**Agency Technical Review**

**Work Plan**

[Date of Work Plan]

**For Review of:**

**[Title of Study]**

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

[Date of Product(s)]

[Home District]

**Review Management Organization:**

**[RMO Office Title]**



**ATR Work Plan Template, Version 2.0 (February 07 2018)**

**How to use this template:** Black text is standard text that should be applicable to most work plans. It shall be modified to meet the needs of a specific review, subject to concurrence by the RMO. Bracketed [blue text] indicates where review specific information should be entered and generally what type of information should be entered. Upon completion of an ATR Work Plan, **all blue text (and this text box) shall be deleted from the template and replaced, as applicable, with review specific text and information.**

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**ENCLOSURES**

[Note: Enclosures 1-3 are intended to be directly incorporated into the ATR Summary Report Enclosures]

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: ATR Kick Off Meeting Agenda – A Checklist

1. Introduction

This Agency Technical Review Work Plan (Work Plan) provides a brief description of the study and product(s) for review. The Work Plan is also a scope of work that defines how the review will be conducted, including the specific charge to the Agency Technical Review (ATR) Team along with funding, schedule, and other pertinent information for the team to conduct the review.

1. The home District point of contact for the review is: [Add the District POC name and office symbol].
2. The ATR team will be led by: [Add the ATR Lead name and office symbol].
3. The [Add the RMO Office Title] is the Review Management Organization (RMO) responsible for managing the ATR and assuring the overall quality of the review.
4. References

The ATR was conducted in accordance and coordination with the following documents:

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

[Note: This information is intended to be directly incorporated into the ATR Summary Report sections]

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 if review is a “Targeted”, “Draft”, or “Final”]
2. List of Report(s)/Product(s) to be Reviewed:

[List in table all the products to be reviewed as part of this ATR]

**Table 1: Products To Be Reviewed List**

|  |  |
| --- | --- |
| Document/Product Title | Approximate Page Count |
| [Main Document] | # |
| [App A] | # |
| [App B] | # |
| [App C] | # |
| [Other] | # |

1. ATR Sequence of Events

[List the significant ATR process dates in table]

**Table 2: ATR Sequence of Events** (Estimated Dates)

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

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

The ATR team leader (ATR Lead) is selected from outside the home MSC for added review independence. The ATR will be conducted by a qualified & certified team selected from outside the home district of the project that was not involved in the day-to-day production of the product(s) reviewed. All the ATR team members, including the ATR Lead, are to be certified to perform ATR by their respective Communities of Practice. Refer to Table 3. [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 is based from the latest review plan (See 2. Reference, b.), and any additional scope and content provided for the product(s) to be reviewed. The contact information and review roles for each ATR team member are provided in **Enclosure 1**. The experience, qualifications, and certifications of each ATR team member are provided in **Enclosure 2**.

1. Charge to Reviewers

The charge to reviewers establishes 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 is based on the scope and content of the product(s) reviewed and informed by prior reviews as applicable. The charge to reviewers is provided in **Enclosure 3**.

1. Review Logistics
2. Review Norms

* All review comments entered into DrChecks shall follow the four part comment structure as stated in EC 1165-2-214:
  + The review concern
  + The basis for the concern
  + The significance of the concern
  + The probable specific action needed to resolve the concern
* In some situations, especially addressing incomplete or unclear information, comments entered into DrChecks may seek clarification in order to assess whether further specific concerns may exist. For these instances, the ATR team member will coordinate the comment with the ATR Lead who will determine if additional coordination with the PDT prior to submission into DrChecks is needed.
* Grammatical comments shall NOT be submitted into DrChecks. Grammatical comments should be submitted to the ATR Lead via electronic mail as a Word document in track changes or as a separate Word document that outlines the comments. The ATR Lead shall consolidate and provide these grammatical comments to the PDT Lead outside of DrChecks for consideration and incorporation into the next document revision.
* For the Significance of the Concern part of the 4-Part Comment Structure, Comment Significance Ratings to use and are defined as:
  + Critical: There is a fundamental issue identified within study documents or data that is highly likely (near certain) to influence the technical, legal, or policy basis for selection of, justification of, or ability to implement the recommended plan. Comment shall be tagged “critical” in DrChecks.
  + High: There is a fundamental issue identified within study documents or data that is equally or more likely than not (50% or greater chance) to influence the technical, legal, or policy basis for selection of, justification of, or ability to implement the recommended plan.
  + Medium: There is a fundamental issue identified within study documents or data that is less likely than not (less than 50% chance) to influence the technical, legal, or policy basis for selection of, justification of, or ability to implement the recommended plan.
  + Low: There is a technical, legal, or policy discrepancy or inconsistency identified that affects clarity, understanding, or completeness of study documents, but does not influence the selection of, justification of, or ability to implement the recommended plan.

The ATR team member will coordinate and notify with the ATR Lead prior to flagging a comment as critical in DrChecks.

* If the ATR team and the PDT are not able to reach agreement on a resolution for a critical or a high significant comment(s), the RMO will be engaged to provide direction and facilitate resolution of these comments. If a comment cannot be resolved, then the ATR Lead shall consolidate and document these comments as “open/unresolved comments” in the Summary Report. The ATR Lead in coordination with the RMO shall bring these unresolved issues to the attention and awareness of the vertical team.
* If the ATR team and the PDT are able to reach agreement on critical and high significant comments and agree (risk assessed) that changes to the actual documents can be deferred to a later submittal, the ATR Team member may close out comments as Closed Comment -Deferred and Documented Commitments. The PDT and the ATR Lead are required to track and document these deferred comment changes which shall be documented in the Summary Report. Both the PDT and ATR Lead shall carry forward these deferred changes as new comments in the next or final ATR. These deferred comment changes are required to be back checked by the ATR to ensure revisions have been made and the original comment addressed.
* The ATR team members shall manage their review funding and regularly monitor their respective labor code balances. They shall alert the ATR Lead to any possible expanding scope or funding shortages. Additional scoping and/or funding requirements by the ATR team will be coordinated through the ATR and PDT Leads in advance of a negative charge occurring.

1. Communication Strategy

[Provide a concise description and strategy of how communication between the PDT lead, ATR team lead, PDT, and the ATR team will occur during the review process.]

1. ATR Team and PDT Connecting

**Table 3: ATR Team and PDT Counterparts\***

[Insert ATR team and PDT members’ information]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATR Team Member** | **Review Role** | **District** | **PDT Member Counterpart** | **District** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*additional team information can be found in Enclosures 1 & 2.

1. ATR Team CEFMS/PS Details

**Table 4: ATR TEAM CEFMS/P2 Details**

[Insert ATR team member information]

|  |  |  |  |
| --- | --- | --- | --- |
| **ATR TEAM Member** | **Organization Code** | **Labor Code** | **Amount**  (optional) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. ATR Schedule

**Table 5: ATR Schedule**

[Insert milestone lines (required milestones are listed) and date information as needed]

|  |  |  |
| --- | --- | --- |
| **Review Milestone** | **Start Date** | **End Date** |
| Document Availability |  |  |
| ATR Kickoff |  |  |
| ATR Comments Due in DrChecks |  |  |
| PDT Evaluation in  DrChecks |  |  |
| ATR & PDT Conference Call  [as needed] |  |  |
| ATR Team Backcheck and Closeout |  |  |
| ATR Summary Report Completion |  |  |
| After Action Report [as appropriate] |  |  |

1. ATR Meetings

* The ATR Kickoff Meeting is the report out culmination of the Work Plan coordination between the ATR Lead, ATR team, and PDT. [The Kickoff Meeting usually represents the official start of the ATR]

[See **Enclosure 4** for list of recommended kickoff meeting agenda items.]

* ATR Team Conference Call – A tele-con meeting, scheduled as needed, between the ATR Team and ATR Lead to prioritize comments, identify any overlapping issues, and identify those significant or critical issues meriting inclusion in DrChecks.
* ATR Team and PDT Conference Call: A tele-con meeting, schedule as needed between the ATR Team and PDT to discuss review products and draft comments before officially including them in DrChecks.
* Other Meetings As Needed [but beyond standard ATR scope].

**Enclosure 1**

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

**& PDT Members**

[Note: Enclosures 1 is intended to be directly incorporated into the ATR Summary Report: Enclosure 1]

**ATR TEAM CONTACT INFORMATION**

[INSERT DISCIPLINES & INFO AS APPROPRIATE TO THIS ATR. CONTACT INFORMATION DESIRED: NAME, TITLE, OFFICE SYMBOL, PHONE NUMBER, AND EMAIL. MAY USE TABLE FROM REVIEW PLAN IF AVAILABLE.]

[EXAMPLE ATR DISCIPLINES:

* ATR Lead
* Plan Formulation and Policy
* Economics
* H&H System Performance Analysis
* Civil/Geotechnical Engineering
* NEPA/Biologist
* Environmental Engineer
* Hydraulic Engineer
* Hydrologic Engineer
* Real Estate
* Cost Engineering
* ADD DISCIPLINES AS NEEDED]

**PDT CONTACT INFORMATION**

[USE TABLE FROM REVIEW PLAN & UPDATE AS NEEDED]

**Enclosure 2**

**Experience and Qualifications of ATR Team Members**

[Note: Enclosures 2 is intended to be directly incorporated into the ATR Summary Report Enclosure 2]

**ATR TEAM EXPERIENCE & QUALIFICATIONS STATEMENTS**

[USE THE ATR TEAM MEMBER EXPERIENCE & QUALIFICATIONS STATEMENT TEMPLATE FOR EACH DISCIPLINE AND INSERT HERE. SEE AGENCY TECHNICAL REVIEW TEMPLATE DOCUMENTS PRIMER]

**Enclosure 3**

**Charge to Reviewers**

[Note: Enclosure 3 is intended to be directly incorporated into the ATR Summary Report as Enclosure 3]

**Charge to Reviewers**

1. **Objective.**
2. The Agency Technical Review Team (ATR Team) will review products/documents listed in Table 1 Products to be Reviewed List of this work plan and ensure they are consistent with established agency criteria, guidance, procedures, and policy for this mission area. The ATR Team will assess whether the analyses presented are technically sound and comply with published Corps guidance, and that the document explains the analyses and results in a reasonably clear manner for the public and decision makers.

The following charge is issued as directive statements to encourage critical thinking by the ATR Team, and will guide the focus of the review.

1. **Charge Statement**

[INSERT STANDARD AND SPECIFIC CHARGE STATEMENT THAT INCLUDES: BOARD EVALUATION CHARGE QUESTIONS; SPECIFIC TECHNICAL CHARGE QUESTIONS; SPECIFIC POLICY CHARGE QUESTIONS]

**Enclosure 4**

**ATR Kick Off Meeting Agenda – A Checklist**

**ATR Kick Off Meeting Agenda**

[A Recommended Checklist; Revise & Adapt as Needed]

* Use the Work Plan as the base outline of meeting
* Introductions of both teams: ATR Team and PDT
* A Google Earth “fly over” presentation is recommended (can be used for other presentations and Milestones)
* PDT provides a slide deck overview of study and products to be reviewed
* Develop the communication norms & strategy. Refer to 4.b. in Work Plan
* Discuss comment/response structure - four part comment structure is required
* Discuss definitions of “ comment significance”
* Provide overview of project
* Discuss approved Review Plan (e.g. DQC, ATR and IEPR documentation)
* Discuss DQC process and any issues that surfaced during review.
* List specific products to be reviewed (e.g. previous Review products, Report Synopsis, Decision Log and Decision Management Plan, NEPA documents, technical appendices, etc.)
* Discuss any previous ATR efforts and deferred comment revisions if applicable
* Discuss any project issues, Risk Register, and Decision Management Plan
* Discuss the scope (level of effort), cost (list funding breakout by discipline), and schedule of review
* Discuss coordination with the Cost MCX
* Discuss ATR Completion and Close Out Process
* Discuss ATR Certification (if applicable)
* Provide any additional documents and information as needed
* After Action Report – ATR Team and PDT Lessons Learned
* Other