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
  Environmental
  Program Management
  SRTMC
  Utilities
  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, LeeAnna 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:

<table>
<thead>
<tr>
<th>Staff Title</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Engineer</td>
<td>Harold White</td>
<td>324-6550</td>
</tr>
<tr>
<td>Assistant Traffic Engineer</td>
<td>Larry Frostad</td>
<td>324-6194</td>
</tr>
<tr>
<td>Project manager</td>
<td>Becky Spangle</td>
<td>324-6560</td>
</tr>
<tr>
<td>Workzone &amp; Signing</td>
<td>Richard Moorhead</td>
<td>324-6552</td>
</tr>
</tbody>
</table>

Support Group Contacts:

<table>
<thead>
<tr>
<th>Group Title</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design/Constr.</td>
<td>Glenn Wagemann</td>
<td>324-6024</td>
</tr>
<tr>
<td>Environmental</td>
<td>Tammy Williams</td>
<td>324-6134</td>
</tr>
<tr>
<td>Program Management</td>
<td>Mike Gribner</td>
<td>324-6025</td>
</tr>
<tr>
<td>Utilities</td>
<td>Joe Chatterton</td>
<td>324-6128</td>
</tr>
<tr>
<td>ER Signal Shop</td>
<td>Ken Heale</td>
<td>324-6555</td>
</tr>
<tr>
<td>SRTMC</td>
<td>Monica Harwood</td>
<td>343-6383</td>
</tr>
</tbody>
</table>

Outside Entities Contacts:

<table>
<thead>
<tr>
<th>External Entity</th>
<th>Contact Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>SRTC</td>
<td>Tony Snow</td>
<td>343-6378</td>
</tr>
</tbody>
</table>

**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://www1.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**

### Task Name | SR 20/US 395/SR 26 HAR Sites | Start Date | Finish Date
--- | --- | --- | ---
4 | Region Review | Mon 3/30/2009 | Fri 4/10/2009
8 | NEPA Approval Due (Federal Aid Jobs Only) | Thurs 4/23/2009 | Thurs 5/1/2009
9 | R/W Cert Due (if needed) (Federal Aid Jobs Only) | Thurs 4/23/2009 | Thurs 5/1/2009
12 | Funding approval | Thurs 4/23/2009 | Thurs 5/1/2009
13 | NEPA Approval Due (State Funded Jobs) | Mon 5/18/2009 | Thurs 5/21/2009
14 | R/W Cert Due (if needed) (State Funded Jobs) | Mon 5/18/2009 | Thurs 5/21/2009
16 | Final Stamped PS&E to Region Plans | Mon 5/18/2009 | Thurs 5/21/2009
17 | PS&E to HQ | Tues 5/19/2009 | Thurs 5/21/2009
20 | Bid Opening (Approximate*) | Thur 6/18/2009 | Thur 6/18/2009
21 | Award Date (Approximate*) | Tues 6/23/2009 | Tues 6/23/2009

* Bid opening dates may slide due to addenda or other issues.
  Award, Execution, and Working Days Begin 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.”

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harold White</td>
<td></td>
<td>Traffic Engineer</td>
</tr>
<tr>
<td>Larry Frostad</td>
<td>L</td>
<td>Assistant Traffic Engineer</td>
</tr>
<tr>
<td>Becky Spangle</td>
<td>B</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Mary Lloyd</td>
<td>M</td>
<td>Design Team Member</td>
</tr>
<tr>
<td>Char Kay/Brian Marquette</td>
<td></td>
<td>Design/Plans Engineer</td>
</tr>
<tr>
<td>Tammie Williams</td>
<td></td>
<td>Environmental Coordinator</td>
</tr>
</tbody>
</table>
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