

CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 004.00

EFFECTIVE DATE: 11/07/01

CATEGORY: Reports

SUBJECT: Program Controls Reporting to the Design Coordination Team (DCT)

DESCRIPTION:

This memorandum provides guidance on the Program Controls Monthly Progress Reports. Previously, a single sheet report format was used to report on four separate sub-activities, Program Schedule Management, Financial Management, Document Management, and Performance Reporting and Tracking. Due to the scope, breadth, and cost of each of these sub-activities, they warrant tracking as individual efforts. Each of these activities is currently budgeted for expenditures greater than some PED projects. The limited space allocated for status and milestone reporting does not allow for adequate attention to be provided to each sub-activity on the current report. Individual reporting would promote greater accountability and provide a finer level of focus on this key program level function.

GUIDANCE:

This guidance memorandum is based on an issue paper titled “Reporting Program Controls Activities to the DCT”, which was approved at the 11/7/01 DCT meeting. Effective immediately, the Program Controls Monthly Progress Report will be separated into five separate reports: Programs Controls - Program Schedule Management, Programs Controls - Financial Management, Programs Controls - Records Management, Programs Controls - Performance Measurement and Reporting, and Programs Controls - Web Site Management. The reports shall follow the format prescribed below.

APPLICATION:

This guidance applies to all Program Control Monthly Progress Reports used to provide activity updates to the Design Coordination Team.

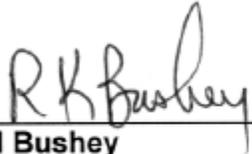
This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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APPROVALS:



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DATE: 11 April 02



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DATE: 4/11/02

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CERP PROGRAM-LEVEL ACTIVITIES

Monthly Progress Report

Report Date:		Reporting Period:	
Program: Programs Controls - Program Schedule Management			
Program Managers: SFWMD:		USACE:	
Status (Green, Yellow, Red):			
Program Description:			
Summary of Work Completed During This Reporting Period:			
Work Planned for Next Reporting Period:			
Potential or Active Issues and Actions Taken To Resolve Issues:			
Milestones and Status			
Milestone	Scheduled Completion	Actual Completion	

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CERP PROGRAM-LEVEL ACTIVITIES

Monthly Progress Report

Report Date:	Reporting Period:	
Program: Programs Controls - Financial Management		
Program Managers: SFWMD:	USACE:	
Status (Green, Yellow, Red):		
Program Description:		
Summary of Work Completed During This Reporting Period:		
Work Planned for Next Reporting Period:		
Potential or Active Issues and Actions Taken To Resolve Issues:		
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CERP PROGRAM-LEVEL ACTIVITIES

Monthly Progress Report

Report Date:	Reporting Period:	
Program: Programs Controls - Records Management		
Program Managers: SFWMD:	USACE:	
Status (Green, Yellow, Red):		
Program Description:		
Summary of Work Completed During This Reporting Period:		
Work Planned for Next Reporting Period:		
Potential or Active Issues and Actions Taken To Resolve Issues:		
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Monthly Progress Report

Report Date:	Reporting Period:	
Program: Programs Controls - Web Site Management		
Program Managers: SFWMD:	USACE:	
Status (Green, Yellow, Red):		
Program Description:		
Summary of Work Completed During This Reporting Period:		
Work Planned for Next Reporting Period:		
Potential or Active Issues and Actions Taken To Resolve Issues:		
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