



BPA Fish and Wildlife Division **Process Improvement Initiative**

January 2005 Council Update

Vancouver, Washington



Today's Presentation

Our agenda.

1. **Overview of a Work Element Formatted SOW**

Presentation of a fictitious SOW to illustrate the level of detail BPA will achieve with the new work element format.

2. **Implementation Schedule for FY'05**

Discussion of critical activities associated with this year's implementation of Process Improvement.

3. **Putting FY'05 in Perspective**

A review of how achievements anticipated for FY2005 relate to our ultimate goals.

4. **Defining Reporting Requirements**

A request for the opportunity to define the Council's reporting requirements in a future meeting.

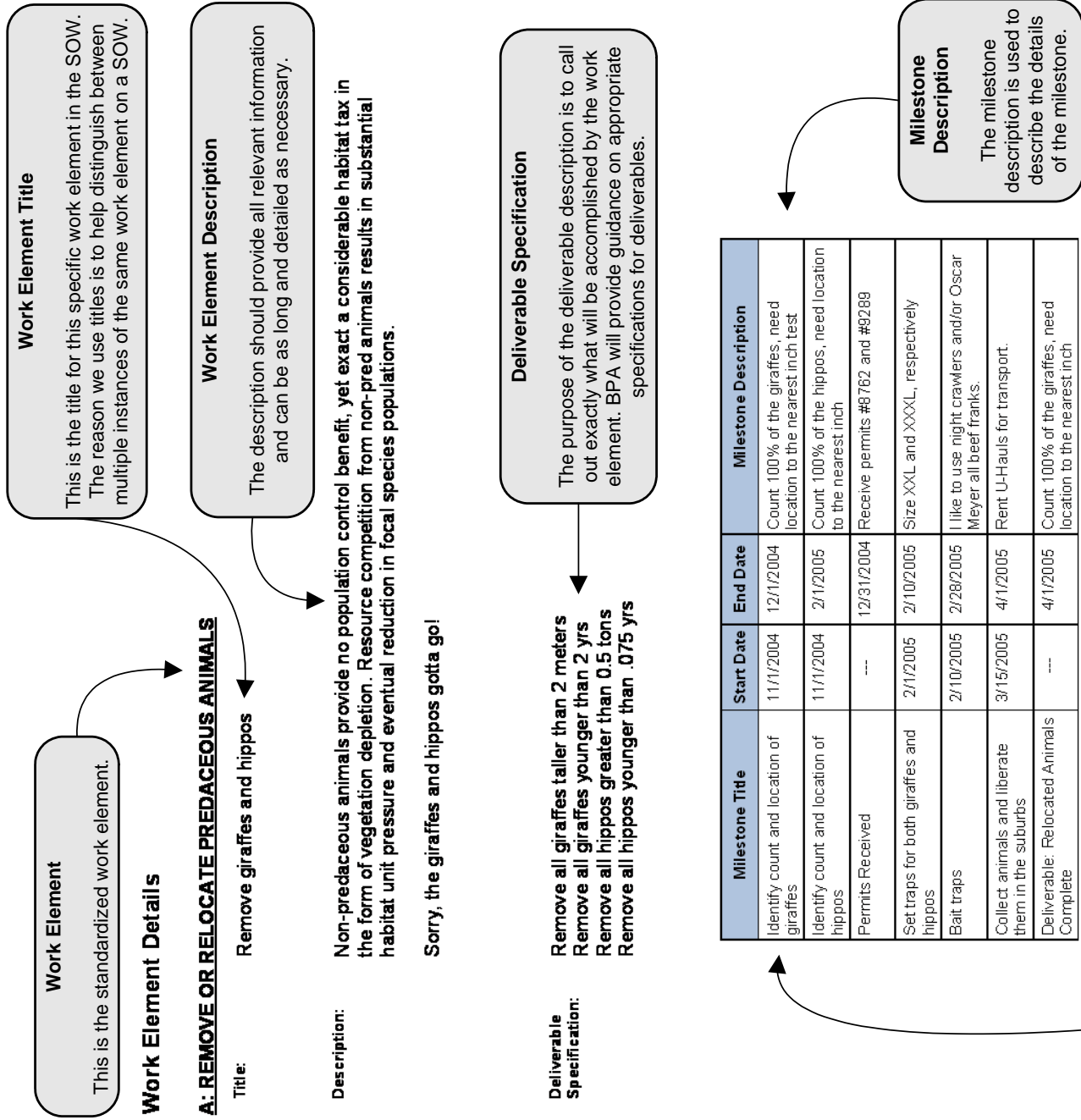
5. **Looking Ahead**

Areas for future focus and Council involvement.

Work Elements and Milestones

- Below is a mock-up to demonstrate the components new SOWS will include.
- Each work element will follow the format presented below.

Pisces Statement of Work Report





We Have *Five* Goals for FY'05

Process Improvement is in full-swing!

1	Convert all FY'05 SOWs to work element, milestone, and deliverable format.	<ul style="list-style-type: none"> • Convert all 475 SOWs to use the new work element format, including milestones and deliverables. • Conduct February workshops to review work elements and guide contractors through the process. • Train BPA PMs to provide close support for contractors in converting SOWs into work element format. • Release F&W's new website that contains clear guidance for contractors/BPA PMs and work element specific instructions.
2	Enter all FY'05 SOWs into Pisces.	<ul style="list-style-type: none"> • Enter all SOWs directly into Pisces using BPA "Alchemists" who will accomplish the data entry. (Every BPA PM will enter three SOWs on their own). • Rollout Pisces so contractors can review the converted SOW directly on-line. • In March, allow contractors to update information directly in Pisces.
3	Begin capturing periodic status reports on-line, through Pisces.	<ul style="list-style-type: none"> • Allow contractors to submit periodic status reports directly through Pisces, on-line. • Use a lightweight Red/Yellow/Green approach that makes communicating status easy and efficient.
4	Create all FY'06 contracts using Pisces.	<ul style="list-style-type: none"> • Require that all FY'06 contracts are communicated to BPA through Pisces, instead of e-mail and word processing documents.
5	Capture biological metrics for all FY'05 work.	<ul style="list-style-type: none"> • Metrics have been identified for all relevant work elements and will be captured for all FY'05 project work. • Allow contractors to enter their metric information directly into Pisces.



Implementation Schedule for FY'05

The schedule for FY'2005:

2005

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Winter Workshops

WEs and Pisces.
On-site

Goals 1 & 2

**Accomplish SOW
Conversion/Renewals in
Pisces**

Existing and renewing SOWs.

Goal 3

**On-line Status
Reporting Begins**

Red/Yellow/Green via Pisces.

**All Existing FY'05
Contracts in Pisces.**

We will provide additional training on how to use Pisces for status reporting, developing FY'06 SOWs, and recording metrics. This may be through workshops or other methods.

Goal 4

**Contractors Enter
FY'06 SOW**

Next year's SOW.

**Contractors
Required to Enter
SOWs Through
Pisces**

Goal 5

**Collect Metrics
Information**

Entering FY'05
Accomplishments

**FY'05 Metrics
Available in Pisces.**

Critical Dates

April 1: All SOWs submitted to BPA must use work element format.

May 31: All existing FY'05 SOWs entered into Pisces.

July 1: Status Reporting begins.

July 1: Contractors begin entering FY'06 SOWs.



Putting FY'05 In Perspective

*FY2005 should be considered a first start in implementing desired changes.
Specific topics to be aware of are:*

Entering Projects into Pisces Will Not Include a Full Project Review

- As we convert SOWs to work element format, we anticipate uncovering issues with some projects.
- However, improving project effectiveness is not a priority of the conversion activity.
- Major issues with project scope, budget, timeline, and technical approach need to be resolved collaboratively with the Council, CBFWA, ISRP, etc.
- The purpose of the conversion activity is to:
 - ✓ Brining consistency to our project management approach.
 - ✓ Ensure deliverables and milestone schedules are properly defined.
 - ✓ Enable SOWs to be entered into Pisces.
- By using Pisces, we will gather information the program needs to support future project reviews.

The FY'05 Work Elements Are a Good First Pass

- Greater perspective on the program's reporting requirements may result in changes to the work elements, possibly as soon as FY'06.
- Everything we report on depends on the application of work elements. Adding new ones requires contractors to understand them, and split existing work in to appropriate work elements in new SOWs.
- There needs to be a judicious balance between the desire for information and cost to collect it, relevant to its added value.



Defining Reporting Requirements

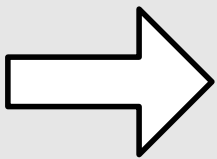
Pisces will meet the program's requirements for reporting.

The Detail of Our Reporting Depends on the Accuracy of Our Location Information

- Current reporting is based on the Province and Sub-basin concept of location.
- In FY'05 location information will be captured for all work elements.
- However, we have significant work ahead to define the detail in which location should be gathered.
- Because so much of our work spans geographic boundaries our ability to report on program actions will depend on the granularity of the location information we collect.

Similar Challenges Exist for the Manner in Which We Budget and Track Actual Spending

- In FY2005, we will begin organizing our financial information around work elements.



We would like to discuss the Council's reporting requirements in a future meeting.



Looking Ahead

Looking ahead to future changes, we must consider:

In FY'05, Pisces will introduce dramatic changes to the way we work

- Because we will dramatically increase the detail of information available to both the public and our program participants, we can expect some “reaction” to the information this year.

The wide range of project formats generated by the project selection process is a challenge for Pisces

- The wide variety in what is a “project” creates complexity for Pisces and BPA’s project management and contracting processes.
- While we need to support projects of different shapes and sizes, some simplification would improve the program and allow BPA to manage project implementation more effectively.

Based on our experience in developing Pisces, we will need a significant lead time for addressing the project selection process, when the Council is ready

- Improving project selection will require a collaborative process with intense analysis and communications.
- Expect to spend the better part of a year defining an improved approach to project selection.