



**Washington State
Department of Transportation**

WSDOT Statewide Program Management Steering Team

Draft Charter

Version 1.0

April 20, 2006

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1. Document Overview

1.1 Reviews and Approvals

This document requires review and approval.

1.1.1 Approvals

This document was approved by:

Name	Title	Date
John Conrad	WSDOT Assistant Secretary – Engineering and Regional Operations	
Greg Selstead	WSDOT – Director of PC&R	
Bob Berg	Consultant Team– SPMG Program Manager	

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2. Introduction

The purpose of this Project Charter and work plan is to ensure that the Statewide Program Management Executive Oversight Committee, SPMG Project Management Team and members of the Statewide Program Management Steering Team have common understanding and expectations regarding the responsibilities of the Statewide Program Management Steering Team.

3. Project Background

WSDOT has begun delivery of a capital construction program in excess of \$15 billion over the next sixteen years including 400 new transportation projects added to the program since 2003. To help deliver the increased size of the program, the WSDOT is soliciting assistance of the consultant project team to provide additional program delivery expertise and support.

Washington State's transportation program is one of the largest in the country and in need of national and international expertise in program delivery strategy development, program management, program and project monitoring, forecasting, and reporting. With this large program, WSDOT, in a strong ownership role, intends to maintain its focus on delivery, accountability and reporting. WSDOT does not intend to add significant staff to deliver this program but desires to maintain its core expertise and technical capabilities. WSDOT also desires to develop and grow future project managers and team leaders through "on the job" training and by working in partnership with industry experts on challenging projects. The consultant project team is charged with assisting WSDOT staff in achieving these objectives. to be documented and included in the final report.

The Project Steering Team is charged with reviewing each applicable deliverable (detailed below) and communicating suggestions to the consultant project team.

4. Work Description

The Phase 1 effort will produce recommendations to improve WSDOT's program management and reporting, development of strategic planning for program delivery, development of comprehensive reporting functions and products, and training of WSDOT staff to allow long-term capability for tracking, monitoring, forecasting, and reporting.

The Phase 1 strategic plan must include an assessment of WSDOT's workforce, retirement trends and staffing needs as well as an assessment of WSDOT's current reports, procedures used for developing these reports and methods for providing program delivery information to executives, legislators, and the public. The assessment must include recommendations on capital program and project reporting. PC&R currently develops, publishes and contributes to a number of different WSDOT reports on the delivery of the capital program.

Training recommended in the Phase 1 assessment must be coordinated with existing WSDOT training.

The Phase 1 strategic plan must also include an assessment of WSDOT's project and program management computer systems as a basis for recommendations on software and management information systems that assist in tracking, monitoring and reporting both project and program performance. Recommended systems and implementation must include forecasting capabilities to enhance the department's ability to manage program and project delivery.

In addition, the assessment of and recommendations for systems that are produced by the consultant team will occur in conjunction and coordination with WSDOT staff that manage these systems, the WSDOT Office of Information Technology and the Critical Applications Assessment Steering Committee.

The Phase 1 effort will culminate with delivery of an interim report on March 1, 2006 and a final report on June 30, 2006. In addition to the Phase 1 deliverables listed below, the final report will include a staffing and mobilization plan for Phase 2 of this project.

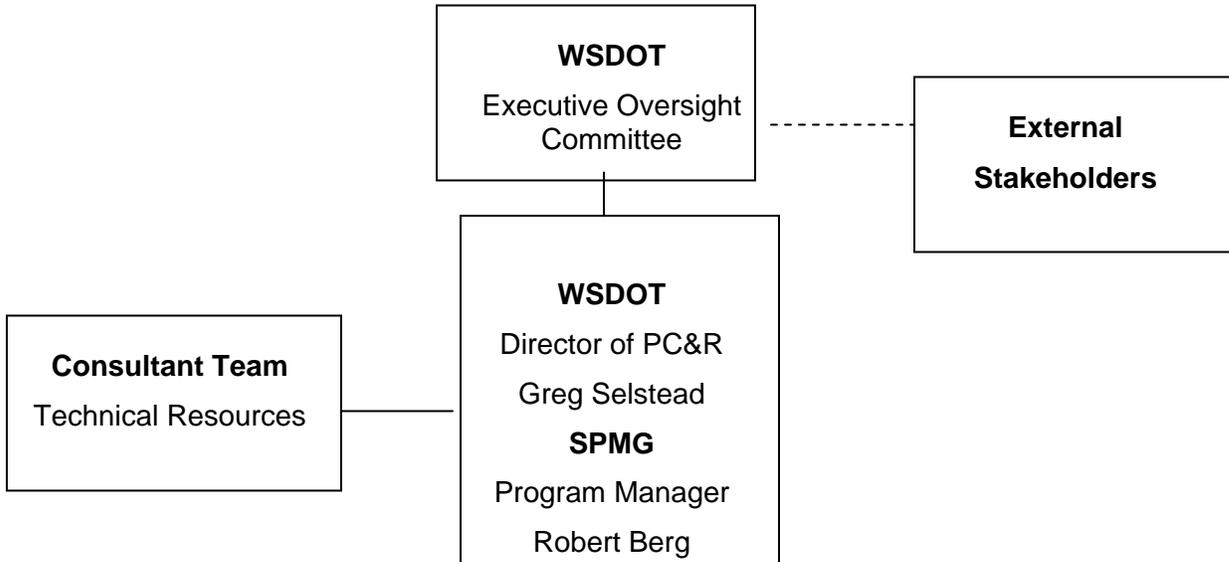
5. **Project Roles and Responsibilities**

Clearly defined project roles and responsibilities are essential for a successful project. This section focuses on defining the governance structure of the project, the team members and their roles and responsibilities.

5.1 **Governance Structure**

The governance structure dictates the decision makers and guidance mechanisms for the project. The project governance structure is graphically displayed below:

SPMG Steering Team Governance



Phase 1 | Development

Phase 1 Manager – Bob Berg	
WSDOT Phase 1 Coordinator – Rose This, Committee Staff – Valerie Graves	
SPMG Team Leaders	SPMG Steering Team Members
Assessing Project Delivery Needs Topher Studwell (PB)	Rick Singer, OR Business Services/TNB Roy Grinnell, UCO Bill Elliott, OL Region Project Management Eng
Assessing Ability to Meet Program Goals Alan Lubliner (PB)	Glenn Schneider, SW Region Construction Joel Voth, NC Region Development Branch Project Engineer
Developing the Implementation Plan Jim Schroeder (PB)	Sharif Shaklawun, NW Region Project Engineer Mike Frucci – ER Construction David Hamrick – Office of Information Tech. Aaron Butters – HQ SAPD Ken Smith – HQ Design Jennifer Brown – HQ IPD/EE Russ East – WSF Todd Trepanier – SC Asst RA John Jeffreys – HQ PCRO Laura Aradanas – HQ PCRO

5.2 Project Team Roles and Responsibilities

The table below lists the project team members and their roles and responsibilities:

ROLE/MEMBER(S)	RESPONSIBILITIES
Executive Sponsor: John Conrad	<ul style="list-style-type: none"> Provides oversight regarding critical project decisions on cost, scope and schedule. Reviews project status with Project Managers.
WSDOT Project Manager: Greg Selstead	<ul style="list-style-type: none"> Provides daily guidance and makes critical project decisions on cost, scope, schedule and deliverables. Reviews project status reports.
Consultant Team Project Manager: Bob Berg	<ul style="list-style-type: none"> Provides daily guidance and makes critical project decisions on scope, schedule and deliverables. Provides project status reports.
Executive Steering Committee: Paula Hammond John Conrad Don Nelson Mike Anderson Bill Ford Doug Vaughn Lorena Eng Randy Hain Dave Dye Don Wagner Don Whitehouse Don Senn Jerry Lenzi Kermit Wooden	<ul style="list-style-type: none"> Provides executive level guidance and approves major project deliverables. Attends steering committee meetings and presentations on the project. Reviews project status reports.
WSDOT Steering Team Coordinator/Staff Rose This Valerie Graves	<ul style="list-style-type: none"> Coordinates Phase 1 activities on behalf of WSDOT
Consultant Project Team Phase 1 Assessment of Project Delivery Needs Lead Topher Studwell	<ul style="list-style-type: none"> Leads the Phase 1 Assessment of Project Delivery Needs
Consultant Project Team Phase 1 Assessment of Ability to Meet Program Goals Lead Alan Lubliner	<ul style="list-style-type: none"> Leads the Phase 1 Assessment of the Ability to Meet Program Goals
Consultant Project Team Phase 1 Development of the Implementation Plan Lead Jim Schroeder	<ul style="list-style-type: none"> Leads the Phase 1 development of the Implementation Plan

ROLE/MEMBER(S)	RESPONSIBILITIES
<p>SPMG Steering Team</p> <p>Rick Singer, OR Business Services/TNB</p> <p>Roy Grinnell, UCO</p> <p>Bill Elliott, OL Region Project Management Eng</p> <p>Glenn Schneider, SW Region Construction</p> <p>Joel Voth, NC Region Development Branch Project Engineer</p> <p>Sharif Shaklawun, NW Region Project Engineer</p> <p>Mike Frucci – ER Construction</p> <p>David Hamrick – Office of Information Tech.</p> <p>Aaron Butters – HQ SAPD</p> <p>Ken Smith – HQ Design</p> <p>Jennifer Brown – HQ IPD/EE</p> <p>Russ East – WSF</p> <p>Todd Trepanier – SC Asst RA</p> <p>John Jeffreys – HQ PCRO</p> <p>Laura Aradanas – HQ PCRO</p>	<ul style="list-style-type: none"> Reviews select Phase 1 deliverables and present suggestions and comments to the consultant project team.

6. Schedule of Activities, Project Deliverables and Delivery Dates

The SPMG Phase 1 Assessment is scheduled to begin in January 2006 and finish in June 2006. The following table provides a high-level breakdown and due dates of deliverables to be reviewed by the SPMG Steering Team:

Project Phases and Deliverables	Due Date	WSDOT Reviewers
Deliverable: Final Systems Analysis Documentation	4/15/05	
Deliverable: Final Transition Strategies Documentation	5/22/05	
Deliverable: Final Implementation Plan	6/9/05	
Deliverable: Final Published Phase 1 Report	6/30/05	

6.1 Assumptions

The following assumptions in developing this Charter and work plan:

- WSDOT staff will be available to actively serve on the Steering Team
- WSDOT staff will possess the knowledge and expertise in their appointed areas and be able to adequately communicate any comments regarding the assigned deliverables.

6.2 Constraints

The project is constrained by the following:

- All final Phase 1 deliverables are to be completed and accepted by WSDOT on or before June 30, 2006.