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# **Ecosystem Management and Restoration Research Program**

# **Project Record**

# Project Title:

The Project Record is a living document – analogous to the Decision Management Plan used in the Corps Planning process. The Project Record is to be developed in parallel with the initial work unit documentation, and then updated three times per FY, in preparation for the IPR and RARG reviews, with the expenditure plan for the subsequent year being updated at the end of the FY. The purpose of the Project Record is multi-fold: 1) to serve as a tool for the researcher and program manager, informing the scheduling and smooth progression of the work, and documenting significant decisions or issues affecting the focus or outcome of the work, 2) to provide tracking and program accountability for project milestones and deliverables, 3) to document important achievements not part of the original work unit proposal and 4) to clearly delineate the roles/responsibilities of the PDT members.

# Reference SON: **Number and Title**

# **Lead PI:**

# Date of Update:

# **Deliverables**

| Work Unit Major Tasks and Deliverables | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task/Product** | **Milestones** | | **Status** | | **Remarks** |
| **Original Specified Delivery Date** | **Project Year** | **Percent Completion** | **Anticipated Delivery Date** |
| **(Qtr/FY)** | **(1,2,..n)** | **(%)** | **(Qtr/FY)** |
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# **Deviations**

| Significant Changes of Plan, Delays, Problems | | |
| --- | --- | --- |
| **Task/Product/Goals** | **Description of Change** | **Remarks/Justification/Impacts** |
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# **Other Achievements**

| Big Wins/Other Significant Activities | | |
| --- | --- | --- |
| **Description** | **Qtr/FY** | **Remarks/Impacts** |
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# **Obligations and Expenditures**

This is not an accounting system. These are obligation/expenditure PROJECTIONS for each year of a research project, requested to support funding requests under CRA – so that adequate funds are in place when you need them – and to ensure timely program execution.

You are requested to populate the following table for each year of the project, including advance funding received for proposal development, based on the anticipated progression of the work, as follows:

New Starts: When a project is selected for funding, obligation/expenditure projections for the current FY will be required prior to initial disbursement of funds. Depending upon the timing of selection and funding of new starts, this may require some adjustment of the 1st year project budget reflected in your proposal. Please also indicate for the Proposal Development year, total funds received in support of proposal development (total only).

Ongoing Projects: Obligation/expenditure projections for the next FY will be requested every year in 4th Qtr, to inform our 1st quarter, and subsequent, continuing resolution requests.

There are only two cost categories:

1. Non-labor OBLIGATIONS – Contract, travel, supply/purchase, etc. obligations (not expenditures). Base entries on best guess as to cost and month of contract awards or larger purchases (several $K or more).
2. Labor EXPENDITURES - Best guess as to expected labor expenditures for each month. You can distribute labor expenditures throughout the year in whatever manner will best support the work – it does not need to be an even distribution.

Please ASK FOR WHAT YOU NEED WHEN YOU ANTICIPATE NEEDING IT. It is not typically necessary to scrimp during first quarter because we are on CRA, but you should do an appropriate level of planning so that your project funding requests align reasonably with your ability to utilize the funds, barring any unforeseen circumstances or delays.

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| **Projected Obligations and Expenditures** | | | | | | | | | | | | | | |
| Proposal Development Year | | | | | | | | | | | | | | |
| FY | Categories |  | | | | | | | | | | | | FY Total |
| ($K) |
| 20 | Proposal Development |  | | | | | | | | | | | |  |
| Project Year 1 | | | | | | | | | | | | | | |
| FY | Categories | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | FY Total |
| ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) |
| 21 | Non-Labor  Obligations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor  Expenditures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total by Month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total FY Project Budget | | | | | | | | | | | | | |  |
| Project Year 2 | | | | | | | | | | | | | | |
| FY | Categories | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | FY Total |
| ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) |
| 22 | Non-Labor  Obligations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor  Expenditures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total by Month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total FY Project Budget | | | | | | | | | | | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Year 3 | | | | | | | | | | | | | | |
| FY | Categories | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | FY Total |
| ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) |
| 23 | Non-Labor  Obligations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor  Expenditures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total by Month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total FY Project Budget | | | | | | | | | | | | | |  |
| Project Year 4 | | | | | | | | | | | | | | |
| FY | Categories | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | FY Total |
| ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) |
| 24 | Non-Labor  Obligations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor  Expenditures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total by Month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total FY Project Budget | | | | | | | | | | | | | |  |
| Project Year 5 | | | | | | | | | | | | | | |
| FY | Categories | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | FY Total |
| ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) | ($K) |
| 25 | Non-Labor  Obligations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor  Expenditures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total by Month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total FY Project Budget | | | | | | | | | | | | | |  |

# **(Required) Mini-Project Management Plan**

The purpose of a Mini-PMP is to ensure active and effective ENGAGEMENT with the ERARG and appointed CoP lead, throughout the life of a project, enabling them to provide input to the direction of the work as it progresses and to the ongoing development of written products. A suggested format is provided below.

Subject to their interest and availability, ERARG members should have the opportunity to participate in regular project meetings/conference calls and to contribute to and/or review deliverables before they reach their final form. This will typically involve the ERARG member who acts as the proponent for a SON, or their designee, but may also include the submitter of the original SON and/or other ERARG members with relevant expertise and a specific interest in the project.

The Mini-PMP is a very simple framework of project-specific tasks/activities that should be developed with input and concurrence from the aforementioned ERARG members, delineating their specific contribution to the project and opportunities for involvement.

The Mini-PMP is not intended to be a comprehensive project planning document outlining the responsibilities of every member of the research team – although that level of planning should take place as part an ongoing project formulation process. It will be sufficient to focus the Mini-PMP to the agreed upon roles and responsibilities of the R&D Team as a group, and the individual ERARG and CoP members who will be directly involved with the project, recognizing that this may also evolve over time, necessitating updates to the PMP as the project progresses.

An example is provided; you may modify with tasks and activities relevant to your project, and expand or simplify as appropriate. The mini-PMP is intended to clearly delineate respective team roles and expectations. Like the Project Record itself, it may be necessary to make adjustments as work progresses and team makeup changes.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mini-Project Management Plan (Example)** | | | | | | | |
| Task/Activity | Who | Org Element | Estimated Level of Effort | | | Approximate Execution Timeline | |
| Frequency | Hours | Total Man Days | FY/Qtr | Target Dates |
| Project PDT Kickoff Meeting | All PDT | All | N/A | 2 |  | FY18/2nd Qtr |  |
| Project PDT Progress Meetings | All ERDC/HEC PDT | All | BiWeekly | 2 | 9 | Ongoing |  |
|  | ERARG PDT Member | NAD | Quarterly | 2 | 3 | Ongoing |  |
|  |  |  |  |  |  |  |  |
| Literature Search | ERDC PDT | EEW/EPE | Ongoing | 80 | 10 | FY/2nd Qtr | 1-Feb thru 28 Feb |
|  |  |  |  |  |  |  |  |
| Outline – Technical Report | ERDC PDT | EEW/EPE | N/A | 40 | 5 | FY18/2nd Qtr | 1-Mar |
|  | HEC PDT | IWR | N/A | 40 | 5 |
|  | ERARG PDT Member | NAD | Initial | 2 | .25 |
|  |  |  |  |  |  |  |  |
| Preliminary Draft – Technical Report | ERDC PDT | EEW/EPE | N/A | 80 | 10 | FY19/2nd Qtr | 31-Dec |
|  | HEC PDT | IWR | N/A | 40 | 5 |
| Internal Review – Technical Report | ERDC PDT | EEW/EPE | N/A | 6 | .75 | FY19/2nd Qtr | 15-Feb |
|  | HEC PDT | IWR | N/A | 6 | .75 | FY19/2nd Qtr | 15-Feb |
|  | ERARG PDT Member | NAD | N/A | 2 | .25 | FY19/2nd Qtr | 28-Feb |
|  |  |  |  |  |  |  |  |
| Document Revision – Technical Report | ERDC PDT | EEW/EPE | N/A | 40 | 5 | FY19/2nd Qtr | 31-Mar |
|  |  |  |  |  |  |  |  |
| Formal Peer Review – Literature Search TR | Selected ERDC/HEC | TBD | N/A | 8 | 1 | FY19/3rd Qtr | 30-May |
|  |  |  |  |  |  |  |  |
| Final Document Revisions | ERDC PDT | EEW/EPE | N/A | 10 | 1.25 | FY19/3rd Qtr | 30-Jun |
|  | HEC PDT | IWR | N/A | 2 | .25 |
|  | ERARG PDT Member | NAD | N/A | 2 | .25 | FY19/4th Qtr | 15-Jul |
| Check of Edit | ERDC PDT | EEW/EPE | N/A | 2 | .25 | FY19/4th Qtr | 15-Sep |