

IWR-APT: Assistance for Planning Teams

<http://iwr-apt.planUSACE.us>

Erin Rooks
Institute for Water Resources

Contact:
planningonline@usace.army.mil

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US Army Corps of Engineers
BUILDING STRONG®

The screenshot displays the IWR-APT web application interface. At the top, a navigation bar includes a 'Risk Management Tools' dropdown menu. Below this, a sidebar lists options: 'Decision Management Plan', 'Risk Register', and 'Decision Log'. The main content area shows a 'Decision Management Plan' form with a title field containing 'e Planning Decision to be made or milestone name. 200 Character Limit.' and a 'Choose the Tentatively Selected Plan' dropdown. A 'Last Updated: 06/21/2016' timestamp is visible. Below the form, a 'PLANNING DECISION' section prompts the user to 'Fill in the Planning Decision to be made name, match title above'. On the right, a 'Risk Rating' section features a pie chart showing the distribution of risk levels: High (5), Medium (4), and Low (5). A legend on the right side of the pie chart identifies the colors: red for High, orange for Medium, and green for Low. At the bottom, another navigation bar includes 'Risk Management Tools' and 'Project Tools' dropdown menus.

Risk Management Tools ▾

- Decision Management Plan
- Risk Register
- Decision Log

Decision Management Plan

e Planning Decision to be made or milestone
name. 200 Character Limit.

Choose the Tentatively Selected Plan|

Last Updated: 06/21/2016

PLANNING DECISION

[Fill in the Planning Decision to be made
name, match title above]

Risk Rating

Low: 5 High: 5 Medium: 4

High
Medium
Low

Risk Management Tools ▾ Project Tools ▾

Agenda

- What is IWR-APT? Who?
- App Overview
- How do I get started?
- Demonstration
- Q&A
- Bonus: Decision Log Changes





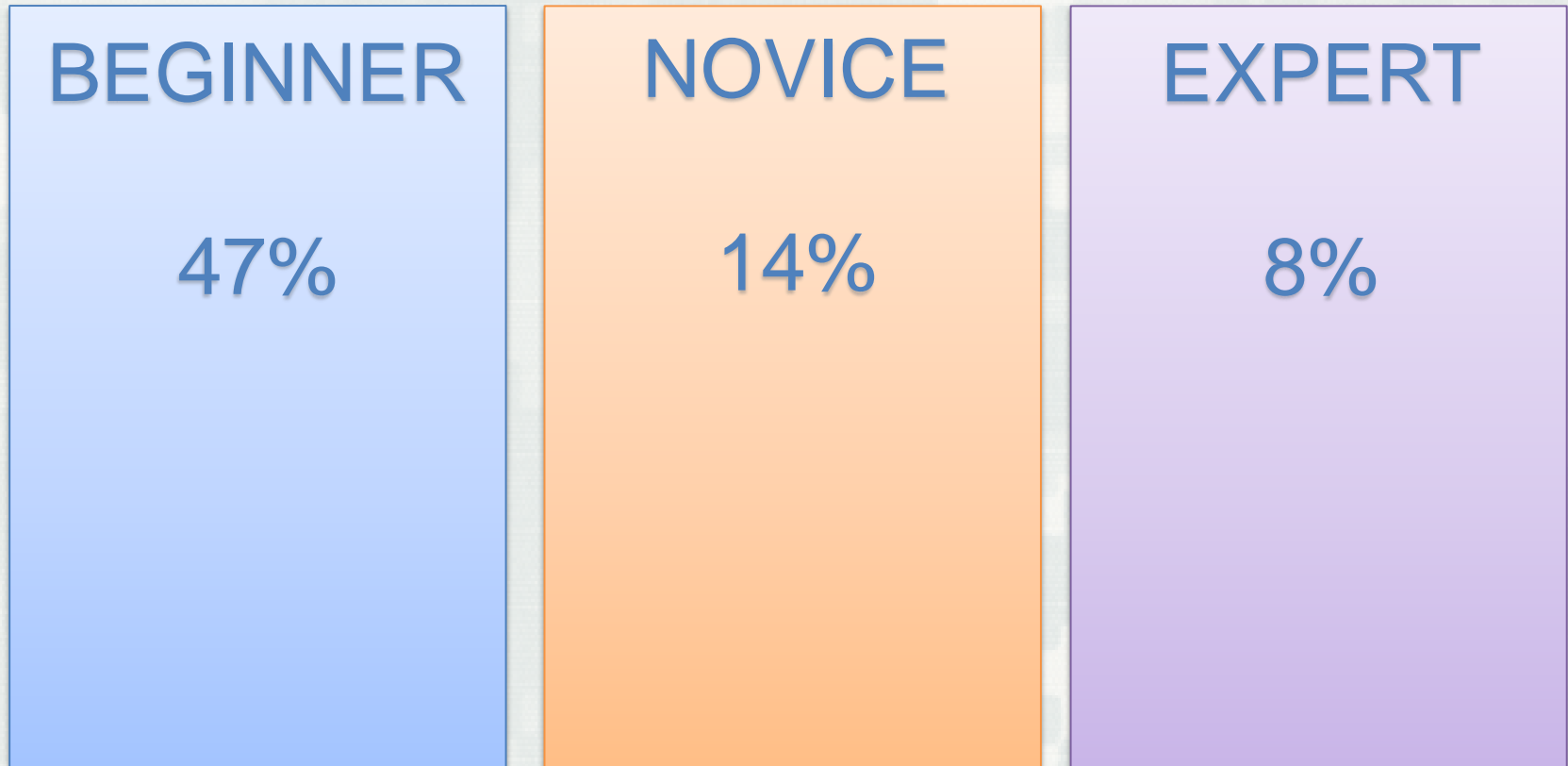
Assistance for Planning Team

<http://iwr-apt.planUSACE.us>

- Create, edit, analyze and manage studies
- Encourages collaboration, transparency, accountability, consistency, quality products, and sharing lessons learned.



Rate Your Knowledge

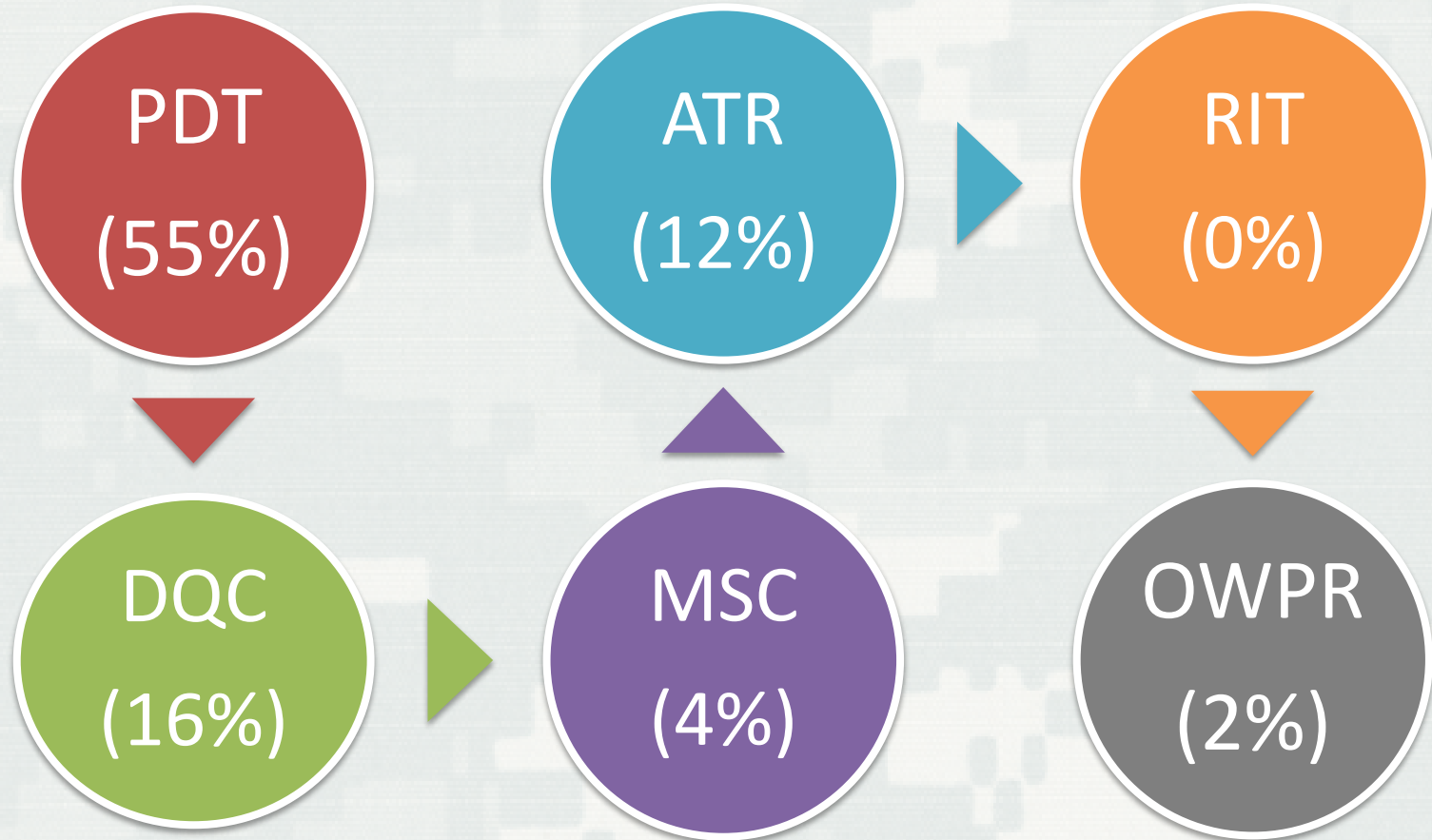


No Answer = 31% out of 49 logins



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What is your role?

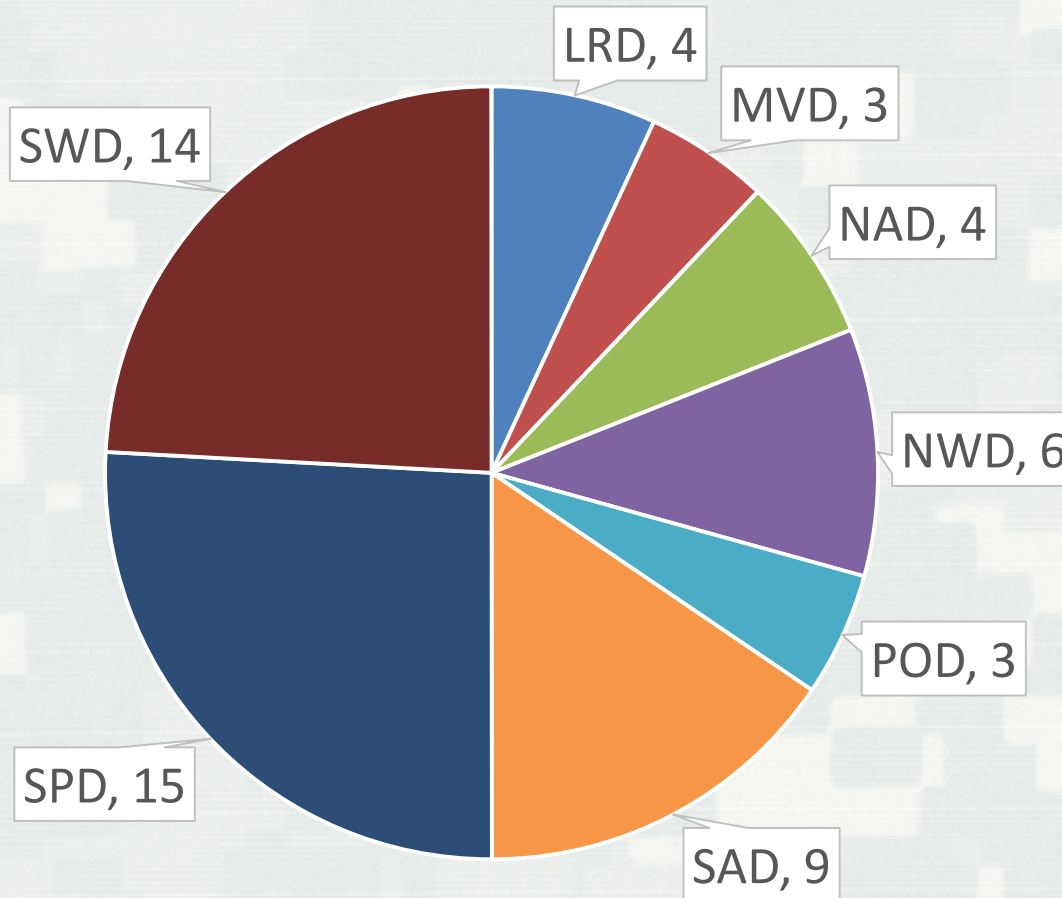


Other = 4%; No Answer = 33% out of 49 logins



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Who is Using APT?



Number of Studies by Division

- >50 PDTs
- District to HQ
- Real Estate, Engineering, **All PDT Members**
- Must have CAC card
- All Business Areas
- Mostly Feasibility Studies





Top 5 Benefits

1. Find, follow, and learn!
2. “*Latest and greatest*” document guides; no fuss printing
3. “*Just-in-time*” help
4. Organized study resources; maintain read-ahead records easily
5. Transparency and online collaboration across PDT, reviewers and vertical team



APT "Movie Teaser"

A long time ago in a galaxy far, far, away....a disturbance in Planning was sensed. Concerned, the Planning Community of Practice called upon the "Jedi Council". They agreed that SMART Planning could bring balance once again back to the galaxy. Jedis engaged the "Force" and APT arose....

APT warped their excel and word templates into the next century to balance this disturbance. The Decision Management Plan, Risk Register, Decision Log, Study Issue Checklist, and Deliverables were AWAKENED!

A "force" for good or evil? Only the PDTs can now decide the galaxy's fate....

- *-Your welcome Star Wars fans, sorry everyone else...*

**USEFUL APPS IN
APT,**



THERE ARE

memegenerator.net

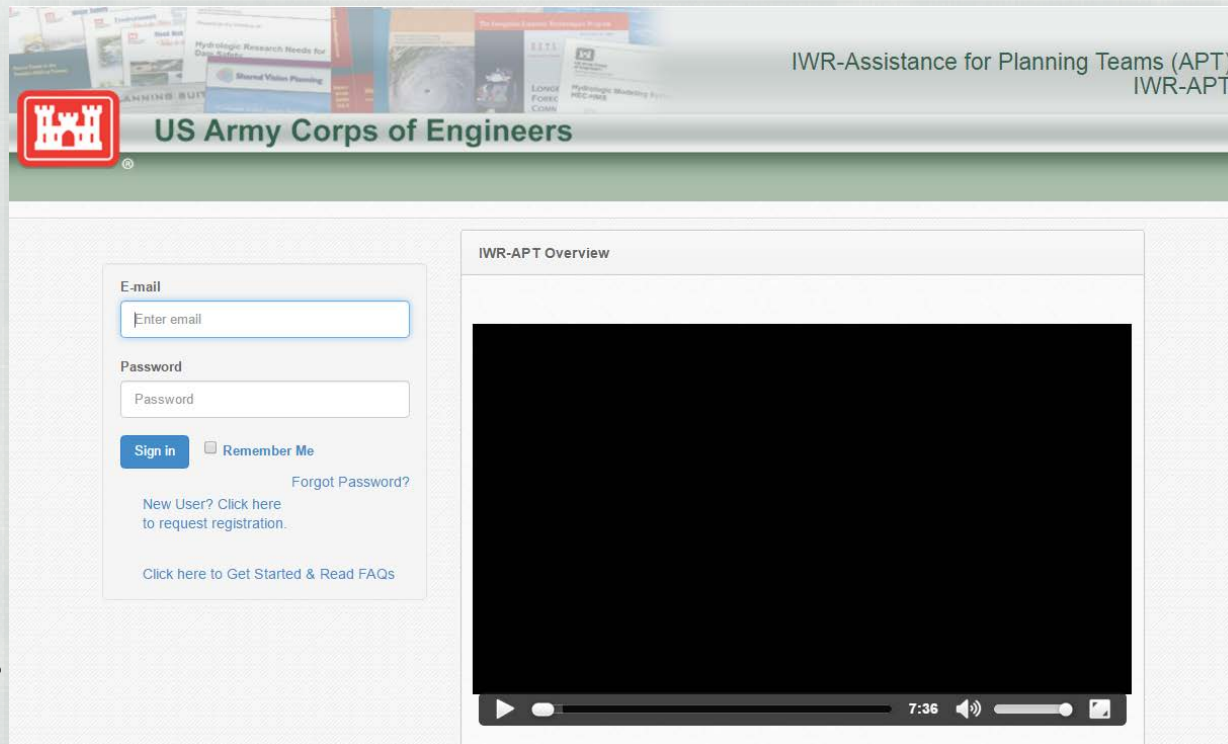
Apps

- Decision Management Plan (DMP)
- Risk Register
- Decision Log
- Study Issue Checklist
- Deliverables



How do I get Started?

1. Go to <http://iwr-apt.planUSACE.us>
2. Login with *Planner Database Username and Password* or click *New User*
3. Click on “Get Started & FAQs”, Watch Video



The screenshot shows the IWR-APT Overview page. At the top, there is a banner with the text "IWR-Assistance for Planning Teams (APT) IWR-APT" and the "US Army Corps of Engineers" logo. Below the banner, the page is divided into two main sections. On the left, there is a login form with fields for "E-mail" and "Password", a "Sign in" button, and a "Remember Me" checkbox. Below the login form, there are links for "Forgot Password?", "New User? Click here to request registration.", and "Click here to Get Started & Read FAQs". On the right, there is a video player titled "IWR-APT Overview" which is currently blacked out. The video player has a progress bar at the bottom showing 7:36.



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General Tools

- Search and view other PDT's study products
- Study Dashboard
- PDT member management
- Add Study links
- Activity Log
- Print, export, and image features
- Filter Data
- Social Media awareness



Study Dashboard



IWR-Assistance for Planning Teams(APT) : Welcome, Erin!

8 My Tasks ▾

Erin Rooks ▾

◀ Back to Your Home Page



Risk Management Tools ▾



Project Tools ▾



Reference Tools ▾



Planning Links ▾



My Project Links ▾

Home

/ Sabine Pass to Galveston Bay

Project

Test Project

My Role: Team Member

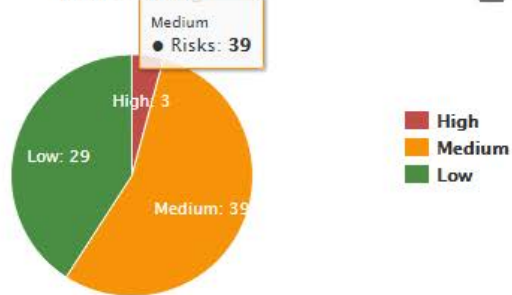
Summary Project Information

Risk

Export ▾

Chart ▾

Risk Rating



DMPs

+ New DMP

Decision	Last Updated	Preview
Determine the TSP	10/06/2014	
Alternatives Screening	10/06/2014	

Activity Log

Lauren Kruse modified a Risk Register entry on 02-03-2016

Lauren Kruse modified a Risk Register entry on 01-03-2016

Comments

+ Add Comment

Date	Type	Name	Role	Comment	
------	------	------	------	---------	--

Risk Management Tools

Project Tools



Risk Management Tools ▾



Decision Management Plan



Risk Register



Decision Log



Project Tools ▾



Study Issue Checklist



Deliverables



Activity Log



Show Team

Decision Management Plan (DMP)

? Decision Management Plan

[Fill in the Planning Decision to be made or milestone name. 200 Character Limit.]

Alternative selection

Last Updated: 05/22/2016

? PLANNING DECISION

[Fill in the Planning Decision to be made or milestone name, match title above]

The purpose of this DMP is to:

Alternative selection

? STRATEGY TO MAKE THE PLANNING DECISION

[Events removed will result in renumber upon hitting Save.]

? Event 1: *[List Action in short phrase or sentence. 500 Character Limit.]*

? Event 2: *[List Action in short phrase or sentence. 500 Character Limit.]*





U.S. Army Corps of Engineers

® Jacksonville District

Test Project

Decision Management Plan

to reach the Tentatively Selected Plan

PLANNING DECISION

The purpose of this DMP is to: to reach the Tentatively Selected Plan

STRATEGY TO MAKE THE PLANNING DECISION

Event 1

Identify current benefits of the authorized project to determine if continued maintenance of the project is economically justified and consistent with current policies

Event 2

Develop optimizations of the advance fill within limits of authorized project for nourishment and recommend the most cost-effective nourishment scheme

Event 3

Agreement on Beach-fx assumptions for Future With and Future Without Project conditions

Event 4

Ensure project progress to date is in compliance with 934 policies

Event 5

Agreement on Unit-Day Value as the Recreation Benefit Analysis method

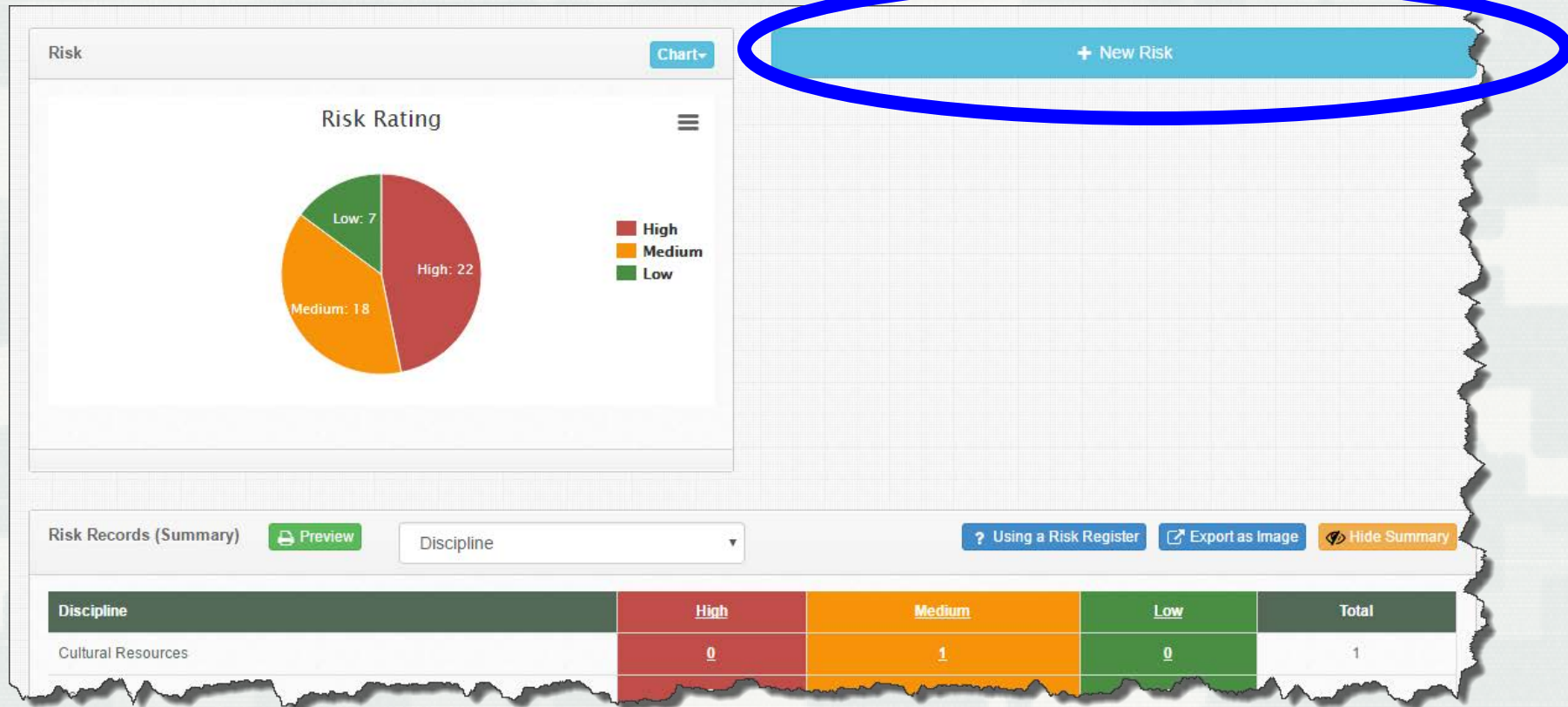
KEY STRATEGY ISSUES

- 1) the sacrificial fill of the authorized project is not economically justified.



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Risk Register



Risk Register

New Entry

? Using a Risk Register 06/22/2016

POC

Name(s) of person(s) assessing the task and responsible for the task. (Hold CTRL to select multiple.)

I also Responsible: (SMART) Through: (Kubler)
Responsible: (Kubler) (SMART) Through: (Kubler)
Responsible: (Kubler) (SMART) Through: (Kubler)
Responsible: (Kubler) (SMART) Through: (Kubler)
Responsible: (Kubler) (SMART) Through: (Kubler)

Milestone

Choose the SMART planning milestone(s) that are most closely associated with this risk. ?

Project Initiation

M1

M2

M3

M4

M5

PED

Construction

O&M

Discipline

Choose the discipline that goes along with this risk entry. ?

--Choose Discipline--

Risk Type

--Choose Risk Type--

Scoping Choice or Event

This is the scoping choice (task, decision, problem, question, or issue) or event (action, hazard, or opportunity) that is to be managed. ?

Risk & Cause


Briefly identify the risk. Considering the entry above, what can go wrong as a result of the scoping choice or event and how can it happen? ?

Risk Register

Discipline	High	Medium	Low	Total
Cultural Resources	<u>0</u>	<u>2</u>	<u>0</u>	2
Economics	<u>0</u>	<u>0</u>	<u>0</u>	0
Eng. - Cost	<u>0</u>	<u>1</u>	<u>0</u>	1
Eng. - General	<u>0</u>	<u>1</u>	<u>1</u>	2
Eng. - Geotechnical	<u>0</u>	<u>0</u>	<u>0</u>	0
Eng. - H&H	<u>0</u>	<u>2</u>	<u>1</u>	3
Environment	<u>1</u>	<u>4</u>	<u>2</u>	7
Plan Formulation	<u>0</u>	<u>4</u>	<u>2</u>	6
Policy	<u>0</u>	<u>0</u>	<u>0</u>	0
Project Management	<u>0</u>	<u>0</u>	<u>1</u>	1
Real Estate	<u>0</u>	<u>1</u>	<u>1</u>	2

Risk Register

Risk Records (Details)

 Preview

 Download Risk Register Summary PDF

Export (CSV) ▼

 Hide Details




☐ Show Only Risks Associated With A Decision Log?

Filtered by Risk Rating: M

 Clear Filters

Show 10 ▼ entries

Search:

View/Edit	Risk Number	Milestone	Discipline	Scoping Choice or Event	Risk & Cause	Risk Rating	Associated Decision Log	Date Added
 View	265-1	Project Initiation	Eng. - General	Using existing engineering data, such as: Topographical and bathymetric surveys, hydrologic analyses, preliminary design quantities	If engineering data aren't available, the study could be delayed and costs would rise.	M		02/17/2016
 View	265-2	Project Initiation	Eng. - H&H	Assuming that water management with respect to anadromous fish species is being addressed through the FERC relicensing process.	Risk of missed opportunity to provide ecosystem restoration with changes in water management operations. Future water management operations could adversely affect the recommended plan.	M		02/17/2016
 View	265-3	Project Initiation Chief's Report	Environment	The environmental specialist will need to coordinate with the non-federal sponsor on the California Environmental Quality Act (CEQA) analysis. CEQA and NEPA analyses	If CEQA compliance is lacking or inconsistent with NEPA analysis, the study may not be able to be supported by the non-federal sponsor.	M		03/03/2016



Decision Log

Home / Sabine Pass to Galveston Bay Project / Decision Log

Test Project

My Role: Team Member

Decision Log

[Using the Decision Log](#)

[Export Logs Summary \(PDF\)](#)

[Export Logs Summary \(CSV\)](#)

[New Log](#)

Show 10 entries

Search:

Actions	Log #	Category	Key Decision	Discussion	Approved	Date	Meeting	Notes	Related Risk(s)
Actions	1	Exemption to 3x3x3	Allow the study to be completed outside of the 3x3x3 guidelines	<p>Risk Discussion - 3x3x3 exemption package which was presented to a Senior Leaders Panel on 7 February 2014</p> <p>Alternatives - Eight study options of various degrees and costs</p> <p>Rationale - Option selected best opportunity for success with additional studies for future</p> <p>Implications -</p> <p>Review Summary - Approval of exemption on 25 February 2014.</p>	Pending				Add Risk Entry
Actions	2	Alternatives Milestone	Information is sufficient to meet the Alternatives Milestone on 9 April 2014	<p>Risk Discussion - Discussion as to whether the final array of alternatives has been identified as well as the criteria to evaluate alternatives to reach the TSP.</p>	Pending			Agreement of final array of alternatives and criteria and completion of Alternatives Milestone on 9 April 2014	Add Risk Entry



New Log

? Category

--Choose Category--

? Key Decision (2000 Character Maximum)

? Discussion (5000 Character Maximum)

? Approved

Pending

Date

? Meeting

Select A Meeting

? Notes (2000 Character Maximum)

? Decision Log File

Choose File No file chosen

Reset

Save



Decision Log - Export

Home / Sabine Pass to Galveston Bay Project / Decision Log

Test Project

My Role: Team Member

Decision Log

[? Using the Decision Log](#) [Export Logs Summary \(PDF\)](#) [Export Logs Summary \(CSV\)](#) [+ New Log](#)

Show 10 entries

Search:

Actions	Log #	Category	Key Decision	Discussion	Approved	Date	Meeting	Notes	Related Risk(s)
Actions	1	Exemption to 3x3x3	Allow the study to be completed outside of the 3x3x3 guidelines	<p>Risk Discussion - 3x3x3 exemption package which was presented to a Senior Leaders Panel on 7 February 2014</p> <p>Alternatives - Eight study options of various degrees and costs</p> <p>Rationale - Option selected best opportunity for success with additional studies for future</p> <p>Implications -</p> <p>Review Summary - Approval of exemption on 25 February 2014.</p>	Pending				+ Add Risk Entry
Actions	2	Alternatives Milestone	Information is sufficient to meet the Alternatives Milestone on 9 April 2014	<p>Risk Discussion - Discussion as to whether the final array of alternatives has been identified as well as the criteria to evaluate alternatives to reach the TSP.</p>	Pending			Agreement of final array of alternatives and criteria and completion of Alternatives Milestone on 9 April 2014	+ Add Risk Entry



Decision Log - Export

Testing Edit Form


06/23/2016

Decision Log: Test Project

Category	Key Decision	Discussion	Approved	Date	Meeting	Notes	Related Risk
Economics	Will survey real estate by doing__	Risk Discussion - Alternatives - Rationale - test Implications - Review Summary - test	Pending				OTH-11
	Checking Decision Log Risks Button	Risk Discussion - Alternatives - Checking Decision Log Risks Button. Rationale - This is where the rationale is entered or you can select edit decision log. Implications - null None Review Summary -	Yes	2015-10-21			OTH-9
Eng. - Geotechnical	Core sampling for levee for every acre of project area.	Risk Discussion - Chance that sampling may not be representative of levee construction area Alternatives - These alternatives included..... Rationale - Implications - Review Summary -	Yes	2015-10-06			
		Risk Discussion - Alternatives - Rationale - Implications - Review Summary -	Pending				
		Risk Discussion - Alternatives - Rationale - Implications - Review Summary -	Pending				



Study Issue Checklist

Project Study Issue Checklist 

1. Will the report clearly articulate how the selected plan will be consistent with each of the Chief of Engineers Actions for Change for Applying Lessons Learned during Hurricanes Katrina and Rita issued 24 August 2006?

☒ Yes ☐ * No ☐ N/A

Please explain answer

2. Will the report clearly articulate how the selected plan will be consistent with each of the USACE Environmental Operating Principles?

☒ Yes ☐ * No ☐ N/A

Please explain answer

3. Has a NEPA document been completed?

☒ Yes ☐ * No ☐ N/A



Study Issue Checklist

Test Project Feasibility Jacksonville District Study Issue Checklist

June 22, 2016

1. Will the report clearly articulate how the selected plan will be consistent with each of the Chief of Engineers Actions for Change for Applying Lessons Learned during Hurricanes Katrina and Rita issued 24 August 2006? ☒ **Yes** ☐ * **No** ☐ **N/A**
2. Will the report clearly articulate how the selected plan will be consistent with each of the Environmental Operating Principles? ☒ **Yes** ☐ * **No** ☐ **N/A**
3. Has a NEPA document been completed? ☐ **Yes** ☒ * **No** ☐ **N/A**



Deliverables

Deliverables (Select Milestone to View)

Project Initiation

M1

M2

M3

M4

M5

Status Bar: Tentatively Selected Plan Milestone

0% Complete

[Read the Standard Operating Procedure \(SOP\) for this milestone](#)

[Hide Additional Memorandums For Record \(MFR\) Table](#)

[Hide Other Files Table](#)

File	Current Version	Status	Actions	Updates
Report Summary (10 pages)	0	Missing		
Decision Management Plan	0	Missing		
Risk Register	0	Missing		
Decision Log	0	Missing		
Project Study Issue Checklist	0	Missing		
Memorandum for Record (MFR)	0	Missing		

Additional Memorandum For Record

File	Current Version	Actions
------	-----------------	---------

[Upload file](#)

Other Files

File	Current Version	Actions
------	-----------------	---------

[Upload file](#)

Read the Standard Operating Procedure (SOP) for this milestone

Project Initiation

M2

M3

M4

M5

Status Bar: Tentatively Selected Plan Milestone

0% Complete

 Read the Standard Operating Procedure (SOP) for this milestone

Hide Additional Memorandums For Record (MFR) Table

Hide Other Files Table

File

Current

Report Summary (10 pages)

De

Additional Memorandum For Record

File

Upload file

Other Files

File

Upload file

- PDT Upload
- Project Admin Initiates
- District Reviewer
- Division Reviewer
- HQ Reviewer
- Workflow Complete

Missing

Missing

Additional Memorandum For

File

Upload file

Other Files

File

Upload file

Actions

Actions

Activity Log

Activity Log

Jane Doe in modified a Risk Register entry on 21-06-2016

Jane Doe in modified a Risk Register entry on 21-06-2016

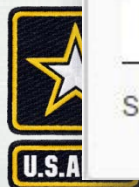
Jane Doe modified a Risk Register entry on 13-06-2016

Jane Doe modified a Risk Register entry on 13-06-2016



Show Team

My Team x			
Show <input type="text" value="10"/> entries		Search: <input type="text"/>	
Project Role	Team Members	USACE Org	End Date
Project Admin	Jane Doe	SWG	None
Project Admin	John Doe	SWG	None
Project Admin	Sam Doe	MVN	None
Project Admin	Tonya Doe	SWF	None
Project Admin	Jessica Doe	SWG	None
Project Admin	Matt Doe	SWG	None
Reviewer (District)	Adam Doe	SAJ	None
Reviewer (District)	Sally Doe	SWG	None
Reviewer (District)	Chris Doe	IWR	None
Reviewer (District)	Moe Doe	SAC	None
Showing 1 to 10 of 36 entries		Previous	1 2 3 4 Next



Embedded Tips

Milestone

Choose the SMART planning milestone that is most closely associated with this risk entry.

Project Initiation

M1

M2

M3

M4

M5

PED

Construction

O&M



Discipline

Choose the discipline that goes along with this risk entry.

Choose Discipline--

Risk Type

--Choose Risk

Scoping Choice or Event

This is the scoping choice (task, decision, problem, question, or issue) or event (action, hazard, or opportunity) that is to be managed.

Milestone

Milestones are a metric used to mark a decision made in the SMART planning process.

Milestone	Milestone Purpose	To Be Completed Prior to the Milestone	Pre-Milestone Submittals
1. Alternatives	<ul style="list-style-type: none"> Vertical team concurrence on evaluation criteria and focused array of alternatives. 	<ul style="list-style-type: none"> Study Scope NEPA Scoping Publish NOI 	<ul style="list-style-type: none"> Report Synopsis Decision Management Plan
2. TSP	<ul style="list-style-type: none"> Vertical team 	<ul style="list-style-type: none"> IEPR 	



Go to Live Demo (See Video)



Have you worked on a ...

Decision
Management
Plan (36%)

Risk Register
(54%)

Decision Log
(32%)

Study Issue
Checklist
(38%)



No Response = 22% out of 50 logins



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Poll: What app would you like next?

Potential App	Results
Expanded Printing and Report Options with Current Apps	14%
Report Summary	32%
Project Factsheet	26%
Other?	2% Ideas: Chief's Reports, DQC Checklist

No Response = 50% out of 50 logins

Take-Aways



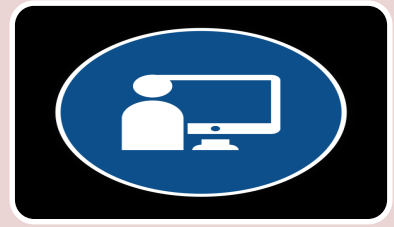
Collaborate



Organize



Consistent
Quality



Learn
Efficiently

Go to <http://iwr-apt.planUSACE.us> to begin using today

Engage your PDT, reviewers and vertical team



The “force” is within! The tool is yours!

Email planningonline@usace.army.mil to share ideas or bugs, schedule demos, etc.

Questions?

Type questions in the chat box.
We will answer as many as time allows.

Reference site:

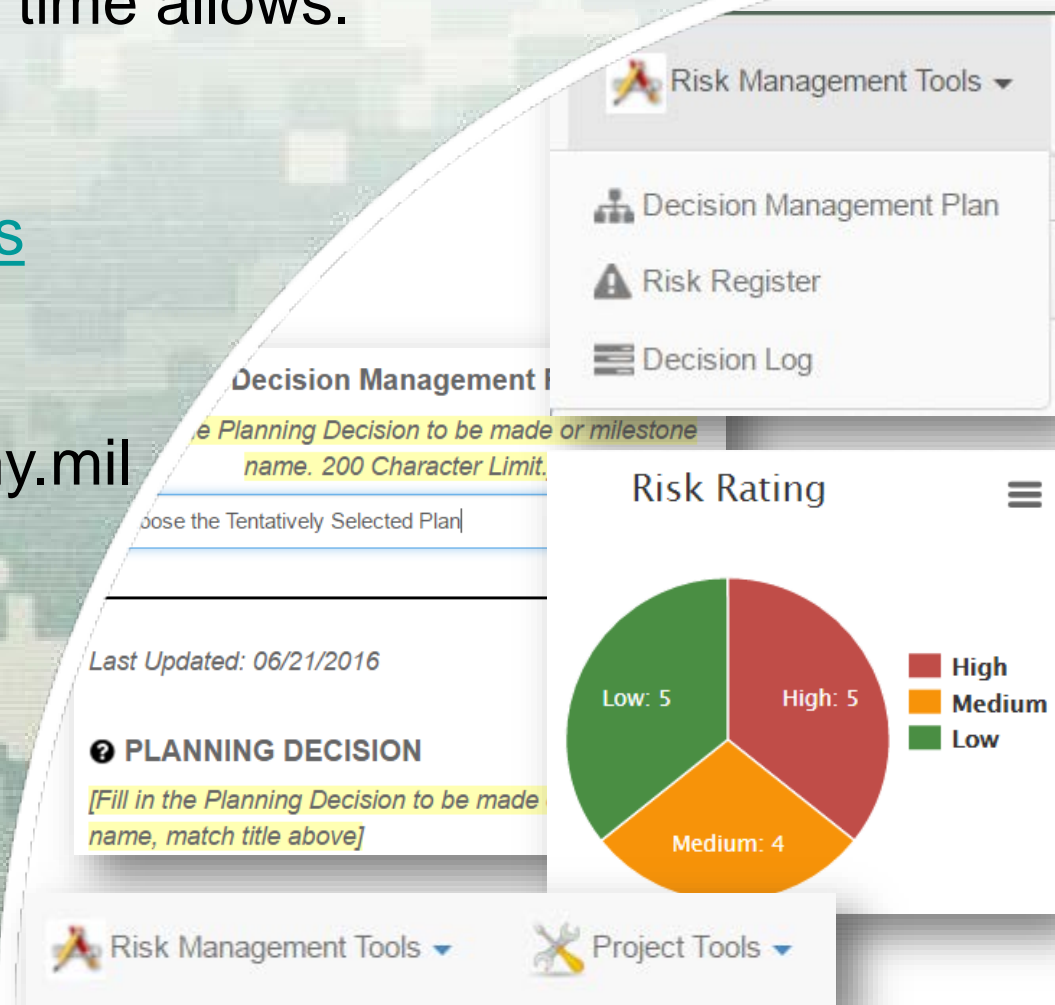
<http://iwr-apt.planUSACE.us>

Email:

planningonline@usace.army.mil



US Army Corps of Engineers
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Decision Log



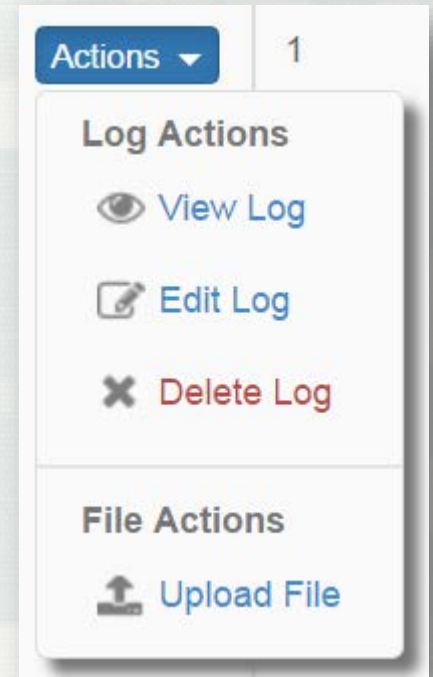
Purpose of Decision Log

- *Decisions are documented so that if a decision needs to be reevaluated, it is easy to identify.*
- *This may drive your DMP and be based on your risk register.*



Changes

- Simplified Decision Log
- Added and expanded help features
- Created new reports
- Ability to upload file to decision
- Relate multiple risks to a decision



Category

--Choose Category--

Key Decision (2000 Character Maximum)

Discussion (5000 Character Maximum)

Approved

Pending

Date

Meeting

Select A Meeting

Notes (2000 Character Maximum)

Decision Log File

Choose File No file chosen

Reset

Save



Decision Log Summary

Decision Log

Using the Decision Log

Export Logs Summary (PDF)

Export Logs Summary (CSV)

New Log

Show 10 entries

Search:

Actions	Log #	Category	Key Decision	Discussion	Approved	Date	Meeting	Notes	Related Risk(s)
Actions	1	Exemption to 3x3x3	Allow the study to be completed outside of the 3x3x3 guidelines	Risk Discussion - 3x3x3 exemption package which was presented to a Senior Leaders Panel on 7 February 2014	Pending				+ Add Risk Entry
Actions	2	Alternatives Milestone	Inf Alt 20	us degrees and costs unity for success with additionally studies for 5 February 2014. The final array of alternatives has been eria to evaluate alternatives to reach the of alternatives and criteria and detailed selection of the TSP. Milestone will allow for the PDT to continue on needed for the final screening of key decision points before the TSP Milestone	Pending			Agreement of final array of alternatives and criteria and completion of Alternatives Milestone on 9 April 2014	+ Add Risk Entry
Actions	3	Environment	Mo	One-time approval for use of the marsh modules	Pending				+ Add Risk Entry

Actions

1

Log Actions

 [View Log](#)

 [Edit Log](#)

 [Delete Log](#)

File Actions

 [Upload File](#)



Relate Risk Register to Decision

On a risk register entry, choose a decision that relates to the decision as appropriate

☒ Add to Decision Log?

Choose a log (Optional):

New Decision Log



Decision Log

? Using the Decision Log | Export Logs Summary (PDF) | Export Logs Summary (CSV) | + New Log

Show 10 entries

Actions	Log #	Category	Key Decision	Related Risk(s)	Meeting	Notes	Related Risk(s)
Actions ▾	1	Economics	testing	<div>View RES-7</div> <div>+ Add Risk Entry</div>	Tentatively Selected Plan	notes testing edit	<div>View RES-7</div> <div>+ Add Risk Entry</div>
Actions ▾	2	Project Management	may 27 decision edits	<div>View ECN-2</div> <div>+ Add Risk Entry</div>	Charette	test charette	<div>View ECN-2</div> <div>+ Add Risk Entry</div>
Actions ▾	3	Eng. - H&H	afad	<div>+ Add Risk Entry</div>		ageage	<div>+ Add Risk Entry</div>

Search:



Print Options - Demo

Decision Log

?

 Using the Decision Log

📄

 Export Logs Summary (PDF)

📄

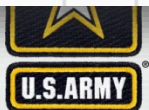
 Export Logs Summary (CSV)

+

 New Log

Show 10 entries

Actions	Log #	Category	Key Decision	Discussion	Approved	Date	Meeting	Notes	Related Risk(s)
Actions	1	Exemption to 3x3x3	Allow the study to be completed outside of the 3x3x3 guidelines	<div>Risk Discussion - 3x3x3 exemption package which was presented to a Senior Leaders Panel on 7 February 2014</div> <div>Alternatives - Eight study options of various degrees and costs</div> <div>Rationale - Option selected best opportunity for success with additional studies for future</div> <div>Implications -</div> <div>Review Summary - Approval of exemption on 25 February 2014.</div>	Pending				<div>+ Add Risk Entry</div>
Actions	2	Alternatives Milestone	Information is sufficient to meet the Alternatives Milestone on 9 April 2014	<div>Risk Discussion - Discussion as to whether the final array of alternatives has been identified as well as the criteria to evaluate alternatives to reach the TSP.</div> <div>Alternatives -</div> <div>Rationale - Presentation of final array of alternatives and criteria and detailed discussion of way ahead to selection of the TSP.</div> <div>Implications - Approval of the Alternatives Milestone will allow for the PDT to continue to development of information needed for the final screening of alternatives.</div> <div>Review Summary - Additional IPRs needed at key decision points before the TSP Milestone in June 2015.</div>	Pending			Agreement of final array of alternatives and criteria and completion of Alternatives Milestone on 9 April 2014	<div>+ Add Risk Entry</div>
Actions	3	Environment	Modeling - Use of WWA	<div>Risk Discussion - One-time approval for use of the marsh modules</div>	Pending				<div>+ Add Risk Entry</div>



Demo of Decision Log (See Video)



Decision Log Questions?

Type questions in the chat box.
We will answer as many as time allows.

Reference site:

<http://iwr-apt.planUSACE.us>

Email:

planningonline@usace.army.mil



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