

PODR 5-1-3

Regulation  
No. 5-1-3

25 June 1998

Management  
PROGRAM AND PROJECT MANAGEMENT

1. Purpose. This regulation establishes policies, procedures, and guidelines for management of all programs and projects assigned to the Pacific Ocean Division (POD) and its subordinate districts.
2. Applicability. This regulation applies to all elements of the POD and its subordinate districts.
3. References. ER 5-1-11, Program and Project Management, 27 February 1998.
4. Abbreviations.
  - a. DPM. Deputy for Programs and Project Management (at District level).
  - b. PRB. Project Review Board (at District level) or Program Review Board (at Division level).
  - c. PMBP. Program and Project Management Business Process.
  - d. PM. Project Manager.
  - e. PMP. Project Management Plan.
  - f. CCG. Consolidated Command Guidance.
5. Distribution. Approved for public release, distribution is unlimited.
6. Policy.
  - a. General. ER 5-1-11, dated 27 February 1998, provides general philosophy on program and project management within the U.S. Army Corps of Engineers. The previous guidance, ER 5-7-1 (FR), issued in 1992, has been replaced with ER 5-1-11 which is more flexible, less prescriptive and more enabling in providing a strengthened corporate commitment to delivering projects to our customers. ER 5-1-11 implements the USACE Commander's intent to strengthen the USACE Program and Project Management Business Process (PMBP) by focusing attention

on program and project execution. This will allow us to revolutionize our effectiveness to remain relevant and competitive in the future. The PMBP will be the process in which all work is accomplished in USACE.

b. In addition to the guidance and authorities provided in ER 5-1-11, the following provides further POD guidance:

(1) Project (Program) Review Board (PRB).

(a) General. To facilitate senior management oversight and coordination, a PRB will be held at the POD and District level.

(b) POD Program Review Board. The POD Commander or the POD Deputy Commander will chair the PRB. PRB membership will consist of the directors of Programs Management, Engineering and Technical Services, Office of Counsel and Contracting. Other functional elements will be available on an on-call basis. POD PRB's will be held in sufficient frequency to allow for timely upward reporting to HQUSACE. The POD PRB will:

- . Discuss projects which require special attention. Take action on issues requiring POD approvals.
- . Discuss upward reportable projects.
- . Facilitate resolution or elevate to higher authority major project issues, concerns, or problems.
- . Discuss programmatic issues relating to execution.

(c) District PRB. The District Commander or his designee will chair the PRB. District PRB's will be conducted in sufficient frequency to allow for timely upward reporting to POD. The District Commander's Executive Summary will discuss projects which are being elevated to POD for further action as well as projects of interest. The Executive summary will also contain programmatic issues that the District desires resolution from POD or HQUSACE. In addition, the District PRB will discuss projects required to be included by the POD Supplement to the CCG. Directed format of the District Commander's Executive Summary is shown in Appendix A. The District PRB will:

- . Review and evaluate project execution.
- . Identify actions required to resolve major project issues, concerns or problems.

(2) Organizational Functions. Setting of project and program priorities will be accomplished at all levels within the organization. However, in the event of conflict, the final determination of priorities will lie with the DPM (at the District level) or the Director of Programs Management (at Division level).

(3) Organizational Relationships. In addition to guidance provided in ER 5-1-11,

(a) At the Division level, the Director of Programs Management will provide input to the Commander concerning the performance of certain functional chiefs for their contribution to program execution. These functional chiefs are the Directors of ET, RE, EM, CT, OC, RM, and SO.

(b) The PM shall provide letter input into the ratings of project team members.

(4) Customer feedback. The District shall ensure that it has an effective system for obtaining customer feedback.

(5) PMP. POD will perform quality assurance reviews of PMP's. The Districts will submit to POD Director of Programs Management for information all PMP's over a Programmed Amount/Total Project First Cost of greater than \$10M.

(6) Reprogramming of MILCON Project Design Funds. District Engineers are authorized to reprogram MILCON project design funds. The POD Director of Programs Management shall be notified of any reprogramming actions.

FOR THE COMMANDER:

Appendix A

/s/  
JAMES K. LIGH  
Director, Information Management

POD DISTRIBUTION (List 98-1):  
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Appendix A  
SAMPLE FORMAT FOR DISTRICT COMMANDER'S EXECUTIVE SUMMARY

1. Date of District PRB Meeting:
2. Report for the Month of:
3. PRB Participants:
  - a. PRB Members. (\*) Denotes designated representative.
  - b. Others Present. (\*\*) Denotes customer/local sponsor representative
4. Project Specific Issues Requiring Action by POD or HQUSACE or required to be discussed by POD Supplement to the CCG.
  - a. Name of Project:
    - (1) Reason for submitting to POD:
    - (2) Discussion:
    - (3) Recognition and Management of Issues:
  - b. Issue:
    - (1) District Actions Required:
    - (2) POD Actions Requested:
    - (3) HQUSACE Actions Requested:
5. Specific Issues Submitted for action/information (used to indicate items of concern/potential issues/good news which the POD Commander and HQ should be made aware of):
  - a. Name of Project/Program:
    - (1) Reason for Submitting:
    - (2) Discussion:
    - (3) Concerns/potential issues/good news:
    - (4) District Actions Required:
    - (5) POD Actions Requested:
    - (6) HQUSACE Actions Requested::
6. PRB Chairman Comments.