

Cost Risk Assessment/Cost Estimate Validation Process ®

Pre Workshop Activities	Workshop	Post Workshop Activities
<p>1 PROJECT TEAM</p> <p>Completes CRA/CEVP Request Form and forwards to the CREM Office. (Form available on the CREM web site.)</p> <p>PROJECT TEAM confirms With their Region Program Mgmt Office That the Project Title is Correct PIN(s) are correct WIN(s) are correct Mileposts are correct And the WOA is setup</p> <p>2 CREM OFFICE</p> <p>Contacts appropriate consultant(s) (Risk Elicitor, Cost Lead) to coordinate schedule for Prep Session and Workshop.</p> <p>3 CREM OFFICE</p> <p>Prepares and sends consultant Task Orders to PROJECT TEAM for Concurrence and prepares and distributes Prep Session Agenda to participants.</p> <p>4 PROJECT TEAM</p> <p>Prepares project information for Prep session and invites REGION participants.</p> <p>5 PROJECT TEAM Hosts Prep Session</p> <p>CREM and CONSULTANTS CONDUCT PREP SESSION</p> <p>6 CONSULTANT</p> <p>Prepares notes and action items from prep session and sends to PROJECT TEAM and CREM for review and comment.</p> <p>7 CREM OFFICE</p> <p>Invites external subject matter experts (i.e. consultants and HQ specialty groups Geotech, Bridge, Hydraulics, etc.) identified in Prep Session to participate in Workshop.</p> <p>8 PROJECT TEAM</p> <p>Invites project team participants, region specialty groups, other project specific stakeholders as identified in Prep Session to participate in Workshop.</p> <p>9 CREM OFFICE</p> <p>Prepares Workshop Agenda and sends to all parties.</p>	<p>10 PROJECT TEAM Hosts Workshop</p> <p>CREM and CONSULTANTS CONDUCT WORKSHOP</p> <p>NOTE</p> <p>PROJECT TEAM provides Meeting venue</p> <p>PROJECT TEAM provides Visual Aids such as: Aerial Photos Project Exhibits Story Boards Plan Sheets R/W Sheets Etc.</p> <p>PROJECT TEAM provides Project Info such as: Cost Estimate (in Excel Spreadsheet) Environmental Documents R/W Parcels Information R/W Cost Estimate Other pertinent information</p>	<p>11 CONSULTANT</p> <p>Prepares workshop results, notes, and DRAFT REPORT and sends to CREM OFFICE who forwards to Project Team for review and comment. The DRAFT REPORT is usually completed within 2 weeks after <u>all</u> information has been provided by the project team.</p> <p>12 PROJECT TEAM</p> <p>Conducts a quick and thorough review of the Draft Report and promptly sends comments to CREM who works with CONSULTANTS to bring Draft to Final. The FINAL REPORT is usually ready within 2 weeks of receiving comments on the Draft.</p> <p>13 CONSULTANTS</p> <p>Prepare the workshop results, notes, and FINAL REPORT and provides to CREM who delivers to PROJECT TEAM.</p> <p>14 CREM OFFICE</p> <p>Closes file, approves invoices for payment as they arrive.</p>