



# PROJECT DELIVERY LEADERSHIP TEAM

## OPERATIONAL NOTICE

| NUMBER                                | REVISION # | SUPERSEDES | EFFECTIVE DATE                | VALIDATION DATE | RESCINDED DATE |
|---------------------------------------|------------|------------|-------------------------------|-----------------|----------------|
| PD-01A                                | NEW        | N/A        | 2-5-2008                      | N/A             | N/A            |
| SUBJECT                               |            |            | TOPIC/PROGRAM                 |                 |                |
| Project Delivery Guidance Development |            |            | Best Practices/Administration |                 |                |

**PURPOSE:** To communicate and document the process for developing, implementing and managing new or revised project delivery guidance through PDLT.

**BACKGROUND/RATIONALE:** The 2007 Project Delivery Review included a work item for improving PDLT connections and communications. The need to clarify and document the processes used by the PDLT in developing guidance for the business was identified as an area of improvement, along with developing an informal process for making minor or administrative changes to guidance without conducting a formal review. Documenting and communicating the various process steps involved with the development and implementation of project delivery guidance, and utilizing standard document control, change management and maintenance processes, helps ensure consistency, maximize efficiency, and minimize confusion for those impacted by the guidance provided.

### **DIRECTION:**

#### Operational Notices

The PDLT shall develop and maintain written guidance in the form of Operational Notices. These notices shall reflect the PDLT’s operational position and direction, guide project delivery decision-making, and inform the project development and construction work of ODOT employees and members of the consultant community doing business with ODOT.

Operational Notices shall be approved and released through PDLT but may originate from:

- Highway Division or PDLT strategic direction
- Work products of the PDLT standing sub-teams (Area Manager Team, Construction Leadership Team, Technical Leadership team) or specialized work teams
- Work products of various Region business line groups, Technical Services sections, or internal/external partnerships
- Initiatives to incorporate best practices into existing processes
- Changes to federal or state statutes or laws, ODOT policy or other agency directives

Operational Notices shall be developed and implemented using a participative process involving the appropriate internal and external (e.g. ACEC, AGC, FHWA, other federal, state or local agency) stakeholders. The development and implementation process shall include a consistent format and follow standard document control, review and approval processes. A standard format shall be developed and maintained by the Project Delivery Unit. The notices shall be current, well-organized, and easily understood. All employees and consultants are expected to know and follow Operational Notices.

See *Attachment A* for standard template and *Attachment B* for defined content areas.

### Other Project Delivery Related Guidance

Sub-teams of PDLT may issue guidance in the form of Technical Bulletins, guidebooks, etc. which do not require PDLT approval. However, similar processes for the development, review, communication, implementation and maintenance for these must be established to ensure alignment, an appropriate level of business line and stakeholder involvement, and quality.

### **ROLES & RESPONSIBILITIES:**

**PDLT:** Approves, releases and implements Operational Notices.

**PDLT Sponsor:** Works with the appropriate stakeholders to develop and implement an Operational Notice. May delegate the staff work. Serves as primary liaison and communication link with the PDLT on the Operational Notice.

**Project Delivery Unit (PDU):** Manages the development, review, implementation, communication, and maintenance processes of Operational Notices. Works with PDLT Sponsor and stakeholders. Provides document control, coordination and tracking. May develop Operational Notice content and lead implementation strategies.

**Originator:** Researches, compiles information and prepares an issues brief or other form of recommendation for the PDLT proposing the development of a new or revision of an existing Operational Notice. May lead the draft Operational Notice content development and implementation strategy.

### **DEFINITIONS:**

**Supersede:** Replace one Operational Notice with a new version of the Operational Notice. When a new notice supersedes an older version, it causes the older version to become obsolete.

**Rescind:** To declare an Operational Notice null and void. When rescinded, at the Operational Notice is rendered obsolete or the information is relocated to another guidance document or Operational Notice.

**Validation:** To review and confirm that the information in an existing Operational Notice remains current and up-to-date. Operational Notices are validated on a regular basis to ensure the user that the information is the most current.

**Substantial Change:** Significant changes to content, context and/or intent which impact decision-making, effect modifications to processes and procedures, and/or require broad input and collaboration across business lines.

**Administrative Change:** minor alterations to content, format or supporting documents that do not significantly impact content, intent, process or procedures; includes edits, corrections, organizational information updates, formatting modifications, maintenance adjustments, etc.

**PROCESSES:**

|                                   |   |
|-----------------------------------|---|
| <p>Initiation/ Development</p>    | <ul style="list-style-type: none"> <li>▪ Operational issues are identified by PDLT or are referred to PDLT from another source.</li> <li>▪ PDLT approves the need for a new Operational Notice or the revision of a current notice and identifies a PDLT sponsor.</li> <li>▪ The PDLT sponsor works through the Project Delivery Unit to develop the Notice and includes appropriate stakeholders in the development process as needed.</li> <li>▪ PDU and/or Sponsor present drafts to PDLT.</li> <li>▪ PDLT reviews and approves draft to enter review process.</li> </ul>  |
| <p>Review</p>                     | <p><b>Formal Review:</b> Operational Notices that are new or that require <a href="#">substantial change</a> shall follow a thorough, formal review process with appropriate stakeholders.</p> <ul style="list-style-type: none"> <li>▪ PDU manages the review and feedback process.</li> <li>▪ Standard stakeholders include Highway Executive Staff, Region Project Delivery Managers, Area Managers, Consultant Project Managers, Project Leaders, Project Managers, Local Agency Liaisons, Technical Leadership Team, other applicable leadership teams, and ACEC or AGC as appropriate. Additional stakeholders may be added based on the subject matter of the Operational Notice.</li> <li>▪ A standard Operational Notice Review <a href="#">Comment Log</a> (<i>Attachment C</i>) is used to capture feedback from reviewers.</li> <li>▪ PDU compiles and analyzes the feedback, and assigns or completes appropriate response action.</li> </ul> <p><b>Informal Review:</b> Operational Notices needing only <a href="#">administrative changes</a> shall follow an informal review process.</p> <ul style="list-style-type: none"> <li>▪ The level of review required will be at the discretion of PDU.</li> <li>▪ Formatting, corrections and editing changes do not require review.</li> <li>▪ Minimal review = the PDLT Chairs.</li> <li>▪ Maximum review = all PDLT members and key stakeholder representatives.</li> <li>▪ At all informal review levels, PDU shall post the updated Operational Notice and communicate the update via the standard stakeholder list and other interested parties.</li> </ul> |
| <p>Release/<br/>Communication</p> | <ul style="list-style-type: none"> <li>▪ PDLT reviews the final recommendation for the Operational Notice and approves it for release.</li> <li>▪ PDU posts the Operational Notice and all supplemental materials on the Operational Notice website and announces the release to all applicable stakeholders.</li> <li>▪ PDU utilizes the Operational Notice email box (<a href="mailto:OperationalNotices@odot.state.or.us">OperationalNotices@odot.state.or.us</a>) to send and receive communications regarding Operational Notices.</li> </ul>  |

|                                 |   |   |
|---------------------------------|---|---|
| Implementation                  | <p>Each new or significantly revised Operational Notice shall require a comprehensive implementation plan appropriate to the complexity and breadth of change.</p> <ul style="list-style-type: none"> <li>▪ PDU conducts an impact analysis with the PDLT Sponsor and applicable stakeholders (i.e. required system changes)</li> <li>▪ PDU leads the development of implementation strategies and plans (i.e. communication plan, training, supplemental tools, issue mitigation, etc.).</li> <li>▪ Implementation planning may occur simultaneously with the Operational Notice development phase.</li> </ul> |   |
| Standard Timeframes             | <i>Phase</i>  | <i>General Timeframe<br/>(depending upon complexity of content)</i> |
|                                 | Development<br>Review<br>Release<br>Implementation  | 1 – 4 months<br>2-4 weeks<br>1 week<br>3-6 months                   |
| Document Control/<br>Management | <p>PDU shall develop and implement a document control and change management process which numbers, organizes, and stores all versions and tracks changes made to Operational Notices.</p> <ul style="list-style-type: none"> <li>▪ Substantial changes are indicated through the use of a <i>major</i> revision numbering process (i.e. Rev 1 to Rev 2).</li> <li>▪ Administrative actions are indicated through the use of a <i>minor</i> revision numbering process (i.e. Rev 1 to Rev 1.1)</li> </ul>  |   |
| Maintenance                     | <p>PDU shall develop and initiate a maintenance process and review cycle to routinely validate existing Operational Notices to ensure current information.</p> <ul style="list-style-type: none"> <li>▪ The maintenance process shall include status tracking and periodic reports to PDLT and stakeholders.</li> <li>▪ PDU works with PDLT and stakeholders to evaluate and measure the effectiveness of Operational Notices.</li> </ul>   |   |
| Rescinding                      | <ul style="list-style-type: none"> <li>▪ The need to rescind an Operational Notice is identified by PDLT or by another source.</li> <li>▪ PDLT approves the need to rescind the Operational Notice.</li> <li>▪ PDU updates the Operational Notice with the rescind date, removes it from the website and communicates the status to the standard stakeholder list and other interested parties.</li> <li>▪ PDU retains the rescinded notices according to agency retention schedules.</li> </ul>  |   |

**REFERENCES:** none

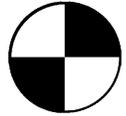


OREGON DEPARTMENT OF TRANSPORTATION

HIGHWAY DIVISION

PROJECT DELIVERY LEADERSHIP TEAM

OPERATIONAL NOTICE



| NUMBER  | REVISION # | SUPERSEDES | EFFECTIVE DATE | VALIDATION DATE | RESCINDED DATE |
|---------|------------|------------|----------------|-----------------|----------------|
| PD-     |            |            |                |                 |                |
| SUBJECT |            |            | TOPIC/PROGRAM  |                 |                |

**PURPOSE:**

**DIRECTION/GUIDANCE:**

**BACKGROUND/RATIONALE:**

**DEFINITIONS:**

**PROCESS/ACTION REQUIRED:**

**ROLES & RESPONSIBILITIES:**

**REFERENCES:**

## PROJECT DELIVERY OPERATIONAL NOTICE CONTENT AREA DEFINITIONS

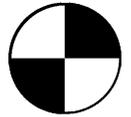
|   |  |
|---|--|
| <b><u>HEADING:</u></b>                          | The heading is standard on all Operational Notices.  |
| <b><u>Number:</u></b>                           | The document control number assigned by PDU.   |
| <b><u>Revision #:</u></b>                       | The sequential number added or changed when an existing Operational Notice is revised.   |
| <b><u>Supersedes:</u></b>                       | The Operational Notice(s) or other guidance that the new or revised Operational Notice replaces.                                     |
| <b><u>Effective Date:</u></b>                   | The date when the Operational Notice goes into effect and users are expected to follow the Operational Notice.                       |
| <b><u>Validation Date:</u></b>                  | The date when the Operational Notice has been reviewed and confirmed as being current without modification.                          |
| <b><u>Rescinded Date:</u></b>                   | The date when an Operational Notice is rendered obsolete.  |
| <b><u>Subject:</u></b>                          | A title for the Operational Notice that reflects the content covered by the Operational Notice.                                      |
| <b><u>Topic/Program:</u></b>                    | The key topical or program area covered by the Operational Notice (e.g. design, project management, construction, contracting, etc.) |
| <b><u>PURPOSE:</u></b>                          | A brief statement of why the Operational Notice is being produced.   |
| <b><u>DIRECTION/GUIDANCE:</u></b>               | Details regarding the direction or guidance being offered and an explanation of expectations.  |
| <b><u>BACKGROUND/<br/>RATIONALE:</u></b>        | Information to help the user understand the context, need or justification for the Operational Notice.                               |
| <b><u>DEFINITIONS:</u></b>                      | An explanation of the terms and/or acronyms used in the Operational Notice to provide clarification to the user.                     |
| <b><u>PROCESS/ACTION<br/>REQUIRED:</u></b>      | High level process steps to assist users in implementing the direction or guidance into their daily work.                            |
| <b><u>ROLES &amp;<br/>RESPONSIBILITIES:</u></b> | An identification of the key roles involved in carrying out the direction or guidance and their responsibilities in the process.     |
| <b><u>REFERENCES:</u></b>                       | A list of resources and/or links to relating guidance, forms or templates, laws, policies, etc.                                      |

*Note: these categories are provided as the standard; however, the category headings may need to be modified based on the context of the Operational Notice being developed.*



OREGON DEPARTMENT OF TRANSPORTATION

HIGHWAY DIVISION



**PROJECT DELIVERY LEADERSHIP TEAM  
 OPERATIONAL NOTICE REVIEW COMMENT LOG**

|             |            |            |               |
|-------------|------------|------------|---------------|
| NUMBER      | REVISION # | SUPERSEDES | REVIEW PERIOD |
| SUBJECT     |            |            | TOPIC/PROGRAM |
| REVIEWED BY |            |            |               |

**Instructions and Column Key:** Please use this document to provide your comments regarding this Operational Notice. Send completed documents to [OperationalNotices@odot.state.or.us](mailto:OperationalNotices@odot.state.or.us). All comments received will be consolidated into one document and posted on OPD's website after resolutions have been identified and assigned.

| Comment #    | Page #                              | Commenter | Affiliation                                    | Date           | Comments   | Assigned     | Resolution   |
|--------------|-------------------------------------|-----------|--|----------------|--|--------------|--------------|
| PDU use only | Enter page/s your comments refer to | Your name | Your job title/role and region/section or unit | Date reviewing | Please provide <u>one</u> comment theme per row; use additional rows to capture separate issues/thoughts/ideas | PDU use only | PDU use only |



OREGON DEPARTMENT OF TRANSPORTATION

HIGHWAY DIVISION



**PROJECT DELIVERY LEADERSHIP TEAM  
 OPERATIONAL NOTICE REVIEW COMMENT LOG**

| Comment # | Page # | Commenter | Affiliation | Date | Comment Summary | Assigned | Resolution |
|-----------|--------|-----------|-------------|------|-----------------|----------|------------|
| 1.        |        |           |             |      |                 |          |            |
| 2.        |        |           |             |      |                 |          |            |
| 3.        |        |           |             |      |                 |          |            |
| 4.        |        |           |             |      |                 |          |            |
| 5.        |        |           |             |      |                 |          |            |
| 6.        |        |           |             |      |                 |          |            |
| 7.        |        |           |             |      |                 |          |            |
| 8.        |        |           |             |      |                 |          |            |
| 9.        |        |           |             |      |                 |          |            |
| 10.       |        |           |             |      |                 |          |            |
| 11.       |        |           |             |      |                 |          |            |
| 12.       |        |           |             |      |                 |          |            |
| 13.       |        |           |             |      |                 |          |            |
| 14.       |        |           |             |      |                 |          |            |
| 15.       |        |           |             |      |                 |          |            |