

DISTRICT PERFORMANCE MANAGEMENT
PROJECT MANAGEMENT PLAN

HOMESTEAD FIELD STATION B230 ROOF
REPLACEMENT



sfwmd.gov

Project Manager Name: **Jeffrey Vollat, P.E.**

Project SAP PS ID **100576**

Project ID (Optional)



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PROJECT MANAGEMENT PLAN

PROJECT NAME: HOMESTEAD FIELD STATION B230 ROOF REPLACEMENT

Project Manager: Jeffrey Vollat, P.E.

Rev. Date: February 24, 2011

Rev# 01

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APPROVALS

This project management plan is a living document with adjustments made through the procedure in the Monitor & Control section of this plan. This page will not need to be revised as changes are implemented. The following page (Revisions) provides an overview of all revisions to this plan. The Monitor & Control section provides details for all revisions requested, their status and any associated required approvals.

PROJECT INFORMATION (PRINT)

Resource Area (requesting the project in AWP) Operations & Maintenance

Project Title (exactly as it appears in SAP PS) Homestead Field Station B230 Roof Replacement

Project SAP PS ID **100576**

Project ID (Other)

Project Manager: **Jeffrey Vollat**

Project Manager Supervisor: **Gary Dunmyer**

Project Sponsor(s): **Alex Damian**

BUSINESS REVIEWS & APPROVAL (SIGN)

Alex Damian _____ Date _____
Project Sponsor

Doug Bergstrom _____
Business Services Director *Approved in PS Workflow. Signature is not required*

Karen Estock _____ Date _____
Program Manager

Project Management Methodology & Financial Compliance Review:
This project management plan is completed to Standards as set forth in the Districts Project Management Methodology Manual and SAP Project System 7900 Course Instruction. The project also meets specific requirements of the resource area’s executing and supporting the project.

Stephan Destin _____ Date _____
Project Control Lead

_____ Date _____
Project Control Support

Gary Dunmyer _____
Project Manager Supervisor *Approved in PS Workflow. Signature is not required*

Olga Lopez _____
Finance Manager *Approved in PS Workflow. Signature is not required*



PMP REVISION LOG

Revisions to the Project Management Plan are performed per the procedures documented in the Monitoring & Controlling documentation. The project management plan is a living document that will be updated or revised during the life of the project to reflect the current approved plan.

All changes to the project management plan document including those performed in SAP Project System will result in a revision to this Project Management Plan document. An issue/change form & log of all project issues, (changes to the PMP, changes to the SAP PS Working Plan and changes to the SAP PS Target Plan) are maintained in the Monitor & Control section of this manual. No change is to be made to these plans without a corresponding approved issue/change form. A summary of the changes to this Project Management Plan is documented in the table below:

Note:

PMP Rev-0 is reserved for initial approval of the Initiation Project Management Plan. PMP Rev-0 always corresponds to the Issue & Change Management Request Form 0. Future revisions after rev-0 begin with Rev-1. All revisions after Rev-0 could be for any purpose and as such are not pre defined like Rev-0.



PROJECT MANAGEMENT PLAN (PMP) REQUIREMENTS OVERVIEW

RESOURCE AREA PMP PERIODIC PROJECT PERFORMANCE REPORTING & REVIEW LOG

Reports defined in the Report section are to be completed and reviewed each month.

Report reviews must occur by Resource Area Management. Review of the report data by Resource Area Management is documented by completing the Resource Area Management Report Review Date field below which is the same as the Review Date in the Resource Area Project Review And Action Plan report located in the Report section of this manual. See the Report section for full project reporting requirements.

RESPONSIBILITY FOR BUILDING THE PMP

The PMP at the District integrates the classically separated Project Charter, the Project Management Plan, and Periodic Performance Reports. Only this single document needs to be maintained over the life of the project. The PMP requires construction by the Project Manager of the project. The skills required to successfully construct the PMP include completion of District required project management training.

The Charter is incorporated into the sections entitled:

- *Approvals*
- *Executive Summary*
- *Team*

REQUIREMENTS FOR MAINTAINING/REVISING THE PMP

This document is to be maintained over the projects life, including periodic updates to all components which have changed. Only changes documented through the change control process may be reflected within this plan and in the Revision Table. Changes to the Performance Report Section do not initiate a corresponding approved change control request as this section simply updates performance against the plan and is not a change to the plan.

The PMP must be maintained so that it is always equal to the original approved plan plus all approved changes. The changes are documented using the Districts Monitoring & Controlling Methodology. The associated forms and log section in the Monitoring & Controlling Section of this PMP is to be maintained with this documentation.

REQUIREMENTS FOR MAINTAINING PERFORMANCE REPORTS IN THE PMP

The PMP integrates periodic Project Performance Reporting. By integrating plan and performance information the complete project may be reviewed in terms of plan and actual performance within this single document. The reporting section of this PMP contains the standard District Reports and frequency with which they are to be maintained. The reports are to be updated and inserted into this PMP document according to the update frequency.



PMP CONSTRUCTION AND MAINTENANCE SUPPORT

Project Control Lead & or Resource Area SME's:

The projects assigned Resource Area Project Control Lead (PCL) and or Subject Matter Expert (SME) will provide the project team with support in the use of this document for constructing, maintaining, and reporting your projects overall plan and performance through all project phases. The projects assigned PCL or SME is identified in the Approval section.

Project Control Lead:

The Project Control Lead Reviews all Issue Management and Change Control Request forms for accuracy and completeness and is the sole person who implements approved IM&CCR actions for the Project Manager.

Team:

It is the project team's (see Team section) responsibility to proactively work with the project manager to maintain this document & request SME/PCL support resources in a timely manner to insure accurate, up to date project information.



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EXECUTIVE SUMMARY

Initiation PMP Executive Approval (SAP PS Long Text Part 1.)

The following items are required to be copied into the Long Text Field at the Project Definition Level in Project System prior to submission for Executive Approval of the high level plan.

PROJECT DESCRIPTION & SCOPE SUMMARY

Describe the project.

Project Description
The purpose of this project in to replace the roof on Building B230 at the District’s Homestead Field Station.

List the scope that is included in the project.

Scope Included In The Project
1. Removal and proper disposal of the existing roof gutter and down spout (approx 75 LF).
2. Removal and proper disposal of the existing build-up bituminous roof and other miscellaneous debris from building B230 (approx 4,800 sf).
3. Removal and replacement of damaged plywood sheathing.
4. The design of a constant force post, as fall protection. Include as a deliverable, six (6) retractable 30’ teathers.
5. Installation of a ladder port.
6. Installation of eight roof drains located so the interference with the existing offices is minimized.
7. Installation of foam underlayment that will pitch , at 1/8” per foot, toward the proposed downspout holes or roof edges.
8. Installation of modified bitumen roofing system per District standards.
9. Installation of 75 LF of gutters and flashing per District standards.

List the scope that is specifically not included in the project to define clear boundaries.

Scope Not Included In The Project
1. Survey of the site.
2. Drainage improvements.

RISKS

List any risks of interest to the Executive Office.

Risks
1. None.

The risks identified above will be further developed in the Risk section during detailed planning where they will include probability and cost of occurrence.



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EXECUTIVE SUMMARY

PROJECT LOCATION

The project will reside at.

Project Location
1.State: Florida
2.County: Miami Dade
3.City: Homestead
4.Street Address: 2195 NE 8 th Street, Homestead, FL 33030
5. GPS Location: 25.484167, -80.467103

MANDATES/POLITICAL CONSIDERATIONS

List any governmental mandates or political considerations.

Mandates/Political Considerations
1. None

BUDGET/COSTS/SETTLEMENT

Funding – Total All Years & Fiscal Year

Funding	
1. Estimate total budget for all years	\$ 71,600.00
2. Estimate total budget for current FY :11	\$ 0.00

For Initial Studies

If this is an initial study project:

Funding	
1. Is the estimate of <u>total</u> SFWMD costs that could be incurred if this study is approved and its findings executed?	\$ N/A
2. What is the estimate of total SFWMD cost for the initial study for the <u>fiscal year</u> ?	\$ N/A

Actual Cost Settlement:

Actual Cost Settlement	Resource Area
1. The Costs will settle to Resource Area:	Homestead Field Station

PROJECT SCHEDULE

Insert the estimated start and finish dates:

Start Date	Finish Date
Start: 12/16/2009	Finish: 8/31/2012



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EXECUTIVE SUMMARY

Planning PMP Executive Approval (SAP PS Long Text Part 2.)

The following items are required to be copied and placed in the Long Text Field (Part Two) at the Project Definition level in Project System prior to high level plan Project System workflow approval begins. If this cannot be performed until detailed planning is complete explain why and complete for detailed level plan approval.

Comments by Resource Area if not completed for high level plan approval:

Comments
1. None.

RESPONSIBLE FUNCTIONAL AREA

Funding source: CA05

Funding Source
1. 5613222000 / 402000 / 580100
2. 3315206000 / 202000

ASSETS

Complete the following only with agreement by your Asset Manager:

Asset Assessment	Response
1. Name of Asset manager that items 2-5 below were reviewed with.	Meryl Posner
2. Will the project result in an asset?	Yes
3. If yes, will the District own the asset?	Yes
4. Will the project increase the useful life of an existing asset?	No

Asset List
1. B230 Roof Replacement

PROJECT GOALS/OBJECTIVES

State the objectives expected to be achieved by implementing the project.

*Set **measurable** project goals to be realized and the benefits to be achieved by establishing d what it is expected to achieve.*

Goals / Objectives:

Goals & Objectives Listing
1. The objective of this project is to replace the roof on Building B230 at the District's Homestead Field Station.



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State the performance measures to be used to track whether the objectives are being met.

Performance Measures:

Performance Measures Listing
Preliminary Design 12/31/2011

PROJECT JUSTIFICATION

Include the business need that the project will address and if applicable, tie it to the District's mission; detail the benefits to the District. Include any historical background or references.

Justification:

Justification
To support the continued operation of the Central and South Florida System, aging structures require maintenance and repairs. This structure was evaluated in May 2009 under the Roof Maintenance Inspection (RMI) Program. The Building B230 was rated a C-4 which is defined as: Moderate Deficiencies – Repair required.

PROJECT DELIVERABLES

Non AWP Deliverables:

Identify any non AWP measurable, tangible, verifiable outcome(s), result(s), or item(s) that must be produced to complete a project or part of a project, including any deliverable(s) subject to approval by the project sponsor or customer.

Deliverables	Quarter
Preliminary Design	1 FY 12

AWP Deliverables:

Identify the Annual Work Plan deliverables below. These will be included in the schedule section of the detailed plan, which will be used to report the monthly status of AWP milestones.

AWP Deliverables	Quarter
No FY11 Deliverables	1
	2
	3
	4



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EXECUTIVE SUMMARY

ASSUMPTIONS

Describe any suppositions or beliefs about the project related to resources, scope, expectations, schedules, etc. that, for planning purposes, will be considered to be true, real, or certain.

Assumptions may correlate to project risks and any assumptions that could be a risk to the project must be included in the risk plan.

Assumptions	
1.	The scope, as identified in this document, will not be modified unless the modifications are approved by the Sponsors and Management Oversight Committee.
2.	The resources identified below as project team members will be made available at the time they are needed to execute their tasks.
3.	The project will be fully funded through its duration.
4.	The District is able to produce a responsible and responsive contractor(s) in a timely manner.
5.	Cost estimate is based on conceptual information. Costs will be refined through the design phases.

CONSTRAINTS

Describe any limitations or exceptions under which the project must be conducted. Include time, money, resource availability, skill levels and any physical, political, or environmental constraints.

Note: All required resources to perform the work are committed to by each Resource Area in the team section. Those commitments should not be assumed to be a constraint unless the full requirement was not committed to.

Constraints	
1.	Roof shall be dried in nightly.
2.	No design plans are available for B230. The designer shall evaluate where roof drains and down spouts will be located.

RELATED PROJECTS

Identify other projects that may affect or constrain this project or any other projects that may be affected or constrained by this project.

Related Projects	
1.	
2.	



TEAM

PROJECT MANAGEMENT OVERSIGHT TEAM LISTING & RESPONSIBILITY

The oversight team is not the team which is directly executing the project or responsible for planning, execution, or performance of any of its WBS elements or activities.

The oversight team provides guidance to the project manager. This team is responsible for approving policies, plans, standards, and procedures including quality assurance, risk management, and performance measurement plans. The oversight team approves changes, monitors performance and assists the project manager in resolving issues escalated by the project manager. If applicable, identify the name(s), role(s), and responsibilities of the Project Management Oversight Team.

Name	Role	Responsibility
Alex Damian	O&M Assistant Dep. Exec Director	Approves policies and sets performance measures
Doug Bergstrom	O&M Business Services Director	Approves changes and funding, O&M Infrastructure maintenance
John Dunnuck	ERCP Business Services Director	Approves changes and funding, ERCP
Karen Estock	O&M Dept. Director, Infrastructure Maintenance, North	Monitors performance and assists in resolving O&M infrastructure issues
Joel Arrieta	O&M Dept. Director, Infrastructure Maintenance Central	Monitors performance and assists in resolving O&M infrastructure issues
Susan Sylvester	O&M Dept. Director, Operations	Assists in resolving structure operations issues
Jeff Kivett	ERCP Engineering Director	Monitors performance and assists in resolving engineering design issues
Ulrich Cordon	ERCP Construction Director	Monitors performance and assists in resolving construction issues



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PROJECT TEAM LISTING & REQUIREMENTS

The project team is the list of team members, by name, directly supporting the project which is responsible for developing the strategies to deliver the project. The identified resources will be responsible for development and maintenance of all project management plan elements throughout all project phases associated with the work they are supporting for the project. These team members include those that are responsible for any portion of any WBS element or activity.

List the functional managers supporting the project and their estimate of the number of resources required to support the project. The signature page (next page) demonstrates the Resource Area commitment to provide the resources as defined below.

USACE Project: Y or N (check one)

Name	Role	Responsibility
Jeffrey Vollat	Applicant, ERCP Engineering Project Manager	PMP and day-to-day project management
Gary Dunmyer	Project Manager Supervisor	Project oversight
Rich Virgil	Responsible Manager, O&M Infrastructure Maintenance	Oversight for O&M projects
John Mitnik	Responsible Manager, ERCP Engineering Projects	Oversight of engineering project management
Greg Cantelo	Responsible Manager, ERCP Engineering Design	Oversight of engineering project design
Mike Hiscock	Responsible Manager, ERCP Construction	Oversight of project construction
Richard Barnes	Responsible Project Manager, Surveying	Oversight of surveying
Matt Morrison	Responsible Manager, Planning	Oversight of planning
Robert Speers	Field Station Coordination	Homestead Field Station



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PROJECT RESOURCE AREA TEAM COMMITMENT & SIGNATURES

The resource area’s supporting the project with team members identified in the Project Team Listing & Requirements page of the PMP are to sign off on the commitment. It expected that the supporting Resource Area’s will own their portion of the Project Management Plan and be actively managing their assigned WBS elements from project initiation through closure while meeting the requirements of the project as well as their resource area.

Business Services Directors:

The Resource Area’s BSD’s commit to providing the functional resources identified on the prior Team Listing by signing off on the team listing commitment below. Actual names will be provided as noted below in order to disseminate the project PMP Template to its WBS owners so they may directly support the planning, execution, monitoring controlling, reporting, and closeout effort.

BSD Commitment to Provide Resources (by Resource Area)

 <p align="center">Project Team Listing - Commitment Sign Off by Resource Area</p> <p>By signature below each Resource Area supporting the project commits to providing the necessary resources to support the project as identified in the Project Team Listing in the Team section of the PMP. Resources will be identified by name at the point the Initiation PMP is approved and construction of the Planning PMP begins.</p>		
Everglades Restoration and Capital Projects BSD		
X John Dunnuck	x	x
Print	Sign	Date
Operations & Maintenance BSD		
X Douglas Bergstrom	x	x
Print	Sign	Date
Regulatory & Public Affairs BSD		
X	x	x
Print	Sign	Date
Corporate Resources BSD		
X	x	x
Print	Sign	Date



SAP PROJECT SYSTEM ELEMENTS OF THE PMP



The sections (WBS through Plan Value) which follow contain PMP elements which are directly developed within SAP Project System.

These SAP Project System PMP elements are integrated into this document once they are developed in SAP PS to provide a single source of information for the PMP. As with all PMP elements this data must be revised each time an approved monitor/control change revises them.

- WORK BREAKDOWN STRUCTURE
- ORGANIZATIONAL BREAKDOWN STRUCTURE
- WORK DEFINITION
- SCHEDULE
- RESOURCES
- PLANNED VALUE



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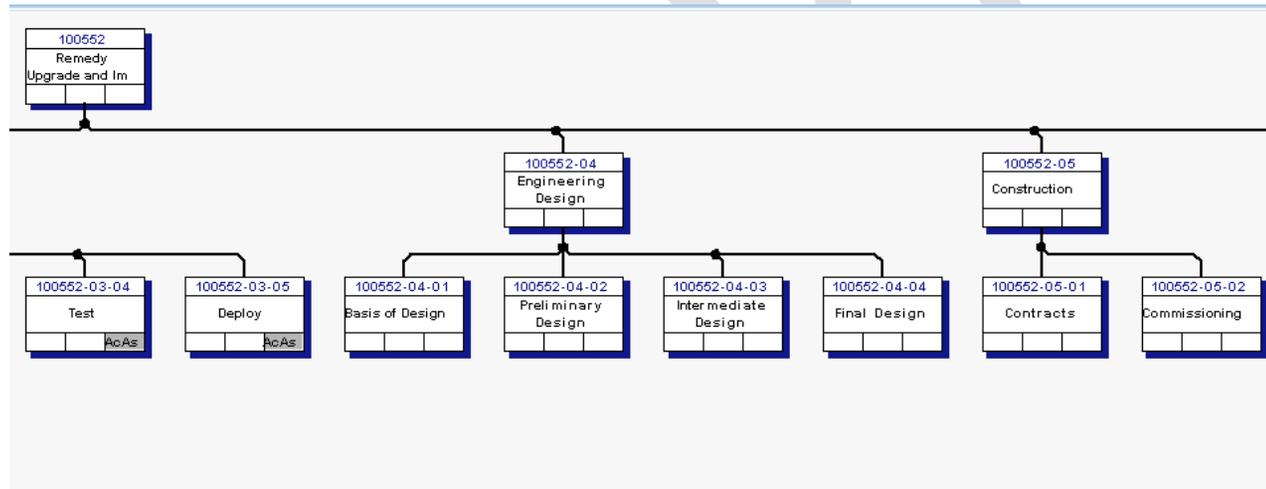
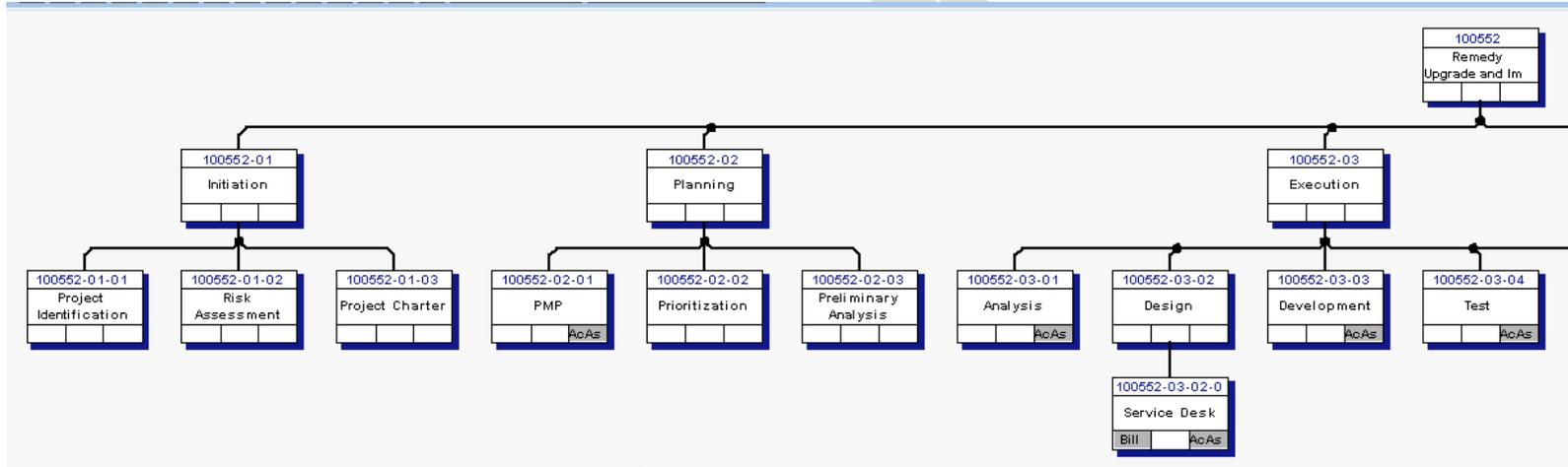
WORK BREAKDOWN STRUCTURE (WBS)

WORK BREAKDOWN STRUCTURE CHART (BY WBS)

The District utilizes a standard Work Breakdown Structure. The District standard WBS structure template that will be utilized is _____.

SAP PROJECT SYSTEM REPORT: CJ20N _____

VARIANT _____





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WORK BREAKDOWN STRUCTURE

WORK BREAKDOWN STRUCTURE TABULAR REPORT (BY WBS)

SAP PROJECT SYSTEM REPORT: CN41

VARIANT _____

	Project object	Project object	Proj.cst sch000	Act. costs	Start (B)	Finish (B)	Actl.St	Finish(Work	Work (A)	Person Responsible
-	Remedy Updgrade and Implementation	100552	47,835.47 USD	0.00 USD	09/24/2010	05/08/2012			810.0 HR	0.0 HR	Lori Weaver
- 1	Remedy Updgrade and Implemetation	100552	47,835.47 USD	0.00 USD	11/01/2010	05/08/2012			810.0 HR	0.0 HR	Lori Weaver
- 2	Initiation	100552-01	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Project Identification	100552-01-01	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Risk Assessment	100552-01-02	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Project Charter	100552-01-03	0.00 USD	0.00 USD							Lori Weaver
- 2	Planning	100552-02	12,679.27 USD	0.00 USD	11/01/2010	01/31/2012			300.0 HR	0.0 HR	Lori Weaver
+ 3	PMP	100552-02-01	12,679.27 USD	0.00 USD	11/01/2010	01/31/2012			300.0 HR	0.0 HR	Lori Weaver
▶ 3	Prioritization	100552-02-02	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Preliminary Analysis	100552-02-03	0.00 USD	0.00 USD							Lori Weaver
- 2	Execution	100552-03	35,156.20 USD	0.00 USD	11/01/2010	05/08/2012			510.0 HR	0.0 HR	Lori Weaver
+ 3	Analysis	100552-03-01	3,873.00 USD	0.00 USD	11/01/2010	12/01/2010			100.0 HR	0.0 HR	Lori Weaver
- 3	Design	100552-03-02	14,400.12 USD	0.00 USD	12/01/2010	06/01/2011			110.0 HR	0.0 HR	Lori Weaver
+ 4	Service Desk	100552-03-02-01	14,400.12 USD	0.00 USD	12/01/2010	06/01/2011			110.0 HR	0.0 HR	Lori Weaver
+ 3	Development	100552-03-03	8,107.28 USD	0.00 USD	06/01/2011	10/13/2011			80.0 HR	0.0 HR	Lori Weaver
+ 3	Test	100552-03-04	4,786.80 USD	0.00 USD	10/13/2011	04/02/2012			120.0 HR	0.0 HR	Lori Weaver
+ 3	Deploy	100552-03-05	3,989.00 USD	0.00 USD	04/09/2012	05/08/2012			100.0 HR	0.0 HR	Lori Weaver
- 2	Engineering Design	100552-04	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Basis of Design	100552-04-01	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Preliminary Design	100552-04-02	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Intermediate Design	100552-04-03	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Final Design	100552-04-04	0.00 USD	0.00 USD							Lori Weaver
- 2	Construction	100552-05	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Contracts	100552-05-01	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Commissioning	100552-05-02	0.00 USD	0.00 USD							Lori Weaver
- 2	Closeout	100552-06	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Customer Acceptance	100552-06-01	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Procurement Activities	100552-06-02	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Documentation	100552-06-03	0.00 USD	0.00 USD							Lori Weaver
▶ 3	Personnel Actions	100552-06-04	0.00 USD	0.00 USD							Lori Weaver



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ORGANIZATIONAL BREAKDOWN STRUCTURE (OBS)

ORGANIZATIONAL BREAKDOWN STRUCTURE BY OBS (RESPONSIBLE PERSONS & APPLICANTS WITH WBS)

The Organizational Breakdown Structure (OBS) specifies the individuals responsible for all phases of project management for their assigned WBS elements as indicated below in the Applicant field. The Applicant is responsible to the project manager for their assigned WBS elements and all related District standards, procedures and performance..The responsible person is insures Applicants perform their assigned WBS elements to District standards.

SAP PROJECT SYSTEM REPORT: CN43N OBS WITH WBS

VARIANT _____

Person responsible	Applicant	Lev	WBS element	Name	Start (Basic)	Finish (B)	Actual start	Act.finish
Lori Weaver	Tracy Giles	1	100552	Remedy Upgrade and Implemetation				
		2	100552-01	Initiation				
		3	100552-01-01	Project Identification				
		3	100552-01-02	Risk Assessment				
		3	100552-01-03	Project Charter				
		2	100552-02	Planning				
		3	100552-02-01	PMP	11/01/2010	01/31/2012		
		3	100552-02-02	Prioritization				
		3	100552-02-03	Preliminary Analysis				
		2	100552-03	Execution				
		3	100552-03-01	Analysis	11/01/2010	12/01/2010		
		3	100552-03-02	Design				
		4	100552-03-02-01	Service Desk	12/01/2010	06/01/2011		
		3	100552-03-03	Development	06/01/2011	10/13/2011		
		3	100552-03-04	Test	10/13/2011	04/02/2012		
		3	100552-03-05	Deploy	04/09/2012	05/08/2012		
		2	100552-04	Engineering Design				
		3	100552-04-01	Basis of Design				
		3	100552-04-02	Preliminary Design				
		3	100552-04-03	Intermediate Design				
		3	100552-04-04	Final Design				
		2	100552-05	Construction				
		3	100552-05-01	Contracts				
		3	100552-05-02	Commissioning				
		2	100552-06	Closeout				
		3	100552-06-01	Customer Acceptance				
		3	100552-06-02	Procurement Activities				
		3	100552-06-03	Documentation				
		3	100552-06-04	Personnel Actions				



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

WORK DEFINITION

WORK DEFINITION DETAILS WITH WBS, SCOPE, AND RESOURCE REQUIREMENTS

SAP PROJECT SYSTEM REPORT: CN41N

VARIANT _____

Project Structure Overview	Identification	Work center	Work U...	Proj.cost plan	Duration U...	Person Respons.
Remedy Upgrade and Implementation	100552		810.0 HR	47,835.47	251 DAY	Lori Weaver
Remedy Upgrade and Implemetation	100552		810.0 HR	47,835.47	0 DAY	Lori Weaver
Initiation	100552-01			0.00		Lori Weaver
Project Identification	100552-01-01			0.00		Lori Weaver
Risk Assessment	100552-01-02			0.00		Lori Weaver
Project Charter	100552-01-03			0.00		Lori Weaver
Planning	100552-02		300.0 HR	12,679.27	0 DAY	Lori Weaver
PMP	100552-02-01		300.0 HR	12,679.27	7,512 DAY	Lori Weaver
PMP	5002169		300.0 HR	12,679.27	313 DAY	Giles, Tracy
Project Management	5002169 0010	PM315	300.0 HR	12,679.27	313 DAY	
Analysis	-> 5002170 0010			0.00		
PROJECT MANAGER	2000 PM315 /002	PM315	300.0 HR		313 DAY	
Prioritization	100552-02-02			0.00		Lori Weaver
Preliminary Analysis	100552-02-03			0.00		Lori Weaver
Execution	100552-03		510.0 HR	35,156.20	0 DAY	Lori Weaver
Analysis	100552-03-01		100.0 HR	3,873.00	480 DAY	Lori Weaver
Analysis	5002170		100.0 HR	3,873.00	20 DAY	Giles, Tracy
Analysis	5002170 0010	IT474	100.0 HR	3,873.00	20 DAY	
Project Management	<- 5002169 0010			0.00		
Design Service Desk	-> 5002171 0010			0.00		
IT ANALYST - SR	2000 IT474 /002	IT474	100.0 HR		20 DAY	
Design	100552-03-02		110.0 HR	14,400.12	0 DAY	Lori Weaver
Service Desk	100552-03-02-01		110.0 HR	14,400.12	3,024 DAY	Lori Weaver
Service Desk	5002171		110.0 HR	14,400.12	126 DAY	Giles, Tracy
Design Service Desk	5002171 0010			10,000.00	0 DAY	
Analysis	<- 5002170 0010			0.00		
Internal Design Review	-> 5002171 0020			0.00		
Internal Design Review	5002171 0020	IT474	110.0 HR	4,400.12	65 DAY	
Design Service Desk	<- 5002171 0010			0.00		
MS - Design Completed	-> 5002171 0040			0.00		
IT ANALYST - SR	2000 IT474 /002	IT474	100.0 HR		65 DAY	
Design Review by Architect	5002171 0020 0030	IT320	10.0 HR	527.11	0 DAY	
APPLICATIONS ARCHITECT	2000 IT320 /002	IT320	10.0 HR		0 DAY	
MS - Design Completed	5002171 0040			0.00	0 DAY	
Internal Design Review	<- 5002171 0020			0.00		
Development	-> 5002172 0010			0.00		
Development	100552-03-03		80.0 HR	8,107.28	2,280 DAY	Lori Weaver
Development	5002172		80.0 HR	8,107.28	94 DAY	Giles, Tracy



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

WORK DEFINITION DETAILS WITH WBS, SCOPE, AND RESOURCE REQUIREMENTS (CONTINUED)

Development	5002172 0010	IT474	80.0 HR	3,107.28	94 DAY	
MS - Design Completed	<- 5002171 0040			0.00		
Purchase 10 Computers	-> 5002172 0030			0.00		
IT ANALYST - SR	2000 IT474 /002	IT474	80.0 HR		94 DAY	
Purchase 10 Computers	5002172 0030			5,000.00	0 DAY	
Development	<- 5002172 0010			0.00		
Testing	-> 5002174 0010			0.00		
Test	100552-03-04		120.0 HR	4,786.80	2,832 DAY	Lori Weaver
Test	5002174		120.0 HR	4,786.80	117 DAY	Giles, Tracy
Testing	5002174 0010	IT474	120.0 HR	4,786.80	117 DAY	
Deployment	-> 5002173 0010			0.00		
Purchase 10 Computers	<- 5002172 0030			0.00		
IT ANALYST - SR	2000 IT474 /002	IT474	120.0 HR		117 DAY	
Deploy	100552-03-05		100.0 HR	3,989.00	528 DAY	Lori Weaver
Deploy	5002173		100.0 HR	3,989.00	21 DAY	Giles, Tracy
Deployment	5002173 0010	IT474	100.0 HR	3,989.00	21 DAY	
Testing	<- 5002174 0010			0.00		
IT ANALYST - SR	2000 IT474 /002	IT474	100.0 HR		21 DAY	
Engineering Design	100552-04			0.00		Lori Weaver
Basis of Design	100552-04-01			0.00		Lori Weaver
Preliminary Design	100552-04-02			0.00		Lori Weaver
Intermediate Design	100552-04-03			0.00		Lori Weaver
Final Design	100552-04-04			0.00		Lori Weaver
Construction	100552-05			0.00		Lori Weaver
Contracts	100552-05-01			0.00		Lori Weaver
Commissioning	100552-05-02			0.00		Lori Weaver
Closeout	100552-06			0.00		Lori Weaver
Customer Acceptance	100552-06-01			0.00		Lori Weaver
Procurement Activities	100552-06-02			0.00		Lori Weaver
Documentation	100552-06-03			0.00		Lori Weaver
Personnel Actions	100552-06-04			0.00		Lori Weaver



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

CAPITOL WBS ELEMENTS

CAPITOL WBS ELEMENTS (BY WBS)

The District utilizes a standard Work Breakdown Structure. Identify all WBS elements that will result in one or more assets created by the project. The sum of these WBS elements must make up the assets identified in the Executive Section of this manual.

SAP PROJECT SYSTEM REPORT: CN41

VARIANT _____

WBS element	Name	AA elem.	InvPrf
100552-03-02-01	Service Desk	X	ZPS01
100552-03-03	Development	X	ZPS01
100552-03-04	Test	X	ZPS01
100552-03-05	Deploy	X	ZPS01



SCHEDULE

PROJECT SCHEDULE DEVELOPMENT AND RESOURCE REQUIREMENTS

The project schedule represents the sequence of work as shown by the logic connecting each activity. The schedule accurately reflects the planned start and finish dates for all activities as well as the timing and value of expenditures.

All activities are planned below the lowest level of the business standard WBS structure and all activities are at the lowest level of the WBS which has been established for the project. This is the required level for all projects to manage scope, schedule, planned cost, actual cost, physical progress, performance, forecasts and estimates.

SCHEDULE REPORTS & PURPOSE

1-2 EXECUTIVE LEVEL OVERVIEWS

3 FULL DETAIL SCHEDULE FOR USE BY THE PROJECT TEAM IN MANAGING SCHEDULE DETAILS

4 CRITICAL PATH – LIST OF ITEMS THAT WILL DELAY PROJECT IF NOT PERFORMED ON TIME.

5 MILESTONES MUST INCLUDE MILESTONES CORRESPONDING TO QUARTERLY ANNUAL WORK PLAN COMMITMENT ITEMS

6 ALL ACTIVITIES MUST INCLUDE ONE OR MORE PREDECESSORS AND SUCCESSORS EXCEPT FOR THE FIRST AND LAST

Include the following reports by replacing the sample reports which follow with the reports for your project

- | | |
|---|--------------------------------|
| 1. Schedule Gantt Chart Level 2 (by WBS & ES) | Transaction CJ20N Variant_____ |
| 2. Schedule Gantt Chart Level 3 (by WBS & ES) | Transaction CJ20N Variant_____ |
| 3. Schedule Gantt Chart All Levels (by WBS & ES with critical path) | Transaction CJ20N Variant_____ |
| 4. Schedule Gantt Chart Critical Path Only (by WBS & ES) | Transaction CJ20N Variant_____ |
| 5. Schedule Milestone (by WBS) | Transaction CJ20N Variant_____ |
| 6. Schedule Predecessor & Successor Report | Transaction CN49N Variant_____ |



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE GANTT CHART LEVEL 2 (BY WBS & ES)

SAP PROJECT SYSTEM REPORT: CJ20N

VARIANT _____

Project: 100552 Remedy Updgrade and Implementation																											
S	Hi	ID	Description	Duratn	(B)EISchST	(B)EISchFi	Act. start	Act.fi	Gantt Chart																		
									2010			2011				2012											
									3	4	1	2	3	4	1	2											
									J	J	S	M	D	J	F	J	J	S	M	D	J	F					
<input checked="" type="checkbox"/>		100552	Remedy Updgrade and Implementa	9,168.0 HR						11/01/2010 [Bar]																	
<input checked="" type="checkbox"/>		100552	Remedy Upgrade and Implemetation	9,168.0 HR	11/01/2010	05/08/2012				11/01/2010 [Bar]																	
<input checked="" type="checkbox"/>		100552-01	Initiation																								
<input checked="" type="checkbox"/>		100552-02	Planning	7,512.0 HR	11/01/2010	01/31/2012				11/01/2010 [Bar]																	
<input checked="" type="checkbox"/>		100552-03	Execution	9,168.0 HR	11/01/2010	05/08/2012				11/01/2010 [Bar]																	
<input checked="" type="checkbox"/>		100552-04	Engineering Design																								
<input checked="" type="checkbox"/>		100552-05	Construction																								
<input checked="" type="checkbox"/>		100552-06	Closeout																								



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE GANTT CHART LEVEL 3 (BY WBS & ES)

SAP PROJECT SYSTEM REPORT: CJ20N

VARIANT _____ DATE: _____

Project: 100552 Remedy Upgrade and Implementation								2010		2011				2012								
S	Hi	ID	Description	Duratn	(B)EISchST	(B)EISchFi	Act. start	Act.f	3	4	1	2	3	4	1	2						
									J	J	S	N	D	J	F	J	J	S	N	D	J	F
<input checked="" type="checkbox"/>		100552	Remedy Upgrade and Implementa	9,168.0 HR					11/01/2010	11/01/2010												
<input checked="" type="checkbox"/>		100552	Remedy Upgrade and Implemetation	9,168.0 HR	11/01/2010	05/08/2012			11/01/2010	11/01/2010												
<input checked="" type="checkbox"/>		100552-01	Initiation																			
<input type="checkbox"/>		100552-01-01	Project Identification																			
<input type="checkbox"/>		100552-01-02	Risk Assessment																			
<input type="checkbox"/>		100552-01-03	Project Charter																			
<input checked="" type="checkbox"/>		100552-02	Planning	7,512.0 HR	11/01/2010	01/31/2012			11/01/2010	11/01/2010												
<input type="checkbox"/>		100552-02-01	PMP	7,512.0 HR	11/01/2010	01/31/2012			11/01/2010	11/01/2010												
<input type="checkbox"/>		100552-02-02	Prioritization																			
<input type="checkbox"/>		100552-02-03	Preliminary Analysis																			
<input checked="" type="checkbox"/>		100552-03	Execution	9,168.0 HR	11/01/2010	05/08/2012			11/01/2010	11/01/2010												
<input type="checkbox"/>		100552-03-01	Analysis	480.0 HR	11/01/2010	12/01/2010			11/01/2010	11/01/2010												
<input type="checkbox"/>		100552-03-02	Design	3,000.0 HR	12/02/2010	06/01/2011			12/02/2010	12/02/2010												
<input type="checkbox"/>		100552-03-03	Development	2,256.0 HR	06/02/2011	10/13/2011				06/02/2011												
<input type="checkbox"/>		100552-03-04	Test	2,808.0 HR	10/14/2011	04/02/2012				10/14/2011												
<input type="checkbox"/>		100552-03-05	Deploy	504.0 HR	04/10/2012	05/08/2012				04/10/2012												



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE TIME SCALED LOGIC DIAGRAM ALL LEVELS (BY WBS & ES WITH CRITICAL PATH)

SAP PROJECT SYSTEM REPORT: CJ20N

VARIANT _____

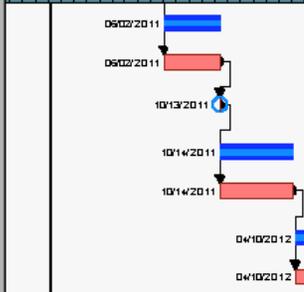
Project: 100552 Remedy Upgrade and Implementation																	
S	Hi	ID	Description	Duratn	(B)EISchST	(B)EISchFi	Act. start	Act.fini	2010		2011				2012		
									3	4	1	2	3	4	1	2	
									J	J	J	J	J	J	J	J	
<input type="checkbox"/>		100552	Remedy Upgrade and Implementa	9,168.0 HR						11/01/2010							
<input type="checkbox"/>		100552	Remedy Upgrade and Implemetation	9,168.0 HR	11/01/2010	05/08/2012			11/01/2010								
<input type="checkbox"/>		100552-01	Initiation														
<input type="checkbox"/>		100552-01-01	Project Identification														
<input type="checkbox"/>		100552-01-02	Risk Assessment														
<input type="checkbox"/>		100552-01-03	Project Charter														
<input type="checkbox"/>		100552-02	Planning	7,512.0 HR	11/01/2010	01/31/2012			11/01/2010								
<input type="checkbox"/>		100552-02-01	PMP	7,512.0 HR	11/01/2010	01/31/2012			11/01/2010								
<input type="checkbox"/>		5002169 / 0010	Project Management	313.0 DAY	11/01/2010	01/31/2012			11/01/2010								
<input type="checkbox"/>		100552-02-02	Prioritization														
<input type="checkbox"/>		100552-02-03	Preliminary Analysis														
<input type="checkbox"/>		100552-03	Execution	9,168.0 HR	11/01/2010	05/08/2012			11/01/2010								
<input type="checkbox"/>		100552-03-01	Analysis	480.0 HR	11/01/2010	12/01/2010			11/01/2010								
<input type="checkbox"/>		5002170 / 0010	Analysis	20.0 DAY	11/01/2010	12/01/2010			11/01/2010								
<input type="checkbox"/>		100552-03-02	Design	3,000.0 HR	12/02/2010	06/01/2011			12/02/2010								
<input type="checkbox"/>		100552-03-02-01	Service Desk	3,000.0 HR	12/02/2010	06/01/2011			12/02/2010								
<input type="checkbox"/>		5002171 / 0010	Design Service Desk		12/02/2010	03/01/2011			12/02/2010								
<input type="checkbox"/>		5002171 / 0020	Internal Design Review	65.0 DAY	03/02/2011	06/01/2011			03/02/2011								
<input type="checkbox"/>		5002171 / 0020 >0030	Design Review by Architect		03/02/2011	06/01/2011			03/02/2011								
<input type="checkbox"/>		5002171 / 0040	MS - Design Completed		06/01/2011	06/01/2011			06/01/2011								



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE TIME SCALED LOGIC DIAGRAM ALL LEVELS (BY WBS & ES WITH CRITICAL PATH)

Project: 100552 Remedy Upgrade and Implementation																
S	Hi	ID	Description	Duratr	(B)EISchST	(B)EISchFi	Act. start	Act.fini	010	2011				2012		
									J	3	4	1	2	3	4	1
<input checked="" type="checkbox"/>		100552-03-03	Development	2,256.0 HR	06/02/2011	10/13/2011										
<input type="checkbox"/>		5002172 / 0010	Development	94.0 DAY	06/02/2011	10/13/2011										
<input type="checkbox"/>		5002172 / 0030	Purchase 10 Computers		10/13/2011	10/13/2011										
<input type="checkbox"/>		100552-03-04	Test	2,808.0 HR	10/14/2011	04/02/2012										
<input type="checkbox"/>		5002174 / 0010	Testing	117.0 DAY	10/14/2011	04/02/2012										
<input type="checkbox"/>		100552-03-05	Deploy	504.0 HR	04/10/2012	05/08/2012										
<input type="checkbox"/>		5002173 / 0010	Deployment	21.0 DAY	04/10/2012	05/08/2012										
<input type="checkbox"/>		100552-04	Engineering Design													
<input type="checkbox"/>		100552-04-01	Basis of Design													
<input type="checkbox"/>		100552-04-02	Preliminary Design													
<input type="checkbox"/>		100552-04-03	Intermediate Design													
<input type="checkbox"/>		100552-04-04	Final Design													
<input type="checkbox"/>		100552-05	Construction													
<input type="checkbox"/>		100552-05-01	Contracts													
<input type="checkbox"/>		100552-05-02	Commissioning													
<input type="checkbox"/>		100552-06	Closeout													
<input type="checkbox"/>		100552-06-01	Customer Acceptance													
<input type="checkbox"/>		100552-06-02	Procurement Activities													
<input type="checkbox"/>		100552-06-03	Documentation													
<input type="checkbox"/>		100552-06-04	Personnel Actions													





SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE GANTT CHART CRITICAL PATH ONLY (BY WBS & ES)

SAP PROJECT SYSTEM REPORT: CJ20N

VARIANT _____

Project: 100552 Remedy Updgrade and Implementation								
S	Hi	ID	Description	Duratn	(B)EISchST	(B)EISchFi	Act. start	Act.fini
<input type="checkbox"/>		100552	Remedy Updgrade and Implementa	9,168.0 HR				
<input type="checkbox"/>		5002169 / 0010	Project Management	313.0 DAY	11/01/2010	01/31/2012		
<input type="checkbox"/>		5002170 / 0010	Analysis	20.0 DAY	11/01/2010	12/01/2010		
<input type="checkbox"/>		5002171 / 0010	Design Service Desk		12/02/2010	03/01/2011		
<input type="checkbox"/>		5002171 / 0020	Internal Design Review	65.0 DAY	03/02/2011	06/01/2011		
<input type="checkbox"/>		5002171 / 0020 >0030	Design Review by Architect		03/02/2011	06/01/2011		
<input type="checkbox"/>		5002171 / 0040	MS - Design Completed		06/01/2011	06/01/2011		
<input type="checkbox"/>		5002172 / 0010	Development	94.0 DAY	06/02/2011	10/13/2011		
<input type="checkbox"/>		5002172 / 0030	Purchase 10 Computers		10/13/2011	10/13/2011		
<input type="checkbox"/>		5002174 / 0010	Testing	117.0 DAY	10/14/2011	04/02/2012		
<input type="checkbox"/>		5002173 / 0010	Deployment	21.0 DAY	04/10/2012	05/08/2012		



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE MILESTONE (BY WBS) REPORT

SAP PROJECT SYSTEM REPORT: CJ20N

VARIANT _____

Project: 100552 Remedy Updgrade and Implementation																
S	Hi	ID	Description	Duratn	(B)EISchST	(B)EISchFi	Act. start	Act.fini	Gantt Chart							
									2010		2011				2012	
									3	4	1	2	3	4	1	2
<input type="checkbox"/>		5002171 / 0040	MS - Design Completed		06/01/2011	06/01/2011										



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE PREDECESSORS & SUCCESSORS (BY ACTIVITY)

SAP PROJECT SYSTEM REPORT: CN49N

VARIANT _____

Network 1	Act1	Actv. desc. 1	R..	Time int.	Successor indicator	Network 2	Act2	Activity desc. 2
5002169	0010	Project Management	SS		X	5002170	0010	Analysis
5002170	0010	Analysis	SS			5002169	0010	Project Management
5002170	0010	Analysis	FS		X	5002171	0010	Design Service Desk
5002171	0010	Design Service Desk	FS			5002170	0010	Analysis
5002171	0010	Design Service Desk	FS		X	5002171	0020	Internal Design Review
5002171	0020	Internal Design Review	FS			5002171	0010	Design Service Desk
5002171	0020	Internal Design Review	FS		X	5002171	0040	MS - Design Completed
5002171	0040	MS - Design Completed	FS			5002171	0020	Internal Design Review
5002171	0040	MS - Design Completed	FS		X	5002172	0010	Development
5002172	0010	Development	FS			5002171	0040	MS - Design Completed
5002172	0010	Development	FS		X	5002172	0030	Purchase 10 Computers
5002172	0030	Purchase 10 Computers	FS			5002172	0010	Development
5002172	0030	Purchase 10 Computers	FS		X	5002174	0010	Testing
5002174	0010	Testing	FS	5	X	5002173	0010	Deployment
5002174	0010	Testing	FS			5002172	0030	Purchase 10 Computers
5002173	0010	Deployment	FS	5		5002174	0010	Testing



RESOURCES

RESOURCE PLAN

The Project Resource Plan details the human and material resources needed, how the resources will be used, the skill levels required, the time the resources are needed, and the type of resource, employee, contractor or equipment, needed. The plan is a description of what types of resources are required, in what quantities, for each activity or activity element in the WBS. The project manager or project liaison must gain concurrence with the manager of the resource that the resources planned to perform the work are correct in type, quantity, duration and will be available to support the projects requirements before the project plan is approved. The commitment for these resources is demonstrated by the signatures of the resource areas in the Project Team section of this plan.

Include the following reports by replacing the sample reports with the reports for your project

- | | | | |
|-----------------------------|-------------|-------------|---------|
| 1. Resource Profile (Total) | Transaction | Not Defined | Variant |
| 2. Resource Table (Total) | Transaction | CN47N | Variant |



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

RESOURCE PROFILE

SAP PROJECT SYSTEM REPORT: CJ20N/PPB/CAPACITY OVERVIEW

VARIANT _____

Project: 100552 Remedy Updgrade and Implementation																																
S	Hi	ID	Description	Duratn	Gantt Chart																											
					2010				2011				2012																			
					3	4	1	2	3	4	1	2																				
					fa	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr				
<input type="checkbox"/>		100552	Remedy Updgrade and Implementa	9,168.0 HR	11/01/2010																											
<input type="checkbox"/>		100552	Remedy Upgrade and Implemetation	9,168.0 HR	11/01/2010																											
<input type="checkbox"/>		100552-01	Initiation																													
<input type="checkbox"/>		100552-01-01	Project Identification																													
<input type="checkbox"/>		100552-01-02	Risk Assessment																													
<input type="checkbox"/>		100552-01-03	Project Charter																													

Capacity overview: per capacity																															
S	Work	Description	Axis	Gantt Chart																											
					18	25	32	39	46	01	08	15	22	29	36	43	50	05	12												
					CW																										
					IS	TI	TS	IF																							
<input type="checkbox"/>	IT320		H	200.00																											
<input type="checkbox"/>	IT474	IT ANALYST - SR	H	10000.00																											
<input type="checkbox"/>	PM315	PROJECT MANAGER	H	10000.00																											



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

RESOURCE LIST & REQUIREMENTS BY WORK CENTER

SAP PROJECT SYSTEM REPORT: CN47N

VARIANT _____

Work cntr.	Work center text	Σ	Work
IT320	APPLICATIONS ARCHITECT		10.0
	APPLICATIONS ARCHITECT		10.0
IT474	IT ANALYST - SR		100.0
IT474			100.0
IT474			80.0
IT474			120.0
IT474			100.0
		IT ANALYST - SR	
PM315	PROJECT MANAGER		300.0
	PROJECT MANAGER		300.0
		■ ■	810.0



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PLAN VALUE

The project Plan Value details the cost over time based on the resources assigned and the time they are scheduled to occur within the project. The cumulative value of this cost is plotted over time which provides the District with the projects planned expenditure for any given point in time during the projects life. Performance is managed to this plan curve which demonstrates how well the project is planned and or the projects performance to plan. Approved changes are reflected in the plan through the Districts Monitoring & Controlling process

- | | | | |
|--------------------------|-------------|------|---------|
| 1. Planned Value (Curve) | Transaction | CN41 | Variant |
| 2. Planned Value (Table) | Transaction | CN41 | Variant |



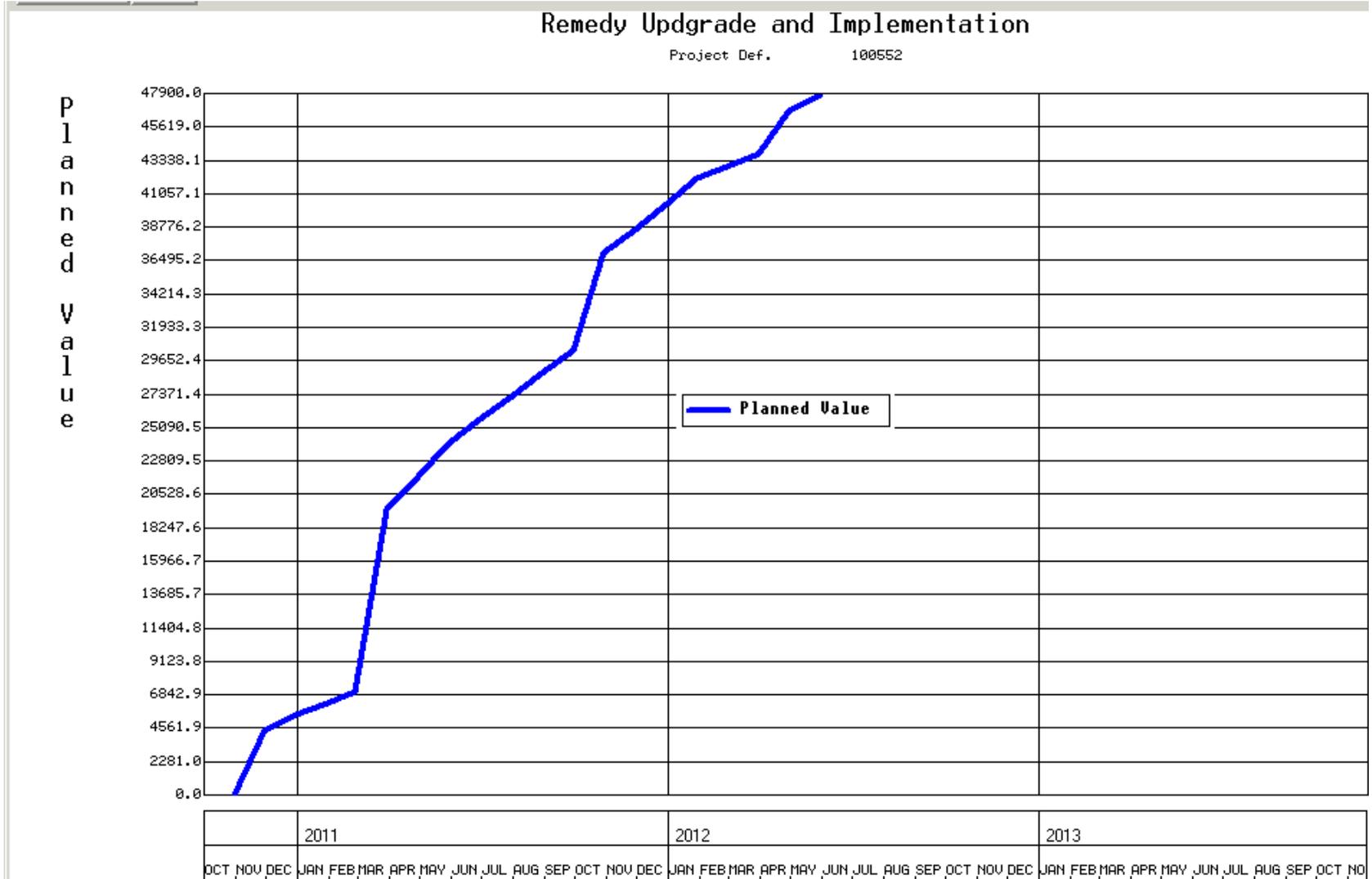
SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PLANNED VALUE

PLANNED VALUE CUMMULATIVE CURVE REPORT (DOLLARS)

SAP PROJECT SYSTEM REPORT: CN41

VARIANT _____





SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PLANNED VALUE

PLANNED VALUE TABULAR REPORT (DOLLARS BY FISCAL YEAR, MONTH AND TOTALS)

SAP PROJECT SYSTEM REPORT: CN41

VARIANT _____

Project Def. 100552 Remedy Updgrade and Implementation
 No. of Year Per: 21(23)

Year	Per	Project cost sch 000
Total		47,835.47 USD
2011		30,318.21 USD
2011 000		0.00 USD
2011 002		4,442.94 USD
2011 003		1,077.79 USD
2011 004		763.59 USD
2011 005		763.59 USD
2011 006		12,413.53 USD
2011 007		2,265.57 USD
2011 008		2,265.57 USD
2011 009		1,644.01 USD
2011 010		1,462.98 USD
2011 011		1,682.49 USD
2011 012		1,536.15 USD
2012		17,517.26 USD
2012 000		0.00 USD
2012 001		6,665.86 USD
2012 002		1,646.17 USD
2012 003		1,728.48 USD
2012 004		1,728.48 USD
2012 005		818.26 USD
2012 006		900.08 USD
2012 007		2,890.23 USD
2012 008		1,139.70 USD



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

QUALITY PLAN-SORT BY WBS



QC Codes: E= Signoff by Execution Team 2 = QC by Execution Team, SFWMD, & Customer
 N/A = QC not required 3=QC by SFWMD & Customer
 1 = QC by Execution Team, & SFWMD Note: Shaded cells require signature

WBS	WBS Description (Defined work quality test is associated with)	QC Code	Execution Signoff	SFWMD Signoff	Customer Signoff	Test for Quality (Identify standard used)	Acceptance Criteria	Test Scheduled Date
WBS	Description	1						
Activity A	Description	1						
Step 1	Description	3						
Step 2	Description	2						
Step 3	Description	N/A						
Activity B	Description	N/A						
Step 1	Description	N/A						
Step 2	Description	2						
Activity C	Description	N/A						
Step 1	Description	E						
Step 2	Description	N/A						



RISK



RISK MANAGEMENT PLAN

Rule of Thumb

All projects have risks. A project without any identified risks typically indicates a project with a weak risk plan. Identify, analyze, and establish; risks, a risk resolution plan, and impact.

Risk Form

Utilize the risk form below to document all risk descriptions, triggers (what will cause the risk to occur), response plan (what will be done if the risk does occur), probability (percent chance of the risk occurring), impact (total cost if the risk occurred), and magnitude in dollars (probability times impact), hours (where applicable for labor) and duration impact to the activity the risk is associated with. Risk status must be planned for and maintained throughout the project life to determine which risks have passed and those that remain a threat at project completion.

Lack of Historical Performance & Unknowns

The Risk plan is paramount to insuring accuracy of project performance measurement. One of the most significant issues project managers may face is having to develop a project plan before the full required scope is known or where the scope is known but it is so unique there is no basis for developing an accurate estimate. When this occurs the project manager must complete the Risk plan for what is unknown. The costs and impacts of the risks in the risk plan are not to be included in the other elements of the PMP. IE; activity planned cost, resources, schedule, quality, communication, etc.

Management Acceptance of Risks

When management signs off on the plan they are also agreeing to the Risks and their associated defined costs. When Risks are realized the PM has the full authority to approve the required Issue Management and Change Control Request Form

Risk Planning Components

Risk Management Planning includes but is not limited to:

1. Identifying those things that could go wrong during the project.
2. Identifying the work the risk is associated with (Project, WBS, Activity, etc).
3. Identifying the type of risk (Risk Code: Estimating, Legal, Technological, etc).
4. Determining the likelihood of occurrence (probability).
5. Determining the impact to the project if the event occurs.
6. Determining the exposure level (dollars, duration, etc.).
7. Planning the risk response for those items most likely to occur.
8. Returning risk funding when risk has past.



SOUTH FLORIDA WATER MANAGEMENT DISTRICT



RISK ASSESSMENT PLAN SORT BY WBS

Expand the table to cover all WBS elements and activities for the project. It is also acceptable to export the WBS full structure and activity list from SAP PS and develop a matrix as shown below with the same columns. You may add additional columns if needed but keep the order the same for the columns shown below. Insert the specific risk(s) for each activity of the project in the table below. You may have more than one risk per activity. If a risk covers all activities on a WBS element identify the risk at the WBS level. If a risk may impact the whole project you may identify the risk at the project level.

WBS	WBS Description	Risk Status	Risk Description	Risk Trigger	Risk Response	Risk Code	Probability Percent	Impact Dollars	Risk Dollars	Risk Hours	Risk Duration
		Planned Realized Not Realized				Estimating Technological Natural Man Made					
WBS	Description										
Activity A	Description										
Risk 1	Description	Planned									
Risk 2	Description	Planned									
Risk 3	Description	Planned									
Activity B	Description										
Risk 1	Description	Planned									
Risk 2	Description	Planned									
Risk 3	Description	Planned									
Activity C	Description										
Risk 1	Description	Planned									
Total								\$	\$	\$	



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

COMMUNICATION

COMMUNICATION PLAN

Establish the Communication Plan for the project by editing the As Needed Communications section in the file below to meet project requirements. The *Required Communications* and *Required Reporting* sections of this Plan are business standard requirements and are not to be edited.

Communication Plan Responsibility Codes O=Organize, A=Attend, C= Copy,

Project Communication Type	Frequency	Medium	Project Mgr	Project Team & WBS Element PM's	Resource Area Manager	Project Sponsor	Contract Specialist	Outreach Specialist	Executive Office	MAT	DLT	Enter Date(s) of Occurrence
District Required Communications												
1. Project Initiation Kickoff Meeting	At kickoff	Meeting	O	A	A/C	A	A	A				
2. PMP Initiation Review	Prior to PMP Executive Approval	Meeting	O	A	A/C	A						
3. PMP Initiation Approval	Prior to development of full PMP	Meeting	O	A	A/C	A						
4. PMP (Full Plan) Development Meeting	During PMP development as Req'd.	Meeting	O	A	A/C	A						
5. PMP (Full Plan) Approval for Budget Submission Meeting	Prior to Budget Submission	Meeting			O/A							
6. PMP (Full Plan) Review Meetings	At kickoff, & revisions	Meeting	O	A	A/C	A						
7. Project Execution Kickoff Meeting	At kickoff	Meeting	O	A	A/C	A	A	A	C			
8. Bi Weekly Project Updates & Checks: Cost & Schedule Corrections, Time Entry, Receipt for work performed, Progress Entry, and Schedule Updates.	Weekly	Meeting	O	A								
9. Project Pre Close Meeting												
10. Project Closeout Meeting												
District Required Reporting												
Monthly Project Reports	Monthly (see Report section)	Email	O	A	C	C						See Approvals Section -Report Log
Resource Area Management Monthly Report Review & Action Plan Submitted to Executive Office	Monthly (see Report section)	Meeting	A		O							
Executive Office Monthly Report Reviews	As Requested	Meeting			A				O	A	A	
As Needed Communications												
Procurement Review Meetings	As Needed	Meeting	O	A	C		A	A				
Monitor & Control Review Meeting	As Needed		O	A	C							
Lessons Learned	As Needed	Meeting	O	A	C	C	C	C				
Project Newsletter	As Needed	Email	O	C	C	C	C	C	C	C	C	



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

It is required for all projects to document customer acceptance on the following form. If another form is required by the business/customer imbed the required form after this District standard form in the PMP. If there are items missing on the form below they may be added. Do not delete the standard form.

CUSTOMER ACCEPTANCE

CUSTOMER PROJECT COMPLETION AND ACCEPTANCE SIGN OFF

Resource Area (Owner of The Project):			
Project Name:		PS Project Number:	
Project Manager:		Date:	

The undersigned agree in principle that the completed project satisfactorily meets the Acceptance Deliverables and Criteria set forth in the attached Project Acceptance Criteria Form

_____	_____
Client Signature	Date
_____	_____
Client Name	Title
_____	_____
Sponsor	Project Manager
_____	_____
Name & Title	Name & Title



CLOSEOUT

PROJECT CLOSEOUT PROCEDURES

This section of the PMP captures lessons learned during the project, and documents closure completion.

These items are to be completed as the project progresses:

Lessons Learned Form

Project Management Plan Closeout Performance Review Form

Lessons Learned Form

Lessons learned are to be collected by WBS. Key inputs for lessons learned are to come from the WBS Applicant in conjunction with The WBS Responsible Person and Project Manager.

They may be collected at any appropriate level WBS. A project level lesson learned may be attached at the project level WBS. A specific lesson learned for Design should be written for and collected at the Design WBS element. This allows for lessons learned to be associated with standard work types, their standard District work structure, and collected across all projects for any standard WBS element/work type.

Project Management Plan Closeout Performance Review Form

This form lists the steps for project closure and the items to be closed.

When the project is ready to be closed, the Project Management Plan Closeout Performance Review form is to be completed by the project team and presented at the project technical closure meeting to review the required technical closure items (TECO) and at the project final closure meeting to review the final closure items (CLSD).

Closure Review Meetings

Each project level technical and final closure team meeting is to include the Business Performance Management Office to attend and validate completion of the closure requirements.

The Project Management Plan Closeout Performance Review is scored, and the score becomes part of the project record.



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

CLOSEOUT

LESSONS LEARNED BY WBS

DATE: _____

WORKING PLAN ID: _____

TARGET PLAN ID: _____

WBS	WBS / activity Description where the issue occurred.	Issue description.	What was the root cause? (process, people, communication, dependencies)	How was the Issue Corrected? How may the issue be avoided in the future?	Estimated cost to be saved.	Estimated time to be saved.
WBS	Description					
Activity A	Description					
Step 1	Description					
Step 2	Description					
Step 3	Description					
Activity B	Description					
Step 1	Description					
Step 2	Description					
Activity C	Description					
Step 1	Description					
Step 2	Description					
Step 3	Description					



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

Project 100XXX TECO Review Date XX/XX/XX																					
CHECK	District Project Management Plan Closeout Performance Review The following TECO and CLSD steps must be completed in the order specified below.	SCORE	GRADE																		
		TOTAL TECO CLSD																			
TECO	<input type="checkbox"/> 1. Change Control. Ensure resolution of all change control requests (CN41/Get project version... to compare working plan with latest approved target plan; CN41/Project definition attachments to view change control requests (CCRs), Charter, and PMP; FMEDDW to view budget changes).																				
	<input type="checkbox"/> 2. Receipts. Receive all delivered goods and services (details in SAP 7800 manual). Verify with ME2J <ul style="list-style-type: none"> Use the MIGO SAP transaction to receive goods. If there is a remaining quantity in the PO line that is not going to be received, set the Delivery Complete Indicator so the unused funds are disencumbered and made available in FM. If the PO line was created in a previous FY, the unused funds are made available in the FY in which they were created and cannot be used in the current FY. Use the ML81N SAP transaction to receive services. If there is a remaining amount in the PO line that is not going to be received, click on Set Final Entry so the unused funds are disencumbered and made available in FM. If the PO was created in a previous FY, the unused funds are made available in the FY in which they were created and cannot be used in the current FY. 																				
	<input type="checkbox"/> 3. Dis-encumbrance. Complete Dis-encumbrance, Contract Closeout, and Contractor Evaluation forms and forward to Procurement as applicable. Y_RD1_07000001 - Available Budget to verify																				
	<input type="checkbox"/> 4. Close P.O. Lines. Notify the Purchasing Agent or Contract Specialist to "close" the Service PO line. By "close", we mean that any balance in a Service PO line is reduced to match the received amount, the Final Invoice field is checked (even when a final invoice has not been received or paid) and the PR line is flagged Closed if it was not already closed. This closes a PR line. Procurement sends the dis-encumbrance forms to the Budget office. <ul style="list-style-type: none"> To verify that a Goods PO line is closed, execute transaction ME2J and double-click the line. A Goods PO line is considered "closed" when the Deliv Compl. indicator is checked (Delivery tab) <u>or</u> the Tr./Ev. Goods receipt amount (Purchase Order History tab) matches the PO line PO Quantity x Net Price amount <u>and</u> the Tr./Ev. Invoice receipt (Purchase Order History tab) amount matches the PO Line PO Quantity x Net Price amount <u>or</u> the Final Invoice indicator is checked (Invoice tab). To verify that a Service PO line is closed, execute transaction ME2J and double-click the line. A Service PO line is considered "closed" when the Final Entry indicator (Fin. Entry) is displaying (in the Purchase Order History tab, click on the Material Document in the row that says SEnt) <u>or</u> the Tr./Ev. Service Entry amount (Purchase Order History tab) matches the PO line PO Quantity x Net Price amount <u>and</u> the Tr./Ev. Invoice amount (Purchase Order History tab) matches to PO line PO Quantity x Net Price amount <u>or</u> the Final Invoice indicator is checked (Invoice tab). 																				
	<input type="checkbox"/> 5. Stop Time Charges. Communicate that no further time is to be charged to the internal activities or activity elements.																				
	<input type="checkbox"/> 6. Correct Posting Errors. a. Run audit reports (Y_RD1_07000001, CN41, CJI3, CN48N) to determine if incorrect postings (time or costs) exist or expected postings are missing. <ul style="list-style-type: none"> Correct errors (time corrections can be done by employees back to 2 pay periods; for corrections older than 2 pay periods, the payroll administrator gets involved; JEs/JVs are performed by Finance and Accounting respectively). Re-run audit reports (Y_RD1_07000001, CN41, CJI3, CN48N) to verify that errors have been corrected. 																				
	<input type="checkbox"/> 7. Create final confirmations (CNF) for all activities and activity elements (PPB). Verify using PPB.																				
	<input type="checkbox"/> 8. Update Physical % complete field to 100% in all activities and activity elements with the exception of milestones (PPB). Verify using PPB.																				
	<input type="checkbox"/> 9. Reschedule the project in the PPB (use Strict Bottom-Up scheduling option). The Basic dates of the Project Definition and WBS Elements should be a roll up of all subordinate objects. Verify using PPB.																				
	<input type="checkbox"/> 10. Validate actual dates in Project Planning Board (PPB) and save project.																				
	<input type="checkbox"/> 11. Execute the ZPS_WBS_PERCENT SAP transaction to roll up the Physical % Complete. Verify in PPB.																				
	<input type="checkbox"/> 12. TECO the WBS Element/Project. TECO status does not allow scheduling or further changes in a PO line, but will allow for receiving of goods, services or invoice processing including payments. Verify using PPB.																				
Project 100XXX CLSD Review Date XX/XX/XXXX																					
CHECK	District Project Management Plan Closeout Performance Review	SCORE	GRADE																		
		TOTAL CLSD																			
CLSD	<input type="checkbox"/> 13. Hold the Pre-Close Meeting in conjunction with the Finance Manager to ensure all parties are in agreement that the WBS Element/Project is ready to be closed out. The following parties are invited to the meeting: <ul style="list-style-type: none"> Business Performance Management Division Business Services Director Field Station Supervisor (capital projects only) Division Director of Field Operations (capital projects only) PM Supervisor Project Manager WBS Element's PM WBS Element's PM Supervisor. Finance Manager Accounts Payable Professional Accountant Asset Accountant Purchasing Agent/Contract specialist Project Controls & or SME 																				
	Project Management Plan Document Closure. Close the PMP updating the complete document with the final plan (original plan including all approved changes)																				
	<input type="checkbox"/> 14. PMP Approvals																				
	<input type="checkbox"/> 15. PMP Executive Summary																				
	<input type="checkbox"/> 16. PMP Team																				
	<input type="checkbox"/> 17. PMP WBS																				
	<input type="checkbox"/> 18. PMP OBS																				
	<input type="checkbox"/> 19. PMP Work Definition																				
	<input type="checkbox"/> 20. PMP Schedule																				
	<input type="checkbox"/> 21. PMP Resources																				
	<input type="checkbox"/> 22. PMP Planned Value																				
	<input type="checkbox"/> 23. PMP Quality																				
	<input type="checkbox"/> 24. PMP Risk																				
	<input type="checkbox"/> 25. PMP Communication																				
	<input type="checkbox"/> 26. PMP Acceptance																				
	<input type="checkbox"/> 27. PMP Closeout																				
	<input type="checkbox"/> 28. PMP Monitor/Control																				
	<input type="checkbox"/> 29. PMP Reports																				
	<input type="checkbox"/> 30. Ensure Finance Manager transfer unused funds outside of the project. Validate this via: FMEDDW, Y_RD1_07000001, or ZZPU_C02_Q009 - BW Budget vs. Actual vs. Planned.																				
	<input type="checkbox"/> 31. Ensure Accounts Payable close invoices and check the Final Invoice indicator.																				
	<input type="checkbox"/> 32. Ensure Asset Accountant perform final settlements and notifies Project Manager, PM Supervisor, Finance Manager, and Asset Manager when final settlements are completed.																				
	<input type="checkbox"/> 33. Ensure Asset Manager has tagged assets and put them into service.																				
	<input type="checkbox"/> 34. Hold Closeout Meeting. Pre-close meeting parties are invited to this meeting. Validate that all previous steps have been complete and are accurate. *If project is being closed, review and sign off final PMP.																				
	<input type="checkbox"/> 35. Attach updated PMP and any other documents to project definition level in SAP PS.																				
	<input type="checkbox"/> 36. Notify Finance Manager to close WBS Element/Project.																				
	<input type="checkbox"/> 37. Finance Manager sets the WBS Element/Project to System Status = CLSD.																				
	<input type="checkbox"/> 38. Archive project files according to the resource area and District Clerk's Office procedures.																				
		<table border="1"> <thead> <tr> <th>Score</th> <th>Grade</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Greater than 87</td> <td>A</td> <td>Green</td> </tr> <tr> <td>From 76 to 87</td> <td>B</td> <td>Green</td> </tr> <tr> <td>From 64 to 75</td> <td>C</td> <td>Yellow</td> </tr> <tr> <td>From 52 to 63</td> <td>D</td> <td>Red</td> </tr> <tr> <td>Less than 52</td> <td>F</td> <td>Red</td> </tr> </tbody> </table>	Score	Grade	Code	Greater than 87	A	Green	From 76 to 87	B	Green	From 64 to 75	C	Yellow	From 52 to 63	D	Red	Less than 52	F	Red	
	Score	Grade	Code																		
	Greater than 87	A	Green																		
	From 76 to 87	B	Green																		
	From 64 to 75	C	Yellow																		
	From 52 to 63	D	Red																		
	Less than 52	F	Red																		



MONITOR/CONTROL

MONITORING AND CONTROLLING PLAN

OVERVIEW

The purpose of this section of the PMP is to document the Monitoring & Controlling plan for the project. Monitoring & Controlling is the tool for understanding project performance by comparing actual performance to the Project Management Plan, identifying deviations to the PMP, documenting issues driving deviation, and resolving these issues through issues management, and change control when possible.

Issues Categories:

Issues driving deviation will fall into the broad categories of being resolvable within the existing PMP, requiring a change to the PMP, or unresolvable, resulting in deviation to the PMP. It is very important to understand that changes to the target PMP elements which the project is measured against is not allowed for lack of performance that is not driven by a change in the PMP requirements (IE: change in scope, schedule, quality, etc.)

Issue Identification and Disposition:

Issues are identified and documented by any project team member or stakeholder and an issue form describing the issue is given to the project manager for resolution.

WBS element owners have specific responsibility for identifying and assisting the project manager in the resolution of issues. Each WBS element owner (SAP Project System Applicant) is responsible to the project manager (SAP Project System Responsible Person) for actively developing, executing, monitoring/controlling and closing out their assigned WBS elements. Each WBS owner is responsible for providing the project manager with potential methods for resolving issues associated with their WBS elements. The WBS owner (Applicant) works with the WBS element manager (Responsible Person) to propose a resolution for the identified issues to the project manager.

The project manager works with the owner of the WBS element that the issue is associated with and other appropriate team members & stakeholders to determine the disposition of the issue. If the issue is real, it is then determined if the issue is resolvable within the current PMP, is a change to the PMP requiring change control, or is simply a performance deviation for which change is not allowed.

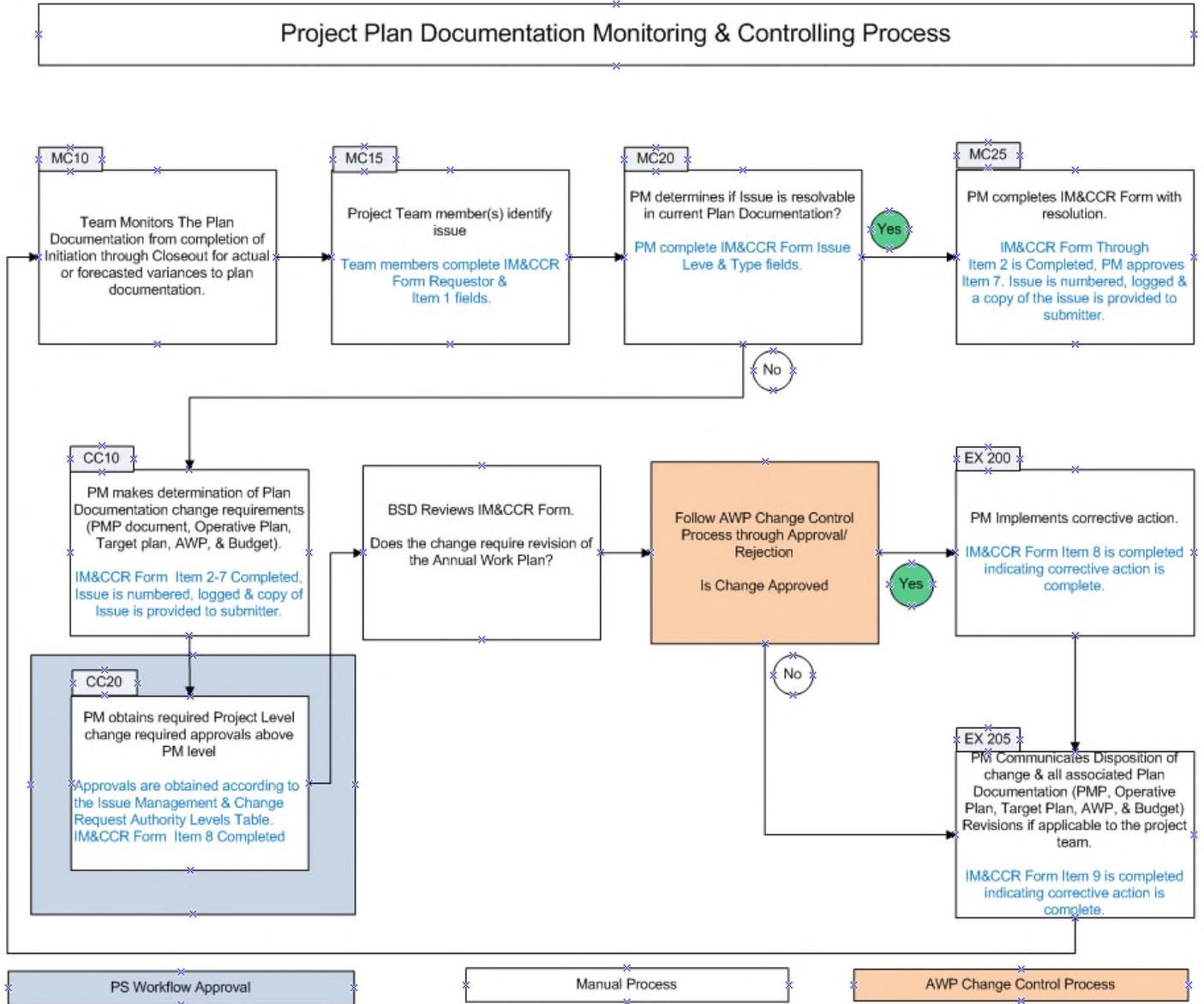
Resolution Authority Levels:

Different levels of authorization are required to authorize implementation of issue resolution recommendations.



DETAILED PROCESS

Issue Identification and Resolution Process Map





Monitor & Controlling Process Map Descriptions

The following descriptions are provided to help clarify the process steps outlined in the process map shown above. **Plan Documentation** refers to all documents defining any portion of the project plan. This includes but is not limited to the **PMP, SAP Operative Plan, SAP Target Plan, Annual Work Plan, & Budget.**

MC10 - Monitoring

This step includes monitoring for any issues driving deviation from the Plan Documentation. All project team members continuously monitor the project for actual, or forecasted deviations to the plan. The team monitors The PMP from completion of Initiation through Closeout

MC15 – Project Team Members Identify Issue

An Issue may be any deviation or forecasted deviation to the plan. Issues are identified in this step and the Issue is documented in the IM&CCR form. Team members complete IM&CCR Form **PS ID, Submitted By, Date, & Item 1 fields.** The form is turned into the PM

MC20 –PM Determines if the Issue is Resolvable in the Current Plan Documentation

PM receives the IM&CCR form from requestor. Issue is numbered, logged & copy of Issue is provided to submitter. This is the requestor's proof of issue submission which allows the submitter to follow up on the issue referring to the issue number, and obtain status of its resolution.

The PM determines if the issue may be resolved without changing the plan documentation or if a change to the plan will be required to resolve the issue. The PM completes the **Issue Level & Issue Type fields.**

MC25 –PM Completes IM&CCR Form with Resolution

If the issue is resolvable in the current plan the PM Completes IM&CCR Form **Item 2 field** is Completed, PM approves & completes **Item 7 fields.** Issue is numbered, logged & a copy of the issue is provided to submitter.

CC10-PM Determines Plan Documentation Change Requirements

If the issue is not resolvable in the current plan the PM determines Plan Documentation change requirements to the PMP document, Operative Plan, Target plan, AWP, & Budget.

PM completes IM&CCR Form Item 2-7. Issues resolution will typically require preventative or corrective action and fall into one of the four major categories A, B, C, or D shown in Table 2. Issues that are type D must be broken down by type on the IM&CCR form. If it is indicated that the AWP requires revision the IM&CCR form is attached to AWP change request form for backup information and submitted to AWP change control process.

CC20 – PM Obtains Required Approvals Above PM Level of Authority

Changes that exceed the authority level of the PM are forwarded for additional approval according to the Change Minimum Required Approval Levels Issue Management & Change Request Authority Levels Table which follows in this section. *These Approvals are in SAP PS Workflow.* Item 8 is completed.

EX 200 - PM Implements Corrective Action

The PM simply implements the corrective action. IM&CCR Form Item 9 is completed indicating corrective action is complete.



Project or Process Complete

When the work is complete and the financials are closed to changes for the fiscal year no further monitoring is required & no further changes will take place to the plan(s). Monitoring/Controlling, Issue Management and Change Control are complete for the work.



Thresholds

The District does not have thresholds below which issues or associated project changes are not required to be documented. The reason for this is when you set a minimum threshold level and have an issue that occurs just below that level the issue is undocumented and lost as if it never occurred. If you have another issue just below the threshold level and as such is also not documented you now have two issues which when combined are well over the threshold level that may significantly impact project performance. Both issues would be lost and even if the issues were ones that could have been approved to provide more time, funds, or other changes to the PMP, there is no documentation of occurrence or basis for making adjustments.

Document all issues and their associated impacts to the PMP. If issues are small and do not impact performance beyond what you are willing to accept responsibility for you may choose not to immediately resolve the issue. You may collect small issues that have minimal project impacts and implement a single change to the PMP for the collected issues. All issues on hand should be resolved for each reporting cycle to produce up to accurate project performance reports.

The District Project Management Plan elements to monitor performance against and potential indicators of performance are shown below.

Project Management Plan Elements to be Monitored

All Project Management Plan Elements (listed below) are monitored to determine if any deviation from plan is occurring. Where deviations are identified, an Issue Management Form must be completed. The Form describes the issue, impact to the plan, potential resolution including change control if required, and authorized signatures.

Approvals	Plan Value
Executive Summary	Quality
Team	Risk
WBS	Communication
OBS	Acceptance
Work Definition	Closeout
Schedule	Monitor & Control
Resources	Reports



Potential Indicators of Performance Deviation

The items that should be monitored and may provide indication that performance may be different from planned include but are not limited to the following:

- Performance reports from project execution
 - Schedule
 - Costs
 - Funding
 - Resources
- Rejected change requests
- Management directives
- Hurricanes (force majeure)
- Engineering
 - Revised drawings
 - Revised Specifications
- New customer requirements / specifications
- Revised schedule logic
- Revised milestone or interface points
- District budget/funding revisions
- Quality requirements, performance
- Risk requirements, performance
- Communication requirements, performance



Issue Type Definitions

Issue Types are shown below. For examples to assist with determination of issue type refer to the Districts Methodology manual.

<p>Issue Type A. The issue is resolvable within the current plan. The project plan will not need to be modified. The project will regain performance as planned even though initial performance is not to plan.</p>
<p>Issue Type B. The issue is not resolvable within the current plan. The issue is a change to the plan and is not an issue due to lack of performing to the plan.</p>
<p>Issue Type C. The issue is a performance issue. The plan is still correct except that the project is not performing to the cost plan.</p>
<p>Issue Type D. The issue is a combination of two or more issue types (A, B, & C) The issue requires multiple resolution solutions.</p>

Change Approval Level Signature Requirements

Change Approval Level	Description	Project Manager	Project Manager Supervisor	Division Manager	Department Manager	Resource Area Manager	AWP Review Board	Stakeholders
1	All Project Level PMP or Process changes	X	X					
2	All Project or Process changes impacting Division commitments.	X	X	X				
3	All Project or Process changes impacting Department commitments.	X	X	X	X			
4	All Project or Process changes impacting Resource Area commitments.	X	X	X	X	X		
5	All Project or Process changes impacting AWP commitments.	X	X	X	X	X	X	
6	All changes where other stakeholders are impacted.							X



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- 1** All project or process change requests including:
 - Moves of budget within the project or processes total budget.
 - Moves of individual activities within the project schedule.
- 2** All Project or Process changes that impact Division commitments but do not impact AWP budget or schedule commitments for the Project or Process. Examples:
 - One project or process in the Division impacts another project or process in the Division but does not impact AWP commitments.
- 3** All Project or Process changes that impact Department commitments but do not impact AWP budget or schedule commitments for the Project or Process. Examples:
 - One project or process in the Department impacts another project or process in the Department but does not impact AWP commitments.
- 4** All Project or Process changes that impact Resource Area commitments but do not impact AWP budget or schedule commitments for the Project or Process. Examples:
 - One project or process in the Resource Area impacts another project or process in the Resource Area but does not impact AWP commitments.
- 5** All changes impacting an AWP project and or process to be performed including:
 - AWP Results indicators, AWP scheduled quarter results, AWP Budget

AWP changes must meet one, or more, of the six criteria approved by the DPM Steering Committee as follows:

1. Significant new initiative
 2. Necessary resources redirected by Executive Office
 3. Governing Board Direction
 4. In the best interest of the District (state why it is)
 5. Project deferred by a partner or third party
 6. Weather
 7. Significant financial savings
- 6** All changes where other stakeholders are impacted. Examples might include.
 - Project Y requests a change that impacts project X. Project X should approve the change.
 - Resource Area A is receiving a product to operate that is being built for them by Resource Area B. Resource Area A should approve all changes impacting their requirements.
 - 7** All changes to a budget surplus which does not affect the annual work plan do not require the change to be brought to or approved by the DPM Steering Committee.



Change Control Annual Calendar

Change requests may be submitted and resolved throughout the projects life. For Annual Work Plan level changes the business follows the following calendar where changes may be submitted.

Description	January	February	March	April	May	June	July	August	September	October	November	December
Annual Work Plan changes to be considered for mid fiscal year.		X	X	X								
Special case reviews for changes.	X	X	X	X	X	X	X	X	X	X	X	X

Issue Management Log and Form

All issues are documented on the issue management form. The forms are turned into the project manager for resolution. The project manager logs the issue and places the issue log id on the issue form. A copy is then given to the person who turned in the issue. The issue form and log are updated as the issues move through the required approvals and implementation process. The log and form become a part of the project records imbedded in the PMP document. Other documents such as drawings, pictures, specifications, correspondence, what if schedules ect. Associated with issues should be stored with the projects other documentation and be clearly identified as to which issue each document supports.



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

MONITORING & CONTROLLING - ISSUE & CHANGE MANAGEMENT LOG

Resource Area _____
 Project Name _____

Project ID _____

Issue Type A. The issue is resolvable within the current plan. The project plan will not need to be modified. The project will regain performance as planned even though initial performance is not to plan.

Issue Type B. The issue is not resolvable within the current plan. The issue is a change to the plan and is not an issue due to lack of performing to the plan.

Issue Type C. The issue is a performance issue. The plan is still correct except that the project is not performing to the cost plan.

Issue Type D. The issue is a combination of two or more issue types (A, B, & C). The issue requires multiple resolution solutions.

<i>Issue Management</i>							<i>Change Management</i>										
Issue Number	Submitted By	Submitted Date	Summary Description of Issue	Issue Type(S) A,B,C,D	Issue Status (Open, Closed)	Issue Date Closed	Change Control Request # if Applicable	Change Control Status (Open, Closed)	Change Control Date Closed	Working Plan Budget Change	Working Plan Schedule Change	Working Plan Other Changes	Target Plan Budget Change	Target Plan Schedule Change	Target Plan Other Changes	AWP Plan Cost Change	AWP Plan Cost Change
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PMP Issue Management & Change Control Request Form

PS ID: 100567	Issue Level (Project or AWP) P	Issue #: 1	Issue Type: (A, B, or C): A	Submitted By: Mary Doe	Date: 7/01/2010
---------------	--------------------------------	------------	-----------------------------	------------------------	-----------------

Issue Type Legend: Type A the issue is resolvable within current PMP and no change to plan is needed. Type B The Issue is a requirements change to the PMP or realized PMP Risk. The issue is not a performance issue. Type C The issue is a performance issue (only budget change allowed).

1. Issue Description (Completed by Anyone) Description, possible solution(s) & reasons for any desired changes. Attach additional details, estimates, drawings, PS Simulation data, or other information supporting the need for the requested changes

The construction contractor started on time but is currently 3 days behind schedule.

2. Disposition (Completed by PM)

The project manager analyzed the project schedule and confirmed with the contractor that the time could be made up with no impacts IE: to other activities, AWP deliverables, cost, or other stakeholders. Construction is expected to finish on time.

Sections 3, 4, 5, & 6 of this form are not required

3. PMP Changes (Completed by Project Control): Which version and elements of the PMP will need to be revised?. Only applicable for B issues or budget change on C issues. N/A for Type A issues. Insert supporting details at back of form electronically or reference supporting documents and their storage location if unable to attach a copy.

Project Management Plan Document (PMP) that requires revision _____ Version _____

4. Identify other Project Plan documents that are being requested to be adjusted by this request. (Completed by Project Control):

SAP PS Target Plan: _____ Version _____

Other Items or documents _____

5. Summarize Type B & C components of the requested change as appropriate.. A Issues do not require this section to be completed

Type	<u>Operative Plan</u> Budget (fund) Change	<u>Operative Plan</u> Schedule Change	<u>Operative Plan</u> Other Changes	<u>Target Plan</u> PMP/SAP PS/Plan Cost Change	<u>Target Plan</u> PMP/SAP PS Schedule Change	<u>Target Plan</u> Other PMP/SAP PS/ Changes	<u>Annual Work Plan</u> Changes (Scope, Budget, Schedule, Milestones)
B	Change Amount (\$'s)	Change in Critical Path (days)	Non schedule or budget changes	Change Amount (\$'s)	Change in Critical Path (days)	Non schedule or budget changes	Complete AWP change request form
C	Change Amount (\$'s)	Change in Critical Path (days)	Non schedule or budget changes	Change Amount (\$'s)	Change in Critical Path (days)	Non schedule or budget changes	Complete AWP change request form

6. For Type B Issues identify the Target documentation below which will reflect the changes once they are approved. (Completed by Project Control):

Project Management Plan _____ Version _____

SAP PS Target Baseline: Project Name _____ Version _____

Other Items or documents _____

7. Required Approvals: :Project Manager Approval

John Doe _____ Date 07/02/2010

Resource Area Business Services Director

Jane Doe _____ Date. 7/3/2010

8. Resource Area Project Control Implementation date (after all approvals are complete) N/A _____ Date _____

Note: Project Control in conjunction with the WBS element PM and Overall Project PM certifies that the issue has been resolved in compliance with the Districts Project Control manual. Note closure date on the Monitoring & Controlling Issue & Change Log is when item 7 above is complete

9. Other Required Approvals (if desired)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX _____ Date _____



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

ANNUAL WORK PLAN CHANGE CONTROL FORM

Refer to the Budget Office for the current Annual Work Plan Change Control Form.

REPORTS

RESOURCE AREA PROJECT PERFORMANCE REPORT REVIEW & APPROVALS

This section of the PMP contains the standard District Reports, Frequency of Reporting, Responsibility for Construction, & Project /Resource Area Review Requirements.

PERFORMANCE REPORTING FREQUENCY

Reports described in this section are to be updated MONTHLY. Reports may be updated more frequently for short cycle projects but monthly is the business minimum requirement. Reports are required to be run to include all data through month. If you are reporting weekly ensure that the last weeks report for each month includes data through the end of the month.

WHAT PROJECTS ARE REQUIRED TO REPORT

*All projects independent of status (Green, Yellow, or Red)  are to be reviewed at least once a month by Resource Area Management. The **Resource Area Project Review And Action Plan Report** is to be utilized for the review. Review of the project is indicated by dating column C. An action plan must also be completed for projects in the red  or yellow  status zone. Status is determined by overall performance as indicated by the projects One Page Performance Report*

WHEN DO PROJECTS BEGIN REPORTING

Reporting does not wait until execution. A change in expected cost, risk, schedule, quality, scope or requirements may occur before the project actually begins execution. As such projects are to begin reporting according to the reporting cycle once the project plan is approved.

REQUIRED PERIODIC PROJECT PERFORMANCE REPORTS

A project performing well is not exempt from review. All projects are to be periodically reviewed by Resource Area Management whether the performance is positive or negative according to the plan.

- *Report 1 is to be completed by Resource Area Management*
 - *Reports 2,3&4 are to be approved by Resource Area Management after review with the Project Manager*
 - *Reports 2,3,&4 are completed by the Project Manager after review and approval by the project team.*
1. *Resource Area Project Performance & Action Plan*
 2. *One Page Project Performance Report*
 3. *WBS Tabular Cost & Schedule Report (Through Activity Level)*
 4. *Schedule Gantt Chart (By WBS through Activity Level)*

HOW TO PRODUCE AND UPDATE REPORTS IN THIS SECTION

The procedures for running the reports are included in the Reporting section of the Project Control Manual. Note: The template for Report 2 is embedded in this document as an Excel file and the instructions for updating it are also included in the Report section of the Project Control Manual.

All reports are to be updated within this document by replacing the sample reports on the following pages with the updated reports for your specific project.

RESOURCE AREA PROJECT REVIEW AND ACTION PLAN REPORT

(Monthly Report to Executive Office)

REQUIREMENTS FOR COMPLETION OF THE RESOURCE AREA ACTION PLAN REPORT AND REPORTING TO THE EXECUTIVE OFFICE

All projects independent of status (Green, Yellow, or Red). are to be reviewed at least once a month by Resource Area Management.

The form below is to be utilized for the review. This form is to be maintained as a complete list for all Resource Area projects outside of this document and the reviews for this project are to be maintained below in this PMP. The Resource Area review list for all Resource Area projects is to be submitted monthly to the executive office.

PROJECT MANAGER RESPONSIBILITY

- *Completes column A by entering the Report data that the data was ran from SAP PS.*
- *Completes column B by entering the Overall Project Status from the One Page Project Report.*

RESOURCE AREA MANAGEMENT RESPONSIBILITY

- *Indicates review of the project report by dating column C of the form below with the Review date (required for all Projects)*
- *Complete Column D,E, & F for all projects with the status of red  or yellow  status zone (status is determined by the “overall project performance” as indicated on the following One Page Project Report.*
- *Updates the Result Obtained Date at each resource area project review meeting as needed.*

PROJECT PERFORMANCE REPORT

SOUTH FLORIDA WATER MANAGEMENT DISTRICT																					
100050 - STA 5 REHABILITATION - PROJECT PERFORMANCE SUMMARY REPORT																					
Department	Identification and Development		Report As of	12/31/2009																	
Resource Area	O&M		PM Supervisor	Richard Chaplin																	
Planned Start	10/1/2008		Project Manager	Richard Chaplin																	
Planned Finish	9/30/2009		Status	CLSD/GOOD																	
Project Description																					
The District is embarking on a (90) ninety day project titled "The STA -5 Cell 1A Rehabilitation Project" that entails partially filling in the lower elevation slough area that runs through the southern section of Cell 1A. Soil to fill in the slough will be removed from the non-effective treatment area of Cell 1A.																					
Performance	96.0%	Dev = 4%	EVM	Forecasted Variance at Completion																	
Cost	88.1%	Dev = 11.9%	CPI = 1.13	Cost Variance	\$0																
Schedule	100.0%	Dev = 0%	SPI = 1	Schedule Variance	0 days																
Methodology	100.0%	Dev = 0%																			
Annual Work Plan Milestones																					
Milestone		Planned Date		Actual Date																	
Engineering Design Completed		1/29/2009		1/20/2009																	
COSTS			SCHEDULE																		
			2009			2010															
			4	1	2	3	4	1	2												
			Oc	No	De	Ja	Fe	Ma	Ap	Ma	Ju	Jul	Au	Se	Oc	No	De	Ja	Fe	Ma	A
			CW 38	CW 47	CW 04	CW 13	CW 22	CW 31	CW 40	CW 49	CW 05										
			STA 5 Rehabilitation																		
			STA 5 Rehabilitation																		
			Planning																		
			Engineering Design																		
			Construction																		
Project Financials			TOTAL		FY		Explanation of Costs and Schedule Variance														
Total	Physical % Complete	100%				Reasons															
	Earned Value (EV)	\$1,705,911																			
	PV At Completion (PVAC)	\$1,705,911		\$30,580																	
	Budget	\$2,113,201		\$0																	
	Forecast At Complet. (FAC)	\$1,705,911																			
To Date	PVAC - FAC	\$0				Actions															
	Planned Value (PV)	\$1,705,911		\$30,580																	
	Actual Costs (AC)	\$1,503,200		\$0																	
	Variance = PV - AC	\$202,711		\$30,580																	
PMP Planned Value, Budget, and Schedule Change Management							Operative Plan														
	Original PMP	Approved Changes		Current PMP																	
PVAC	\$1,804,931	-\$99,020		\$1,705,911																	
Budget	\$1,750,000			\$2,113,201																	
Duration	251 days	0 days		251 days		251 days															
Assistance Required, Concerns, Risks																					
Report Sign-off																					
Business Services Director						Project Manager															
Cost & Schedule Deviation from Plan																					
<= ± 20%						> ± 20 % & <= ± 40%															
> ± 40%																					



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

WBS TABULAR COST & SCHEDULE REPORT (THROUGH ACTIVITY)

Project object	Project object	Project cost sch 000	Actual costs	Start (B)	Finish (B)	Actl.Start	Finish (A)	Work
- 2010 SFER Production	100213	361,534.33 USD	309,020.68 USD	03/02/2009	04/06/2010	03/02/2009	03/09/2010	3,328.0 HR
- 2010 SFER Production	100213	361,534.33 USD	309,020.68 USD	03/02/2009	04/06/2010	03/02/2009	03/09/2010	3,328.0 HR
- Initiation	100213-01	2,876.80 USD	2,655.20 USD	03/02/2009	03/31/2009	03/02/2009	03/23/2009	80.0 HR
-> Project Identification	100213-01-01	0.00 USD	0.00 USD					
-> Risk Assessment	100213-01-02	0.00 USD	0.00 USD					
-> Project Charter	100213-01-03	2,876.80 USD	2,655.20 USD	03/02/2009	03/31/2009	03/02/2009	03/23/2009	80.0 HR
-> Project Charter	4111862	2,876.80 USD	2,655.20 USD	03/02/2009	03/31/2009	03/02/2009	03/23/2009	80.0 HR
-> Create Project Charter	4111862 0010	2,876.80 USD	2,655.20 USD	03/03/2009	03/31/2009	03/02/2009	03/23/2009	80.0 HR
- Planning	100213-02	4,315.20 USD	3,982.81 USD	03/03/2009	06/30/2009	03/24/2009	06/26/2009	120.0 HR
-> PMP	100213-02-01	4,315.20 USD	3,982.81 USD	03/03/2009	06/30/2009	03/24/2009	06/26/2009	120.0 HR
-> PMP	4111864	4,315.20 USD	3,982.81 USD	03/03/2009	06/30/2009	03/24/2009	06/26/2009	120.0 HR
-> Create PMP	4111864 0010	4,315.20 USD	3,982.81 USD	03/03/2009	05/29/2009	03/24/2009	04/20/2009	120.0 HR
-> MS - Hold Project Kick-Off Meeting	4111864 0020	0.00 USD	0.00 USD		04/15/2009	04/15/2009	04/15/2009	0.0 HR
-> MS - Finalize SOW for Editing Con	4111864 0030	0.00 USD	0.00 USD		06/30/2009	06/26/2009	06/26/2009	0.0 HR
-> MS - Finalize SOW for Peer Review	4111864 0040	0.00 USD	0.00 USD		06/30/2009	06/26/2009	06/26/2009	0.0 HR
-> Prioritization	100213-02-02	0.00 USD	0.00 USD					
-> Preliminary Analysis	100213-02-03	0.00 USD	0.00 USD					
- Execution	100213-03	352,819.13 USD	301,984.39 USD	03/03/2009	04/06/2010	03/03/2009	03/01/2010	3,088.0 HR
-> Analysis	100213-03-01	0.00 USD	0.00 USD					
-> Design	100213-03-02	0.00 USD	0.00 USD					
-> Development	100213-03-03	352,819.13 USD	301,984.39 USD	03/03/2009	04/06/2010	03/03/2009	03/01/2010	3,088.0 HR
-> FY2009 Draft Volume I	100213-03-03-01	44,403.26 USD	34,999.19 USD	03/03/2009	10/07/2009	03/03/2009	10/07/2009	1,228.0 HR
-> FY2009 Draft Volume I	4111867	44,403.26 USD	34,999.19 USD	03/03/2009	10/07/2009	03/03/2009	10/07/2009	1,228.0 HR
-> Produce Draft Volume I (WQAD Sta	4111867 0010	34,810.31 USD	27,357.73 USD	03/03/2009	09/30/2009	03/03/2009	09/30/2009	1,020.0 HR
-> Internal Labor - S. Ollis	4111867 0010 0020	17,979.99 USD	21,689.70 USD			03/03/2009	09/30/2009	500.0 HR
-> Internal Labor - T. Stein	4111867 0010 0050	8,478.08 USD	1,729.80 USD			03/03/2009	09/30/2009	208.0 HR
-> Internal Labor - N. Yates	4111867 0010 0060	8,352.24 USD	3,938.23 USD			03/03/2009	09/30/2009	312.0 HR
-> MS - Web-Post Draft & Activate	4111867 0070	0.00 USD	0.00 USD		08/28/2009	08/28/2009	08/28/2009	0.0 HR
-> Produce Draft Volume I (ERA Sta	4111867 0090	9,592.95 USD	7,641.46 USD	03/03/2009	09/30/2009	03/03/2009	10/07/2009	208.0 HR
-> Internal Labor - G. Redfield	4111867 0090 0110	5,697.10 USD	6,279.52 USD			03/03/2009	09/30/2009	104.0 HR
-> Internal Labor - L. Davis	4111867 0090 0120	3,895.85 USD	697.76 USD			03/03/2009	09/30/2009	104.0 HR
-> MS - Start Peer Review Process	4111867 0140	0.00 USD	0.00 USD	08/31/2009		08/28/2009	08/28/2009	0.0 HR
-> FY2010 Final Volume I	100213-03-03-02	47,234.62 USD	17,352.27 USD	10/01/2009	03/01/2010	10/01/2009	03/01/2010	1,228.0 HR
-> FY2010 Final Volume I	4111868	47,234.62 USD	17,352.27 USD	10/01/2009	03/01/2010	10/01/2009	03/01/2010	1,228.0 HR
-> Produce Final Volume I (CSI Sta	4111868 0010	37,099.82 USD	13,021.68 USD	10/01/2009	03/01/2010	10/01/2009	03/01/2010	1,020.0 HR
-> Internal Labor - S. Ollis	4111868 0010 0020	19,040.01 USD	8,098.37 USD			10/01/2009	02/26/2010	500.0 HR
-> Internal Labor - T. Stein	4111868 0010 0050	8,993.91 USD	691.92 USD			10/01/2009	02/26/2010	208.0 HR
-> Internal Labor - N. Yates	4111868 0010 0060	9,065.90 USD	4,231.39 USD			10/01/2009	02/26/2010	312.0 HR
-> MS - Complete Peer Review Proce	4111868 0070	0.00 USD	0.00 USD		11/13/2009	11/12/2009	11/12/2009	0.0 HR
-> MS - Complete Final Vol. I Deli	4111868 0080	0.00 USD	0.00 USD		03/01/2010	02/23/2010	02/23/2010	0.0 HR
-> Produce Final Volume I (RS Staf	4111868 0090	6,010.15 USD	4,286.98 USD	10/01/2009	03/01/2010	10/01/2009	03/01/2010	104.0 HR
-> Internal Labor - G. Redfield	4111868 0090 0110	6,010.15 USD	4,286.98 USD			10/01/2009	02/26/2010	104.0 HR
-> Produce Final Volume I (PCF Sta	4111868 0140	4,124.65 USD	43.61 USD	10/01/2009	03/01/2010	10/01/2009	03/01/2010	104.0 HR
-> Internal Labor - L. Davis	4111868 0140 0150	4,124.65 USD	43.61 USD			10/01/2009	02/26/2010	104.0 HR



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

WBS TABULAR COST & SCHEDULE REPORT (THROUGH ACTIVITY LEVEL) – CONTINUED

Project object	Project object	Project cost sch 000	Actual costs	Start (B)	Finish (B)	Actl Start	Finish (A)	Work
FY2010 Final Volume II	100213-03-03-03	8,453.76 USD	4,314.70 USD	10/01/2009	03/01/2010	10/01/2009	02/23/2010	222.0 HR
- FY2010 Final Volume II	4111871	8,453.76 USD	4,314.70 USD	10/01/2009	03/01/2010	10/01/2009	02/23/2010	222.0 HR
- Produce Final Volume II - S. 01	4111871 0010	8,453.76 USD	4,314.70 USD	10/01/2009	03/01/2010	10/01/2009	02/23/2010	222.0 HR
- MS - Web-Post Draft Ch. 6A	4111871 0020	0.00 USD	0.00 USD		10/15/2009	10/15/2009	10/15/2009	0.0 HR
- MS - Receive GB Approval for Ch	4111871 0030	0.00 USD	0.00 USD		10/15/2009	10/15/2009	10/15/2009	0.0 HR
- MS - Receive GB Approval for Ch	4111871 0040	0.00 USD	0.00 USD		11/13/2009	12/10/2009	12/10/2009	0.0 HR
- MS - Receive GB Approval for Ch	4111871 0050	0.00 USD	0.00 USD		12/10/2009	12/10/2009	01/14/2010	0.0 HR
- MS - Complete Final Vol. II Del	4111871 0060	0.00 USD	0.00 USD		03/01/2010	02/23/2010	02/23/2010	0.0 HR
- MS - Receive GB Approval for Ch	4111871 0070	0.00 USD	0.00 USD	01/14/2010	01/14/2010	01/13/2010	01/13/2010	0.0 HR
- FY2010 Final Executive Summary	100213-03-03-04	12,566.40 USD	10,654.03 USD	10/01/2009	03/01/2010	10/01/2009	02/26/2010	330.0 HR
- FY2010 Final Executive Summary	4111872	12,566.40 USD	10,654.03 USD	10/01/2009	03/01/2010	10/01/2009	02/26/2010	330.0 HR
- Produce Final Ex-S - S. 011is	4111872 0010	12,566.40 USD	10,654.03 USD	10/01/2009	03/01/2010	10/01/2009	02/26/2010	330.0 HR
- MS - Finalize SOW for Graphic D	4111872 0020	0.00 USD	0.00 USD		10/16/2009	10/13/2009	10/13/2009	0.0 HR
- MS - Submit Final Ex-S to Print	4111872 0030	0.00 USD	0.00 USD		01/25/2010	01/25/2010	01/26/2010	0.0 HR
- MS - Complete Final Ex-S Delive	4111872 0040	0.00 USD	0.00 USD		03/01/2010	02/23/2010	02/23/2010	0.0 HR
- FY2009 & FY2010 Contracts	100213-03-03-05	240,161.09 USD	234,664.20 USD	06/01/2009	04/06/2010	06/26/2009	02/23/2010	80.0 HR
- GSA Technical Editing Services	4111875	174,240.00 USD	171,090.00 USD	07/20/2009	01/13/2010	07/20/2009	01/13/2010	
- FY2009 GSA Contract (Jul-Sep)	4111875 0070	74,800.00 USD	71,730.00 USD	07/20/2009	09/30/2009	07/20/2009	09/30/2009	
- FY2010 GSA Contract (Oct-Jan)	4111875 0080	99,360.00 USD	99,360.00 USD	10/01/2009	01/13/2010	10/01/2009	01/13/2010	
- Peer Review Services (FY2010)	5000149	2,557.00 USD	2,557.00 USD	10/26/2009	11/13/2009	10/26/2009	11/13/2009	
- FY2010 GB Presentation - Dr. Bu	5000149 0010	2,557.00 USD	2,557.00 USD	10/26/2009	11/13/2009	10/26/2009	11/13/2009	
- Ex-S Graphic Design Services	5000150	14,400.00 USD	12,375.00 USD	10/12/2009	02/12/2010	10/12/2009	02/12/2010	
- FY2010 Ex-S Graphic Design	5000150 0010	14,400.00 USD	12,375.00 USD	10/12/2009	02/12/2010	10/12/2009	02/12/2010	
- Ex-S Printing Services	5000151	16,287.00 USD	16,287.00 USD	01/25/2010	02/26/2010	01/25/2010	02/19/2010	
- FY2010 Ex-S Printing	5000151 0010	16,287.00 USD	16,287.00 USD	01/25/2010	02/26/2010	01/25/2010	02/19/2010	
- Peer Review Services (FY2009)	5000172	29,700.00 USD	29,700.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- FY2009 Peer Review - Dr. Armstr	5000172 0200	4,950.00 USD	4,950.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- FY2009 Peer Review - Dr. Burger	5000172 0210	4,950.00 USD	4,950.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- FY2009 Peer Review - Dr. Burkho	5000172 0220	4,950.00 USD	4,950.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- FY2009 Peer Review - Dr. Stein	5000172 0230	4,950.00 USD	4,950.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- FY2009 Peer Review - Dr. van Do	5000172 0240	4,950.00 USD	4,950.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- FY2009 Peer Review - Dr. Ward	5000172 0250	4,950.00 USD	4,950.00 USD	08/31/2009	10/23/2009	08/31/2009	10/23/2009	
- PM Contract Oversight	5000173	2,977.09 USD	2,655.20 USD	06/01/2009	04/06/2010	06/26/2009	02/23/2010	80.0 HR
- Execute Contracts - S. 011is	5000173 0010	2,977.09 USD	2,655.20 USD	06/01/2009	04/06/2010	06/26/2009	02/23/2010	80.0 HR
▶ Test	100213-03-04	0.00 USD	0.00 USD					
▶ Deploy	100213-03-05	0.00 USD	0.00 USD					
Engineering Design	100213-04	0.00 USD	0.00 USD					
▶ Basis of Design	100213-04-01	0.00 USD	0.00 USD					
▶ Preliminary Design	100213-04-02	0.00 USD	0.00 USD					
▶ Intermediate Design	100213-04-03	0.00 USD	0.00 USD					
▶ Final Design	100213-04-04	0.00 USD	0.00 USD					
Construction	100213-05	0.00 USD	0.00 USD					
▶ Contracts	100213-05-01	0.00 USD	0.00 USD					
▶ Commissioning	100213-05-02	0.00 USD	0.00 USD					
Closeout	100213-06	1,523.20 USD	398.28 USD	01/25/2010	03/31/2010	01/25/2010	03/09/2010	40.0 HR
▶ Customer Acceptance	100213-06-01	0.00 USD	0.00 USD					
▶ Procurement Activities	100213-06-02	0.00 USD	0.00 USD					
Documentation	100213-06-03	1,523.20 USD	398.28 USD	01/25/2010	03/31/2010	01/25/2010	03/09/2010	40.0 HR
- Documentation	4111873	1,523.20 USD	398.28 USD	01/25/2010	03/31/2010	01/25/2010	03/09/2010	40.0 HR
- Close Project - S. 011is	4111873 0010	1,523.20 USD	398.28 USD	01/25/2010	03/31/2010	01/25/2010	03/09/2010	40.0 HR



SOUTH FLORIDA WATER MANAGEMENT DISTRICT GANTT CHART (BY WBS THROUGH ACTIVITY LEVEL)

Project object	Project object	Start (Finish (Start (a	1 2 3 4 1													
					Feb	March	April	May	June	July	August	Septem	October	Novem	Decemb	January	Februs	M
					CA: 07	CA: 11	CA: 15	CA: 18	CA: 23	CA: 27	CA: 31	CA: 35	CA: 39	CA: 43	CA: 47	CA: 51	CA: 02	CA: 06
2010 SFER Production	100213	03/02/2	04/06/2	03/02/2	[Gantt bar for 100213]													
2010 SFER Production	100213	03/02/20	04/06/20	03/02/20	[Gantt bar for 100213]													
Initiation	100213-01	03/02/20	03/31/20	03/02/20	[Gantt bar for 100213-01]													
Project Identification	100213-01-01				[Gantt bar for 100213-01-01]													
Risk Assessment	100213-01-02				[Gantt bar for 100213-01-02]													
Project Charter	100213-01-03	03/02/20	03/31/20	03/02/20	[Gantt bar for 100213-01-03]													
Project Charter	4111862	03/02/20	03/31/20	03/02/20	[Gantt bar for 4111862]													
Create Project Charter	4111862 0010	03/03/20	03/31/20	03/02/20	[Gantt bar for 4111862 0010]													
Planning	100213-02	03/03/20	06/30/20	03/24/20	[Gantt bar for 100213-02]													
PMP	100213-02-01	03/03/20	06/30/20	03/24/20	[Gantt bar for 100213-02-01]													
PMP	4111864	03/03/20	06/30/20	03/24/20	[Gantt bar for 4111864]													
Create PMP	4111864 0010	03/03/20	05/29/20	03/24/20	[Gantt bar for 4111864 0010]													
MS - Hold Project Kick-Off Meeting	4111864 0020		04/15/20	04/15/20	[Gantt bar for 4111864 0020]													
MS - Finalize SOW for Editing Contract	4111864 0030		06/30/20	06/26/20	[Gantt bar for 4111864 0030]													
MS - Finalize SOW for Peer Review Pa	4111864 0040		06/30/20	06/26/20	[Gantt bar for 4111864 0040]													
Prioritization	100213-02-02				[Gantt bar for 100213-02-02]													
Preliminary Analysis	100213-02-03				[Gantt bar for 100213-02-03]													
Execution	100213-03	03/03/20	04/06/20	03/03/20	[Gantt bar for 100213-03]													
Analysis	100213-03-01				[Gantt bar for 100213-03-01]													
Design	100213-03-02				[Gantt bar for 100213-03-02]													
Development	100213-03-03	03/03/20	04/06/20	03/03/20	[Gantt bar for 100213-03-03]													
FY2009 Draft Volume I	100213-03-03-01	03/03/20	10/07/20	03/03/20	[Gantt bar for 100213-03-03-01]													
FY2009 Draft Volume I	4111867	03/03/20	10/07/20	03/03/20	[Gantt bar for 4111867]													
Produce Draft Volume I (WQAD Staff)	4111867 0010	03/03/20	09/30/20	03/03/20	[Gantt bar for 4111867 0010]													
Internal Labor - S. Ollis	4111867 0010 0020			03/03/200	[Gantt bar for 4111867 0010 0020]													
Internal Labor - T. Stein	4111867 0010 0050			03/03/200	[Gantt bar for 4111867 0010 0050]													
Internal Labor - N. Yates	4111867 0010 0060			03/03/200	[Gantt bar for 4111867 0010 0060]													
MS - Web-Post Draft & Activate WebBo	4111867 0070		08/28/20	08/28/20	[Gantt bar for 4111867 0070]													
Produce Draft Volume I (ERA Staff)	4111867 0090	03/03/20	09/30/20	03/03/20	[Gantt bar for 4111867 0090]													
Internal Labor - G. Redfield	4111867 0090 0110			03/03/200	[Gantt bar for 4111867 0090 0110]													
Internal Labor - L. Davis	4111867 0090 0120			03/03/200	[Gantt bar for 4111867 0090 0120]													
MS - Start Peer Review Process	4111867 0140	08/31/20		08/28/20	[Gantt bar for 4111867 0140]													
FY2010 Final Volume I	100213-03-03-02	10/01/20	03/01/20	10/01/20	[Gantt bar for 100213-03-03-02]													
FY2010 Final Volume I	4111868	10/01/20	03/01/20	10/01/20	[Gantt bar for 4111868]													
Produce Final Volume I (CSI Staff)	4111868 0010	10/01/20	03/01/20	10/01/20	[Gantt bar for 4111868 0010]													
Internal Labor - S. Ollis	4111868 0010 0020			10/01/200	[Gantt bar for 4111868 0010 0020]													
Internal Labor - T. Stein	4111868 0010 0050			10/01/200	[Gantt bar for 4111868 0010 0050]													
Internal Labor - N. Yates	4111868 0010 0060			10/01/200	[Gantt bar for 4111868 0010 0060]													
MS - Complete Peer Review Process	4111868 0070		11/13/20	11/12/20	[Gantt bar for 4111868 0070]													
MS - Complete Final Vol. I Deliverable	4111868 0080		03/01/20	02/23/20	[Gantt bar for 4111868 0080]													
Produce Final Volume I (RS Staff)	4111868 0090	10/01/20	03/01/20	10/01/20	[Gantt bar for 4111868 0090]													
Internal Labor - G. Redfield	4111868 0090 0110			10/01/200	[Gantt bar for 4111868 0090 0110]													



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

GANTT CHART (BY WBS THROUGH ACTIVITY LEVEL) – CONTINUED

WBS	Activity	WBS	Start	End	Start	End	Start	End	Start	End
	MS - Web-Post Draft Ch. 6A	4111871 0020		10/15/20	10/15/20				10/15/2009	
	MS - Receive GB Approval for Ch. 3	4111871 0030		10/15/20	10/15/20				10/15/2009	
	MS - Receive GB Approval for Ch. 5A	4111871 0040		11/13/20	12/10/20				12/10/2009	
	MS - Receive GB Approval for Ch. 6A	4111871 0050		12/10/20	12/10/20				12/10/2009	
	MS - Complete Final Vol. II Deliverable	4111871 0060		03/01/20	02/23/20				02/23/2010	
	MS - Receive GB Approval for Ch. 4 &	4111871 0070	01/14/20	01/14/20	01/13/20				01/13/2010	
	FY2010 Final Executive Summary	100213-03-03-04	10/01/20	03/01/20	10/01/20				10/01/2009	
	FY2010 Final Executive Summary	4111872	10/01/20	03/01/20	10/01/20				10/01/2009	
	Produce Final Ex-S - S. Ollis	4111872 0010	10/01/20	03/01/20	10/01/20				10/01/2009	
	MS - Finalize SOW for Graphic Design	4111872 0020		10/16/20	10/13/20				10/13/2009	
	MS - Submit Final Ex-S to Printer	4111872 0030		01/25/20	01/25/20				01/25/2010	
	MS - Complete Final Ex-S Deliverable	4111872 0040		03/01/20	02/23/20				02/23/2010	
	FY2009 & FY2010 Contracts	100213-03-03-05	06/01/20	04/06/20	06/26/20				06/26/2009	
	GSA Technical Editing Services	4111875	07/20/20	01/13/20	07/20/20				07/20/2009	
	FY2009 GSA Contract (Jul-Sep)	4111875 0070	07/20/20	09/30/20	07/20/20				07/20/2009	
	FY2010 GSA Contract (Oct-Jan)	4111875 0080	10/01/20	01/13/20	10/01/20				10/01/2009	
	Peer Review Services (FY2010)	5000149	10/26/20	11/13/20	10/26/20				10/26/2009	
	FY2010 GB Presentation - Dr. Burkhold	5000149 0010	10/26/20	11/13/20	10/26/20				10/26/2009	
	Ex-S Graphic Design Services	5000150	10/12/20	02/12/20	10/12/20				10/12/2009	
	FY2010 Ex-S Graphic Design	5000150 0010	10/12/20	02/12/20	10/12/20				10/12/2009	
	Ex-S Printing Services	5000151	01/25/20	02/26/20	01/25/20				01/25/2010	
	FY2010 Ex-S Printing	5000151 0010	01/25/20	02/26/20	01/25/20				01/25/2010	
	Peer Review Services (FY2009)	5000172	08/31/20	10/23/20	08/31/20				08/31/2009	
	FY2009 Peer Review - Dr. Armstrong	5000172 0200	08/31/20	10/23/20	08/31/20				08/31/2009	
	FY2009 Peer Review - Dr. Burger	5000172 0210	08/31/20	10/23/20	08/31/20				08/31/2009	
	FY2009 Peer Review - Dr. Burkholder	5000172 0220	08/31/20	10/23/20	08/31/20				08/31/2009	
	FY2009 Peer Review - Dr. Stein	5000172 0230	08/31/20	10/23/20	08/31/20				08/31/2009	
	FY2009 Peer Review - Dr. van Donk	5000172 0240	08/31/20	10/23/20	08/31/20				08/31/2009	
	FY2009 Peer Review - Dr. Ward	5000172 0250	08/31/20	10/23/20	08/31/20				08/31/2009	
	PM Contract Oversight	5000173	06/01/20	04/06/20	06/26/20				06/26/2009	
	Execute Contracts - S. Ollis	5000173 0010	06/01/20	04/06/20	06/26/20				06/26/2009	
	Test	100213-03-04								
	Deploy	100213-03-05								
	Engineering Design	100213-04								
	Basis of Design	100213-04-01								
	Preliminary Design	100213-04-02								
	Intermediate Design	100213-04-03								
	Final Design	100213-04-04								
	Construction	100213-05								
	Contracts	100213-05-01								
	Commissioning	100213-05-02								
	Closeout	100213-06	01/25/20	03/31/20	01/25/20				01/25/2010	
	Customer Acceptance	100213-06-01								
	Procurement Activities	100213-06-02								
	Documentation	100213-06-03	01/25/20	03/31/20	01/25/20				01/25/2010	
	Documentation	4111873	01/25/20	03/31/20	01/25/20				01/25/2010	
	Close Project - S. Ollis	4111873 0010	01/25/20	03/31/20	01/25/20				01/25/2010	
	Personnel Actions	100213-06-04								