

QUALITY ASSURANCE STEERING TEAM

WORK PLAN 2009/2010

Updated: September 15, 2009

ACTIVE ISSUES/INITIATIVES								
ITEM #	Item/Issue Description	Owner/ Sponsor	Ties to Charter Goal	Expected Outcomes	Deliverables	Target Dates / Key Milestones	Status*	Comments
09-1	Define QA and QC for Project Design / Development	Beth Vargas Duncan	1,2	<ul style="list-style-type: none"> Appropriate definitions for use in the revised "Project Development Quality Program for Providers Guidebook" 	<ul style="list-style-type: none"> Definitions of quality terms - for the updated Quality Manual for Design 	<ul style="list-style-type: none"> August 2009 	COMPLETE (March 17, 2009)	QAST reviewed on March 17, 2009
09-2	Determine the essential elements of QA/QC for ODOT	Beth Vargas Duncan	1	<ul style="list-style-type: none"> Outline elements for QA QC that will be used as a part of the Quality Management System for project design and development 	<ul style="list-style-type: none"> List of quality elements for the updated Quality Manual for Design 	<ul style="list-style-type: none"> August 2009 	COMPLETE (DRAFT under review)	QAST reviewed on March 17, 2009. QAST to review revised version May 19, 2009 - and again on June 16, 2009, discussing use of "12 Steps." QAST finalized at September 15, 2009 meeting.
09-3	Evaluate "Project Development Quality Program for Providers Guidebook"	Beth /Marge West	1	<ul style="list-style-type: none"> Identify areas to updated and expanded 	<ul style="list-style-type: none"> Outline updates needed for the revised Quality Manual for Design 	<ul style="list-style-type: none"> June 2009 	COMPLETE	Review meeting held May 8, 2009. QAST to discuss on May 19, 2009 and again on June 16, 2009, discussing use of "12 Steps." QAST finalized at September 15, 2009 meeting.
09-4	Research proven QA Programs that could be used as a model. (State programs, ISO-9000, FWHA or FTA program, OBDP, etc.)	Beth Vargas Duncan/OB DP	1	<ul style="list-style-type: none"> Establish steps and issues to address in developing ODOT's QA QC Program for design and project development 	<ul style="list-style-type: none"> Outline of approach for developing the quality program 	<ul style="list-style-type: none"> August 2009 	COMPLETE	Integration and research of tools is expected to be an ongoing process
09-5	<p>Collect current data and review processes utilized now [e.g. find all ODOT manuals and list QC efforts therein, and inquire with appropriate leadership team]</p> <p>a) Evaluate QC Plans we have received</p> <p>b) Develop base template Quality Control Plan for all providers</p>	Beth Vargas Duncan	1	<ul style="list-style-type: none"> All TS Units that provide products to projects need up to date Quality Control Plans (Pavement Design, Bridge, Geometronics, ROW, Roadway, Specifications, Traffic, Provide base QA QC plan Getting providers (tech services region tech centers, consultants, local agencies, 	<ul style="list-style-type: none"> Status report with links to quality plans and related documents from the various discipline specific providers 	<ul style="list-style-type: none"> a) September 2009 - Develop base template for all Quality Plans b) August 2009 thru January 2010 - Facilitate development of Quality Plans for identified discipline areas c) January 2010 and ongoing - Collect and evaluate Quality Plans received. 	<p>a) COMPLETE</p> <p>b) ACTIVE</p> <p>c) ACTIVE</p>	<p>a) Base template development progress -- QAST reviewed detailed guidance document on June 16, 2009 and discussed use of "12 Steps." QAST finalized template at and added PLs & LALs as added discipline areas at the September 15, 2009 meeting.</p> <p>b) The Quality Program Manager is currently facilitating development of Quality Plans for each discipline area. See Status Spreadsheet for discipline areas.</p> <p>c) QAST will review Quality plans as submitted by the discipline areas.</p>

*** Status:**

ACTIVE – work in progress
COMPLETE – work finished

DELEGATED – work assigned to another function/person
REMOVED – work not needed

HOLD – work deferred temporarily

QUALITY ASSURANCE STEERING TEAM

WORK PLAN 2009/2010

Updated: September 15, 2009

ACTIVE ISSUES/INITIATIVES								
ITEM #	Item/Issue Description	Owner/ Sponsor	Ties to Charter Goal	Expected Outcomes	Deliverables	Target Dates / Key Milestones	Status*	Comments
09-6	Revise Region Quality Control Plans	Beth Vargas Duncan	2,3	<ul style="list-style-type: none"> Documented up-to-date and user-friendly Quality Control Plans 	<ul style="list-style-type: none"> Updated quality control plans (including document control processes) from the various discipline specific providers 	<ul style="list-style-type: none"> December 2009 and ongoing 	ACTIVE (Ongoing)	See Status Spreadsheet for discipline areas
09-7	Revise Consultant Quality Control Plans	Beth Vargas Duncan	2,3	<ul style="list-style-type: none"> Feedback to Consultants on submitted QCP 	<ul style="list-style-type: none"> Updated quality control plans for consultants from the various discipline specific providers 	<ul style="list-style-type: none"> December 2009 and ongoing 	ACTIVE (Ongoing)	See Status Spreadsheet for discipline areas
09-8	Revise the "Project Development Quality Program for Providers Guidebook"	Beth Vargas Duncan	1,3	<ul style="list-style-type: none"> Up-to-date, user friendly Quality Manual with references to appropriate quality plans 	<ul style="list-style-type: none"> Updated Quality Manual for Design, available on the QA website 	<ul style="list-style-type: none"> December 2009 	ACTIVE (Ongoing)	See Status Spreadsheet for discipline areas
09-9	Construction Feedback (Contractor forms, CCO, PM Narratives, etc.)		1,3	<ul style="list-style-type: none"> Define role and function of construction feedback information. Identify related documents as appropriate. 	<ul style="list-style-type: none"> Defined role and function of construction feedback information for inclusion in the Quality Manual for Design 	<ul style="list-style-type: none"> November 2009 	HOLD (Not started)	
09-10	Communication Plan /Outreach	Beth Vargas Duncan	2,3	<ul style="list-style-type: none"> Marketing Strategy for QA Program 	<ul style="list-style-type: none"> Outreach activities including presentations and training 	<ul style="list-style-type: none"> August 2009 and ongoing 	ACTIVE (Ongoing)	Quality Assurance Manager presentations; April 17, 2009 – LGS workshop May 5, 2009 – PDLT and Traffic/Roadway Section meeting May 19, 2009 – Project Leaders meeting May 21, 2009 – Survey Leadership Team meeting July 15, 2009 – Engineering Day July 20, 2009 – Tech Services Managers July 22, 2009 – Office of Civil Rights staff August 5, 2009 – TLT August 6, 2009 - TOLT August 12, 2009 – HLT August 27, 2009 – Bridge Design staff Sept. 1, 2009 – PDLT Sept. 9, 2009 – RWLT
09-11	Training - Implementation and Ongoing Maintenance	Beth Vargas Duncan	2,3	<ul style="list-style-type: none"> Identified unit staff are familiar with, use and update quality procedures etc. 	<ul style="list-style-type: none"> Training of employees and others 	<ul style="list-style-type: none"> June 2009 and ongoing 	ACTIVE (Ongoing)	Initial training is commensurate with unit meetings (see unit status spreadsheet). Formal trainings will occur as needed.

* Status:

ACTIVE – work in progress
COMPLETE – work finished

DELEGATED – work assigned to another function/person
REMOVED – work not needed

HOLD – work deferred temporarily

QUALITY ASSURANCE STEERING TEAM

WORK PLAN 2009/2010

Updated: September 15, 2009

ACTIVE ISSUES/INITIATIVES								
ITEM #	Item/Issue Description	Owner/ Sponsor	Ties to Charter Goal	Expected Outcomes	Deliverables	Target Dates / Key Milestones	Status*	Comments
09-12	Develop recommendation(s) for resources, staffing plan and effective organizational structures	QAST	2,3	<ul style="list-style-type: none"> ▪ Make recommendation for adequate staffing and resources to maintain a continuously effective Quality Program. 	<ul style="list-style-type: none"> ▪ Provide staffing and resource recommendation 	<ul style="list-style-type: none"> ▪ December 2009 	HOLD (Not started)	Expect to develop draft recommendation after current QC plans are compiled and revisions are underway.
09-13	Determine Design QA Performance Measures Note: Add as outcome of the ongoing QA/QC program, we need feedback from discipline specific procedures for new manual updates, and trainings.	Beth Vargas Duncan	2,4	<ul style="list-style-type: none"> ▪ Identify and outline process for using appropriate Design QA Performance Measures 	<ul style="list-style-type: none"> ▪ Document recommended outline for quality performance measures 	<ul style="list-style-type: none"> ▪ June 2010 	HOLD (Not started)	
09-14	Determine the Method for Evaluating the Effectiveness of the QA Program - this is one element of al overall QA Program Performance Evaluation	Beth Vargas Duncan	4	<ul style="list-style-type: none"> ▪ Identify and outline process for evaluating the Quality Program 	<ul style="list-style-type: none"> ▪ Document outline of process for evaluating the Quality Program 	<ul style="list-style-type: none"> ▪ June 2010 	HOLD (Not started)	
				<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 			

* Status:

ACTIVE – work in progress
COMPLETE – work finished

DELEGATED – work assigned to another function/person
REMOVED – work not needed

HOLD – work deferred temporarily

QUALITY ASSURANCE STEERING TEAM

WORK PLAN 2009/2010

Updated: September 15, 2009

RADAR SCREEN - Ongoing Items/Monitored

Item	Owner/ Sponsor	Expected Outcomes	Key Milestones	Comments
			▪	
		▪	▪	
		▪	▪	▪
		▪		▪

QUALITY ASSURANCE STEERING TEAM

WORK PLAN 2009/2010

Updated: September 15, 2009

COMPLETED WORK						
ITEM #	Item/Issue	Owner/ Sponsor	Expected Outcomes	Key Milestones	Status*	Comments
09-1	Define QA and QC for Project Design / Development	Beth Vargas Duncan	<ul style="list-style-type: none"> ▪ Appropriate definitions for use in the revised "Project Development Quality Program for Providers Guidebook" 	<ul style="list-style-type: none"> ▪ Definitions of quality terms - for the updated Quality Manual for Design 	COMPLETE	
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		▪
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		
			<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 		