



Asset Management Plan

Project milestones and timeline

The Washington State Department of Transportation established an aggressive timeline for completion of this project. The projected and actual completion dates below (*in italics*) were established to meet the expectations of the Transportation Commission. The Commission expects the plans to be completed and certified prior to the next legislative session.

Milestones

- (1) Establish an Expert Panel with the Washington State Transit Association that will meet every two weeks – **Completed**. *The expert panel met throughout 2004 and into the beginning of 2005*
- (2) Review several transit agencies' preventative maintenance programs. Identify the difference between what WSDOT currently receives and what the legislation requires. – **Completed March, 2004**
- (3) Develop a plan framework with descriptions of the contents expected and the criteria for the plan's approval. The framework should recognize the different sizes of transit agencies (large urban, small urban, and rural). **All tasks completed March through July, 2004**
 - a) Define Lowest Life Cycle Cost Methodology as it applies to Transit – *the panel determined that: “Lowest Life Cycle Cost (LLCC) Methodology is demonstrated by a cost model that reflects each agency’s policies & standards in a planned preventative/preservation maintenance program resulting in the lowest maintenance costs over the life of an asset*

This methodology ensures that an asset is maintained at an acceptable condition maximizing safety and useful life.”
 - b) Develop framework for plan – *Core elements finalized March, 2004*
 - c) Flesh-out framework (what should each section include) – *Draft framework completed April 2004*
 - d) Review data already collected to determine what, if any, additional information is needed – *The Expert Panel determined that all data components needed are already being collected/tracked by transit agencies – May, 2004*
 - e) Identify any software/hardware needs – *There is no apparent need for software/hardware at this time. However, there may be future needs to ease any burden associated with tracking asset management.-May*
 - f) Finalize the draft framework – *Final draft framework completed July, 2004*
- (4) Provide ongoing communication with public transit agencies regarding the progress for development of the asset management plan framework and criteria. Solicit feedback. – **Ongoing through project**
 - a) Report to WSTA Executive Committee and Maintenance Committee
 - b) Distribute draft plan framework to all public transit systems, soliciting feedback on the framework – *Public comment period conducted June, 2004*
- (5) Develop a final draft asset management plan framework and present to the Transportation Commission – **Completed August, 2004**
 - a) Incorporate the feedback received into the plan framework
 - b) Develop recommendation on the criteria to be used for Commission's certification of plans

- c) Request the Commission to adopt the Transit asset management plan final draft framework and certification criteria
- (6) Reassess course of action ease burden on transit agencies as directed by the Transportation – ***Completed February, 2005***
 - a) Course of action reassessed
 - i) Accepting existing PM plans that meet minimum requirements
 - ii) Established clear written guidance to clarify requirements
 - iii) Developed an optional plan template that includes sample forms and templates
 - iv) Developed a one day training class
 - b) Presented proposed implementation to the Transportation Commission in February 2005
- (7) Provide training and technical assistance to transit agencies – ***In Process and Ongoing***
 - a) Conduct training – *WSDOT staff provided two training sessions March, 2005*
 - b) Provide technical assistance to Pubic Transit Agencies - *ongoing*
- (8) Collect asset management plans and submit to commission for certification. – *May deadline for June presentation and certification*

Project Timeline

Milestone	Feb 04	Mar 04	Apr 04	May 04	Jun 04	Jul 04	Aug 04	Sep 04	Oct 04	Nov 04	Dec 04	Jan 05	Feb 05	Mar 05	Apr 05	May 05	Jun 05
(1)	X																
(2)		X															
(3)		X	X	X	X	X											
a)		X															
b)		X															
c)			X														
d)				X													
e)				X													
f)						X											
(4)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
a)		X	X	X	X	X	X	X	X	X	X						
b)					X												
(5)						X	X										
a)						X											
b)						X											
c)							X										
(6)								X	X	X	X	X	X				
a)								X	X	X	X	X					
b)													X				
(7)														X	X	X	X
a)														X			
b)														X	X	X	X
(8)															X	X	X

Task Completed

Task In Process

Task scheduled