

Title: Appendix E Quality Management Plan for Programs and Project Management

QMP 01-E Issue: 2 Revision: 0 Date: Feb 2004 Proponent Office: CESPK-DE (100)

**Appendix E**

**Quality Management Plan**

**for**

**Programs and Project Management**

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Changes to this document require the concurrence of the District Staff Chiefs and approval by the DD PMPD, and shall only be made following the procedures described herein.



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## 1.0 PURPOSE

The purpose of this Appendix to the Quality Management Plan For Sacramento District is to establish the foundation of specific policies and principles to be followed by Programs and Project Management Division to continuously improve the level of quality delivered to our customers, both internal and external. General quality management polices and procedures for the District are not duplicated herein.

## 2.0 SCOPE

This Quality Management Plan (QMP) applies to all Programs and Project Management Quality Control activities and shall be followed by all members of the PM organization, including Civil Works, Military, HTRW and Support for Others.

## 3.0 REFERENCES

*AR 25-400-2, The Army Records Information Management System (ARIMS)*

*AR 5-1, Army Management Philosophy*

*ER 5-1-11, Program and Project Management*

*ER 415-1-11 Biddability, Constructibility, Operability, and Environmental Review*

*ER 415-345-38, Transfer and Warranties*

*EP 715-1-7, Architect-Engineer Contracting*

*ER 1110-1-12, Quality Management*

*ER 1110-2-1150, Engineering and Design for Civil Works Projects*

Leadership for Total Army Quality, Concept Plan Feb. 1993

*A-E Guide, Volume 1 - General Instructions for Air Force Projects*

*A-E Guide, Volume 2, MCACES Guidance*

*A-E Guide, Volume 3, Specification Guidance*

CECW-AG Memorandum, Model Agreement for Preconstruction Engineering and Design (PED), 3 Dec 1996

CECW-B/CECW-A Memorandum, Agreements for Specifically Authorized Civil Works Projects and Separable Elements Involving Non-Federal Construction Work, Advances of Non-Federal Funds, or Contributions of Non-federal funds for Construction in the Absence of Federal Appropriations-Guidance Memorandum.[SPF1]

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*ER 1165-2-124, Construction of Harbor and Inland Harbor Projects by Non-Federal Interest*

CECW-L/CECW-P Memorandum, Integration of Project Cooperation Agreements (PCA's) and Supporting Project Documents, 17 March 1994.

*USACE Business Process*

*Regional Project Management Business Process*

CESPK Project Management Business Process User Manual, May 1999

#### **4.0 DEFINITIONS**

See the Sacramento District QMP for definitions not listed here.

#### **5.0 POLICY**

The policy of the Sacramento District Programs and Project Management Division is to consistently provide high quality project management resulting in services and products developed through appropriate Project Delivery Teams that meet our customer's expectations for quality, scope, schedule, and budget.

#### **6.0 QUALITY MANAGEMENT**

See the Sacramento District QMP for Quality Management overview.

##### **6.1 Documents Prepared by Program/Project Management.**

During the course of project development, specific documents necessary for the completion of products/services are prepared in the PM organization. They include:

- a. Project Management Plan (PMP)
- b. Pre-Construction, Engineering and Design (PED) Agreement (Civil Works only)
- c. Project Cooperation Agreement (PCA) (Civil Works only)
- d. Annual Budget Documents (Civil Works only)
- e. Memorandum of Agreement (MOA)
- f. Memorandum of Understanding (MOU)
- g. Project Data Sheets
- h. Project Correspondence

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These documents are considered PM products and are subject to Quality Control activities like all other products. All documents prepared by project managers are peer reviewed by project managers in their respective teams and/or reviewed by either the Assistant Chief (if applicable) or Chief of the respective Project Management Branch. Examples of all above documents are available on the SPK Intranet for use as templates by the project managers, except the project data sheets and project correspondence, which do not lend themselves to generic templates. PM's shall follow all existing guidance regarding development of the above products, specifically in regards to content, timing of completion of these documents and Corps approval/signature processes.

## **7.0 CORRECTIVE AND PREVENTIVE ACTIONS**

See the Sacramento District QMP for Corrective And Preventive Actions overview.

### **7.1 Customer Surveys**

Each Branch within PPMD shall conduct annual customer surveys and prepare and act on Action Plans that address customer concerns. Action Plans shall be proposed by the PM and reviewed and approved by the affected District elements and the customer.

## **8.0 QUALITY TOOLS**

See the Sacramento District QMP for Quality Tools overview.

## **9.0 QMP PREPARATION, REVISION and ADMINISTRATION**

See the Sacramento District QMP for overview of District QMP Preparation, Revision And Administration. A copy of the approved QMP and any revisions shall be distributed to each Branch of PPMD.

## **10.0 RECORDS**

See the Sacramento District QMP for records overview.