

# **U.S. Army Corps of Engineers**

## **Project Management Plan**

**Family Readiness Group  
Pre-Deployment Subteam**

**Human Resources Directorate**

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Version: 1.00

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## 1.0 **Introduction.**

- 1.1 **Purpose.** This Project Management Plan (PMP) outlines the approach and methodology for the Family Readiness Group Pre-deployment Subteam Project.
- 1.2 **Goal.** The goal of this project is to have a standardized level of pre-deployment support for civilians and family members/significant others of deployed civilians.
- 1.3 **Objectives.** The Project Delivery Team (PDT) will develop the following products that assist in achieving the following objectives:
  - 1.3.1 Develop standard pre-deployment operating guidance for use throughout USACE.
  - 1.3.2 Develop products for pre-deployment family briefing
  - 1.3.3 Develop a plan for providing support to civilians and family members during deployment.
- 1.4 **Background.** During the Winter Leader Conference in February 2008, the Family Readiness Group conducted three separate facilitated groups to identify policy needs and initiatives in support of deployed civilians and family members/significant others. There are many major guiding documents being used pre-deployment preparation, while deployed, and post-deployment. Civilians and family members/significant others are receiving varying levels of support. This effort was identified to assist with improving and standardizing support that is provided throughout USACE.

## 2.0 **Scope Of Work**

- 2.1 **Scope.** This PMP provides specific tasks and milestones associated with four significant phases of the project:
  - 2.1.1 *Phase I: Project Scoping* – Existing guidance from the Corps, Army, and other entities will be gathered and reviewed. A framework for guidance and consistent level of support will be developed.
  - 2.1.2 *Phase II: Formulation* –The guidance will be drafted and reviewed by team members and field elements in this phase. This includes presentation of draft guidance at the Senior Leader Conference in August. Several comment periods and briefings to stakeholders will be conducted in this phase. Revisions to the document(s) will be tracked and completed as appropriate.
  - 2.1.3 *Phase III: Staffing* –Once final guidance is developed, the document will be staffed with appropriate HQUSACE elements.

Comments will be incorporated or addressed. A final document will be staffed and approved. In addition, the framework for an implementation and communications plan will be outlined.

**2.1.4 Phase IV: Implementation** – The implementation plan and communications plan will be finalized. The implementation plan will be put into action and an analysis of effectiveness and efficiency will be developed.

**2.2 Assumptions of this PMP.**

2.2.1 *Timeframe:* Draft products will be available for the Senior Leader Conference in August. The senior project manager is responsible for staffing and directing implementation phases of the project.

2.2.2 *Revision Policy.* This PMP is a living document, to be revised on an as needed basis.

**3.0 Project Delivery Team & Roles (see Figure 1)**

3.1 **Project Manager:** Ms. Tambour Eller, CESI-P

**3.2 Project Delivery Team:**

3.2.1 Senior Program Manager: Mr. Page Dupstadt, CEHR-D

3.2.2 PM: Ms. Tambour Eller

3.2.3 PDT Members: See attached list.

3.2.4 Peer Review Panel: Family Readiness Group Executive Steering Committee

3.2.5 Customer: USACE Human Resource Directorate

3.3 **Customer Expectations:** The Project Delivery Team will develop the guidance and product necessary to meet the goal and objectives of the effort.

3.4 **Stakeholders/Authorities:** Civilians interested or being deployed and the family members/ significant others are the primary stakeholders. Additional stakeholders include USACE senior leaders, USACE civilians not being deployed and customers.

<b>PDT Member</b>	<b>Role(s)</b>
Customer	Review products and make decisions on ways ahead.
Senior Project Manager	Provide leadership for senior field input and perspectives; provide senior HQ level insights and perspectives; and serve as the voice of the Human Resource Directorate for program level guidance to the team.
Project Manager	Brief leadership on progress; lead the PDT; revise PMP as required; track schedule, and quality; conduct liaison w/other teams; POC for overall PMP implementation; plan, design, conduct and evaluate team meetings & actions.
Team Member	Provide active participation, advice, and council in meetings; provide analytical support where needed; and provide field perspective.

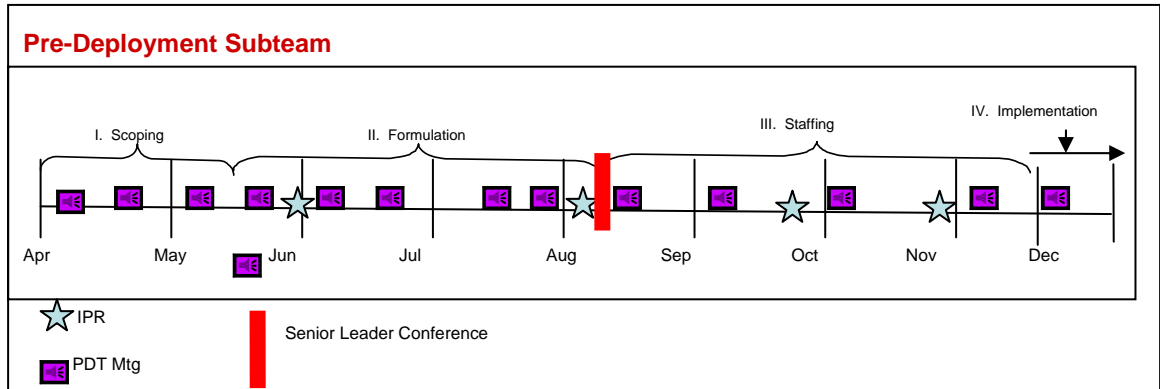
**Figure 1. PDT Member Roles**

4.0 **Work Breakdown Structure.** The following table provides a summary level of activities. A more detailed work breakdown structure is available upon request.

<b>Activity Description</b>	<b>Start-Finish</b>	<b>Lead POC</b>
Project Scoping	09 Apr-08 – 16 May-08	Ms. Tambour Eller, CESI-P
Formulation	19- May-08 – 08-Aug-08	Ms. Tambour Eller, CESI-P
Staffing	11-Aug-08 – 01-Dec -08	Mr. Page Duppstadt, CEHR-D
Implementation	01-Dec-08 - TBD	Mr. Page Duppstadt, CEHR-D

## 5.0 Schedules & Milestones

The following table provides a “big picture” look at the milestones and in progress review points for the Project.



6.0 **Performance Measurement.** Project will be measured on ability to meet goal and objectives.

7.0 **Risk Management.** All efforts will be made to brief the senior project manager and leadership when issues exist for quick resolution. Potential risks include:

- 7.1 Availability/assignment of team members
- 7.2 Competing team member assignments
- 7.3 Priority assigned to the project
- 7.4 Change in regulations related to deployment
- 7.5 Receipt of receiving existing data
- 7.6 Availability of existing data
- 7.7 Timeliness of guidance to team
- 7.8 Scope Creep

8.0 **Change Management Process.** The PM, in coordination with other members of the PDT and the senior project manager, can initiate and approve action and schedule changes. On-going analysis throughout the life of the project that results in suggested changes to the PMP and project will be offered and approved at PDT meetings. The PM will document changes in the PMP.

9.0 **Communications Plan.** The success of the project will depend upon real time communication of project progress. Internal communication will include:

- 9.1 PM will keep the PDT informed by using a Sharepoint site and email.
- 9.2 PM will keep the senior leadership informed by providing monthly bullets on PDT status.
- 9.3 PM will keep the customer informed by providing briefings on project when requested.

10.0 **Integration Plan.** Another key factor for the success of the project will depend upon the level of integration with other Family Readiness Group activities. The senior project manager is responsible for outlining actions to ensure integration with other Family Readiness and Directorate of Human Resources efforts.