

# WSDOT Project Management Process

The 5-step Process	Initiate and Align the Team	Plan the Work	Endorse The Plan	Work the Plan	Transition and Closure
Who is responsible?	*Project Manager	*Project Manager	*Project Manager	*Project Manager	*Project Manager
Who is involved?	**Project Team	**Project Team	**Project Team	**Project Team	**Project Team
What is it?	This step defines the what, identifies who is on the team and how and what are they going to contribute to completing the assignment	A work plan that specifically identifies who will do the work and mutually agreed upon time frames and budgets to get the work done.	An agreement of what is to be completed and by whom	Actively managing the work plan	A completed project or phase
What are the steps?	<ul style="list-style-type: none"> <li>• Project Description</li> <li>• Team Mission / Assignment</li> <li>• *Team member identification and roles and responsibilities</li> <li>• Measures of success</li> <li>• Major Milestones</li> <li>• Boundaries</li> <li>• Operating Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Task Planning using MDL</li> <li>• Schedule</li> <li>• Budget</li> <li>• Risk Management Plan</li> <li>• Communication Plan</li> <li>• Change Management Plan</li> <li>• QA/QC Plan</li> <li>• Transition/Closure Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Project Team Commitment</li> <li>• Management Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the scope, schedule and budget</li> <li>• Manage risks and opportunities</li> <li>• Managing change</li> <li>• Communicate progress, issues and lessons learned</li> </ul>	<ul style="list-style-type: none"> <li>• Implement transition plan</li> <li>• Review Lessons Learned</li> <li>• Reward and Recognize</li> <li>• Archive</li> </ul>
What it looks like to team members?	Attends and participates in a general project kick-off and review.	Participates in development of schedule at the task and deliverable level, develops budget for deliverables they are responsible for, participates in a risk assessment. Participates in development of communication and change management plans	Reviews schedule and estimate for consistency with earlier input and says "can do"  A project management plan approved by the team and ARA or equivalent.	Regularly contacted by project manager or representative to review adherence to the project plan. Initiates contact with project manager upon discovery of potential change. Actively monitors key milestone dates for dependant activities that initiates his or her work.	Participates in lessons learned and development of phase transition plan
What is the outcome or work product?	An understanding of what is to be produced by whom and how they will work together. A document describes who is to be included on the team and what their responsibility is. A list of the milestones and critical success factors this team will accomplish.	A refined scope of work, a baseline schedule, a current estimate, a risk register that identifies and quantifies risk, a document on what information will be communicated to whom and when, and a document on what the team will do when change occurs.	A commitment by the individual team members and management agreeing to the: who, what, when and for how much.	Actively managed scope, schedule and budget, monthly status meetings to communicate progress and any changes to scope, schedule or budget, quarterly reports, and change management plans. Clear understanding of project status. Documents that communicate scope schedule and budget status.	A completed project phase, a transition (archive and hand off) document, a list of lessons learned.

\* The Assigned Project manager is responsible for assuring total team participation **(Including Specialty Groups)**.

\*\*A project team consists of the project manager, team members from their project office, team members from specialty groups such as Real-Estate Services, Environmental, Hydraulics, Traffic, Operations, Geotech, Bridge, Utilities, and any others that are needed to deliver the project.