Washington State
Department of Transportation

Project Management Plan
SR 20/US 395/SR 26 HAR Sites Upgrades
ITS

Design/PS&E Phase

Project Description:

This project will replace portable HAR trailers deployed on SR 20 and US 395, currently used to transmit road conditions for Sherman Pass, with permanent HAR stations. A new permanent station will also be installed in the vicinity of the Hatton Coulee Rest Area.

HAR signs will be upgraded at the existing sites near Republic and Kettle Falls, and installed at Hatton Coulee, to be fully actuated with flashers to alert motorists to tune their car radios to 530 AM to receive real-time information pertaining to roadway and mountain pass conditions, major incidents, traffic hazards, and travel advisories.

Construction for this project is anticipated to begin in July 2009 with completion by September 2009.

Team Mission/Assignment:

The project team will deliver a PS&E package that fulfills the intent of the project scope and its purpose, working within the guidelines of our Design Manual, Standard Specifications, Standard Plans and other WSDOT manuals. With a unified effort we will produce and put to Ad, by the agreed upon advertisement date, a contract that is biddable and constructible within allocated construction funding.

Team Identification

The Traffic Office is the lead for project design with the following team members:

Traffic Engineer – Harold White, P.E.
Assistant Traffic Engineer – Larry Frostad, P.E.
Project Manager – Becky Spangle
Team Members – Mary Lloyd

The following specialty groups will also play a part of project design, advertisement, and award:

Design/Plans	SRTMC
Environmental	Utilities
Program Management	ER Signal Shop

The following outside entities are involved with some portion of the project:

SRTC

Roles & Responsibilities:

The following groups agree to provide/perform the following items/tasks towards accomplishing the mission/assignments as stated below:

Traffic Office - (team members listed above)

- Uphold the projects purpose and mission
- Produce plans, specials and estimates for a complete package for advertisement
- Traffic Engineer will be the Engineer of Record for contract plans
- Provide information and support to support groups to accomplish their tasks
- Coordinate and incorporate information from other groups into Design File & PS&E
- Monitor/Manage schedule (PDIS/PMRS) and budget
- Present schedule and confidence reports at monthly status review meetings
- Communication lead
- Provide/acquire information to/from outside entities listed above who could have stakes in the project
- Design the project consistent with WSDOT design standards and policies

Design/Plans – Charlene Kay, P.E./Brian Marquette, P.E.

- Provide Design Documentation Review of PS&E
- Coordinate PS&E Reviews – this will require minimal region review due to simplicity of project.
- Advertise & Award Contract

Environmental – Tammy Williams, Melanie Vance, Dean Weaver, LeeAnn Hancock

- NEPA/SEPA
- Cultural Resource survey/documentation
- Biological assessment requirements

Utilities/Agreements – Joe Chatterton, Darryl Ratcliff

- Provide assistance with service agreements for power and phone to sites

Signal Shop - Ken Heale, Doug Rice

- Provide technical support for HAR and communication equipment needs

SRTMC - Monica Harwood

- Support for connectivity into TMC
- Concurrence of plans and specifications

SRTC - Tony Snow

- IT technical support at SRTMC

The following members of the Management team agree to uphold the purpose and mission of the project, provide guidance and direction when necessary, remove roadblocks and facilitate communication:

Eastern Region Project Development Engineer – Glenn Wagemann, P.E.
Eastern Region Program Manager – Mike Gribner, P.E.
Eastern Region Construction Engineer – Glenn Wagemann, P.E.

Measures of Success

For this project to be successful, the team must:

- Effectively manage resources, including funding, to stay on schedule and within budget.
- Produce an ad ready PS&E by the scheduled advertisement date.
- Consistently recognize team efforts by celebrating accomplishments and successes at every level.
- Understand the roles and responsibilities of all team members.

Major Milestones

The following project milestones with dates can be found in the project schedule:

PE Phase Start
Design Approval
Environmental Documentation
Region Review
Project Development Approval
Final Signed PS&E to Region
Ad Package to HQ
Construction Funding Approved
Ad Date

Budget and Schedule

Constraints on the budget and schedule are as follows:

- Scheduling Limits - Money must be allocated (project on Ad) by June 30, 2009.
- Construction Funding limits – $240,000 as stipulated through stimulus funding package

The PE Phase will be funded with $24,000 allocated from the Eastern Region Low Cost Enhancement work order. The PE schedule is found in the Low Cost Enhancement file, and the CN schedule is found in the ER-F02000Q-00C file in PDIS.

Operating Guidelines

The project team agrees to operate under the following guidelines:

- Decision making process
  - Team members will voice and respect each others opinions
  - We will involve key players early for timely solutions
  - Team consensus of major decisions
- Team Meetings
  - Meetings will be held as necessary to keep project moving and on track.
- Communication
  - We will keep open lines of communication

- The team will communicate through emails, memos, and letters.
- Managing Team Change
  - Early notice of team changes that could affect scheduled deliverables and awareness of available resources to overcome such changes.
- Managing Team Conflict
  - Resolve conflicts at earliest sign of conflict and at the lowest level possible before elevating up the chain of decision making.

Risk Management

The following items are areas of possible risk to the project and strategies to reduce and monitor these risks:

Environmental conflicts or inadequate time to complete all documentation prior to Ad date.

Strategy - We began work with environmental as early as possible to avoid delays. This project is their top priority which will lower possible impacts to schedule. Their immediate thought is that this project work can be exempted from most if not all environmental reviews and permits.

Communication Plan

In order to assure successful delivery of this project, it will be necessary for the project delivery team to accurately inform each other of their needs, updates and timelines. The guidelines outlined under **Operating Guidelines** will help us to accomplish this.

The Traffic office staff is the primary contact for all project activities:

Traffic Engineer	Harold White	324-6550
Assistant Traffic Engineer	Larry Frostad	324-6194
Project manager	Becky Spangle	324-6560
Workzone & Signing	Richard Moorhead	324-6552

Support Group Contacts:

Design/Constr.	Glenn Wagemann	324-6024
Environmental	Tammy Williams	324-6134
Program Management	Mike Gribner	324-6025
Utilities	Joe Chatterton	324-6128
ER Signal Shop	Ken Heale	324-6555
SRTMC	Monica Harwood	343-6383

Outside Entities Contacts:

SRTC	Tony Snow	343-6378

Change Management Plan

The Project Manager is responsible for managing change. Any change to the scope, schedule, or budget will require approval through Program Management. Team members must ensure that work within their areas remain within the defined project scope, schedule, and budget. When issues, actions, or circumstances occur that could cause a change in scope, personnel, budget, or schedule, team members must communicate potential changes to the project manager as early as possible and the project manager will determine whether the issue will lead to a change in scope,

schedule, or budget. Verified changes will be communicated to the project team for endorsement. The project manager will be prepared to explain the effect of the change to the team, so schedules and budgets can be adjusted and effects of the change can be monitored.

Quality Plan

To ensure a quality product, the PS&E package will be reviewed by all parties listed on the Region Review Roster that can be found at:

http://wwwi.wsdot.wa.gov/regions/eastern/DesignPlans/PSESupport.cfm

All quality control procedures for the design of the project will be in accordance with the Design Manual, Standard Plans, Standard Specifications, Plans Preparation Manual, other WSDOT manual and FHWA requirements.

The following reviews will be scheduled to ensure quality:

Documentation Review
Internal Preliminary Review
Region Review
FHWA Oversight by process review

Transition and Closure Plan

Transition

The project will undergo a series of transitions and then closure. The following transition points have been identified for this project:

Transition upon submittal of the PS&E package to Design/Plans for review, Ad & Award
Transition "Hand off" from design to construction

The project Design Documentation Package and PS&E will be accepted after all formal reviews are completed by the Design/Plans office and accepted by the approving authorities.

The PS&E package will be accepted and prepared for advertisement upon completion of all scheduled tasks.

Hand off from the Traffic Office to the Construction office assigned will take place during the Ad and Award process. All necessary information will be transferred to the Construction office and the Traffic Office will remain available to answer any questions regarding design.

Closure

Closure of the design phase will take place after Ad & Award. Project (PE) expenditures will continue through the project ad and award period. Once the project has been funded for construction, design project funding will be terminated.

Archive

The project will be archived in accordance with WSDOT established archiving policies for the PS&E package and documentation. The Design Documentation Package will be archived as per Region practice.

Recognize and Reward

The team will be recognized for accomplishments throughout the project and rewarded either informally or according to WSDOT's recognition policies.

Appendix A
(Project Schedule)

Under $500,000 Base Total

3	Weeks on Ad	*Enter Ad date. The spreadsheet will calculate review period dates.*
5/25/09	Ad Date	

	Task Name SR 20/US 395/SR 26 HAR Sites	Start Date	Finish Date
1	Office Review & Revisions	Mon 3/2/2009	Fri 3/13/2009
2	**Preliminary Review**	**Mon 3/16/2009**	Fri 3/20/2009
3	PEO Changes from Preliminary Review	Mon 3/23/2009	Fri 3/27/2009
4	Region Review	Mon 3/30/2009	Fri 4/10/2009
5	Plan Review (dependant on availability of personnel)	Mon 4/13/2009	
6	PEO Changes from Plan Review	Mon 4/13/2009	Fri 4/17/2009
7	Final Review and PEO Changes	Mon 4/20/2009	Thurs(noon) 4/23/2009
8	NEPA Approval Due (Federal Aid Jobs Only)	Thur 4/23/2009	
9	R/W Cert Due (if needed) (Federal Aid Jobs Only)	Thur 4/23/2009	
10	Design Documentation Approval Due (Federal Aid Jobs Only)	Thur 4/23/2009	
11	Plans Office submits for Federal Funding	Thur 4/23/2009	
12	Funding approval	Thurs 4/23/2009	Thur 5/21/2009
13	NEPA Approval Due (State Funded Jobs)	Mon 5/18/2009	
14	R/W Cert Due (if needed) (State Funded Jobs)	Mon 5/18/2009	
15	Design Documentation (State Funded Jobs)	Mon 5/18/2009	
16	Final Stamped PS&E to Region Plans	Mon 5/18/2009	
17	PS&E to HQ	Tues 5/19/2009	
18	PS&E Printing	Wed 5/20/2009	Fri 5/22/2009
19	**ADVERTISEMENT DATE**	Mon 5/25/2009	
20	Bid Opening (Approximate*)	Thur 6/18/2009	
21	Award Date (Approximate*)	Tues 6/23/2009	
22	Execution (Approximate*)	Wed 6/24/2009	Mon 7/13/2009
23	Working Days Begin (Approximate*)	Fri 8/4/2009	

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* Bid opening dates may slide due to addenda or other issues. Award, Execution, and Working Days may vary due to issues outside of the Region's control.

Appendix B
(Endorsement)

Project Team Commitment

SR 20/US 395/SR 26 HAR Sites Upgrades

Work Plan Endorsement Statement

By Committing to this Work Plan, the **Project Team Members** and **Specialty Groups** agree to undertake the duties, responsibilities, and directives per **Executive Order E 1032.00** dated **July 1, 2005.**

"We have provided information to the best of our knowledge regarding our role in this project. We endorse this Work Plan and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the plan that applies to us, including providing information and resources, actively participating, and effectively communicating. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this plan."

Name:	Initials	Role
Harold White	_____	Traffic Engineer
Larry Frostad	LF	Assistant Traffic Engineer
Becky Spangle	BS	Project Manager
Mary Lloyd	ML	Design Team Member
Char Kay/Brian Marquette	_____	Design/Plans Engineer
Tammie Williams	_____	Environmental Coordinator

Management Endorsement

SR 20/US 395/SR 26 HAR Sites Upgrades

Work Plan Endorsement Statement

By Committing to this Work Plan, the **Executives** and **Senior Managers** agree to undertake the duties, responsibilities, and directives per **Executive Order E 1032.00** dated **July 1, 2005.**

"We endorse this Work Plan and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the plan that applies to us, including providing resources, actively participating, and effectively communicating. We know what to do and are prepared to act. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this plan."

Name:	Initials	Role
Glen Wagemann	_____	Region Project Development Engineer
Mike Gribner	_____	Region Program Manager