

REVIEW PLANS

REVIEW PROCESS WEBINAR SERIES

Webinar 1.0
Prepared by the
FRM-PCX



"The views, opinions and findings contained in this report are those of the authors(s) and should not be construed as an official Department of the Army position, policy or decision, unless so designated by other official documentation."



US Army Corps
of Engineers®



NOTE:
TAMPER GATE
NOT SHOWN

REVIEW PLANS

What is a Review Plan?

Why do we need it?

When do we write it?

How do we write it?



WHAT IS A REVIEW PLAN?

A Foundational Document:

- Outlines steps to produce a credible product
- Defines scope of internal and external reviews
- Presents review strategy
 - Expertise required
 - How review will be documented
 - Roles and responsibilities
- Living document

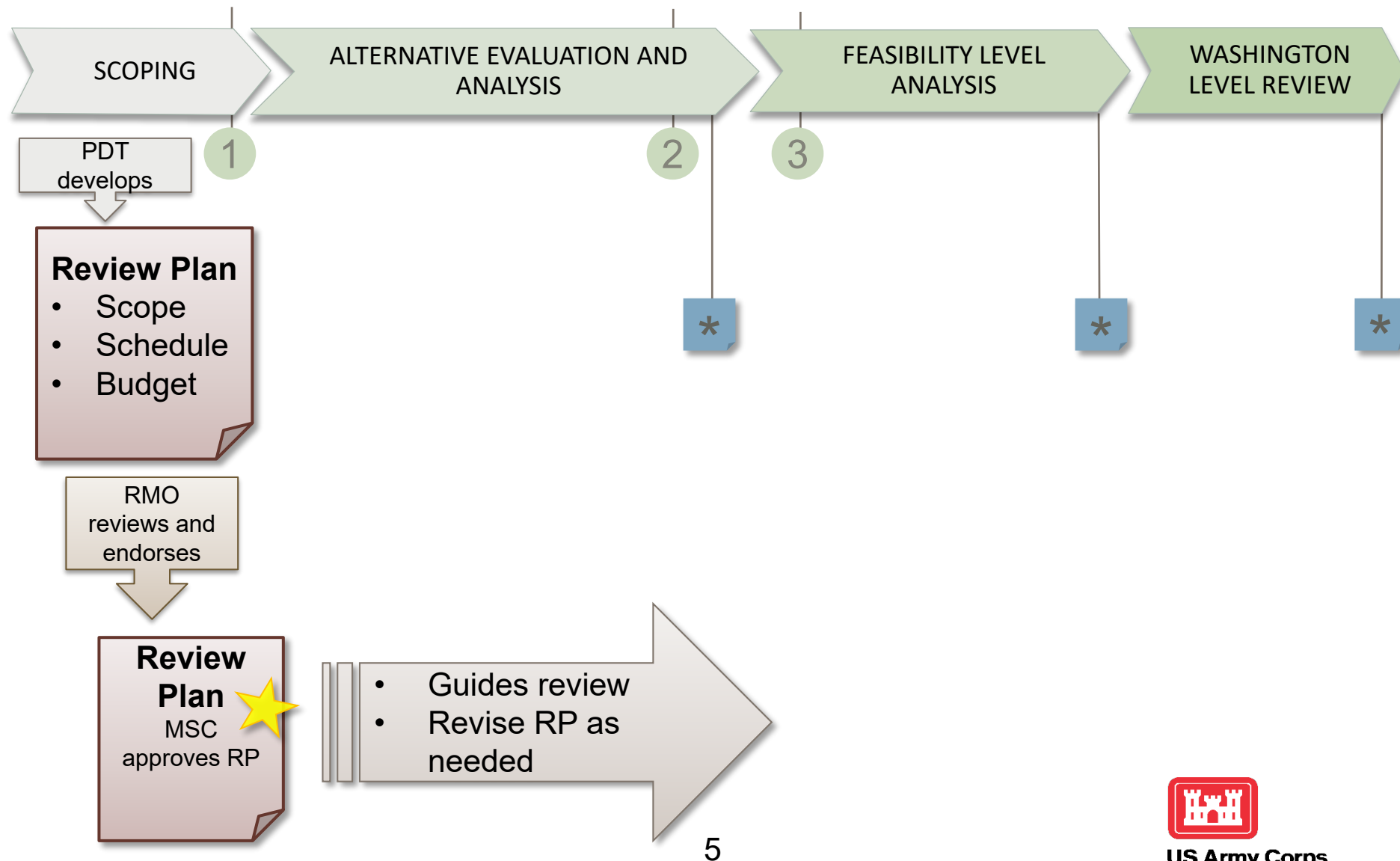


WHY DO WE NEED IT?

- Information Quality Act compliance (it's the law)
- Compliance with MSC Quality Management Plan (QMP)
- Opportunity to scale reviews
- Vehicle for Review Management Organization (RMO) to assist PDT



WHEN DO WE WRITE IT?



US Army Corps
of Engineers.



HOW DO WE WRITE IT?

1. Identify appropriate RMO

They can help you!

2. Use the Template!

[On the Planning Toolbox](#)

3. Factors affecting level of Review

Focus on High Risk areas

4. Integrate Review into Schedule

Start with template dates

5. Estimate review budget

Ranges provided in following slides



WHO IS THE RMO* FOR YOUR STUDY?



- Generally, the respective Planning Center of Expertise (PCX)

Primary Project Purpose	RMO
Flood Risk Management	FRM-PCX@usace.army.mil
Coastal Storm Risk Management	PCXCSRM@usace.army.mil
Ecosystem Restoration	ECOPCX@usace.army.mil
Water Management and Reallocation	WMRSPCX@usace.army.mil
Deep Draft Navigation	DDNPCX@usace.army.mil
Inland Navigation	PCXIN@usace.army.mil
Multiple Project Purposes	MSC designates Lead PCX
Dam or Levee Safety Modification	Risk Management Center (RMC)
All Others Including Continuing Authorities Program (CAP)	MSC, unless MSC requests PCX to act as RMO

*(Review Management Organization)



WHO IS THE RMO* FOR IMPLEMENTATION?

- Generally, the MSC, but....



Primary Project Purpose	RMO
FRM requiring a Safety Assurance Review (Type II IEPR)	RMC
FRM not Requiring a Safety Assurance Review	MSC
Inland Navigation	Inland Navigation Design Center
CAP Sections 103 or 205 Projects Involving Modification of Dam or Levee Systems	RMC
All Others Including Remaining CAP Projects	MSC

*(Review Management Organization)



USE THE TEMPLATE

REVIEW PLAN
(Enter Date – use Month-Year format; replace when plan was prepared/updated)

Project Name: *(describe) Name and Location (County, State)*
EA Number: *Enter Number*

Decision Document Type: *(Feasibility Report, General Remediation Report, Design Report, etc.)*

Project Type: *(single) Single Project Navigation, Final Risk Management, Emergency Restoration, Water Allocation, Other, or Multi-Project*

Director: *(Name of Director)*
Director Contact: *(Add phone info and phone number for the point of contact at the Director)*

Major Subordinate Command (MSC): *(Name of MSC)*
MSC Contact: *(Add phone info and phone number for the point of contact at the MSC)*

Review Management Organization (RMO): *(describe the PCX or RMG)*
RMO Contact: *(Add info and phone number for the Review Management Organization point of contact)*

Key Review Plan Dates

Date of RMO Endorsement of Review Plan: *(date approval date or date "Funding" if not yet approved)*
Date of MSC Approval of Review Plan: *(date approval date or date "Funding" if not yet approved)*
Date of TEPR Exclusion Approval: *(enter date of DOW approval or N/A if TEPR will be included)*
Has the Review Plan changed since PCX endorsement? *(enter either Yes or No)*
Date of Last Review Plan Revision: *(date of last revision or "NONE" if no change since approval)*
Date of Review Plan Web Posting: *(enter date the Review Plan was posted on the internet and page)*
Date of Congressional Notification: *(enter date the RPT reached Congress or TEPR decision)*

	Scheduled	Actual	Complete
Alternative Milestone:	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>
Tentatively Selected Plan:	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>
Release Draft Report to Public:	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>
Agency Decision Milestone:	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>
Final Report Transmittal:	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>
Senior Leaders Briefing:	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>
Chief Report or Director's Report	<i>(enter date)</i>	<i>(enter date)</i>	<i>(date/20xx)</i>

Template provides starting point

- Project Fact Sheet
- Factors Affecting Levels of Review
- Review Execution Plan
- Team Roster/Expertise

Check out the Review Plan Template on the Planning Toolbox:

<https://planning.erdcdren.mil/toolbox/current.cfm?Title=Peer%20Review&ThisPage=Peer&Side=No>



FACTORS AFFECTING LEVEL OF REVIEW



- Identify areas unique to your study that might need specific focused review
- Targeted ATR of critical analyses can prevent having to redo work
- Think critically about how review can help!

Check out other existing Review Plans on the Planning Toolbox:

<https://www.usace.army.mil/Missions/Civil-Works/Project-Planning/Review-Plans/>



LEVELS OF REVIEW



Mandatory

- **DQC**
 - Managed by home District
 - Reviewers from home District
- **ATR**
 - Managed by RMO
 - Reviewers from other USACE Districts



Required for
certain products

- **IEPR**
 - Coordinate through RMO
 - Reviewers external to USACE



IEPR THRESHOLDS



Mandatory Triggers

Project Cost
over
\$200 Million*

Governor
requests IEPR

Project is
Controversial

Discretionary – Resource Agency requests IEPR

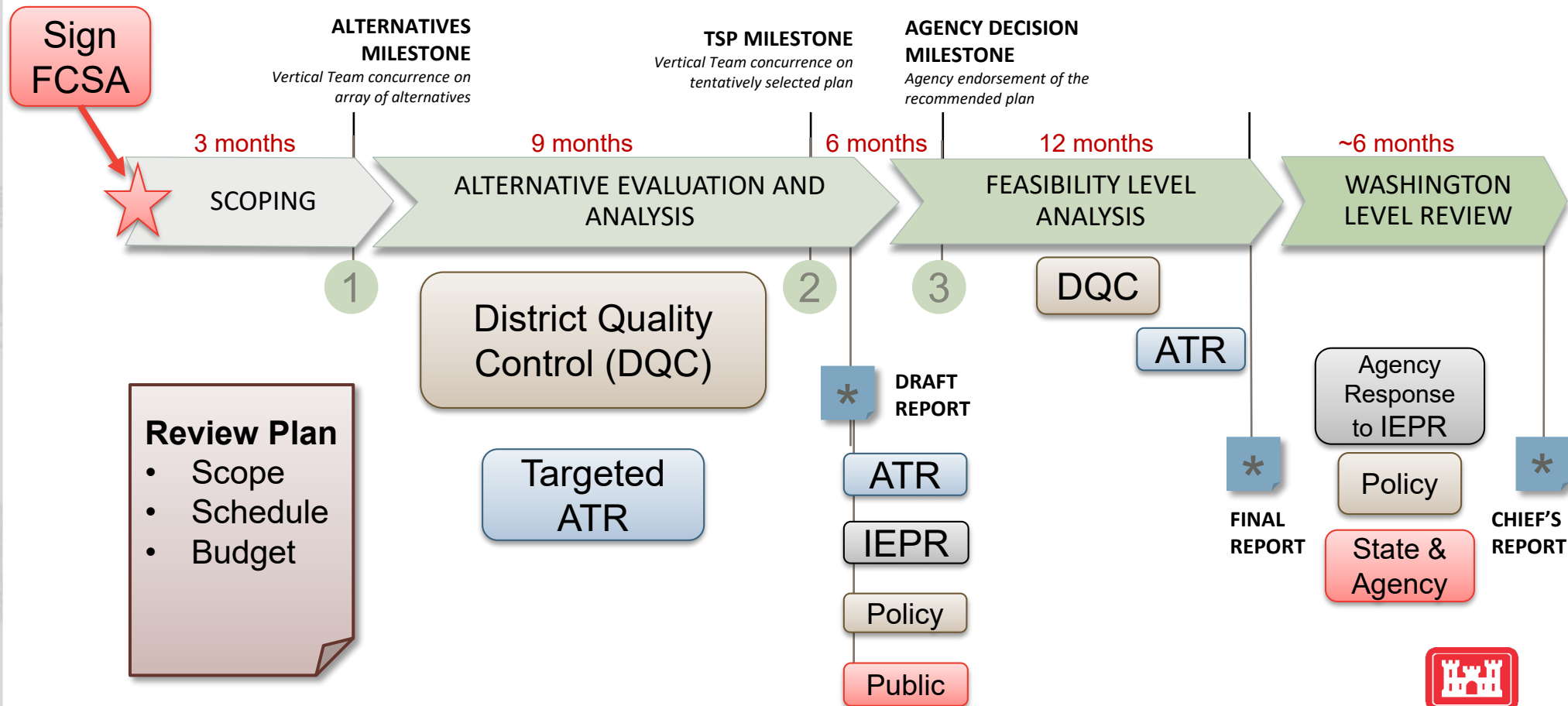
Optional – Risk Informed Decision that Study would benefit from IEPR

*Exclusions may be granted



INCLUDE MILESTONE SCHEDULE

Use typical durations as starting point



SCHEDULE AND ESTIMATED BUDGET



Products to undergo Review	Review Level	Start Date	End Date	Cost	Complete
Planning Model Review	Model Review	mm/dd/yy	mm/dd/yy	\$	Yes/No
Draft Feasibility Report and EIS	DQC	mm/dd/yy	mm/dd/yy	\$	Yes/No
Critical Analyses	Targeted ATR	mm/dd/yy	mm/dd/yy	\$	Yes/No
Draft Feasibility Report and EIS	ATR	mm/dd/yy	mm/dd/yy	\$	Yes/No
Draft Feasibility Report and EIS	Type I IEPR	mm/dd/yy	mm/dd/yy	\$	Yes/No
Draft Feasibility Report and EIS	Policy and Legal Review	mm/dd/yy	mm/dd/yy	\$	Yes/No
Final Feasibility Report and EIS	ATR	mm/dd/yy	mm/dd/yy	\$	Yes/No
Final Feasibility Report and EIS	Policy and Legal Review	mm/dd/yy	mm/dd/yy	\$	Yes/No
List in-kind products	ID review levels (DQC, ATR, IEPR)	mm/dd/yy	mm/dd/yy	\$	Yes/No



ESTIMATE REVIEW BUDGET



- Budget should reflect level of complexity of project
- Typical Review Costs – does not include PDT labor!

	DQC* Team	ATR Team	ATR Duration	IEPR Contract
Draft Report	\$40-\$70k	\$50-\$60k	Assume 6-8 weeks	\$80-\$120k
Final Report	\$20-\$30k	\$20-\$30k	Assume 4-6 weeks	

*DQC Budget should be determined by each District 15



US Army Corps
of Engineers.



KEY TAKE AWAYS



Coordinate with RMO



Risk determines level of review



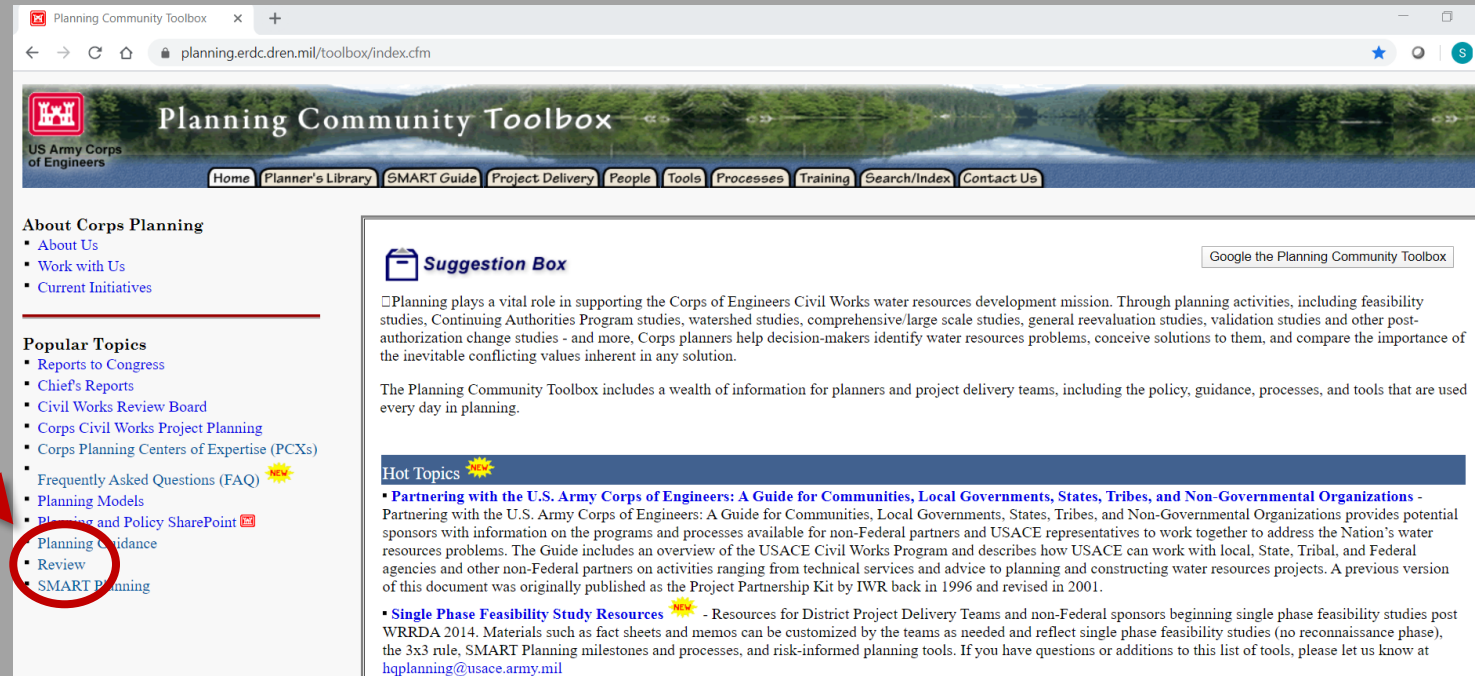
Reviews should be integrated in project schedule and budget



Update RP as new risks are identified



For more information check out the Review tab on the Planning Community Toolbox



The screenshot shows the Planning Community Toolbox website. A red arrow points from the text above to the 'Review' link in the 'Popular Topics' sidebar. The website header includes the US Army Corps of Engineers logo and a navigation bar with links: Home, Planner's Library, SMART Guide, Project Delivery, People, Tools, Processes, Training, Search/Index, and Contact Us. The 'About Corps Planning' section lists links for About Us, Work with Us, and Current Initiatives. The 'Popular Topics' section lists links for Reports to Congress, Chief's Reports, Civil Works Review Board, Corps Civil Works Project Planning, Corps Planning Centers of Expertise (PCXs), Frequently Asked Questions (FAQ), Planning Models, Planning and Policy SharePoint, Planning Guidance, Review, and SMART Planning. The 'Suggestion Box' section contains text about the importance of planning and a link to 'Google the Planning Community Toolbox'. The 'Hot Topics' section lists links for 'Partnering with the U.S. Army Corps of Engineers: A Guide for Communities, Local Governments, States, Tribes, and Non-Governmental Organizations' and 'Single Phase Feasibility Study Resources'.

Planning Community Toolbox: <http://www.corpsplanning.us>



US Army Corps
of Engineers®

