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# Project Management Plan (PMP)

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**FY xx Project Title**

**Base xxxx**

**PDC AAAA12345**

**Date**

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*\* To be provided by the Design Agent's Project Manager, when applicable to the project.*

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# A. INTRODUCTION

## Purpose

*These instructions are intended for use by both Air Force and the Design Agent / Construction Agent (DA/CA) Project Managers who have a responsibility in the development of PMPs for MILCON projects. All instructions throughout the PMP are in italics. The specific instructions in each section are intended to serve as a reference during development of the section and are shown in italics at the beginning of each section. All instructions are to be deleted when the final PMP is prepared. A draft PMP is to be included with the final RD when submitted to the Air Force Design Manager (DM). The baseline PMP will be finalized by the Project Management Team at the Pre-Definition Conference. Additional reference information on the PMP requirements can be found in the US Air Force Project Manager's Guide to MILCON Design and Construction (The Blue Book). For those projects requiring intensive management, the DM/CM and the DA/CA will establish a special management team. This special management team's duties, responsibilities, goals, and procedures will be outlined in the PMP.*

This Project Management Plan (PMP) provides the general framework, and establishes specific strategies and milestones, for execution of this MILCON project.

## Joint Air Force / Design Agent/Construction Agent (DA/CA) PMP

The contents and format of this PMP are intended to serve the needs of both the US Air Force and the DA/CA members of the Project Management Team. Attachment 5 of the PMP, when applicable, will be provided by the Design Agent's Project Manager, and will become a permanent integral part of the Plan. All other portions of the PMP will be prepared by the Air Force in draft form, and finalized by the Project Management Team prior to the Pre-Definition Conference (PDC). The PMP will be distributed within ten days after the PDC to all attendees.

## Responsibilities and Authorities

Responsibilities and authorities for joint US Air Force/US Army Corps of Engineer project management are established in the Level I Memorandum of Understanding (MOU) between HQ US Air Force and HQ US Army Corps of Engineers, and in the 3 Jan 94 Level II MOU between their respective major subordinate commands.

Responsibilities and authorities for joint US Air Force/US Naval Facilities Engineering Command (NAVFAC) project management will be established during the PDC. Prudent management lends itself to following established relationships between NAVFAC Engineering Field Divisions and US Air Force customers.

# B. Acquisition Strategy

## Acquisition Plan

<b>Design Phase</b>	<b>REQ'D</b>	<b>REMARKS</b>
Partnering in Design	<input type="checkbox"/>	_____
Design Standardization:		
Unique (No Standard Used)	<input type="checkbox"/>	_____
Site Adapt	<input type="checkbox"/>	_____
Definitive Drawings	<input type="checkbox"/>	_____
Standard Design Criteria	<input type="checkbox"/>	_____
Functional Modules	<input type="checkbox"/>	_____
Charrette (as basis for PD)	<input type="checkbox"/>	_____
Designer:		
A-E	<input type="checkbox"/>	_____
H-L (In-House)	<input type="checkbox"/>	_____
Contractor for Design/Build	<input type="checkbox"/>	_____
Other (specify)_____	<input type="checkbox"/>	_____
Other (specify)_____	<input type="checkbox"/>	_____

<b>Procurement Phase</b>	<b>REQ'D</b>	<b>REMARKS</b>
Real Estate Acquisition	<input type="checkbox"/>	_____
Delivery Method:		
Traditional Bid	<input type="checkbox"/>	_____
Negotiated Procurement	<input type="checkbox"/>	_____
Design/Build	<input type="checkbox"/>	_____
Evaluated Total Cost Method	<input type="checkbox"/>	_____
Other (specify)_____	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____

# B. Acquisition Strategy (cont'd)

## Procurement Phase (cont'd)      REQ'D      REMARKS

### Competition:

Full, Open Competition

SDB

8(a)

Other (specify) \_\_\_\_\_



### Contract Type:

Firm Fixed Price

Fixed Price Award Fee

Fixed Price Incentive Fee

Cost Plus Fixed Fee

Cost Plus Award Fee

Cost Plus Incentive Fee

Letter Contract

Other (specify) \_\_\_\_\_



## Construction Phase

*This section is intended to identify any special services or considerations required of the Design Agent.*

Partnering in Construction

Construction Phasing

Acceptance/Performance Tests

Construction Constraints

Availability of GFE

Split Funding Sources

Systems O&M Manuals

Training

Special Post Occupancy Inspections

Other (specify) \_\_\_\_\_



## Acquisition Strategy Comments

# C. Project Schedule

*The Base will establish the operational and facility need dates. The Project Management Team will develop an estimated project schedule prior to the Pre-Definition Conference. The schedule may be revised as situations dictate. All deliverables included in the Design Cost Estimate shall have milestones established for them in the project schedule, wherever applicable. The baseline schedule will be included in this section of the Project Management Plan. The requiring MAJCOM will establish MAJCOM goals and guidance.*

Project Goals	Date
<b>Base</b>	
Operational Need Date	
Facility Need Date	
Environmental Assessment Complete	
Other (specify)	
<b>MAJCOM</b>	
<i>(insert MAJCOM goals here)</i>	

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# C. Project Schedule (cont'd)

Baseline Project Schedule	Date
<b>Project Management Team</b>	
<i>(insert baseline design and construction schedule here)</i>	

# D. Project Management Plan Agreement

*The Project Management Plan Agreement will be signed at the Pre-Definition Conference, when the PMP is finalized by the Project Management Team. Page number to be assigned by preparer when PMP is finalized. In many cases, the Air Force DM and the Air Force CM are the same person, the Air Force DM and the Requiring MAJCOM PM are the same person, and the Requiring and Host MAJCOM PM are the same person.*

## Agreement Statement

The undersigned agree to follow the provisions of this Project Management Plan for the MILCON project identified in the Requirements Document (RD). Changes to this plan must be coordinated with and approved by the undersigned or their designated representatives.

## Signatures

\_\_\_\_\_  
SIGNATURE DM/CM

\_\_\_\_\_  
SIGNATURE PM (DA/CA)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE BCE PM

\_\_\_\_\_  
SIGNATURE USING AGENCY/BASE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE REQUIRING MAJCOM PM

\_\_\_\_\_  
SIGNATURE HOST MAJCOM PM

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE BASE ENVIRONMENTAL MGR

\_\_\_\_\_  
SIGNATURE USING AGENCY/MAJCOM

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



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# **E. Attachments**

- 1. Design Cost Estimate Worksheet**
- 2. Project Management Team**
- 3. Base Support Team**
- 4. Special Projects**
- 5. Design Agent Supplemental Information**

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# Attachment 1

## Design Cost Estimate Worksheet

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*Attach the Design Cost Estimate Worksheet here. Only those items essential to project execution should be selected, and selections must be consistent with any information provided in the initial Design Instruction from the Requiring MAJCOM.*

# DESIGN COST ESTIMATE WORKSHEET

**\*\*NOT TO BE PROVIDED TO A-E\*\***

*This worksheet is meant to establish preliminary and baseline costs only and is not intended to track design costs over time. The DM should indicate only those items that are essential, and selections must be consistent with any information provided in the initial Design Instruction from the Requiring MAJCOM. Preliminary cost is the cost of services requested by the Air Force. DA to provide estimated cost for those services and other services the DA believes necessary. This is due ten days after PDC. The baseline cost reflects agreement between the Air Force and the DA as to the services required and is based on negotiations with the A/E or in-house designers. This is the services and cost against which cost performance will be measured. This is due five working days after negotiations.*

	PRELIMINARY COSTS		BASELINE COSTS		A-E
	REQUESTED	H-L	APPROVED	H-L	
<b>I. BASIC DESIGN SERVICE COSTS</b>					
<b>A. DI to Project Definition</b>					
1. Pre-Design Conference					
2. Project Definition (10%)					
3. Project Definition Review (15%)					
4. Mailing (2-Day Delivery)					
5. Charrette					
6. Site Survey					
Subtotal					
<b>B. Project Definition to 100%</b>					
1. Plans, Specs & Design Analysis					
a. Preliminary (30%)					
b. Interim Submittal (60%)					
c. Prefinal Submittal (90%)					
2. Design Reviews					
a. Preliminary (30%)					
b. Interim Submittal (60%)					
c. Prefinal Submittal (90%)					
d. Finals, RTA					
3. Permits					
4. BCOE Review *					
5. Cost Estimate					
a. Preliminary (30%)					
b. Interim Submittal (60%)					
c. Prefinal Submittal (90%)					
6. Mailing (2-Day Delivery)					
Subtotal					
<b>C. 100% through Award</b>					
1. Plan-in-Hand					
2. Reproduction					
3. Advertisement (IFB/RFP)					
4. Contract Award Actions					
Subtotal					
Total Cost of Basic Design Services					

DATE: \_\_\_\_\_

\* BCOE -Bidability, Contractability, Operability, and Environmental Review

# DESIGN COST ESTIMATE WORKSHEET (cont'd)

**\*\*NOT TO BE PROVIDED TO A-E\*\***

	<u>REQUESTED</u>	<u>PRELIMINARY COSTS</u>		<u>APPROVE</u> <u>D</u>	<u>BASELINE COSTS</u>	
		<u>H-L</u>	<u>A-E</u>		<u>H-L</u>	<u>A-E</u>
<b>II. OPTIONAL DESIGN SERVICE COST</b>						
<b>A. Project Development</b>						
1. RD Development						
2. 1391 Development						
3. Other (specify) _____						
<b>B. Additional Service</b>						
1. Value Engineering						
2. Design Reviews On Board						
a. Preliminary(30%)						
b. Interim Submittal (60%)						
c. Prefinal Submittal (90%)						
3. Sr Level Review Mtgs						
4. AF PD Briefing						
5. Surveys						
a. Asbestos						
b. Lead Based Paint						
c. Utility						
d. Topographic						
e. Other						
6. Studies						
a. Access						
b. Drainage						
c. Security						
d. Other						
7. Renderings						
8. Model						
9. CID						
10. Transportation TCX Rev *						
11. Energy Compliance Studies (10 CFR 435)						
12. Fire Protection Plan						
13. FAR Report **						
14. Partnering						
15. Other (specify) _____						
Subtotal						
Grand Total Cost of Basic and Optional Services						

DATE: \_\_\_\_\_

\* TCX - Technical Center of Expertise

\*\* FAR - Foundation Analysis Report

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# Attachment 2

## Project Management Team

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*Provide detailed information on Project Management Team members, including name, position or project role, organization, mailing address, phone number, etc. As a minimum, the Team will consist of, but not be limited to, the following: User, Using agency, Base Civil Engineering personnel, environmental management function, Major Commands, DM/CM, MSC (optional), and DA/CA. In many cases, the Air Force DM and Air Force CM are the same person, and the Requiring and Host MAJCOM Project Managers are the same person.*

### PROJECT MANAGEMENT TEAM MEMBERS

#### **User Representative**

NAME:  
POSITION:  
ORGANIZATION:  
MAILING ADDRESS:  
TELEPHONE:  
    COMMERCIAL:  
    DSN:  
    FAX:  
    E-Mail

#### **Base Civil Engineer Project Manager**

NAME:  
POSITION:  
ORGANIZATION:  
MAILING ADDRESS:  
TELEPHONE:  
    COMMERCIAL:  
    DSN:  
    FAX:  
    E-Mail

#### **Environmental Management Function Representative**

NAME:  
POSITION:  
ORGANIZATION:  
MAILING ADDRESS:  
TELEPHONE:  
    COMMERCIAL:  
    DSN:  
    FAX:  
    E-Mail

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# Attachment 2

## Project Management Team (cont'd)

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### MAJCOM Project Managers

Requiring

Host

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NAME:

POSITION:

ORGANIZATION:

MAILING ADDRESS:

TELEPHONE:

COMMERCIAL:

DSN:

FAX:

E-Mail

### Air Force Design Manager / Construction Manager

DM

CM

---

NAME:

POSITION:

ORGANIZATION:

MAILING ADDRESS:

TELEPHONE:

COMMERCIAL:

DSN:

FAX:

E-Mail

### Design Agent/Construction Agent (DA/CA) Division Program Manager

DA

CA

---

NAME:

POSITION:

ORGANIZATION:

MAILING ADDRESS:

TELEPHONE:

COMMERCIAL:

DSN:

FAX:

E-Mail

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# Attachment 2

## Project Management Team (cont'd)

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### Design/Construction Agent (DA/CA) Project Managers

	<u>DA</u>	<u>CA</u>
NAME:		
POSITION:		
ORGANIZATION:		
MAILING ADDRESS:		
TELEPHONE:		
COMMERCIAL:		
DSN:		
FAX:		
E-Mail		

### DA/CA Technical Managers

#### Design

#### Construction

NAME:		
POSITION:		
ORGANIZATION:		
MAILING ADDRESS:		
TELEPHONE:		
COMMERCIAL:		
DSN:		
FAX:		
E-Mail		

### Designer (A-E) Project Manager (Optional)

NAME:	
POSITION:	
ORGANIZATION:	
MAILING ADDRESS:	
TELEPHONE:	
COMMERCIAL:	
DSN:	
FAX:	
E-Mail	

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# Attachment 3

## Base Support Team

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*Provide information similar to that for the Project Management Team for representatives who will be expected to play a role at project review meetings due to the nature of project requirements. Examples include, but are not limited to: base communications, security, interior design, fire protection, safety, bioenvironmental, contracting, legal, medical, logistics, supply and information management.*



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# **Attachment 4**

## **Special Projects**

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# Attachment 5

## Design Agent / Construction Agent Supplemental Information

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*Items in this attachment are to be provided and completed by the DA/CA Project Manager, when applicable to the project. If this section is not applicable to the project, include this page in the PMP with a statement that the element has been evaluated and determined to be not applicable to the project.*