

Project Delivery/Management Systems Standing Committee Work Plan

ACCOUNTABILITY # 1: Assumptions: Level of Authority Connection, Roles and Responsibilities

EXPECTATIONS:

Level of Authority

- ◆ PD/MS has authority to:
 - request resource support from ACEC members and ODOT
 - gather information from ODOT and ACEC members
 - develop process models, descriptions and analyses of project delivery
 - make recommendations to the Steering and Liaison Committee regarding process or system improvements

- ◆ Steering and Liaison Committees have authority to approve PD/MS Standing Committee recommendations; ODOT committee members will implement approved recommendations

Focus for Standing Committee

- ◆ Projects delivered or partially delivered by consultants
- ◆ Both design and construction; exclude planning
- ◆ Both full service and discipline specific work
- ◆ Focus is on state delivery system, not local agency projects
- ◆ Exclude OBDP/OTIA III projects and Design/Build projects
- ◆ ACEC is the consultant industry input mechanism

ACCOUNTABILITY # 2: Work Tasks: Prioritized, Outcomes, Division of Labor

EXPECTATIONS:

Work tasks

Discovery

- ◆ Investigate and develop a current baseline of ODOT project delivery process
- ◆ Identify management systems and resources used to support the project delivery process

Diagnostic

- ◆ Identify gaps: what is working well and what isn't working well
- ◆ Determine if management systems and resources are utilized, effective, accessible and accommodating

Development

- ◆ Identify actions that can be taken to improve the outcomes of the project delivery process at ODOT
- ◆ Focus actions on root cause of problems
- ◆ Establish performance evaluation methods and metrics to measure impact of actions

Division of Labor

- ◆ Attendance at meetings – all
- ◆ Follow-up research/data gathering action items – all (as agreed upon by Standing Committee)
- ◆ Policy/current system changes – ODOT lead
- ◆ Education/training on policy changes – all

ACCOUNTABILITY # 3: Schedules: Realistic, Level of Effort**EXPECTATIONS:**

The discovery and diagnostic tasks will be substantially complete by June 2006. The development tasks that are identified will commence, but may not necessarily be completed, during July-December 2006.

ACCOUNTABILITY # 4: Resources Required**EXPECTATIONS:**

Each member of the Standing Committee will contribute to execution of this Work Plan. It is a goal of the Standing Committee to distribute tasks evenly.

ODOT Office of Project Delivery will provide access to agency resources as necessary to execute the work plan.

ACEC standing committee members may engage others in their respective firms as needs arise to meet expectations and accomplish required tasks.

ACCOUNTABILITY # 5: Implementation**EXPECTATIONS:**

ODOT Office of Project Delivery will provide access to the Project Delivery Leadership Team for process change management, management systems changes and training of participants.



We have developed this plan together. The effective date of the plan is January 1, 2006.

Co-Chair, ACEC/ODOT Project Delivery/Management Systems Standing Committee Date

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