

Summary of Annual BPA Work Element Review Process
February 14, 2012

- The Work Element (WE) review process occurs annually to make corrections, clarifications, and allow WEs to evolve with changes in how tasks are implemented in the field.
- The review covers changes/updates to WEs, metrics, rules and examples, guidance, etc. Updates to contract-level information collected in Pisces generally occurs at this time.
- The WE review process unofficially begins in April or May, when the new WEs become available for use. At that point, comments can be entered in Taurus, and comments can be made at any time until about mid-January of the next year. This year, the new WEs are scheduled to be available on April 1st.
- The WE review process officially begins in the fall, typically in December, when a BPA team begins meeting to discuss changes. An e-mail is sent to contractors in December or January to remind them that the comment period will be closing, and provides the exact date.
- To make a comment in Taurus:
 1. Get a Taurus account by clicking on the “log in” button in the upper right of the Taurus home page, and then click on “request new account” under the password window: <http://www.cbfish.org/Home.mvc/Index>
 2. If you have a Pisces account, your Taurus username and password will automatically be set to what you use for Pisces. Once logged in to Taurus, click on “work elements, metrics, and measures” near the center of the menu at the top of the page. On the subsequent page, click on the “work elements” block on the left side of the page.
 3. You should now be viewing a list of all WEs. Note that the WEs can be sorted by any of the column headers, or any combination of them. Some columns have drop-down menus, others require text strings.
 4. Once you have selected the WE on which you would like to comment, click on the WE name.
 5. The WE page will now be displayed, with associated WEs, metrics, deliverables, rules and examples, etc. In order to make a comment, scroll down to the bottom of the page, and enter your comments in the comment box provided and hit enter (if you don’t hit “enter”, your comment will not be saved). Multiple comments can be entered if they address separate issues. When you are finished, log out of Taurus.
 6. The WE owner will follow-up with you if they have any questions regarding your comment(s).