Appendix 3.1.8

Corps Water Management System Report Development Process

MMC FY2023 Standard Operating Procedure for CWMS

March 2022

Date	Principal Author	Comments
03/01/2018	MMC	Initial Draft
03/30/2018	MMC	Revisions
04/03/2018	MMC	Prep for internal review
04/04/2018	MMC	Incorporate comments from Andy Richter, Kim Bacon, and Jennifer Darville
08/27/2019	MMC	Annual update/Technical Edit

Corps Water Management System Report Development Process

The Corps Water Management System (CWMS) report development should occur during all phases of overall project development. CWMS team leads (TL) should reach out to the MMC documentation lead (DL) and/or the assigned CWMS technical editor (TE) with questions, issues, or concerns during the report development process. This appendix was created to assist the TL and the project delivery team (PDT) develop a CWMS report.

The TL and PDT should not be overly concerned with the format of the report content as a comprehensive technical edit and review will be completed post development. During the technical edit, the TE will make corrections to the report format, grammar, spelling, and readability. The TE will use track changes and insert comments when necessary. The TL is responsible to review the report edits and comments, accept or revise report content if applicable, and notify the TE when the changes have been made. The TE notifies the CWMS technical leads when the report is final.

The following is the process the CWMS TL, PDT, and TE should use to complete the report development task.

1. COPY THE REPORT TEMPLATES

The CWMS TL is responsible to copy the CWMS report templates from the Kansas City District (NWK) CE-MMC ProjectWise folder (see Figure 1) to the newly created project folder under the appropriate Report product type folder.

> The CWMS Templates folder link: pw:\\COE-NWKPWP50KAN.nwk.ds.usace.army.mil:PWNWK00\Documents\Programs and Activities\MMC2\Corps Water Management System (CWMS)\Program Files\CWMS Guidance- Templates-Scripts\Templates\
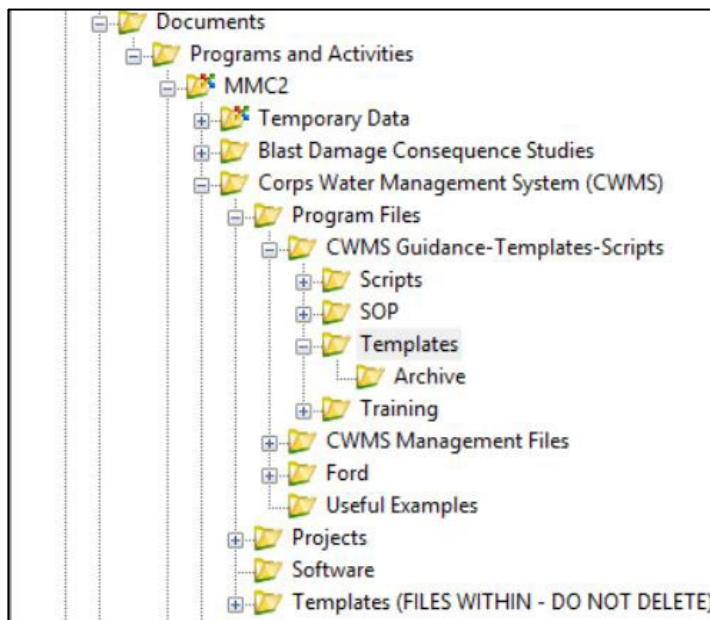

Figure 1. ProjectWise Folder Structure (image)

Figure 2 displays the Templates folder location where the TL will copy the report templates from, and Figure 3 is the Project Reports folders where the TL will paste the report templates for PDT members to begin editing the report section assigned (e.g. HEC-RAS, HEC-HMS, etc.).
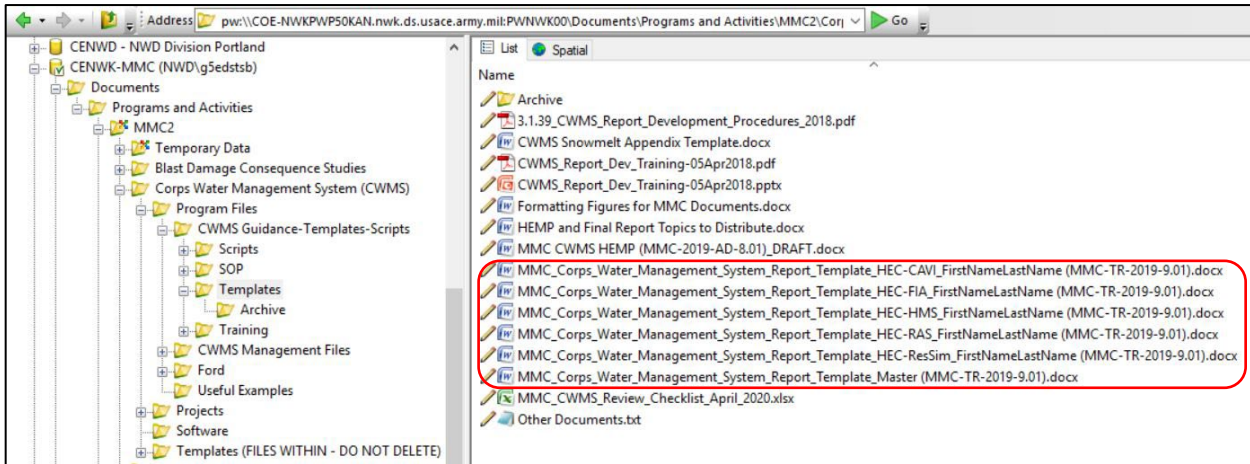

Figure 2. Corps Water Management System Report Templates by Application Type to Copy
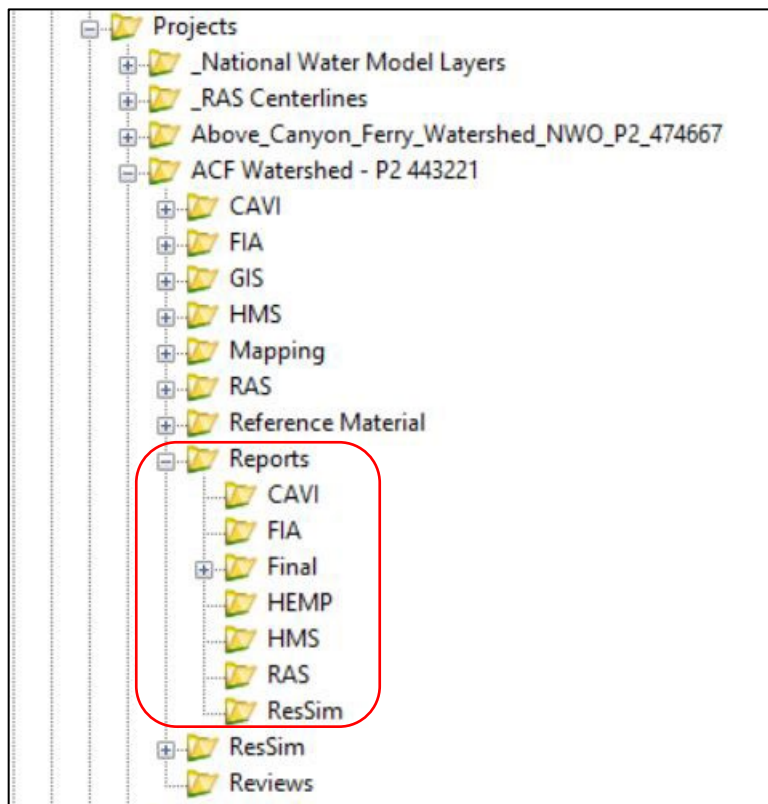

Figure 3. Project Reports folder by Application Type

The TL will copy the CWMS report templates based on application type to the appropriate project reports folder (e.g. HEC-HMS, HEC-RAS, etc.), and the CWMS report master copy into the Project Reports Final folder. The Final folder is the location the TE will load the combined report after technical edit and review is complete.

The PDT member will locate the assigned template and rename the template adding last and first names. For consistency, use the following naming convention as prescribed: [Project_Name]_CWMS_Report_HEC-RAS_Draft_LastNameFirstName.

> Example: Project_X_CWMS_Report_HEC-RAS_Draft_CareyMichelle.docx.

The PDT member will write the report section per application type after the model has been developed.

2. SECTION DEVELOPMENT RECOMMENDATIONS

During the development and review of previous reports, numerous reminders and recommendations were collected to ensure the report is written per the style guide and how to insert graphics and charts. The following list of reminders and recommendations provides the member with tools he or she needs to help the TE during the technical edit process:

- Use present tense

- Use the MMC style guide as a reference; the CWMS report template format aligns with the style guide requirements

  - Style Guide: https://cops.usace.army.mil/sites/HHC/CoPs/DS/MMC/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FHHC%2FCoPs%2FDS%2FMMC%2FShared%20Documents%2FMMC%20Standard%20Operating%20Procedures%2FFY2021&FolderCTID=0x012000448E47A8D6D89E4C845DEE97DCF4EC77&View=%7BE7B3449D%2D4ED7%2D409B%2DBD37%2DEF06947BF389%7D

- Overwrite the sample green text

- Change green text to black after edits are complete

- Delete template comments associated with reminders

- TL respond to TE comments during technical edit review, please do not delete them

- Do not use screenshots or figures for tables (a table is something that can be manipulated)

- Do not use charts for figures (the plot lines etc. on charts get skewed during editing/formatting)

- Do not put figures or tables side by side on a page, insert the item leaving two lines between them

- Make sure all tables and figures are referenced (by number) in the text before they appear in the document

- No landscaped tables/figures/pages except in appendices

- CWMS report cover photo cannot be a screenshot from Google Earth or any other satellite image. Reach out to the district for an official project photo

- If acronyms or abbreviations are not in the list at the back of the report, please write them out the first time and flag them with a comment. The documentation team will add new words to the list at the back of the document

3. DRAFT SECTION FOR REVIEW

The PDT member will upload the draft section of the CWMS report to the ProjectWise project folder under the appropriate application folder (e.g. HEC-RAS), and will notify the TL. The TL will review the draft sections of the report once notified. The TL will use track changes and will insert comments in the draft report section. The TL will contact the member when the review is complete.

This process will continue until the report section is final and posted to the applicable ProjectWise project Report folder.

The TE is available to assist the PDT members at any time through the project report development process. At the 75 percent milestone complete status, the CWMS team lead will arrange a meeting with the TE to discuss the status of the reports and required assistance.

Documentation Lead: Tabetha Barto, TEL: 816-389-3474

CWMS Technical Editor: Jennifer L. Darville, TEL: 504-812-7295

4. REPORT SECTIONS REVIEWED BY LEAD AND EDITOR

The TL will notify the TE and DL when all report sections and draft reviews are complete. The TE will be responsible to transfer the section contents into the master report template prior to conducting a full technical edit and review.

The TE will contact the DL when the technical edit is complete. The DL will conduct a management review as a quality check. The DL will inform the TE and TL when this action is complete. The TE is responsible for formatting, grammar, spell check, and readability. However, it is paramount the CWMS PDT follow the recommendations and reminders provided in Step 2. Following the report development process stated within this document will ensure a consistent method to develop a quality, standardized report product to deliver to the customer.

Any outstanding comments or tracked changes will be either accepted or rejected by the TE, and the report will be printed as a PDF. The PDF and the final WORD document will be posted to the ProjectWise project Report/Final folder, and delivered to the customer per the project schedule. The track-change files will be saved to the Report/Final/Archive folder.

5. CWMS TECHNICAL LEADS NOTIFIED

The TE will notify the CWMS technical leads, Andy Richter and Kim Bacon, via email with the final report complete date and status.