Recommended Practice (RP) Development Guidelines

This document describes key points of guidance in the development of (or revision to) an AACE International recommended practice.

Expectations and Requirements

RPs must be submitted and reviewed by AACE International subject matter experts and approved by the AACE Technical Board. The following are some expectations of RP content;

- **Professional** — Peer reviewed publication quality with appropriate references.
- **Fit for Use** — The RP will address practical needs of the professional community.
- **Source Content** — An RP shall contain original content, and may include or reference existing material from a reputable source (in compliance with copyright laws). Content shall be in alignment with the *Total Cost Management Framework* and published recommended practices.
- **References** — List applicable AACE reference materials. Cite external references in compliance with copyright laws.
- **Scoping Document** — The RP shall be aligned with a corresponding preapproved scoping document.
- **Concise** — Attempt to limit each RP to ten pages or less.
- **Benchmark Practices** — Where there are a variety of acceptable practices, describe and compare them in the RP. Specific examples from industry or other organizations are valuable where appropriate.
- **Appropriate Level** — The RP must convey the technical content written at an appropriate level of understanding.
- **Define Terms** — All terminology must be consistent with *10S-90, Cost Engineering Terminology*. Any key terms not contained in 10S-90 must be submitted for inclusion. This includes not only new terms, but revisions as well.
RP Types
There are two types of RPs, Generic and As Applied In:

- **Generic** — A broad overview of the practice at a summary level that applies to most industries. Defines basic processes, practices, guidelines, etc., and avoids specific how-to details. Serves as a foundation to As Applied In RPs. For example: 17R-97, Cost Estimate Classification System.

- **As Applied In** — An RP focused on a specific application or industry. Includes references, benchmarks, and practices specific to that application or industry. Shall be in alignment with a corresponding generic RP, if one exists. May provide how-to specifics. For example: 18R-97, Cost Estimate Classification System - As Applied in Engineering, Procurement, and Construction for the Process Industries.
This document describes the process used for development and/or revision to an AACE International recommended practice. It is intended to provide guidance to contributors as well as defining roles and responsibilities.

Overall Processes – Responsibilities

Scoping Documents

1.) Technical subcommittee chair should develop and maintain scoping documents for recommended practice development. Scoping documents should be developed ahead of the initial writing of the RP, and approved by the Technical Board. They are intended to provide concise description of the RP content, and ensure alignment with the Total Cost Management (TCM) Framework and other published recommended practices.

2.) Primary contributor (author) should review scoping document(s) for general understanding of key concepts, ideas and focus of RP. Primary contributor may expand upon or suggest other improvements to the scoping document. Review with subcommittee chair and Technical Board as required.

Subcommittee Chair Responsibilities

1.) Monitor and facilitate progress of all recommended practice development for which the subcommittee is responsible.

2.) Assist primary contributor with RP development as necessary.

3.) Review and distribute the draft RP in accordance with the RP development process.

4.) Subcommittee chair shall maintain an RP log which tracks primary contributor and current status of RP development.

Primary Contributor Responsibilities

1.) Develops the RP while following the RP development process through subcommittee and public reviews.

2.) Addresses comments in a fair, equitable and reasonable manner; and maintains the comment disposition log. The comment disposition log needs to include the
following information: Name of person providing comment, date of comment, the comment itself, and disposition of comment.

3.) Maintains communication with subcommittee chair as appropriate.

**AACE Headquarters Responsibilities**

1.) AACE headquarters shall be responsible for formatting and distribution of the RP. This includes review of punctuation, spelling, copyright issues, and editorial integrity.

2.) Review and distribute the draft RP in accordance with the development process.

3.) AACE headquarters notifies the primary contributor and subcommittee chair upon publication.

4.) Maintains communication with Technical Board as appropriate.

**AACE Technical Board Responsibilities**

1.) Review the RP for technical content and alignment with the *TCM Framework*.

2.) Ensure compliance with RP development process.

3.) Maintain communication with primary contributor, subcommittee chair, and/or AACE headquarters as appropriate.
**Recommended Practice Development Process**

**RP Identification and Scoping**

1. Identify need for new RP or revised RP.
2. Check if scoping document exists.
   a. If yes – review or modify scoping document.
   b. If no – write scoping document.
3. Review scoping document for approval by subcommittee chair and Technical Board.
   a. If yes – begin RP development.
   b. If no – edit scoping document accordingly.

**Development Process**

1. **Identify primary contributor** (and supporting team if required).
2. **Develop initial draft.** See RP guidelines for assistance and template for RP development. RP shall be written in alignment with the *Total Cost Management (TCM) Framework*. Adhere to the “AACE International Technical Paper Style Guide” and use the current RP template.
3. **Review draft RP by applicable technical subcommittee chair.** Primary contributor shall submit draft RP for review by subcommittee chair. Subcommittee chair checks to ensure RP draft is of acceptable standards, clearly written, and is in alignment with the scoping document, *TCM Framework*, and published RPs. Subcommittee chair shall review appropriate research by primary contributor for integrity and validity to appropriate subject topic.
   a. If yes – subcommittee chair posts to the appropriate AACE Community for subcommittee review.
   b. If no – subcommittee chair provides comments back to author for edits to draft RP.
4. **Subcommittee review.** Subcommittee members shall provide subject matter expert review and comments.
   a. Subcommittee review duration – minimum 45 days
   b. Comments to be submitted using AACE Communities
   c. Current working document maintained on AACE Communities
5. **Incorporate comments.** Upon closing of the subcommittee review period, the primary contributor is responsible to address the various comments proposed, and updating draft RP as required.
a. Steps 4 and 5 may be iterative.

b. Primary contributor generates and maintains a disposition log of all comments.

6. **Approval by subcommittee chair.** Primary contributor submits the revised RP draft to the subcommittee chair. The subcommittee chair validates that all comments in the disposition log have been addressed.

   a. If yes, submit to Technical Board for approval.

   b. If no, address issues raised by subcommittee chair.

7. **Approval by Technical Board.** The Technical Board reviews the RP for technical content and alignment with the *TCM Framework* and published RPs.

   a. If yes – Technical Board submits to headquarters for formatting before publishing for public review.

   b. If no – Technical Board comments are submitted back to primary contributor and subcommittee chair for review and incorporation into the RP. Once addressed the RP shall be resubmitted to the Technical Board. If the RP requires significant changes or modifications, the RP may be sent back for subcommittee review.

8. **Public review.** RP is published to public review section of the AACE Communities.

   a. Public review duration – 45 days

   b. Comments to be submitted using AACE Communities

9. **Incorporate comments.** Upon closing of the public review period, the author is responsible to address the various comments proposed, update final RP as required, and maintain disposition log of all comments.

10. **Approval by subcommittee chair.** Primary contributor submits the final RP draft to the subcommittee chair. The subcommittee chair validates that all public comments in the disposition log have been addressed.

    a. If yes, submit to Technical Board for final approval.

    b. If no, address issues raised by subcommittee chair.

11. **Approval by Technical Board.** The Technical Board reviews the final RP draft to ensure that the RP development process has been followed.

    a. If yes – Technical Board submits to headquarters for publication. Notification of publication is sent to primary contributor and subcommittee chair.

    b. If no – Technical Board comments are submitted back to primary contributor and subcommittee chair to be addressed.