

Project Management Plan
for
US395/Spokane Co. Line to Loon Lake – Paving
Project Engineer: Bob Hilmes
Project Manager: Chris Courtney
February 26, 2009

Project Description:

This project provides for the rehabilitation of the existing mainline pavement on US395 from MP MP183.71 to MP 190.40, in Stevens County in order to preserve pavement structure, achieve lowest life cycle for pavement service life, and maintain safe operation of the highway.

Team Mission/Assignment:

Deliver a PS&E package and all documents and approvals required to advertise the US395/Spokane Co. Line to Loon Lake - Paving project meeting the following criteria:

- A design plan that meets all requirements and design standards.
- By the agreed upon advertisement date.
- Within budget (PE: \$200,000, CN: \$2,283,000)

Team Identification - Roles & Responsibilities:

For additional roles and responsibilities see:

<http://wwwi.wsdot.wa.gov/regions/eastern/Info/ProgramManagement/Roles%20and%20Responsibilities.xls>

Project Engineer's Office – Bob Hilmes, Project Eng., Mark Allen, Asst. Proj. Eng.
Design Team Members – Chris Courtney, Christa Olson, Gene Pittenger, Lance Miller, Jeff Storey

- Coordinate w/ support groups.
- Provide contract plans, provisions, estimate, design documentation, and supporting data.
- Monitor schedule and budget.

Traffic Analysis & Design/Maintenance Engineer – Harold White/Larry Frostad

- See Task Order Agreement
- Provide guidance on maintenance related issues.

Design/Plans – Charlene Kay

- Provide assistance and support for Project Development/Design Approval, PS&E support, funding submittal, advertisement, award, and execution.

Environmental Manager – Tammie Williams

- Provide assistance and support for all environmental related issues, erosion control, sediment control, and hazardous materials/waste.
- Complete necessary tasks for issuance of environmental permits and agreements.

Utilities Engineer – Joe Chatterton

- Provide assistance and support for utility identification and relocation, if necessary.
- Provide assistance and support for utility agreements, if necessary.

ER Materials Lab – Kevin Littleton

- Provide assistance and support for all construction materials related items, roadway surface investigation, including resurfacing reports if necessary.

Eastern Region Engineering Manager – Glenn Wagemann

- Provide support and assistance on project development issues including design and project development approvals.

Eastern Region Program Manager – Mike Gribner

- Provide assistance and support for funding related issues, project management support, including an approved project summary.
- Submit project funding requests.

Work Breakdown Structure Plan

This project adopts the Eastern Region Common Work Breakdown Structure/Master Deliverables List with no revision. The Region Common Work Breakdown Structure/Master Deliverables List can be viewed on the Eastern Region Project Management Support Website @ <http://wwwi.wsdot.wa.gov/Eastern/ProgramManagement/ProjectManagementSupport.htm>

Task Planning and Scheduling

Major Milestones:

| | | |
|---|-------------------------|--------------------------|
| Project Definition Signed | | Project Milestone |
| PE Phase Start | January 12, 2009 | Project Milestone |
| Environmental Documentation Complete | Feb. 24, 2009 | Project Milestone |
| Environmental Permits Approved | Feb. 2, 2009 | Project Milestone |
| Region Review | March 16, 2009 | Project Milestone |
| Design Approval Package Submitted | Feb. 26, 2009 | Project Milestone |
| Design Approval Package Approved | March 2, 2009 | Project Milestone |
| Project Development Approval Package Submitted | March , 2009 | Project Milestone |
| Project Development Approval Package Approved | April , 2009 | Project Milestone |
| Contract Ad Date | April 27, 2009 | Project Milestone |
| Contract Award | Summer 2009 | Project Milestone |
| Construction Start | Summer 2009 | Project Milestone |
| Operationally Complete | Fall 2009 | Project Milestone |
| Construction Phase End | Winter 2009 | Project Milestone |

Project Title US395/Spokane Co Line to Loon Lake - Pavi

Date 2/10/2009

Project Engineer/Manager Bob Hilmes/Chris Courtney

Project WIN # F39518N

Telephone Number (509) 324-6232

PROJECT RISK MANAGEMENT PLAN

| Priority | PROJECT RISK MANAGEMENT PLAN | | | | | | | | | | | | | | | | |
|--------------|--|------|-------------------------------|---|---|--|--|---|--|--|---|---|--|---|--|--|--|
| | Risk Identification | | | | | | | | Qualitative Analysis | | | Risk Owner | Risk-Response Strategy | | Monitoring and Control | | |
| | Status | ID # | Date Identified Project Phase | Risk Event (threat/opportunity) | SMART Column | Risk Trigger | Impact Area | Affected MDL/WBS Level 2 process | Probability | Impact | Risk Matrix | | Strategy | ACTION TO BE TAKEN (include advantages and disadvantages) | Status Interval or Milestone Check | Date, Status and Review Comments | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) | |
| Instructions | Active=actively monitored & controlled Dormant=risk is not currently a high priority, but may become active in the future. Retired=no longer a threat to project objectives. | E1 | For example: 6/30/09 Scoping | Risk is an uncertain event or condition that, if it occurs, has a positive (opportunity) or negative (threat) on a project. For example: Wetland Mitigation requires additional R/W. | Detailed description of the risk. Includes information on the risk that is Specific, Measurable, Attributable, Relevant and Timebound. Describe the consequences of the risk to scope, schedule, budget or quality. | Triggers are indications that a risk has occurred or is about to occur. Used to determine when to implement the Risk Response Strategy. For example: Wetland impact is greater than 1/2 acre. | Is the primary impact to the scope, schedule, or budget? | Which WBS element will be modified as part of the response strategy? For example: PC-19 Environmental Permits | Assessment of the likelihood of occurrence. Valid entries are Low or High. | The severity of the risk's effect on the projects objectives. Valid entries are Low or High. | High: Substantial impact on cost, schedule, or technical. Substantial action required to alleviate issue. Low: Minimal impact on cost, schedule, or technical. Normal management oversight | Name of the person or office responsible for managing the risk event. | Avoidance Transference Mitigation Acceptance (See PM Online Guide for strategy definitions.) | Develop options and determine actions to be taken in response to the risk event. Immediate action may be required at the time of identification. Estimate value of risk and estimate cost to respond. | For example: Completion of wetland delineation expected: 2/28/00 | For example: Last status update 4/30/00. Wetland delineation completed 3/15/00. Over 1 acre of wetland was delineated, action is being taken to expedite meetings with regulatory agencies & expedite the effort to provide appropriate wetland mitigation & attain project permits. | |
| 1 | Active | 1 | | State Stimulus Package is not approved. | Stimulus package scheduled to be approved in February 2009. | Stimulus Package is not approved. | Budget | | Low | High | Probability H L Impact L H | ER Program Management | Acceptance | None. | | Proceed as if package will be approved. | |
| 2 | Active | 2 | | Snow does not melt in time to view project slopes. | Modifications may need to be made to Environmental documentation if slopes need additional work. | Snow has not melted before turn in date. | Schedule | | Low | High | Probability H L Impact L H | Project Manager/Environmental Manager | Mitigation | Provide as much time as possible for environmental documentation to be completed, otherwise, delay ad date. | | Provide Environmental with guardrail plans to get CRS started early. | |
| 3 | Active | 3 | | Traffic Office Signing Package | Traffic Signing Package is not complete by 2/23/09 in time for review prior to Region Review period. | Traffic will notify PEO that delivery is not possible. | Schedule | | Low | High | Probability H L Impact L H | Project Manager/Traffic Manager | Mitigation | Work longer hours to complete packages or revise scope. | | Communication with Traffic office regarding status of packages. | |
| | | | | | | | | | | | Probability H L Impact L H | | | | | | |
| | | | | | | | | | | | Probability H L Impact L H | | | | | | |
| | | 7 | | | | | | | | | Probability H L Impact L H | | | | | | |
| | | 8 | | | | | | | | | Probability H L Impact L H | | | | | | |

Communication Plan

This project adopts the Eastern Region Common Communication Plan with no revision. The Region Common Communication Plan can be viewed on the Eastern Region Project Management Support Website @

<http://wwwi.wsdot.wa.gov/Eastern/ProgramManagement/ProjectManagementSupport.htm>

Change Management Plan

This project adopts the Eastern Region Common Change Management Plan with no revision. The Region Common Change Management Plan can be viewed on the Eastern Region Project Management Support Website @

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Quality Plan

This project adopts the Eastern Region Common Quality Plan with no revision. The Region Common Quality Plan can be viewed on the Eastern Region Project Management Support Website @ <http://wwwi.wsdot.wa.gov/Eastern/ProgramManagement/ProjectManagementSupport.htm>

Transition and Closure Plan

This project adopts the Eastern Region Common Transition and Closure Plan with no revision. The Region Common Transition and Closure Plan can be viewed on the Eastern Region Project Management Support Website @

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Endorse the Plan
Project Team Commitment
for

US395/Spokane Co. Line to Loon Lake – Paving

Project Engineer: Bob Hilmes

Project Manager: Chris Courtney

February 26, 2009

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 Draft** 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 |
|--------------------------------|-----------------|----------------------------------|
| Bob Hilmes | _____ | Project Engineer |
| Mark Allen | _____ | Assistant Project Engineer |
| Chris Courtney | _____ | Project Manager |
| Char Kay | _____ | Design/Plans Engineer |
| Harold White/Larry Frostad | _____ | Traffic Analysis Design Engineer |
| Tammie Williams | _____ | Environmental Manager |
| Kevin Littleton | _____ | Materials Engineer |
| Joe Chatterton/Darryl Ratcliff | _____ | ER Utilities |
| Mike Gribner | _____ | Program Management Engineer |
| Harold White | _____ | Traffic Engineer |
| Christa Olson | _____ | Design Team Co-leader |
| Gene Pittenger | _____ | Design Team Co-leader |
| Lance Miller | _____ | Design Team Member |
| Jeff Storey | _____ | Design Team Member |

Management Endorsement
for
US395/Spokane Co. Line to Loon Lake – Paving
Project Engineer: Bob Hilmes
Project Manager: Chris Courtney

Work Plan Endorsement Statement

By endorsing to this Work Plan the **Executives** and **Senior Managers** agree to undertake the duties, responsibilities and directives per **Executive Order E 1032.00 Draft** dated September 22, 2006.

“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 |
|----------------|-----------------|------------------------------|
| Glenn Wagemann | _____ | Project Development Engineer |
| Mike Frucci | _____ | ARA - Development |