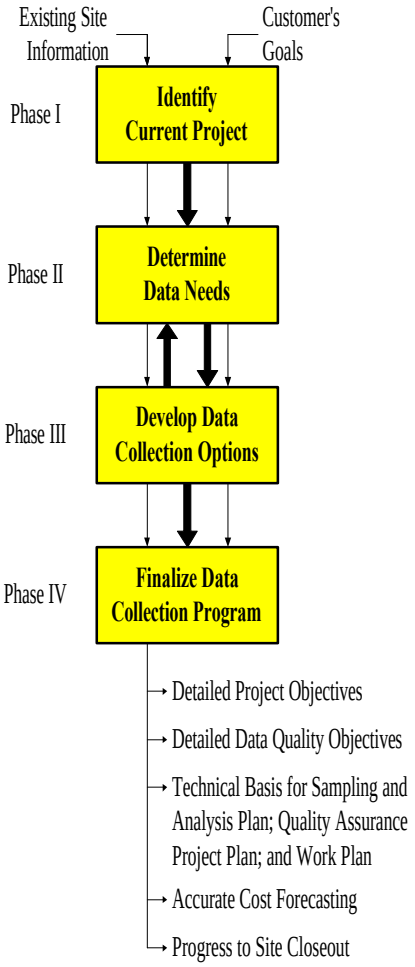
US Army Corps
of Engineers ®

Engineer Manual 200-1-2
(Download from http://www.usace.army.mil/inet/usace-docs/eng-manuals/em.htm.)

TECHNICAL PROJECT PLANNING (TPP) PROCESS



✓ Focused on site closeout!

✓ Useful for all sites (small/simple to large/complex)!

✓ Applicable when planning site investigation; design; construction; operation and maintenance; and long-term monitoring activities!

✓ Guidance for project managers, engineers, scientists, attorneys, customers, regulators, and other stakeholders!

✓ Use of TPP Process typically saves 10 to 15 percent of project time and costs!

This brochure provides only an overview of the TPP guidance provided in EM 200-1-2.

Phase I
Identify Current Project
Phase I activities accelerate protection of human health and the environment and expedite progress to desired future use conditions at a site.

- Decision makers and technical personnel are brought together;
- Current project is identified; and
- Project objectives are documented.

Phase I is designed to "front-load" conflicts and decision making. Resultant project efficiency more than compensates for the early commitment to proactive communications and detailed, site-specific planning.

Phase II
Determine Data Needs
Phase II activities involve an evaluation to determine if additional data are needed to satisfy the site-specific project objectives.

- Data needs are determined; and
- Data needs are documented.

Phase II is designed to support the detailed planning required to determine and document data needed for the current project, and subsequent executable stages.

Who should use the TPP Process?
Project managers and their technical personnel should use the TPP Process to help satisfy a customer's expectations. The customer, regulator, and other stakeholders should also participate during the TPP Process to maximize the effectiveness of planning, implementation, and assessment efforts.

What is the TPP Process?
The TPP Process is a comprehensive and systematic process that involves four phases of planning activities. The TPP Process was developed for identifying project objectives and designing data collection programs for hazardous, toxic, and radioactive waste(HTRW) sites. Use of the TPP Process is consistent with the philosophy of taking a graded approach to planning that will produce the type and quality of results needed for site-specific decision making.

Why should the TPP Process be used?
Use of the TPP Process ensures effective and efficient progress to site closeout within all project constraints. Use of the TPP Process saves resources by reducing both the project duration and the project expenditures. Application of the TPP Process is also simpler and more complete than EPA's 7-Step Data Quality Objective (DQO) Process.

When should the TPP Process be used?
The TPP Process should be used as follows:

- To plan a new project;
- To review existing project plans; and
- To plan the next executable stage of site activities.

Where should the TPP Process be used?
The TPP Process should be used when planning any site activity (i.e., investigation; design; construction; operation and maintenance; or long-term monitoring).

How is the TPP Process used?

- Use of the TPP Process is lead by the Project Manager, and may be facilitated by an outside party;
- A multi-disciplinary team, identified during Phase I, uses the TPP Process to guide their planning efforts; and
- Use of the TPP Process requires that personnel represent decision maker, data user, and data implementor planning perspectives.

Phase III
Develop Data Collection Options

Phase III activities ensure the customer will have the information required for related business decisions.

- Sampling and analysis approaches are planned;
- Data collection options are developed; and
- Data collection options are documented.

Phase III is designed to support planning sampling and analysis approaches that will satisfy the data needs for a project.

Phase IV
Finalize Data Collection Program

Phase IV activities challenge a TPP team to discuss data collection options and finalize a data collection program that best meets the customer's short- and long-term goals for a site.

- Data collection program is finalized; and
- Data collection program is documented.

Phase IV is designed to provide guidance for documenting data collection programs with project-specific DQO statements. Many TPP products can also be attached to a project's management plan.

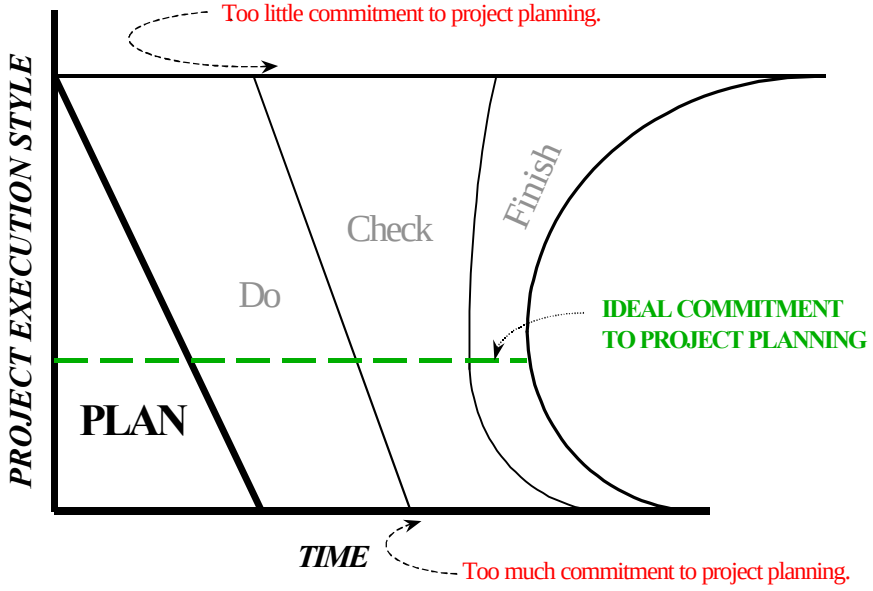
KEY CONCEPTS

- **Site Closeout** is achieving the "walk away goal," or final condition of a site, as envisioned by the customer. The team develops an effective site closeout statement after considering future land use; the site's regulatory compliance status and issues; and the customer's preferences for the final condition of the site.
- **Project Objectives** must be satisfied or resolved in order to progress from the current site status and condition to site closeout. Phase I efforts to identify and clearly document project objectives ensure that site-specific regulatory issues and environmental conditions are successfully addressed.
- **Basic, Optimum, and Excessive** are very powerful terms used for classifying project objectives, grouping data needs, and presenting data collection options for a customer's consideration.
- **Data Quality Objective (DQO)** statements are prepared during Phase IV, include nine data quality requirements, and meet EPA's definition of a DQO.

EFFECTIVE AND TIMELY PLANNING

A premise of the TPP Process is that each individual contributing to a project has his/her own project execution style. The systematic TPP Process enables a project manager to achieve an appropriate balance of project execution styles within a team, accelerate progress to site closeout, and reduce expensive time and efforts during the "do," "check," and "finish" stages of any project. As illustrated below, benefits of effective and timely planning include:

- Less time is expended to "check" and "finish" a well planned project; and
- Less overall time (and money) is expended when early efforts are focused and the team strives to optimally plan a project.



Applicability
The TPP Process applies to all HQUSACE elements and USACE commands responsible for HTRW projects.

Availability
Electronic copies of the TPP Process guidance and other USACE publications can be downloaded from http://www.usace.army.mil/inet/usace-docs/.

Points of Contact
- HQ Proponent
  Larry Becker, USACE
  (202) 761-8882
- Subject Matter Expert
  Heidi Novotny, USACE
  (402) 697-2626
- PROSPECT Course
  Joy Rodriquez, USACE
  (256) 895-7448

Workshops
A hands-on case study workshop is available as a 2.5-day PROSPECT Course for individuals or entire project teams.

On-Board Facilitation
TPP teams have learned that segments of the TPP Process can be performed during a series of half-day meetings. On complex projects, a facilitator has introduced the TPP Process and then helped the TPP team to apply the process and capture the TPP plans for a project.

TPP Process Guidance

✓ The TPP Process is a critical component of USACE's quality management system that conforms to the American National Standard for planning the collection and evaluation of environmental data.

✓ The TPP Process supports development of management plans for projects as required by the Engineer Regulation governing program and project management.

✓ The TPP Process satisfies the systematic planning requirements of EPA's mandatory agency-wide quality system.

✓ Documentation tools provided within the TPP Process guidance encourage detailed data collection planning and contribute to maintaining institutional site knowledge.