

HOW TO USE THIS MANUAL

This manual is intended for daily use as a reference by Utility personnel involved in project management activities as well as for those providing support functions. It will serve as an instructional manual for training of new project managers as well.

El Paso Water Technical Services and the Procedures Manual Committee have established procedural guidelines for carrying on the administration and management of engineering and construction projects. These guidelines are referred to as “Tasks” or “Procedural Task” in this manual. Tasks are grouped into “Sections” which represent Planning and Project Management functions. Sections representing Administrative Management and Project-Specific Management functions are located in this manual. Every attempt has been made to cover the pertinent tasks required in each major process; i.e., Bid Phase, Payment Phase, etc.

ORGANIZATION OF MANUAL

1. The Procedures Manual begins with a Preface along with this document, How to Use this Manual. Next are the Procedures for Project Management and Administration activities expected of all project managers, either employed by or doing business with EPWater for carrying out a study, design or managing a construction project. At the end of these procedures is a list of Acronyms used throughout the procedure tasks. Next of most importance, is the weblink to all of the Standard Forms that are used by EPWater and that are required from the project managers at different levels of the projects. Most Standard Forms are followed by at least one “Instructional Sample” that includes the instructions on how to complete the form and/or a pre-filled form to show all the elements that must be included.
2. All Tasks are numbered in chronological order or sequence of the work-flow within each Section. They are numerically ordered using the 12.34.56.7 format, where the first two digits represent the Section, the third and fourth digits represent the Task number within the Section, and the remaining digits represent the sub-tasks.
3. Every Task is individually bordered by a box ☐ along with the Responsible Party and related forms/documents that must be prepared/submitted as part of that Task.
 - Each procedural Task purposely targets the Responsible Party (person or office) for carrying out the activity. Activities such as bid document review and distribution, job request development, payment of invoices and other related tasks must go through several individuals/offices for their completion/ final approval. The first acronym is the individual/office with primary responsibility. Subsequent acronyms represent the individuals/offices that must be coordinated with or that need to provide input or authorization.

- Any related standard forms that must be prepared and submitted in order to achieve the task are also cited in the Form column. Forms can be found in the Project Administration Documents (Standard Forms) section of this manual, in alphabetical and numerical order (CM#, FC#, GA#, PM#, MS#).
4. Some Tasks may include a reference in the Extended Reference column in order to provide additional clarification, discussion or further elaboration on the specific task. The Procedures Manual Review Committee considered that these discussions provide valuable information to the reader, especially new project managers. This also allows for continuous process improvement changes to be made as the need for additional clarifications arise.
 5. Consulting Engineers/Architects are retained by EPWater under contract and as such, become members of the Project Team. These procedures include their duties and responsibilities. The Utility Project Managers must monitor and ensure the Consultant performs optimally within these guidelines. Those Procedural Tasks that are the primary responsibility of the Consulting Engineer are shown with the first responsibility being assigned to the Consulting Engineer/Architect (CE/A).
 6. The same responsibility and tasks described for Consulting Engineers/Architects in the procedures section are applicable to in-house Engineering personnel performing any of the project phases described in the procedures.

Procedures for Project Management and Administration and Project Administration Documents (Standard Forms) of this Manual will be available for download at the EPWater website www.epwater.org. As part of this Manual update, the website will be updated to coincide with all the changes incorporated herewith.

Comments, suggestions, and recommendations for revisions in any part of the process should be submitted for consideration through the Chief Technical Officer, using Standard Form GA 0100, to the Procedures Manual Review Committee. Revisions will be incorporated periodically. Revisions will be made by the Engineering Office Manager and posted the Manual website. A Procedures Manual Review Committee will periodically update this manual.

This Manual was originally prepared on October 11, 1999, by the El Paso Water Project Administration Improvement Team for execution of its Project Administration and Management Program, revised on October 5, 2008, and on September 1, 2022. Any duplication or use by unauthorized persons or companies without prior written consent by the owner is prohibited.