**From:** Fish Support [mailto:fishsupport@bpa.gov]
**Sent:** Friday, January 13, 2012 11:06 AM
**To:** Fish Support
**Subject:** BPA Fish and Wildlife Program - Annual Work Element Review - Request for Sponsor Input

To:     Bonneville Power Administration (BPA) *Fish and Wildlife Program* Contractors

From:           BPA Work Element Review Team

Date:           January 13, 2012

Subject:         Annual Review of Work Elements in Pisces

BPA has commenced the annual review of PISCES Work Elements (WEs).  We are writing to ask for your help in reviewing, and as needed, revising WEs and their associated metrics for FY13.  We are asking for your input by ***January 31, 2012***.

WEs are the building blocks of Scope of Work (SOW) development and contract preparation in Pisces.  Together, we use WEs to describe and account for the work being implemented in support of BPA’s Fish and Wildlife Program.  WE metrics allow the standardized reporting of progress and accomplishment in terms that are consistent across multiple years of project implementation.  Yet WEs and metrics are not static; and BPA is committed to maintaining accurate and useful WEs that are continually improved and adapted to changing Program and project circumstances.

This WE review is an annual process.  As in past years, we are inviting your input and suggestions for updates and clarifications to work elements and their associated metrics, to ensure they accurately reflect the work of the Program.  However, unlike prior years, this year we are able to manage the process of WE review entirely on-line through the TAURUS software application at [www.cbfish.org](http://www.cbfish.org).  Collaboration within Taurus will allow the entire community of Pisces-users, and other Program participants, the opportunity to make suggestions to the BPA WE-lead (i.e. the Work Element “owner”) to edit, update, or make changes to work elements.

**We would like to hear from you, and request your feedback and suggestions regarding WE changes we should implement for FY13.**

Specifically:

* Do any of the work element definitions need to be changed to better reflect how a work element should, or should not be used?
* Do any of the work element background pages need to be updated or edited for clarity? Are the “lumping and splitting” rules for describing proposed work, and examples, clear and up-to-date?  What about deliverables and suggested milestones?
* Are the metrics for each work element adequate?  Is there redundancy or complexity that should be reconsidered; and are there additional metrics that seem warranted?

**We have adopted the following schedule for review and comment.**  Our purpose is to consider your suggested revisions and implement any changes to WEs on or before March 31, 2012.  FY13 WEs must be in place before BPA contractors begin development of FY13 SOWs in Pisces.

* **January 15, 2012 – January 31, 2012**:  Comment period open
* **Feb 1, 2012 – March 1, 2012:**  Internal review, uploading of new/modified work elements and metrics into Pisces, updating work element background pages to reflect new/clarified guidance
* **March 31, 2012:** Final changes toFY12 work elements and metrics; released as FY13 WEs.
* **April 1, 2012:** FY13 WEs active in Pisces; begin working on Draft SOWs in Pisces for contracts beginning October 1, 2012 (FY13)
* **October 1, 2012 – September 30, 2013**: All Fish and Wildlife Program contracts issued during this period should incorporate the FY13 work elements and metrics in their SOW.

**To suggest edits, make comment, or review proposed changes to WEs:**

Please log into Taurus [cbfish.org — Columbia Basin Fish & Wildlife Program](http://www.cbfish.org/Home.mvc/Index).

**Note***:  Be mindful of tone and language when composing your comments.  Taurus is open and accessible to all.*  Comments are visible and attributed to you as the submitter.

1. Log in at the upper right.  You must be logged in to make a suggestion.
2. Click on the box near the top that says “Work Elements, Metrics and Measures.
3. Click on the large box to the lower left to select “Work Elements”.
4. In the “Name” box, type in a key word to take you to the WE you want to comment on.
5. Click on one of the links to the WE upon which you desire to comment.
6. Scroll to near the bottom of the page and read the previous comments to make sure your suggestions has not been submitted by any other commenter. If it hasn’t, scroll to the bottom of the page where the comment field is open.
7. After typing in your comment, hit the “add comments” button below the box.  You may want to compose your comments elsewhere (e.g., MS Word) where editing functions and spell check are functional.
8. The comments are displayed in chronological order.  Your new comment will be at the top of the Comments Section.

**Additional resources:**

[Work element background pages](http://www.efw.bpa.gov/contractors/statementsofwork.aspx)

[Work elements, definitions, metrics and metric guidance](http://pisces.bpa.gov/release/reports/ReportViewer.aspx?RptName=WorkElementMetricGuidance&rs%3aFormat=PDF)

[Work Elements, definitions, locations and location guidance](http://pisces.bpa.gov/release/reports/ReportViewer.aspx?RptName=WorkElementDefinitionsAndLocation)

[List of contact persons by work element (work element owners)](http://pisces.bpa.gov/release/reports/ReportViewer.aspx?RPTName=WorkCategoryAndElementGlossary)

**Closing:**

You may also add comments, or send all input directly to the [work element owners](http://pisces.bpa.gov/release/reports/ReportViewer.aspx?RPTName=WorkCategoryAndElementGlossary), by January 30, 2012.  As always, work element owners, BPA Project Managers and COTRs are available to answer your questions.  Should you have comments about Pisces not connected directly to the review of work elements, you may submit them to Fish Support (fishsupport@bpa.gov)

Thank you for your interest and participation.

FY13 WE Review Team

Tracy Hauser, Jason Karnezis, Rick Golden, Suzanne Frye, & Carlos Matthew

F&W Project Managers

Bonneville Power Administration