**Agency Technical Review**

**Summary Report**

[Date of Summary Report]

**For Review Of:**

**[Title of Study]**

**[Title of Principal Product(s) Reviewed]**

[Date of Product(s)]

[Home District]

**Review Management Organization:**

**[RMO Office Title]**

**ATR Summary Report Template, Version 2.0 (February 07 2018)**

**How to use this template:** Black text should not be modified without coordination with the RMO; it is standard report text that should be applicable to most review reports. Bracketed [blue text] indicates where review specific information should be entered and generally includes an explanation of what information should be entered. Upon completion of an ATR Summary Report, **all blue text (and this text box) shall be deleted from the report and replaced, as applicable, with review specific text.**



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**ENCLOSURES**

[Note: Enclosures 1-3 are intended to be pulled directly from the ATR Work Plan]

Enclosure 1: Contact Information and Review Roles of ATR Team & PDT Members

Enclosure 2: Experience and Qualifications of ATR Team Members

Enclosure 3: Charge to Reviewers

Enclosure 4: DrChecks Report of All Comments

Enclosure 5: Completion Statement of Agency Technical Review

1. Introduction

This Agency Technical Review (ATR) Summary Report documents the ATR performed for the subject product(s). The home District point of contact for the review was [Add the District POC name and office symbol]. The ATR team and review was led by [Add the ATR Lead name and office symbol]. The [Add the RMO Office Title] was the Review Management Organization (RMO) responsible for managing the ATR and assuring the overall quality of the review.

1. References

The ATR was conducted in accordance or in coordination with the following documents: [This information may be cut and pasted from the ATR Work Plan; edit & update as necessary]

1. Engineering Circular (EC) 1165-2-214, Civil Works Review, dated 15 December 2012.
2. [Add the name and date of the most recent applicable **review plan**; if there is no review plan, consult with the RMO]
3. [Add the name and date of any other documents that inform how the ATR was conducted (for example, a District or Division Quality Management Plan as appropriate)]
4. Review Details

[The information in this section (items a, b, c, and d below) may be cut and pasted from Section 3 of the ATR Work Plan, edited as necessary to ensure it is up to date.]

1. DrChecksSM Review Record
* *Project ID*: [Enter the DrChecks Project ID]
* *Project Name*: [Enter the Project DrChecks Name]
* *Review ID/Edit*: [Enter DrChecks ID/Edit for this review]
1. Type of ATR: [Indicate “Targeted”, “Draft”, or “Final”]
2. List of Product(s) Reviewed: [List all the products reviewed as part of this ATR scope, including the principal product (e.g., feasibility report, appendices) Use Table 1 from Work Plan.]

Table 1: Products Reviewed List

|  |  |
| --- | --- |
| Document Title | Approximate Number of Pages |
| [Main Document] | # |
| [App A] | # |
| [App B] | # |
| [App C] | # |
| [Other] | # |

1. ATR Chronology

Table 2 ATR Chronology highlights specific milestones in the ATR timeline. For more complete ATR timeline refer to the ATR Work Plan’s Table 5: ATR Schedule.

 **Table 2: ATR Chronology**

|  |  |
| --- | --- |
| **Review Stage** | **Date** |
| DQC/QA Documents Provided | # |
| Review Documents Provided | # |
| ATR Kickoff Meeting | # |
| ATR Completed | # |

1. Background Information

[The information in this section (items a and b below) may be cut and pasted from Section 4 Background Information of the ATR Work Plan, edit and update as necessary.]

1. Brief Description of the Product(s) Reviewed: [Provide a brief description of the product(s) reviewed by the ATR team, with an emphasis on the purpose and scope of the product(s).
2. Prior ATR History: [List the prior ATR efforts performed for the product(s) covered by this summary report and any related interim products and review history. **If there has been no prior ATR performed, enter “None.”**]
3. ATR Team Composition

The ATR team leader (ATR Lead) was selected from outside the home MSC for added independence. The ATR was conducted by a certified review team selected from outside the home district and who were not involved in the day-to-day production of the product(s) reviewed. All the ATR team members, including the ATR Lead, are certified to perform ATR by their respective Communities of Practice.

[If any of the above statements are not true for this review, consult with the RMO.]

The composition of the ATR team for this review was based from the study’s latest review plan (2. References 1.b.), and the scope and content of the product(s) to be reviewed. The contact information and review roles for each ATR team member are provided in Enclosure 1 along with the PDT information. The experience, qualifications, and certifications of each ATR team member are provided in Enclosure 2.

[If the ATR team members involved in this ATR are a subset of the full ATR team/ATR disciplines listed in the latest review plan, provide a narrative explanation.]

1. Charge to Reviewers

The charge to reviewers established the specific objectives of the ATR and the specific assessment sought from the ATR team. The charge for this review was developed by the ATR Lead, in consultation with the RMO, Project Delivery Team (PDT), and ATR team as appropriate. It was based on the scope and content of the product(s) reviewed and informed by prior reviews (if any). The charge to reviewers is provided in Enclosure 3.

1. Assessment of DQC

In accordance with Reference 1a, the ATR team examined the relevant DQC records provided by the PDT to assess the apparent adequacy of the DQC effort for the subject product(s). Based on the examination of the DQC records provided, and of the product(s) submitted for review, it appears the DQC effort was [adequate or inadequate].

[Add a brief narrative describing the specific reasons supporting the ATR team’s assessment that the DQC was adequate or inadequate, as appropriate.]

1. Review Summary and Discussion of Significant Findings

[Provide a brief overview of the ATR process and the major outcomes of the ATR. Note there are only “open and closed” comments with various actions associated with them. Coordinate with the RMO for any other specific guidance on open and closed comment procedure. Specific ATR comments are to be described below, as appropriate; the overview should focus on describing the overall review process and overarching outcomes/themes of the review.]

A complete record of ATR comments, responses, and associated resolutions is available in DrChecksSM and a report is provided in Enclosure 4. The following is a summary [if any] of the:

1. Significant Closed Comments: [Provide a brief summary of the most significant closed (resolved) ATR comments.] **If no ATR comments are significant and resolved, enter “None.”**]
2. Open Unresolved Comments requiring vertical team resolution: [Provide a DrChecksSM list of comment numbers, and a brief summary of all ATR comments that remain open and unresolved that require vertical team resolution. **If no open ATR comments require vertical team resolution, enter “None.”**]
3. Closed Comments “Flagged for Follow Up” in DrChecksSM pending a future backcheck: [For Targeted or Draft Reviews only. List the DrChecksSM comment numbers for all closed comments “flagged for follow up” in DrChecks, not including those unresolved requiring vertical team resolution. **If there are no closed comments “flagged for follow up” enter “None.”**]
4. Closed Comments with deferred commitments to be completed in the next phase of work for the Study: [Provide a brief summary of all deferred commitments in the next phase of work (such as PED) from closed comments. **If there are no deferred commitments, enter “None.”**]
5. Status of Cost Engineering Mandatory Center of Expertise (MCX) Coordination and Certification

[Provide a brief narrative describing how the ATR has been coordinated with the Cost Engineering MCX and the status of the MCX cost certification process. If MCX coordination and certification isn’t required per 2. References 1a, enter “Not applicable.”]

1. Lessons Learned

[Provide a brief synopsis of any substantive lessons learned during the ATR. **If there are no substantive lessons learned, enter “None.”**]

1. Statement of Completion of ATR

[For all ATR efforts, “A Statement of Completion of Agency Technical Review” is required and a template provided in Enclosure 5. The “Statement of Completion” can be a stand-alone document or may be accompanied by a “Certification of Agency Technical Review“for the majority Draft and all Final reviews.]

**Enclosure 1**

**Contact Information and Review Role(s) of ATR Team**

**& PDT Members**

[This enclosure shall be pulled from ATR Work Plan, Enclosure 1. Check to ensure information is up to date.]

**Enclosure 2**

**Experience and Qualifications of ATR Team Members**

[This enclosure shall be pulled from ATR Work Plan, Enclosure 2. Check to ensure information is up to date.]

**Enclosure 3**

**Charge to Reviewers**

[This enclosure shall be pulled from ATR Work Plan, Enclosure 3. Check to ensure information is up to date.]

**Enclosure 4**

**DrChecks Report of All Comments**

[Insert a complete and final DrChecks Comment Report]

**Enclosure 5**

**Statement of Completion of Agency Technical Review**

**COMPLETION STATEMENT OF AGENCY TECHNICAL REVIEW**

[If this is a final ATR; add “FINAL” before “COMPLETION” above]

The Agency Technical Review (ATR) has been completed for the [Study Title, Principal Product(s) Review, Home District]. The ATR was conducted as defined in the project’s Review Plan to comply with the requirements of EC 1165-2-214, 15 December 2012, Water Resources Policies and Authorities, CIVIL WORKS REVIEW.

During the ATR, compliance with established policy principles and procedures, utilizing justified and valid assumptions, was verified. This included review of: assumptions, methods, procedures, and material used in analyses, alternatives evaluated, the appropriateness of data used and level obtained, and reasonableness of the results, including whether the product meets the customer’s needs consistent with law and existing US Army Corps of Engineers policy.

The ATR team assessed the District Quality Control (DQC) documentation and determined that the DQC activities employed appear [to have been/not have been] appropriate and adequate.

All comments resulting from the ATR have been resolved and all comments have been closed in DrChecks. Closed comments “flagged for follow” up or with deferred commitments are:

[List any closed comments “flagged for follow up” in DrChecks” or with deferred commitments to the next study phase]

[ATR Lead Name] Date

ATR Team Leader

[ATR Lead Office Symbol]

[PM/Lead Planner Name] Date

[or primary District POC for ATR]

[PDT Office Symbol]

[RMO POC Name] Date

[RMO POC Title]

Review Management Organization

[RMO Office Symbol]