

# PCX GUILD AGENCY TECHNICAL REVIEW ATR TEAM LEADER RESPONSIBILITIES

PCX Guild Tool Box  
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US Army Corps of Engineers  
**BUILDING STRONG**®



**DRAFT**

# ACRONYMS USED

- PCX – Planning Center of Expertise
- ATRT – Agency Technical Review Team
- PDT – Project Delivery Team
- CWRB – Civil Works Review Board
- DQC – District Quality Control



# ATRT LEADER SELECTION

## Who can be an ATR Team Lead?

- Vetted and identified by the PCX
- Journeyman level (GS12/13) w/ experience
- Excellent communication skills
- Facilitation/mediation skills
- Proven leadership skills
- Creative and critical thinker
- Effective time management skills
- Committed to serving through completion of Study



# ATRT LEADER RESPONSIBILITIES\*

## Set up ATR Team (w/ PCX / PDT assistance)

- Identify team members
- Collect ATRT Bios
- Provide ATRT contact info and qualifications (yrs of experience/areas of expertise) to PDT for inclusion in review plan
- Compile ATRT CEFMS info and provide to PDT PM for resourcing using Cross Labor Codes.
- Review/refine/monitor ATRT cost estimate/schedules

\*For additional and detailed information please refer to the ATR Lead Checklist.



# ATRT LEADER RESPONSIBILITIES

Ensure use of qualified ATR Team Members:

- Journeymen in their field
- Relevant experience to project type
- Good written and oral communication skills
- Critical thinking skills
- Completed “Art of Review” training
- Understanding of the 4-part comment
- Committed through the ATR Review



# ATRT LEADER RESPONSIBILITIES

- Prepare charge to reviewers (PCX & PDT assistance)
- Coordinate and approve DQC documents
- Ensure each ATRT member shall:
  - Review his/her discipline's elements
  - Verify study consistency across disciplines
  - Not comment based on personal preferences
  - Focus comments to those required to ensure compliance and sufficiency
  - Provide editorial comments informally through the ATR Lead
  - Use Four Part Comment Structure



# ATRT LEADER RESPONSIBILITIES

- Facilitate ATRT Kickoff Meeting (hosted by PDT and attended by ATRT) to:
  - Provide overview of study
  - Discussion of Risk Register
  - Emphasize “Art of Review” concepts
  - Refine ATR scope/charge as needed
  - Establish communication between ATRT and PDT disciplines
  - Possible site visit for complex studies



# ATRT LEADER RESPONSIBILITIES

- Screen comments for consistency, professionalism, conflicts, etc.
- Facilitate resolution of comments
- Prepare ATR Review Report/certification



# ATRT LEADER RESPONSIBILITIES

- Prepare ATR Review Report
  - Include the name/organization/credentials/relevant experiences of each reviewer
  - Charge to reviewers
  - Define the nature of their review and finding/conclusions, including documentation of any significant comments, and how resolved
  - Summary of each unresolved issue and any proposed modifications to the Risk Register
  - Attach DrChecks Report



# ATRT LEADER RESPONSIBILITIES

- Prepare ATR After Action Report
  - Identify top lessons learned
  - Assess effectiveness of review



# ATRT LEADER RESPONSIBILITIES

- Archive versions of documents reviewed on Study SharePoint site until CWRB / Final Report Milestone is completed and provide to PCX for archiving



# QUESTIONS?

