

# Reclamation Manual

## Policy

<b>Subject:</b>	Project Management
<b>Purpose:</b>	The purpose of this Policy is to establish policy on the use of project management practices within the Bureau of Reclamation. The benefits of this Policy to Reclamation are improved processes that increase accountability, transparency, timeliness, cost containment, and to reduce risks for decision-makers and stakeholders.
<b>Authority:</b>	Reclamation Act of 1902 and amendments (43 U.S.C. 372 et seq.); Clinger-Cohen Act of 1996 (40 U.S.C. 11311 et seq.); Program Management Improvement Accountability Act (31 U.S.C. 501., P.L. 114-264); Office of Management and Budget (OMB) Circular, A-11, <i>Preparation, Submission, and Execution of the Budget</i> , and supplements to the Circular; OMB Circular A-130, <i>Management of Federal Information Resources</i> ; OMB Policy Memorandum <i>Federal Acquisition Certification for Program and Project Managers</i> , April 25, 2007; OMB Policy Memorandum Revisions to the Federal Acquisition Certification for Program and Project Managers, December 16, 2013; Secretarial Order No. 3244, <i>Standardization of Information Technology Functions and Establishment of Funding Authorities</i> , November 12, 2002; Department of the Interior (DOI), Office of the Chief Information Officer, Directive 2004-19, <i>Project Management Certification Requirements for Managing Information Technology Investments</i> , June 23, 2004; DOI AAAP-0051, <i>DOI Federal Acquisition Certification and Appointment Programs</i> , September 1, 2016.
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Deputy Commissioner, Operations (96-00000)

1. **Introduction.** This Policy establishes the common project management principles and methods Reclamation uses to manage resources when creating a specific product, service, or result. The specific application of project management procedures to be used by each directorate are addressed in the Reclamation Manual (RM) Directive and Standard (D&S), *Project Management*, CMP 07-01. CMP 07-01 also includes requirements for the certification needed to comply with OMB and Department requirements. Further guidance is provided in Reclamation's *Project Management Guidebook (as amended in 2022)*<sup>1</sup>.
2. **Applicability.** This Policy applies to all Reclamation employees involved in creating a specific service, result, or product performed by program offices and service providers on all

<sup>1</sup> The Project Management Guidebook and other Reclamation-wide templates and resources can be found in the Virtual Resource Center (located on the Reclamation Intranet).

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Reclamation project and program activities. This Policy does not supersede any existing Department, OMB, or other legal requirements regarding project management.

3. **Policy.** Reclamation will use standardized project management practices where appropriate, including:
  - A. Reclamation will apply the project management practices described in the *Project Management Guidebook* for all activities having a discrete and definable beginning and end and resulting in a unique product, service, or result.
  - B. Reclamation will provide training to employees in the necessary project management skills to accomplish Reclamation's mission as effectively as possible.
  - C. Reclamation will use project management practices to enhance communication and collaboration internally as well as with its customers and stakeholders where appropriate.
  - D. Reclamation will use FAC-P/PM certified project managers when required and will otherwise follow guidance in the *Project Management Guidebook* and CMP 07-01 for project management training and certification on a case-by-case basis.
  - E. Reclamation will scale the application of project management requirements and practices to match the project type (Basic, Standard, Complex, Complex with Capital Asset Plan and Business Case).
  - F. Reclamation will utilize project management principles to ensure the adequate establishment, review and monitoring, and completion of projects.
4. **Standards.** Reclamation will adopt the project management terminology, principles, and methodologies presented in the *Project Management Guidebook* and CMP 07-01.
5. **Oversight and Reporting.**
  - A. The Director, Dam Safety and Infrastructure is responsible for establishing the necessary Reclamation Manual (RM) requirements for project management and will provide programmatic review of the implementation of such requirements for projects involving construction activities.
  - B. Reclamation will convene the Project Management Advisory Team (PMAT), a representative group of individuals with demonstrated skills and expertise in project management, under the direction of the Deputy Commissioner, Operations and the

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Director, Dam Safety and Infrastructure to guide, report on, and recommend improvements to Reclamation's project management practices.

- C. The PMAT will maintain and update the *Project Management Guidebook* as needed to integrate existing Government-wide and Department project management requirements and to clarify project management practices for those projects for which no specific mandates already apply.

### 6. Definitions.

- A. **Authorized Project.** A statutorily authorized project consisting of an assembly of chief features and supporting assets required to provide the benefit(s) authorized by Congress.
- B. **Construction Activity.** Any activity to rehabilitate, renovate, or replace existing assets or to develop new assets. Construction activities are performed by Reclamation staff (i.e., force account work or in-house labor) or accomplished through a construction contract and include the procurement of equipment and materials that are to become a fixed part of Reclamation facilities.
- C. **Project.** A temporary endeavor undertaken to create a unique product, service, or result. A project has a discrete and definable beginning and end. Not to be mistaken with an authorized project.
- D. **Project Management.** Project management is the application of knowledge, skills, tools, and techniques to project activities to meet project requirements.
- E. **Project Management Plan.** A formal, approved document that defines how the project is executed, monitored, and controlled. It should include the appropriate level of detail and may be composed of one or more subsidiary project management plans and other planning documents.
- F. **Project Manager.** The person assigned by a director or manager with delegated authority, in consultation with the project sponsor, to achieve project objectives and deliver a project on schedule, within budget, and to the appropriate scope.
- G. **Project Sponsor.** The person who provides senior-level leadership for the project, establishes expectations, assures accordance with Reclamation's strategic goals, approves defined deliverables, coordinates resources and funding, monitors progress, including factors related to scope, schedule, and budget, champions the project, and validates completion of the project.

7. **Review Period.** Certification by the originating office will not exceed 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_