**Statement Of Work (SOW) Template for**

**Project Risk Management**

(Version date: 01/08/20)

**INSTRUCTIONS**

This template provides the basic information required to meet the requirements of Highway Directive DES 01-02. This task should be included as a subtask under TASK 1 PROJECT MANAGEMENT.

**General Instructions for SOW Template**

To complete this SOW, add the necessary project-specific detail in blue highlighted areas below. The information contained in ***Yellow-highlighted bold italics*** text provides some guidance as to where additional detail should be added to the SOW.

* Yellow highlight indicates instructions or notes that are deleted before finalizing the SOW for a WOC/Contract.
* Blue highlight indicates fields or provision that need to be reviewed and updated with project-specific information/requirements.
* Quantities. When entering quantities, the best practice is to use only the Arabic numeral and not spell out the numeral followed by the digit in parenthesis; i.e. - “3 weeks after NTP”.
* Delete text of any tasks that do not apply to the Project and label as “RESERVED” next to the task title. Contingency tasks that do not apply to a given Project can be deleted without marking as “RESERVED”, provided task numbering is revised if necessary.
* Send suggested revisions/updates to Kim Rice, OPO Technical Development Coordinator.

**Delete instructions throughout the document before executing Contract/WOC or amendment as follows:**

* From the “Edit” menu (or “Editing” menu on the “Home” ribbon) select “Replace”;
* With cursor in the “Find what” field, click “More” button, then “Format” then “Font” , then in the font field select “Arial” text ;
* Leave the “Replace with” field blank;
* **Click “Replace All”. This will delete all yellow highlighted text.]**

**Task 1.X. PROJECT RISK MANAGEMENT**

Managing Project risk includes a process of risk identification, analysis, response, tracking, and decision-making control points. Pursuant to [Highway Directive DES 01-02](https://www.oregon.gov/ODOT/Engineering/Doc_TechnicalGuidance/DES-01-02.pdf), Consultant shall create and maintain a plan for managing Project risks that includes a Project Risk Register.

**Task 1.X.1 Generate Project Risk Register**

***(Insert specific meeting location and durations. Otherwise, the following must be included without any deletions or revisions)***

2 weeks after the Project Kickoff meeting, Consultant shall schedule, prepare the agenda for, and lead up to a 4 hour meeting not including travel time, held at Agency’s offices in Region XX, for the purposes of generating a Project Risk Register. Meeting participants must include Consultant PM, APM, Consultant discipline leads, and Agency review staff. The meeting must include, at minimum, the following activities:

* Project overview;
* Risk identification including risk description and documented assumptions regarding the risk;
* Qualitative risk analysis for scope, schedule, and budget risks that includes determining, through engineering judgment, the probability that the risk will occur and, if the risk where to occur, the impact to the Project schedule and budget;
* Prioritization of risk events;
* Development and documentation of a detailed risk response strategy;
* Determination of the risk owner; and
* Documenting all information generated in this meeting in the Project Risk Register.

Consultant discipline leads responsible for the preliminary engineering and design of the Project, which include: bridge and structures, roadway, traffic, right of way, utilities, hydraulics, geotechnical, and environmental, shall attend and participate in creating the Project Risk Register.

Consultant shall complete the Project Risk Register and submit it, along with other required deliverables, to the APM within 7 calendar days of the meeting.

**Deliverables and Schedule:**

Consultant shall provide:

* Meeting agenda (electronic copy – PDF) to APM 7 calendar days prior to the date of the meeting to the APM
* Consultant discipline leads to attend and participate in an up to 4 hour meeting; and
* Project Risk Register (electronic copy – PDF) to APM within 7 calendar days of meeting

**Task 1.X.2 Monitor, Review, and Updating the Project Risk Register**

***(Insert specific meeting location and durations. Otherwise, the following must be included without any deletions or revisions)***

Throughout Project development Consultant shall schedule, prepare the agenda for, and lead up to 5 meetings, held at Agency’s offices in Region XX. The purpose of these meetings is to monitor and review previously identified Project risks as well as documenting projects risks that have emerged during design development; all of which shall be used to update the Project Risk Register. This meeting can be held concurrently with a milestone submission comments review meeting with prior approval from the APM. Each meeting will last no longer than X hours, not including travel time, and can be held by teleconference with prior approval from the APM. Meeting participants must include Consultant PM, APM, Consultant discipline leads, and Agency review staff. The consultant is responsible for providing all meeting materials needed to facilitate the meeting.

The meeting must include, at minimum, the following activities:

* Evaluating effectiveness of risk response actions taken;
* Re-evaluating each risk status (active, dormant, or retired) after undergoing risk response action;
* Re-analyzing the risk after undergoing risk response action to determine the residual risk;
* Determining if new risks have emerged during design development, including risk description and documented assumptions regarding the risk;
* Qualitative risk analysis for new scope, schedule, and budget risks that have emerged during design development that includes determining, through engineering judgment, the probability that the risk will occur and, if the risk where to occur, the impact to the Project schedule and budget;
* Prioritizing of new risk events;
* Developing and documenting a detailed risk response strategy for new risks;
* Determining, identifying and documenting the risk owner of new risks;
* Updating the risk monitoring and control section of the Project Risk Register for all identified risks with a narrative describing risk response actions taken including risk retirement; and
* Documenting all outcomes and decisions in the Project Risk Register.

Consultant shall update the Project Risk Register and deliver to the APM with the submission of the following milestones: Design Acceptance Package (DAP), Preliminary Plans, Advance Plans, Final Plans, and Plans, Specifications, and Estimate (PS&E).

Consultant discipline leads responsible for the preliminary engineering and design of the Project, which include: bridge and structures, roadway, traffic, right of way, utilities, hydraulics, geotechnical, and environmental, shall schedule, attend, and participate meetings for monitoring and reviewing Project risks.

Based on the results from the monitor, review, and update meetings for the Project Risk Register, Consultant shall update the Project Risk Register and submit it to the APM within 7 calendar days of the meeting.

**Deliverables and Schedule:**

Consultant shall provide:

* Consultant discipline leads to attend and participate in 5, 2 hour monitor, review, and update meetings for the Project Risk Register within 2 weeks of each milestone distribution
* Consultant shall provide an updated Project Risk Register (electronic copy) delivered to APM within 7 calender days of the meeting

**Task 1.X.3 Construction Management Transition**

***(Specify if the construction administration is Agency or Consultant led. Insert specific meeting location. Otherwise, the following must be included without any additions, deletions or revisions)***

6 weeks prior to the Project bid date, Consultant PM shall schedule, prepare the agenda for, and lead up to a 2 hour meeting, held at Agency’s offices in Region XX, for the purposes of reviewing the Project Risk Register with key construction administration personnel. Meeting participants must include Consultant PM, APM, and Agency/Consultant construction PM. The meeting will last no longer than 2 hours not including travel time and can be attended remotely with prior approval from the APM. The meeting must include, at minimum, the following activities:

* Reviewing of the entire Project Risk Register with the Agency/Consultant Construction PM, specifically highlighting active and high severity risks;
* Diligent review of risks that have been accepted as a risk response strategy;
* Discussion of how the risks evolved during the Project development and design phase; and
* Identifying, analyzing, and developing any new risks that have arisen since the Plans, Specifications & Estimate (PS&E) phase.

**Deliverables and Schedule**:

Consultant shall provide:

* Schedule, prepare an agenda for, and lead the construction management transition meeting on the date agreed upon by Agency
* Draft meeting notes, including action item/ decision log, (electronic copy – PDF) to APM within 7 calendar days of meeting
* Final meeting notes (electronic copy – PDF) to APM within 7 calendar days of receipt of all Agency comments on draft notes