

Design-Build - RACI Matrix

Table with columns: STEPS, TASKS, ODOT Procurement Office (OPO), Alternative Delivery Section (ADS), Region/Consultant, Oregon Department of Justice (DOJ), Project Contract Office, Project Risk Management, Office of Equity and Civil Rights (OECR), Federal Highway Administration (FHWA), Programs Development Office Manager (PDOW), ODOT Director or HWY Administrator or Chief Engineer, Statewide Project Delivery Manager (SPDW), Contract Administration Unit (CAU), Engineering and Technical Services. Includes phases: Program Development Phase, Project Initiation Phase, Project Development Phase, Finding of Fact for Exemption (FFE) Process, Project Pre Solicitation Notice Process, Preliminary Design Development.

R = Responsible: Which position or department will be Responsible for completing each or a portion of a task? (Completes Task - worker)

A = Accountable: Which position or department will be Accountable, ultimately answerable for the activity or decision for major tasks and the result? This oftentimes is different than the Responsible party. (Manage Task - manager)

C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say before, making decisions or tasks are completed. They are not responsible or accountable for the outcome.

I = Informed: Which positions or departments must be Informed as the tasks progress? These parties don't need to provide input during the process but must be aware of decisions made.

NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the Position/Department for that task.

- RACI CHART - Step by Step. 1. Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed. 2. In the TASKS column, list all the tasks in the order to be completed. 3. If you need to change the priority of the tasks, simply move the task row and the number will stay freeze. 4. List every position or department that will have a role in the project on the top column. Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the drop down list. The cell will be color-coded automatically.

Project Development and Delivery Milestones	STEPS	TASKS	ODOT Procurement Office (PO)	Alternative Delivery Section (ADS)	Region/Consultant	Oregon Department of Justice (DOJ)	Project Control Office	Project Risk Management	Office of Equity and Civil Rights (OECR)	Federal Highway Administration (FHWA)	Programs Development Office Manager (PDOM)	ODOT Director or HWY Administrator or Chief Engineer	Statewide Project Delivery Manager (SPDM)	Contract Administration Unit (CAU)	Engineering and Technical Services
Post-Construction Closeout	260	Track When ODOT Issues Third Notice and Final Payment	I	A											I
	261	Provide Region FFE Post-Construction Evaluation Report Base Documents	A	R											
FFE Post-Construction Evaluation Report Process (Completed and Posted No Later Than 30 Calendar Days After Third Notification)															
Post-Construction Closeout Report	262	Draft FFE Post-Construction Evaluation Report	A	R											
	263	Region Provide ADS Project EA	R	A											
	264	Obtain Proper Authorization for DOJ Legal Assistance For Legal Sufficiency Review. See ODOT Guidance for Working with the Department of Justice Intranet Webpage: http://transnet.odot.state.or.us/odot/home/Pages/DOJ_Guidance.aspx	A			R									
	265	Review of Draft FFE Post-Construction Evaluation Report	A	R											
	266	Revise Draft FFE Post-Construction Evaluation Report With ADS Approved Changes	A	R											
	267	Provide DOJ Draft FFE Post-Construction Evaluation Report for Review	A	I											
	268	DOJ Review of Draft FFE Post-Construction Evaluation Report	A			R									
	269	Revise and Finalize Draft FFE Post-Construction Evaluation Report With ADS Approved DOJ Changes	A	R											
	270	Develop and Email Advanced Notification Email for the FFE Post-Construction Evaluation Report to ODOT Director (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors) \scdata\7002_DSS\Innovative_Delivery_Services\1-IDS_Program_Doc\Program_Processes\Docs to Director Guidelines	A												
	271	Submit Final FFE Post-Construction Evaluation Report and supporting documentation to ODOT Director as information only (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors) \scdata\7002_DSS\Innovative_Delivery_Services\1-IDS_Program_Doc\Program_Processes\Docs to Director Guidelines	A	I							C				
	272	Provide OPO Copy of Final FFE Post-Construction Evaluation Report for Posting on OPO Website	R	A											
273	Post Final FFE Post-Construction Evaluation Report on OPO Website Under the "Alternative Contracting" Section For Public Inspection	A	I	I											
Post-Construction Lessons Learned Meeting Process (Held After Any Litigation or Claims are Completed)															
Post-Construction Closeout Lessons Learned	274	Draft Lessons Learned Follow Up Items List	A	R				C						C	
	275	Schedule Lessons Learned Meeting (As needed OPO and PCO Participate)	I	A	R		I							I	
	276	Review of Draft Lessons Learned Follow Up Items List (As needed OPO and PCO Participate)	I	A	R		I		R					R	
	277	Revise and Finalize Draft Lessons Learned Items List with Approved Changes (As needed OPO and PCO Participate)	I	A	R		I								
	278	Send Attendees Final Lessons Learned Items List	A	R											
	279	Conduct Lessons Learned Follow Up (As needed OPO and PCO Participate)	I	A	R		I		C					C	
	280	Draft Lessons Learned Follow Up Summary Report	A	R											
	281	Review of Draft Lessons Learned Follow Up Summary Report (As needed OPO and PCO Participate)	I	A	R		I		R					R	
	282	Revise and Finalize Draft Lessons Learned Meeting Summary Report with Redline Changes	A	R											
	283	Send Attendees Final Lessons Learned Meeting Summary Report (As needed OPO and PCO Participate)	I	A	R		I		I					I	