## Entering FY14 and FY15 Planning Data in the P4 Tool

The P4 tool provides a platform for Regions to plan projects on a multi-year basis, sequence projects to be funded annually, and develop the ordering template for projects to be purchased/funded. The P4 tool provides a single point for data entry during project planning processes and enables Regions to better build on their efforts using the Progressive Management of Detail concept throughout the project planning lifecycle.

This document is intended guide you through your planning efforts for fiscal year (FY) 14 and FY 15, however the guidance provided should remain true in future planning efforts.

### Entering New Planning Data for FY15

When planning for the current FY + 2 (FY13 + 2 = FY15), Primary Scope details should be entered. The Primary Scope corresponds with a Multi-Year Planning Level of Detail. Follow these steps –

1. Add a “new project” by creating a project geometry and adding project info.
2. Add “new purchases” within the project through the Purchase Editor. The Purchase Editor is used to implement the Progressive Management of Detail Concept.
3. Add Primary Scope details and the associated quantities within the Primary Scope Items Editor for each purchase (ex. Scope item = Discovery, Quantity = number of communities).

### Entering New Planning Data for FY14

When planning for the current FY + 1 (FY13 + 1 = FY14), Secondary Scope details should be entered. The Secondary Scope corresponds with an Annual Sequencing Level of Detail. Follow the steps above but move forward and add Secondary Scope details and the associated quantities within the Secondary Scope Items Editor, as known. The Ordering Template provides the full list of scope items available at this level.

### The Planning and Purchasing Focus Timeline

The Progressive Management of Detail Concept is shown below, where each FY quarter has a different focus, and P4 should be updated accordingly based on the focus. The timeline should be thought of as cyclical since the process starts over with each FY.

### P4 Tool Access

P4 should be used as a planning tool; refinements and updates should be made on an ongoing basis. It is important to revisit the P4 tool and update actuals following procurement, once scope and quantities are final. Additionally, as part of quarterly updates, the P4 tool should be updated to reflect any interim investments or change requests that impact scope or quantities. As more details about investments are known, enter them!

### Project vs. Purchase

- **Project** – A higher level term for one or more purchases that collectively address the needs for a geographic area; deployment is typically expressed at the Project level.
- **Purchase** – Any given FY unique work item(s) that is or will be tied to a task order or grant. A Purchase is generally categorized as a Riverine, Coastal, Levee, Elevation or Outreach investment. A purchase could be a combination of tasks, if they are scoped together. Modifications to purchases that have already been funded typically occur through the Change Request process.

### Progressive Management of Detail Concept

- **Multi-Year Planning Level of Detail** = Primary Scope Items (e.g. Riverine) and associated quantities for purchases. Referenced to as Level 1 in graphic.
- **Annual Sequencing Level of Detail** = Secondary Scope Items (e.g. Hydraulic) and associated quantities for purchases. Referenced to as Level 2 in graphic.
- **Purchase Level of Detail** = Tertiary Scope Items (e.g. AE Study: 1D Unsteady) and associated quantities for purchases. Referenced as Level 3 in graphic.

The P4 tool can be accessed by authenticated users at -