

## HOW TO USE THIS MANUAL

**T**his 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 Utilities 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 (Planning Level II) and Project-Specific Management (Project Management) functions are located in Chapter II of 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 is divided into three chapters preceded by a List of Acronyms used throughout the manual. Chapter I includes introductory information useful to the understanding of the different Administrative and Management functions, concepts and definitions. Chapter II outlines the specific Procedures for Project Management and Administration activities expected of all project managers, either employed by or doing business with the EPWU for carrying out a study, design or managing a construction project. Chapter III comprehends a series of Appendices that are referred to throughout the manual. They contain supplemental information and provide valuable reference material. Of most importance, they contain all Standard Forms that are used by EPWU 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 (RESP PRTY) and related 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 Reference Form column. Forms can be found in the Appendix C 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. Specific Tasks may be bordered by a bold (dark outline) box “**■**”. This represents the beginning of a particular sub-process or key function milestone within the particular Section. The primary function of these “flags” is to assist the user to easily locate key elements of the process.
  6. Engineering Consultants are retained by the EPWU 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 responsibility of the Consulting Engineer are shown in an individual outline-box shaded in gray “**■**”, with the first responsibility being assigned to the Consulting Engineer (CE).
  7. The same responsibility and tasks described for Consulting Engineers in the procedures section are applicable to in-house Engineering personnel performing any of the project phases described in Chapter II.

Chapter II “Procedures for Project Management and Administration” and Appendix C “Standard Forms” of this Manual will be available for download at the EPWU website [www.epwu.org](http://www.epwu.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 Lead Secretary and distributed to all Manual recipients. Manual Recipients shall be registered in the EPWU’s Engineering Department as a requisite for receiving periodic updates. A Procedures Manual Review Committee will periodically update this manual.

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