US Army Corps of Engineers

# ENGINEERING AND CONSTRUCTION BULLETIN

**No. 2010-17** **Issuing Office: CEMP-II / CECW-EI** **Issued: 29 July 2010** **Expires: 29 July 2012**

**Subject:** Implementation of Project Definition Rating Index (AF MILCON)

**Applicability:** Guidance. This ECB has been coordinated and approved by AFCEE/CM. This document is applicable to the Air Force Major Commands (MAJCOMs), Air Force Installations, USACE Major Subordinate Commands (MSC), and US Army Corps of Engineers (USACE) districts with a mission to support the design and/or construction of Military Construction, Air Force (MCAF) projects. Beginning with the FY11 USACE managed MILCON Program, implementation of PDRI will be a requirement.

1. Purpose. Project Definition Rating Index provides early identification and management of project risk elements. As the USACE process matures, PDRI ratings will become valuable tools to report and track information across entire programs. The PDRI tool has the potential to institutionalize our approach to risk mitigation and enable better command visibility on the process.

2. Background. Project Definition Rating Index (PDRI) is a scope definition rating tool that was developed by private industry to help assess the assumed risk of a project. By incorporating into the planning and design charrette process, the project team can identify and describe each essential factor in a scope definition package that can predict which contributing elements will be at risk during project execution. The tool is based on a weighted scoring system where the lowest score indicates the least amount of risk. Analysis of prior data has revealed a strong correlation between low PDRI scores and project success.

PDRI can help the team identify strengths and weaknesses early in the overall project cycle. The identification of issues (PDRI tool), which cannot be resolved in the Planning Charrette process, can slow project execution until these issues are resolved. Planning Charrettes with PDRI do not eliminate a need for the much more detailed Design Charrette conducted with Planning and Design (P&D) funding later in the project.

3. Funding. PDRI should be included in both O&M-funded planning charrettes (also known as Requirements Documents) and MILCON Planning and Design funded design efforts. PDRI efforts are funded with AF P&D funds after Design Instruction has been issued.

4. Responsibilities.

a. HQUSACE: Military Programs Programs Integration Division will continue to coordinate with Air Force Center for Engineering and the Environment (AFCEE/CM) regarding implementation guidance and training for the PDRI process/tool.

b. AFCEE/CM: AFCEE/CM PM is the Design Charrette process leader and Ready to Advertise process leader. The AFCEE/CM PM is the lead for the team meeting/planning charrette with the MAJCOM to include the following responsibilities.

(1) As appropriate, coordinate with the USACE district on the Planning Charrette process.

(2) Assist in project formulation and documentation.

(3) Generate PDRI Action List.

(4) Upload project element scores, comments and project data to PDRI Dashboard.

c. USACE District:

(1) Project Manager (PM). Participates in the PDRI meeting and supports the AFCEE/CM PM.

(2) Cost Engineer. As appropriate, appoint a cost engineer who is present at the Design Charrette workshop and is able to develop and update cost information electronically at the workshop.

(3) Other District Support. Other disciplines and criteria specialists may be included as justified by the project.

(4) The USACE/AFCEE PM assembles a team to include:

(a) Provide an expert facilitator at the Design Charrette and RTA workshops.

(b) As appropriate, coordinate support from the Centers of Standardization (COS), and Centers of Expertise (DX and MCX).

(d) Update P2 data elements which will reflect "PDRI Gate" Scores.

5. PDRI Process. Beginning with the FY 12 program, there are three decision points ("PDRI Gates") at which PDRI Assessments will be conducted in each project (Planning charrette, Design charrette, and Ready to Advertise); two PDRI Gates for the FY 11 program (Design charrette and RTA). The Planning charrette will be conducted by the MAJCOM during the Requirements Document-2 development. (AFCEE PMs will participate in these planning charrettes to the maximum extent possible. After each of the gates, the AFCEE/CM and District Project Managers have responsibility to track status of items identified on the PDRI Action List, with a focus on defining the project further. Some of the Action Items may appropriately be targeted for resolution at a later stage; that date which should be identified as specifically as possible. It is acknowledged that mission requirements may occasionally require that a project proceed past a gate before the PDT has been able to sufficiently define the project.

The first of the three gates is at the Planning Charrette. A typical score within the range of 400 to 500 is considered "good" enough to pass the first gate. The second gate is at the Design

Charrette, where a score of 300 is considered "good." The third gate is at Ready to Advertise, where a score less than 200 indicates low risk.

The PDRI Dashboard will be used to execute each of the PDRI assessments, and will be the repository for all of the assessments which is located at: http://155.84.70.195/Default.aspx. The AFCEE/CM PM (or Charrette Leader, as appropriate) is responsible for obtaining previous assessments on any project. Successive PDRI assessments should use previous ones to populate data initially, then review each of the 64 elements (including ratings of 1), and update the status of each as determined by consensus discussion around the table.

6. PDRI Team Meeting. The PDRI process is a team meeting typically 90 to 120 minutes for a thorough assessment with specific observations documented. This group-evaluation aids in determining areas of project development that may need additional work or study. Each element is weighted; an algorithm generates a composite score for the project from 0 to 1000. Complete PDRI Process:

- Read description of each element
- Discuss issues and review documents as needed
- Select consensus definition level for each element
- Note issues and areas of weakness
- Review score
- Develop plan for high definition items
- Complete documentation

7. Deliverables. The Planning and/or Design Charrette process results in the deliverable, of the complete PDRI Analysis. AFCEE/CM PM will coordinate with the MAJCOM PM.

a. PDRI Analysis. (Mandatory) The PDRI process is a team meeting typically just over hour duration with specific observations documented. This group-evaluation aids in determining areas of project development that may need additional work or study.

b. PDRI rating should be accomplished toward the end of the Planning and/or Design Charrette. The action list will be generated and provided to the PDT.

c. Attach copy of PDRI worksheet in the Attachments Tab of the DD1391 or attach to Design Instruction along with the DD 1391.

d. Follow up and provide updated status of PDRI Action List.

e. Track PDRI score as it proceeds from one gate point to another by complete PDT.

8. HQUSACE POC is Jane Smith, CEMP-II, 202-761-5771 and AFCEE/CM POC is Sid McCard, AFCEE/CM, 210-395-8608.

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