

SMALL PROJECTS WIZARD

Executive Summary

June 2016



Mission Statement

The Small Projects Wizard provides USACE Project Delivery Teams (PDTs) with an efficient tool to generate standardized Statement of Work (SOW) documents for execution of Sustainment, Restoration and Modernization (SRM) and small Military Programs work. The Wizard provides a flexible – yet standards-oriented – process that is designed to ensure consistent and high-quality SOW for all stakeholders. This tool can be incorporated into existing District processes to fully support project schedule, cost and quality objectives.

Objective

The primary objective of the Small Projects Wizard is to provide a standard tool for SOW development that is utilized across USACE for SRM and small projects. The Wizard aligns with the principles of UFC requirements for UFGS formatting, the USACE BUILDER Sustainment Management System (SMS), and the ASTM Uniformat II Classification System.

Execution

Currently, USACE small projects SOWs are not standardized and vary widely across the enterprise – even within District offices. This creates confusion for contractors and inconsistencies in scope definition and project execution. These variables make it difficult for stakeholders to predict project costs and schedules, which jeopardizes the ability to accurately project facility operation of its life cycle. To combat these issues, the Small Projects Wizard:

- Standardizes the SOW requirements consistent with a three-part Unified Facilities Guide Specification (UFGS) format, per UFC 1-300-02;
- Promotes the use of Work Items identification based on the USACE BUILDER SMS methodology which utilizes the ASTM Uniformat II Classification System, and;
- Is flexible for incorporation with existing district SRM and small project workflows.

Outcome

The requirement for Department of Defense agencies to utilize the BUILDER SMS catalyzed the need to produce consistent SOWs that provide an industry-recognized reference for the description, economic analysis, and management of buildings with consideration to all phases of their life cycle.

Implementation of the Wizard tool across USACE enterprise ensures objective standards are met in the pursuit of meeting and exceeding commitments for schedule, cost, and quality.

The Wizard tool is an “Engineering Multiplier,” in that it creates a standardized SOW that:

- Can be quickly created, yet flexible in content, based on specific project requirements; therefore, saving time and cost in SOW development;
- Is efficiently and consistently organized and making use of pre-loaded, industry recognized work item descriptions; therefore, making assuring consistent quality, and;
- Establishes quantifiable, work item-based descriptions that provide a common understanding between stakeholder, designer, cost engineer, and contractor throughout the project lifecycle.

Points of Contact

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References

1 May 2015 USACE Campaign Plan:

Priority Action 1b2

USACE has competent and trained personnel to use Asset Management techniques enhancing customer's planning and sustainment models.

Outcome 1b2.3:

SRM Wizard as standard tool for SRM SOW development.

Priority Action 2c1

End State:

USACE successfully meets or exceeds established commitments for schedule, cost and quality.

Outcome 2c1.1:

USACE successfully meets or exceeds established commitments for schedule, cost and quality to ensure consistent, high quality performance.