

Project Management Plan
For
Resident Management System
(RMS)

U.S. Army Corps of Engineers
Engineering and Construction

<i>Name of Person Making Change(s)</i>	<i>Date of Change(s)</i>	<i>Reason For Changes</i>	<i>Project Management Version</i>
Richard Alvarez	17-Jun-2015	FY2015 Initial	1.0

GENERAL INFORMATION

Program Title:	Resident Management System	Project Working Title:	RMS
Prepared by:	Richard Alvarez	Office Symbol:	CESPL-CD_RV

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Project Management Plan

Start year: Fiscal Year 1997 (FY1997)

Base year: Fiscal Year 1997(FY2015)

Lead Time: One Year

Economic Life: Twenty Five Years

Period of Analysis: One Year

1. Objective: The objective of RMS is to provide effective and efficient enterprise-wide support to a mission-critical activity of the U.S. Army Corps of Engineers.
 - a. RMS is a standardized system that enables a variety of other core USACE systems supporting project, contract, and financial management to function effectively.
 - b. RMS supports the effectiveness and efficiency of private-sector construction contractors who perform work under USACE construction contracts. This support is provided world-wide including critical construction work in overseas contingency areas such as Afghanistan and Iraq.

Assumptions:

1. The start year is FY97
2. Lead time is One Year
3. The economic life of the alternatives is 25 years
4. RMS will serve all USACE districts

Project Management Plan

The purpose of this Project Management Plan is to provide the general policies and procedures for the execution of project management activities for the Resident Management System (RMS), Los Angeles District, U.S. Army Corps of Engineers. For the purposes of this plan, the terms "Resident Management System" include both modes of the software program comprised of Government

Mode (GM) and the Contractor Mode (CM), which was formerly a separate program called Quality Control System (QCS).

Authorization for RMS

In November 1998 MG Genetti approved the deployment of a Windows-based RMS as the standard system for supporting all construction management in USACE.

History of RMS

RMS began as a DOS-based local construction management system in the Los Angeles District and was ultimately selected for development into a USACE-wide standard system. In 1996 a fully functional DOS version of RMS was developed and used on a voluntary basis at many District Offices. In 1997 the DCG made a decision to integrate RMS with CEFMS and PROMIS. In 1998 a phased fielding of a basic version of RMS (Windows version) was authorized by HQUSACE.

Current Mission Requirement

This office, the RMS Center, is required to support RMS on behalf of Headquarters, U.S. Army Corps of Engineers (USACE). RMS is designated as the USACE standard construction management information system. It focuses on the construction phase of project management and will provide comprehensive support for construction managers. It interfaces with other key USACE systems such as P2 and CEFMS and later with the Army Contract Writing System (ACWS). It now applies to all construction contract work managed by field construction offices (area, resident, project offices) regardless of type of program, funds, or contract. It will also send construction status information to P2 for review and decision-making by project managers and commanders at all levels of USACE.

Description of RMS

RMS is a quality management and contract administration system designed by a Resident Engineer to help his staff complete their mission. The system provides an efficient method to plan, accomplish and control contract management by integrating job specific requirements, corporate technical knowledge, and management policies. The emphasis of RMS allows front line field personnel to concentrate on their primary functions, such as on-site quality assurance, customer care, preparation of modifications, safety regulations etc., while accomplishing routine administrative tasks. Many of the reports created by RMS

such as pay estimates, quantity variations and modification documents, are required documents that are used during daily operations. Additionally a wide range of management reports have been specifically created to assist field personnel assess project status and recognize appropriate actions. The power of RMS comes not only from its ability to assist staff in completion of their tasks, but also in its ability to give the Resident Engineer an objective overview of contract and program status. RMS achieves this through the following:
Comprehensive job-specific plan – RMS creates a sound plan using lessons learned from previous jobs, eliminating problems and providing a method of objective measurement.

1. Practical Implementation Tools – The right set of tools enables the staff to do a better job and be more productive. Because the system assists in performing the work, it also records the plan and keeps it current.
2. Control and evaluation – RMS provides the ability to recognize and prevent problems, modify the plan, or take corrective action.
3. Target Audience – The target audience for RMS is the RE and his staff, rather than upper management. The advantages of the wider, lower level audience is that key information go directly to its end user. Production gains are multiplied and the accuracy of the data is improved.

RMS Development Resources

GSA contract software programmers are using C#, C++ and Oracle ® database software to accomplishing RMS development. Borland/Interbase ® software is utilized to support the previous QCS software where still installed. Microsoft Word ® is being employed to link standard documents to RMS.

RMS Interfaces

1. **CEFMS** – RMS is able to perform electronic exchange with CEFMS. The downloads, include financial data, and uploads include Contractor Progress Payment Requests. It also allows electronic downloading of submittal registers from SPECSINTACT for compilation of the Submittal Register (ENG Form 4288),
2. **P2** – The RMS-P2 interface enables uploading of construction phase information to P2 users. This interface also gives P2 users access to construction phase information.
3. **ACWS** – The RMS-ACWS interface is currently under development. The interface envisioned will allow contract modifications to be uploaded to ACWS and contract awards to be downloaded to RMS.

Resource Requirements

The RMS Center will continue to require program development, training, travel, software/hardware acquisition, and miscellaneous operating expenses. The total annual budget cost for the RMS Center to function is currently at \$2,700,000.00.

Development and RMS Center support costs are recovered via an annual site license fee. Application of this site license charge took effect at the start of FY 99; based on approval to deploy RMS Guidance on RMS site license fees was provided to commands by HQUSACE Resources Management Directorate in November 1998.

Roles and Responsibilities

RMS Center - Apple Valley, California

Mr. Thomas A. Weber, Jr., P.E. Project Manager

RMS Software Development Contractor

Esko Woudenberg- Development Manager and Lead Developer

(GSA Contract)

CACI, Inc.

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RMS HQUSACE POCS

Technical Policy Branch-Develops engineering and construction management technical policies and guidance for new construction, facility operations, maintenance and repair.

Robert Rizzieri, Chief Construction Branch

Paul Dicker, RMS Functional POC

Technology Integration Branch-Identifies USACE needs for improved technology or processes to enhance program execution related to architectural, engineering, construction, environmental, operations, maintenance and repair techniques and materials.

Branch Chief, AIS Technical-TBD

RMS Technical POC-TBD

RMS POC Functions

The RMS District POC coordinates training between district offices and the RMS Center. Training is accomplished on site and conducted by a Training Coordinator and qualified COE personnel. Participates in quarterly conferences calls with RMS Project Manager and Lead Developer. Reports problems and errors to RMS help desk during testing phase of RMS updates.

RMS SA Functions

SA coordinates installation and update of new versions of RMS in conjunction with RMS Center. SA creates RMS passwords and access rights for district RMS users.

RMS DBA

Installs and updates RMS database. DBA sets up RMS training database at on-site training locations.

RMS User Group

Each Major Subordinate Command selects a representative to participate in the RMS User Group. Members meet quarterly via teleconference call. The RMS Center also sponsors an annual meeting that is attended by all members of the User Group. The User Group convenes to discuss and exchange input and feedback concerning future RMS/QCS program direction and implementation. The focus is placed on setting common goals that will improve and sustain the life of the system.

Current User Group Members

Mike Bosley	HNC
Bill Gilmour	LRD
Jonathon Boone	MVD
Christine Johnson	NAD
Jose Gonzalez	NAU
James Drexler	NWD
Dorinda Won	POD
Todd McGalliard	SAD
Jeffrey Livasy	SAM
Tim Willard	SPD
Tom Bancroft	SWD
Steve Hake	TAC

User Group Functions

Enhancement Recommendation – This group recommends future enhancements to RMS through an open discussion forum. These proposals

come from field personnel that report directly to the members of the User Group. The enhancements are based on user suggestions they consider most important, useful and feasible in completing their daily missions when using RMS. Group members set a timeline of priorities for execution of new enhancements to the program. The priority is established based on a consensus decision made by the User Group attendees. Software enhancements are presented to the RMS Project Manager and Contract Lead Developer for assessment and potential for implementation.

User Group reporting of RMS errors

The User Group reports errors to the Project Manager and Lead Developer. These error reports originate from COE district offices that encounter problems during RMS use. The errors are forwarded to the RMS Help Desk for evaluation. Upon evaluation and correction, an updated version of RMS is issued to all COE field offices for installation.

User Group Goals

The User Group sets goals that will be met by the RMS development team. The goals are broken down into three groups: short, intermediate, and long term.

Short Term Goals

Short-term goals consist of minor error correction and construction of essential RMS components.

Intermediate Term Goals

Intermediate goals are made up of confirmed future components that will eventually be incorporated into the system.

Long Term Goals

Long-term goals include future enhancements that are in an early planning stage or have not received a commitment from the development team.

Projected Short Term Goals:

- Replacement of Quality Control System
- Two-way attachment exchange
- Reporting Engine
- Main Library Reports

Projected Intermediate Goals:

- Financial Module
- Contract Closeout Module
- Dredging Module
- Admin Module

Projected Long Term Goals:

- Schedule Analysis (limited)

Sub Library Reports
 ACWS Interface
 CEFMS ENG 93 xfer
 Back /Restore Contracts
 Web-hosted training
 Web-based Reporting
 Lessons Learned

Webinars

Webinars are coordinated and facilitated by the RMS Center to provide instruction on new enhancements and features that are introduced into the RMS program. Future webinars include the following:

- Management Reports Webinars
- Financial Webinars
- Dredging Contracts Webinars

Listing – RMS MSC & District POC's

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	RMS TECHNICAL POC		

RMS Business Rules and Guidelines

General Guidelines

1. Use of RMS will follow an *above-the-line* and *below-the-line* concept of operations. *Above-the-line* RMS data/use is *mandatory* for all users. Above-the-line data/use will be kept to the minimum needed, in order to provide users & commanders flexibility. *Below-the-line* RMS data/use will be at MSC, district, or field office *option*, as directed by commanders below HQUSACE.
2. The RMS interfaces with PCF, CEFMS and later with ACWS to share construction contract information with these systems and managers using these systems. One-time data entry and the use of RMS interfaces mean that PCF and ACWS will not need to be deployed at field construction offices. This will minimize costs and

complexity for construction field offices while supporting efficient, effective district operations led by program management. Because CEFMS supports other activities such as timekeeping, travel, training and financial commitment or obligation actions, CEFMS will continue to be in place at construction field offices.

Above-the-Line Operations

1. RMS will be used for *managing construction and dredging work under all programs*, including Civil Works Construction, Military Programs, Environmental Programs, and Interagency/Intergovernmental Support. Note for CW Operations & Maintenance Program: RMS use is required for all construction and dredging contracts performed in this program, but is optional for other types of contracts/work.
2. All construction and dredging contract work will be loaded into RMS. This is necessary to capture and electronically report construction execution status to the district and contract records to PCF via the RMS-PCF interface. Later, this will also allow input of contract changes data (modifications) to ACWS. PCF will link with Contracting Officers and systems at various headquarters above the district.
 1. Basic construction contract execution data will consist of elements that conform to the information needed by the HQ PM module (which approximates the former AMPRS data elements in the Construction Managers Report). This includes data needed to calculate the current working estimate (CWE) for military programs work, and similar summary data for other work.
3. Basic quality assurance narratives required for quality assurance reports. These basic QA narratives provide a record of on-site contractor-government activities, a link to evaluation of progress payment requests, and a basis for evaluating claims and resolving contract disputes.
4. All construction contract progress and final payments will be done by construction field offices using the RMS-CEFMS progress payment interface. This will support achieving efficiency, prompt payment, and paperless contracting objectives.
5. All construction change requests and contract modifications performed by construction field offices will be captured in RMS. We are currently pursuing an interface with ACWS, which will allow mods captured in RMS to be electronically uploaded to ACWS. The target is to have it developed, tested and available for use later calendar year 2023.
6. USACE design contracts, construction contracts, and combination (e.g., design-build) contracts will include technical specifications to require certain outputs (e.g., submittal registers, draft DD 1354 transfer documents, quality control reports, payment requests, contractor construction schedules, etc.) in RMS-compatible electronic formats. Appropriate technical guide specifications for A-E and construction contracts will be provided in deployment instructions.

Below the Line Operations

1. Loading the basic construction contract into RMS, recording execution status and issues, performing progress payments, and performing field office construction modifications will be *above-the-line* RMS operations. RMS has many other capabilities that may be used to improve operations. These other features, data and uses of RMS will generally be *below-the-line* operations. Since construction contracts can range from over \$400 million, multi-year, multi-funded, multi-phase types of projects to \$20,000 Job Order Contract task orders accomplished in a week, it is not practical to direct a *single approach* on RMS use for items such as submittal registers, quality control reports, all quality assurance reporting, lessons learned, correspondence, digital images, contractor scheduling and schedule evaluation, customer reporting, etc. However, it is anticipated that many of these RMS features will be used on many projects to improve the quality and overall effectiveness of our project delivery system.
2. USACE customers will not tie directly into RMS. Of course, customers may be provided printed or electronic copies of standard or customized RMS reports. It is also planned that selected RMS reports and CEFMS reports will be available to customers via a composite USACE reports website. MSCs and districts will decide the type, amount, and method of RMS information provided to customers.

RMS Training

Initial Training -The RMS Center provides an electronic training manual via the RMS website. The training covers contract Administration, Correspondence and Quality Assurance, with instruction in finances, including pay estimate, change requests and modifications.

Formal Training – RMS formalized training is scheduled by each District Administrator. The training room, facilitator salaries and TDY costs will be paid by the District.

On-Site Training – The RMS Center can provide on-site training on an as-requested and approved basis. The Division/District may be responsible for TDY and salary costs of the RMS facilitators.

In-House Training – RMS District Administrators conduct this training using electronic media at the District office level.

Thomas Weber
RMS Project Manager