CHAPTER E-2

SCHEDULING OF IN-HOUSE DESIGNS

1. Purpose. Engineering Division prepares in-house designs on selected projects in order to develop and retain technically competent staff necessary to meet the demands of evolving programs in the areas of military construction; civil works; hazardous, toxic, and radiological waste (HTRW); operating and maintaining (O&M); and support for others. HQUSACE has set in-house designs targets (maximums) of 25 percent for military construction, 20 percent for HTRW. Targets have not set for O&M and support for others. To prevent exceeding of design targets and forecasting periods available for specific types of work, accurate scheduling of all in-house designs is a priority of the division. Consequently, it is necessary that one organization, Project Engineering Section (EN-EP), performs this function. The division can only accept responsibility for execution of in-house designs tasks, which flow through EN-EP.

2. Applicability. This SOP, which rescinds EN POLICY 6-6, Design Management Procedures, Scheduling of In-house Design, dated 28 Jul 88, is applicable to all elements within Engineering Division preparing in-house designs in support of the military construction; civil works; HTRW; O&M; and support for others programs.

3. References. CHAPTER C-1, MANAGEMENT OF WORK WITHIN ENGINEERING DIVISION.

4. Initial Schedules. The initial schedule for each in-house design is the most critical one. In that Engineering Division's performance on meeting scheduling commitments is rated by SAD and HQ,USACE using information from the AMPRS database, it is imperative that submittal dates and the ready to advertise (RTA) date are realistic and will be made, without the use of excessive overtime, based on the projected workload during the design of the project. It should be understood, since a schedule is being developed for an in-house design, that the branches involved with the design, having looked at their workload, have already committed to completing the design based on the scheduling requirements provided by the Project Manager when the decision to complete the design utilizing in-house resources was made. Project Engineerss in EN-EP will be responsible for developing the initial project schedule based on input from the branch chiefs within Engineering Division. The Project Engineers will analyze the effect of each branch's schedule on the other branches to insure that each branch has adequate time to complete their portion of the design following receipt of another branch's effort. Each branch chief will be responsible for internal scheduling between sections. Following the development of the overall schedule, showing notice to proceed (NTP) dates, data transfer points between branches, submittal dates, and the RTA date, each branch chief will have the opportunity to comment on the schedule prior to the Project Engineers formally sending it to the Project Manager who will entered the dates into the AMPRS database. The Chief, Engineering Division, will resolve any conflicts that can not be resolved at the branch level.

5. Changes to Schedules. Once the initial schedule has been entered into the AMPRS database, allowable changes to the schedule (submittal dates and the RTA date) will generally be limited to those impacts outside of Engineering Division's control. Normally, agreeing to new work will not be a reason to change

the schedule for existing work. Engineering Division will request a change to the initial schedule when (1) NTP's from the Project Manager are delayed due to lack of funding, no design code, and late receipt of review comments, and (2) a design is stopped by the Project Manager at a non-scheduled stopping point. The Project Engineers will request input from each branch chief as to the impact caused by the delay to the completion of the remaining submittals and the RTA date. Following agreement by all branch chiefs to the proposed revised schedule, the Project Engineers will formally request that the Project Manager input the revised dates into the AMPRS database. Conflicts between the Project Manager and the Project Engineers on the revised schedule will be referred to the Chief, Engineering Management Branch for resolution.

6. Scope and Criteria Changes. Engineering Division will request a change to a project schedule, if an approved change to the scope of work or criteria change requires additional time to complete the design. Each change in the scope of work and criteria change will be negotiated, both in time and funding to complete, prior to any effort being expended to complete the change. It is imperative that each designer is fully aware of the approved scope of the design, so that out of scope comments or requests from the customer are not incorporated without the proper approval, including funding and schedule change, being obtained by the Project Manager.

7. Schedule Distribution. The Project Engineers will be responsible for distributing the initial project schedule and subsequent revisions to the Chief, Engineering Division, branch chiefs, and the design team. EN-EP will consolidate the current project schedules and distributed a weekly workload schedule, showing notice to proceed (NTP) dates, data transfer points between branches, submittal dates, the RTA dates, and advertising dates for all in-house designs.

8. Scheduling Problems. It is the responsibility of each branch chief to insure that each scheduled milestone for an in-house design is met. However, for those instances in which the branch chief has no control over, the Project Engineers should be informed as soon as possible in order that the consequences to missing the schedule are addressed to the Chief, Engineering Division and that a plan is developed to minimize the impacts to that design as well as the other work in Engineering Division.