

Oregon Certification User Group Subcommittee Workplan

Process Improvements Subcommittee

Purpose: Propose improvements to streamline the certification and project delivery processes.

Steering Committee Liaisons: Tiffany Hamilton, Dan Layden

Goal	Desired Outcomes	Potential Strategies	Proposed 2017-18 Tasks/Milestone Schedule
1. Clarify and come to agreement on roles for Local Public Agencies (LPA), FHWA and ODOT by the end of 2017.	<i>Clearly delineated roles and responsibilities for Local Public Agencies (LPA), FHWA and ODOT.</i>	<ul style="list-style-type: none">• Identify ODOT touch points during project delivery.• Identify risk areas that help to define relationships – in particular, those that affect whether FHWA elects to participate in a project.• Focus on the vision and mission of the Certification Program and address issues that impact local agencies.	•
2. Define success and identify benchmarks for successful certified agencies by end of 2017.	<i>Success benchmarks defined for LPAs for entire certification cycle.</i>	Define strategies, tools, and best practices to achieve success.	

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Project Funding and Obligation Subcommittee

Purpose: *Identify bottlenecks, resource shortfalls, scheduling, and other issues that prevent or reduce on-time project delivery and execution, and develop solutions and implementation strategies.*

Subcommittee Liaisons: Ted Leybold, David Kim, Satvinder Sandhu

Goal	Desired Outcomes	Potential Strategies	Proposed 2017-18 Tasks/Milestone Schedule
3. Increase percentage of projects completed on schedule to X% by 2020. 4. Increase percentage of available funds obligated to projects to X% by 2020.	<i>At least X% of all funded projects are completed on schedule by 2020.</i> <i>At least Y% of available funding is obligated to projects per year by 2020.</i>	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> •
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Training Subcommittee

Purpose: *Identify training requirements, resources, and shortfalls in the current certification process, and propose a revised training regimen and schedule that supports certification and successful project delivery.*

Subcommittee Liaisons: Jenifer Willer, Steve Cooley

Goal	Desired Outcomes	Potential Strategies	Proposed 2017-18 Tasks/Milestone Schedule
5. Develop training programs and organize workshops to meet User Group needs by end of 2017.	<i>Training programs established and operational that support certification and project success.</i>	<ul style="list-style-type: none"> • Collaborate with ODOT on providing training in the Certification Academy to support agencies in develop Quality Program Plan elements • Identify existing trainings and leverage opportunities to share with CUG • Develop a sustainable training plan to meet needs of the User Group • Evaluate options to provide on-line forum for user group questions, discussion and networking. 	•
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Standards Subcommittee

Purpose: *Develop standards for certification and project delivery processes for all certified LPAs and disciplines.*

Subcommittee Liaisons: Lee Cronemiller, Riad Alharithi, Brian Nicholas

Goal	Desired Outcomes	Potential Strategies	Proposed 2017-18 Tasks/Milestone Schedule
6. Update and streamline standards to simplify compliance and reduce ODOT oversight.	<i>Up-to-date, streamlined standards which clarify compliance requirements and reduce the need for ODOT oversight.</i>	<ul style="list-style-type: none"> • Prioritize LAG Manual updates. • Identify a process by which LPAs can update general conditions without formal ODOT review. 	<ul style="list-style-type: none"> •
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Oregon Certification User Group Committee Workplan

Steering Committee

Goal	Desired Outcomes	Potential Strategies	Proposed 2017-18 Tasks/Milestone Schedule
7. By March 2017, establish Certified User Group conference schedule for 2017-18.	<i>Tentative dates and themes for 2017 and 2018 conferences defined and communicated to all participants.</i>	<ul style="list-style-type: none"> • Form Subcommittees Dec. 2016 • Meet with Subcommittee leads in March 2017 to gather input. Develop calendar of CUG meetings. 	<ul style="list-style-type: none"> • Set date/themes/ tentative location for 2017 Conference • Set date/themes/ tentative location for 2018 Conference
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