Project Delivery Guidebook
Maintenance Strategy

Guidance Strategy

- The Project Delivery Guidebook encapsulates the Program and Project Development stages of the transportation system lifecycle. The guidebook purpose is to provide a statewide framework for project development from scoping to plans, specs and estimates.
- Links within the guidebook and on the webpage provide readers with access to necessary forms, guidance documents and manuals.

Maintenance Strategy

- The Guidebook will be reviewed for updates on an annual basis, to be expected at the beginning of each calendar year.
- Annual updates will be coordinated by an employee of Strategic Improvement and Project Delivery Services and will involve technical and subject matter experts (see page 2).
- In the event that a business partner has a request for an update to the Project Delivery Guidebook outside of the normal update schedule; a request is to be made to the Project Delivery Leadership Team. PDLT will be responsible for authorizing the update or recommending an alternative for the business partner.

Next scheduled Maintenance: December 2018;
On point to coordinate: Strategic Improvement and Project Delivery Services
Technical and Subject Matter Experts:

**Program Development Stage**: Transportation Development Division, Strategic Planning

**Transportation Planning**: Transportation Development Division, Planning Section Manager

**Planning Transition**: Transportation Development Division, Planning Section Manager

**Competitive Process Or System Management**: Scope and Select Leadership Team

**Business Case Development**: Scope and Select Leadership Team

**Scoping**: Scope and Select Leadership Team

**Project Selection- Draft STIP**: Active Transportation Section, Program and Funding

**STIP Adoption**: Active Transportation Section, Program and Funding

**Project Development Transition**: Statewide Project Leader Team

**Program Request EA**: Active Transportation Section, Program and Funding

**Project Initiation & Kick Off**: Statewide Project Leader Team

**Intergovernmental Agreements**: ODOT Procurement Office, Business Analyst

**Public Involvement Plan**: Strategic Business Services, Communications Project Manager

**Design Acceptance**: Statewide Project Leader Team

**Mobility**: Salem Motor Carrier, Mobility Unit Manager

**Access Management**: Office of Project Letting

**Environmental Studies**: Environmental Engineering & Policy Unit

**Traffic Design**: Roadway Engineering

**Structure Design**: Bridge Design

**Geo-Hydro design & studies**: Geo-Environmental

**DAP Survey**: Statewide Project Leader Team

**Permits & Clearances**: Environmental Engineering & Policy Unit

**Categorical exclusion**: Environmental Engineering & Policy Unit

**Right of Way**: State Right of Way Unit

**Plan Development**: Statewide Project Leader Team

**Insurance Risk Assessment**: OPO, Contract Risk/Insurance Consultant

**Utility Status Report**: State Utility and Railroad Liaison

**PS&E**: Office of Project Letting

**ProjectWise**: Strategic Systems & Data Management Unit

**ADA**: ADA Program

**Delivery Methods**: Innovative Delivery Services