

Quality Assurance Steering Team

CHARTER & OPERATING GUIDELINES

PURPOSE

The purpose of the Quality Assurance Steering Team (QAST) is to develop, promote and implement a statewide quality assurance (QA) program for project design.

GOALS

1. Develop elements of Project Design Quality Assurance (QA) program by August 2009
2. Promote a better understanding of Design QA
3. Implement a Design QA program
4. Evaluate Design QA program success and revise if needed

EFFECTIVE TERM

This team shall provide an initial program recommendation to ODOT's Technical Leadership Team (TLT) within six months of approval of the QAST Charter by TLT. Once the recommendation is approved, QAST will actively support and engage in the planning, implementing, evaluating and revising the recommendation as determined.

With the approval of TLT, QAST will develop and fulfill an annual work plan to reflect TLT's direction. Annually, QAST and TLT will assess if the challenges with quality assurance as listed above have been addressed to an acceptable level whereby the team is either:

- terminated with the understanding that it has completed its calling.
- continuing as an ongoing committee serving as a statewide review team of performance measures of the QA program and provide recommendations for continuous improvement initiatives for the organization.

AUTHORITY

Established under the authority of the TLT, the QAST has decision authority to develop and implement quality assurance related strategies and processes. The committee recommends policies, operational notices, and technical bulletins to the TLT and/or the Project Delivery Leadership Team (PDLT) related to quality assurance implementation and revision. Issues beyond the scope of the TLT will be brought to the PDLT where appropriate.

MEMBERSHIP AND ROLES

Core Membership:

The QAST's membership and responsibility assignment matrix is included in Attachment A.

MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES

Members are expected to:

- Attend all meetings. Non Team member substitutes are not allowed. If a team member can not attend a meeting, it is his/her responsibility to review meeting minutes and participate as needed in task assignments.
- Participate in sub-team work as needed. Take on a fair share of work assignments and follow through.

- Be prompt in attending meetings and in meeting deadlines for assignments, agenda items, and/or follow-up work. Be well prepared for planned meeting discussions.
- Raise issues and fully engage in discussions and decision-making processes in a positive and productive way.
- Aim for consensus by sharing a viewpoint and working the issue constructively without being a roadblock or simply giving in. Provide different opinions respectfully and respect the opinions of others.
- Make decisions that are in the best interest of the agency, not a particular region. Support decisions made by the team through actions and words.
- Seek the appropriate level of input for decisions. Assess impacts to other parts of the organization and address at other TLT authorized committees as appropriate.
- Communicate decisions and information, appropriately and in a timely fashion.
- If serving as a liaison on another leadership team, be a communication conduit between the two teams.
- Use discretion when sharing information from meetings and honor confidences or confidential material.
- Relationships with fellow members are important to the success of the team. If relationship difficulties occur, team members will address their differences with the other party outside of the team meeting and do so in a professional and confidential manner.

RELATIONSHIP TO OTHER STATEWIDE TEAMS

Since the scope of QAST is limited to project design quality assurance, QAST is directly tied to TLT. QAST will interface with other Discipline Leadership Teams and when appropriate PDLT.

DECISION-MAKING

The QAST relies on collaboration and partnering between all members with a goal of making decisions that support the overall good of ODOT. A consensus of all team members is highly desired for team decisions and recommendations. Whenever feasible and appropriate, QAST will solicit input on decisions from PDLT, TLT and/or other teams within ODOT. Issues that cannot be resolved by the QAST will be raised to TLT or, when appropriate, PDLT.

MEETING & AGENDA SCHEDULE

The frequency and location of the meetings will be determined by the Chair person and as agreed by QAST. Agendas and materials to be considered at the meetings will be distributed to team members no less than one week prior to the meeting. Topics and assignments for the next meeting will be determined at the end of the previous meeting.

Visitors will be invited as topics and issues necessitate. The QAST welcomes requests to attend or requests to enter topics into the agenda.

WORK PLAN

The QAST's work plan is developed collaboratively and is adopted by a consensus of all team members. The work plan identifies decisions, issues and initiatives under consideration by the QAST, along with the responsible team member, current status, and anticipated completion date for each. A decision log will be used to track decisions made. The annual work plan will be brought to the TLT for their approval. The QAST will provide a quarterly status report to the TLT and to the appropriate leadership teams. An annual work-plan report will be given to TLT the first of each new calendar year.

To add items to the work plan, the issue or initiative must:

- Have statewide significance/impact
- Have action required, achieve a desired product and/or resolve a problem
- Be within the QAST's decision authority
- Been requested or delegated by the TLT

- Have a champion and an issues brief prepared for QAST consensus to add

CHARTER APPROVAL

QAST will approve their charter with final approval from TLT.

DOCUMENT CHANGE ACTIVITY

The following is a record of the changes that have occurred on this document from the time of its original approval.

PAGE	CHANGE DESCRIPTION	AUTHOR	DATE
All	Original Charter Approved by TLT	Lisa Ansell	
1	Edits per comments from the Quality Assurance Steering Team	Beth Vargas Duncan	1/23/2009
4-6	Update to membership information	Beth Vargas Duncan	5/12/2009
1	Define acronyms	Beth Vargas Duncan	9/15/09
4-6	Update to membership information	Beth Vargas Duncan	9/15/09
6	Update to membership and support resource information	Tiffany Hamilton	10/20/09



**Highway Division
Quality Assurance Steering Team**



MEMBERSHIP AND RESPONSIBILITY ASSIGNMENT MATRIX
AS OF OCTOBER 20, 2009

Role	Name	Position/Area Represented	Responsibility Assigned
S	Cathy Nelson	Chief Engineer, Technical Services, ODOT	Set expectations and policy; provide direction, decisions, feedback, support and guidance as needed for all of Highway Division; actively help to identify and remove obstacles and solve problems; identify any conflicts between organizational policies, standards, practices, requirements and the project objectives; ensure collaboration. Provide and commit resources and budget as needed.
L	Beth Vargas Duncan	Design Quality Assurance Program Manager, ODOT	Provide leadership, support and guidance; liaison with all Technical Services Units, Region Tech Centers, Major Projects Branch and all Division Leadership Teams and other management teams as needed; liaison and coordinate with FHWA and others for best practices, tools and techniques regarding quality assurance in project delivery; actively help to remove obstacles and solve problems; identify and conflicts between policies, standards, practices, requirements and the project objectives; ensure collaboration and healthy team operation; manage team work plan, organization, work execution, and controls to ensure successful performance and delivery.
M	Steve Davis	Region 5 Tech Center Manager, Regions, ODOT	Represent Region Tech Centers statewide in executing tasks and reviewing/producing deliverables and guidance regarding implementation of quality assurance with project delivery, both internally and externally; garner and provide feedback as needed; provide resource support as needed. Represent QAST at TLT and other statewide and region teams.
M	Dale Deatherage	Senior Specifications Engineer, Technical Services Discipline Expert, ODOT	Represent Technical Services Discipline Experts in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed.
M	Jeff Gower	State Construction & Materials Engineer, Technical Services Construction Section, ODOT	Represent Technical Services and the statewide construction & materials program in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed; provide resource support as needed. Represent QAST at CLT, TLT, and other statewide and region teams.
M	Bruce Johnson	State Bridge Engineer, Technical Services, Bridge Discipline, ODOT	Represent Technical Services and the statewide bridge program in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed; provide resource support as needed. Represent QAST at TLT and other statewide and region teams.
M	John Lucas	Region 2 Senior Roadway Designer, Technical Discipline Provider, ODOT	Represent Roadway Design in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed.

M	Ray Mabey	BDU – Technical Center Manager, Area Managers Statewide, ODOT	Represent Area Managers statewide in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed; provide resource support as needed. Represent QAST at TLT and Area Managers Team and other statewide and region teams.
M	Mike Morrow	Field Operations Engineer, FHWA	Represent interests of FHWA in executing tasks and reviewing /producing deliverables; provide support, guidance and feedback as needed in the development of quality assurance within project delivery.
M	Jayne Randleman	Region 3 Project Leader, Project Leaders Statewide, ODOT	Represent Project Leaders statewide in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed; provide resource support as needed. Represent QAST at Project Leaders Team and other statewide and region teams.
M	Marge West	Region 1 Construction Engineer, Project Managers Statewide, ODOT	Represent Project Managers statewide in executing tasks and reviewing/producing deliverables and guidance regarding implementation of quality assurance within project delivery, both internally and externally; garner and provide feedback as needed. Represent QAST at CLT and other statewide and region teams.
SME	Michael Cobb	Office of Civil Rights Manager, ODOT	Represent Civil Rights in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed; liaison with DOJ and others as needed in regard to civil rights laws, rules, and policies.
SME	Michelle Remmy	Chief Procurement Officer, Procurement Office, ODOT	Represent Procurement and Contracting in executing tasks and reviewing/producing deliverables and guidance; garner and provide feedback as needed; liaison with DOJ, DAS and others as needed in regard to procurement laws, rules, and policies.
R	Ed Fischer	State Traffic Engineer, ODOT	Provide guidance direction, decisions, feedback, support and guidance as needed for the Roadway/Traffic Engineering Division; actively help to identify and remove obstacles and solve problems; identify any conflicts between organizational policies, standards, practices, requirements and the project objectives; ensure collaboration. Provide and commit resources as needed.
R	Colleen Hunter	Pre-Letting Specialist, Technical Services, ODOT	Assist in managing team work plan, organization, work execution, and controls to ensure successful performance and delivery; represent Office of Project Letting in executing tasks and reviewing/producing deliverables; help resolve team issues.
R	Eryca McCartin	Manager, Office of Project Letting, Technical Services	Provide support and program resources; provide feedback as needed.
R	Karen Scott	QA Engineer, Technical Services, ODOT	Assist in managing team work plan, organization, work execution, and controls to ensure successful performance and delivery; represent Office of Project Letting in executing tasks and reviewing/producing deliverables; help resolve team issues.

Key

S = Sponsor L = Lead M = Member SME = Subject Matter Expert R = Resource



**Highway Division
Quality Assurance Steering Team**



CURRENT MEMBERS
AS OF OCTOBER 20, 2009

Core		
Steve Davis	Region 5 Tech. Center Manager, ODOT	541-963-1585
Dale Deatherage	Senior Specifications Engineer, ODOT	503-986-3777
Jeff Gower	Tech. Services Const. & Materials Engineer, ODOT	503-986-3123
Bruce Johnson	State Bridge Engineer, ODOT	503-986-3344
John Lucas	Senior Roadway Designer, Region 2, ODOT	503-986-5839
Ray Mabey	Bridge Delivery Unit Technical Center Mgr., ODOT	503-986-3350
Mike Morrow	Field Operations Engineer, FHWA	503- 587-4708
Jayne Randleman	Region 3 Project Leader, ODOT	541-774-6394
Marge West	Region 1 Construction Engineer, ODOT	503-731-8503
Support/Resources		
Ed Fischer	State Roadway & Traffic Engineer, ODOT	503-986-3606
Colleen Hunter	Pre-letting Specialist, ODOT	503-986-3754
Eryca McCartin	Specifications, Office of Project-Letting Mgr., ODOT	503-986-3796
Michelle Remmy	Chief Procurement Officer, ODOT	503-986-2819
TBD	Administrative Assistant, ODOT	503-986-3745
Karen Scott	QA/QC Specialist, ODOT	503 986-4347