DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

2 March 1999

CEMP-P (415)

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: PROMIS Implementation Guidance

1. We have completed development of PROMIS and I expect full implementation by the end of the 3rd Quarter. PROMIS is our system for the foreseeable future and we must use it to the fullest extent possible as a project delivery system. It is incumbent upon all project team members from the Commanders and Division Chiefs to the Project Managers and section chiefs to see that this is being done. The internal processes needed to support PROMIS are a precursor to those processes needed for the next generation system. The data must be loaded and maintained at a level that can be utilized for project delivery. Command Management Review data will be pulled by HQ as a byproduct of that information needed to deliver projects. We have made considerable progress on loading project schedules and resource estimates, and I am committed to continuing that effort. Many districts have loaded all or most of their military and civil projects, and are getting valuable information back for project delivery. This clearly demonstrates the good work, dedication and capability of our team members.

2. Based upon my assessment of progress to date and user-identified problems in PROMIS, I am adjusting the milestone schedule for the implementation of PROMIS. The military CMR and selected civil works indicators for the third quarter will be pulled from PROMIS. We will not attempt to produce a civil works budget request from PROMIS data as originally planned, leaving that task for a follow-on system. The minimum standards for data entry to support these requirements are enclosed. We will pull the second quarter CMR from PROMIS for validation purposes, so that you have an opportunity to insure your data is accurate prior to the third quarter.

3. We have come a long way with the Corps' implementation of the Project Management Business Process (PMBP) and PROMIS development. However, we need to fill the gaps in our processes and our tools. Therefore, I am forming a team to refine our internal project management processes so that they truly represent how our work is best performed. This will insure that the next generation information system fully supports those processes. Our efforts to date will serve us well as we draw on this expertise to advance system design and the PMBP.

4. Since January 1998 our plan has been, and still is, to migrate from PROMIS to an off-the-shelf PM application. We are beginning to see new software products being introduced that fill the needs of enterprise project management. Since it will take some time to procure the next generation system that fully supports our PM process, it is of

continued importance that all districts continue to keep their project data in PROMIS current, and work on using the system as a process tool. WES will continue to support your efforts with reports, queries, and help desk support. As we intend to migrate existing PROMIS data into the next system, it is important that you keep your PROMIS data at least to these minimum standards.

FOR THE COMMANDER:

Encl

ALBERT J. GENETTI, JR.
Major General, USA
Deputy Commander

CF:
All District Commanders
All Directors of Program Management
All Deputies for Program Management

Enclosure 1 (Minimum PROMIS data for Military Programs) to PROMIS Guidance Memorandum #3

To alleviate the need for routine data calls to the field from the Headquarters for the CMR, the 3rd Quarter FY99 CMR will be created from information drawn directly from each district's PROMIS database for Military Projects. These indicators are applicable to the Milcon Program only. The definitions of these indicators can be found in Chapter 3 of the Command Consolidated Guidance. The data in PROMIS will be used to calculate the following indicators for the 3rd Qtr CMR:

MP-01	Project Definition
MP-02	Ready to Advertise
MP-03	Contract Award
MP-04	Design Cost Management
MP-07	Beneficial Occupancy
MP-08	In-house Design Percentage

Data elements required for Environmental Programs are explained in great detail in a Military Programs Policy Letter signed on 7 January 1999.

The following data elements represent the minimum required for all Army, Air Force and DOD & Support for Others Projects:

Project Level (Military)

- Project Name
- CWIN Number
- Project Synopsis Comment (description of project)
- MACOM/Customer
- Customer Project Number (AF PDC #, 1391# or Military PN)
- Location
- Directive Number
- Using Service Code/Description
- Type Funds
- Program Year
- Programmed Amount
- Authorized Phase Code
- Design Percent Complete
- Status Code
- Design By Code
- Forecast Award Date
- Occupancy Expected Date
- Project Issues Comment (2 most recent are sent forward)

Task Level

In Design Tasks (40000 Series WBS)

- Type Funds
- Resource Estimates for Design Tasks (note: separate in-house and AE estimates)
- Lost Design

Scheduled Tasks for Design with the following milestones:

- Concept Completion (milestone 030), scheduled and actual.
- Design Start (milestone 024 or 025), scheduled and actual.
- Ready to Advertise (milestone 042), scheduled and actual.
- Construction Contract Award (milestone 051), actual

In Construction Products/CWE Tasks (60000 Series)

- Type Funds
- Resource Estimates for Construction Tasks (60000) Series (this is the CWE)

Scheduled Tasks for Construction with the following milestones:

- BOD (milestone 066), actual.
- Construction Fiscally Complete (milestone 072), scheduled and actual.

District PROMIS System Administrators must insure that each project is flagged for upward reporting, and that the appropriate CWIN is entered for the project.

CWE: Is pulled from the total resources estimated against WBS Task 60000 Construction Products/CWE and its children – in the CURRENT Version prior to reaching milestone 051 (Contract Award).

Award CWE: Same as above, except it is pulled from the CURRENT version after reaching milestone 051 (Contract Award).

Estimated Total Design Cost: Is the estimate of total resources against any task in the WBS with a classification of "Engineering & Design". This estimate is pulled from the CURRENT Version.

Estimate Total A/E Fee: Is the estimate of all resources containing a design contract against any task in the WBS with a classification of "Engineering & Design" and a resource type of A/E Services. This estimate is pulled from the CURRENT Version.

Estimated Lost Design: Equal to the total lost design (AE+DE) from the task named Design Products (WBS Code 40000) in the CURRENT Version.

Enclosure 2 (Minimum PROMIS data for Civil Works) to PROMIS Guidance Memorandum #3

To alleviate the need for routine data calls to the field from the Headquarters for the CMR, the 3rd Quarter FY99 CMR will be created from information drawn directly from each district's PROMIS database for Civil Works Projects. The 2101 link between PROMIS and PRISM is optional for district use. Districts may choose on to use their PROMIS data, or to enter their schedules directly into PRISM directly. The CMR indicators are applicable to the Civil Works Specifically Authorized and CAP projects. The definitions of these indicators can be found in Chapter 3, Table 2 of the Command Consolidated Guidance. The data in PROMIS will be used to calculate the following indicators for the 3rd Qtr CMR:

CMR	Name	PROMIS Milestone (sched & actual)
CW-07	GI Studies (Recons)	050 – Dist. Submits Recon
CW-08	GI Studies (Feasibilities)	170 – MSC Cdr's Public Notice
CW-09	CAP Construction Starts	960 – Construction Contract Award
CW-12	Construction Contract Award	960 – Construction Contract Award
CW-13	Design Completion	590 – Plans & Spec Approval
CW-14	PCA Agreements Completed	690 – PCA Executed by DA

Other Civil Project Data:

- Project Name
- CWIN Number
- Project Synopsis Comment (description of project)
- Customer
- Location
- Authority
- Appropriation
- Phase and Feature
- Cat/Class/Subclass
- Project Issues Comment (2 most recent are sent forward)

Commitments to Local Sponsors: Each project should have 3 to 5 tasks flagged as *Primary Customer Tasks* to indicate that they are of primary importance to the customer. PROMIS will capture the early finish and actual finish of each task flagged as a Primary Customer Task. These tasks may or may not also contain one of the mandatory Civil Milestones noted above.