5-5-1 Project Management Plan Development

Updated January 15, 2021

1.1 Originator

Systems Planning & Operations - Planning

1.2 Introduction

A project management plan is a collection of formal, approved document(s) that defines how the project is executed, monitored and controlled. At WisDOT, the project management plan defines the scope of work included in both the design and construction projects, sets the dates for major delivery milestones including the letting schedule and estimates the cost to develop the PS&E and to construct the project.

1.3 Process

The development of the project management plan takes place in the Project Definition Phase of the Facilities Development Process (FDP) (see FDM 3-1-10) and takes a project from the early initiation stage (starting at LC 10) through the approval of the Final Scope Certification (FSC) document (LC 11). The FSC signifies agreement between the Bureau of Project Development and the region on the projects scope, schedule and budget. See the SW Region LC00-11 Process Checklist for a detailed list of roles and responsibilities.

1.4 References

FDM 3-1-10 Project Definition Phase

SW Region LC00-11 Process Checklist

Scoping Engineer (Madison) - Rachel Potter, rachel.potter@dot.wi.gov

Scoping Engineer (Madison) - Steven Somerfeld, steven.somerfeld@dot.wi.gov

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5-5-5 Data Gathering

Updated April 20, 2021

5.1 Originator

Systems Planning & Operations - Planning

5.2 Introduction

The initial step in the project scoping process is basic data gathering. Ultimately, the information is compiled and presented to the project stakeholders (regional scope team, central office staff, other functional areas, etc.). This information is critical in order to achieve a workable design concept, delivery schedule, and initial budget for the proposed highway improvement project.

5.3 Process

The Concept Definition Report (CDR), Financial Integrated Improvement Programming System (FIIPS - *link available to internal staff only*) and the programming engineer are often the first sources of information for the project. Knowing why a particular project was programmed can prove useful in determining which data will be most beneficial. For instance, if the project originated from the Highway Safety Improvement Program (HSIP), the project scope may be quite limited. Or prior studies may have led to a project that addresses a very specific problem. In both of these situations, the scoping engineer may find that other sections (Traffic, PDS Major Studies, Structures, etc.) have already gathered some of the relevant data.

A key source of information is DOTView *(link available to internal staff only)*. This program is an interactive Web GIS application that uses a map to do location-based view and query of data. Some of the relevant database information that can easily be accessed includes:

- Transportation System Points (Reference Points, Railroad Crossing, etc.)
- Transportation System Lines (Railroad Lines, State Trunk Network and Local Roads)

- Project Related Data (As-builts, RW Plats Projects, Project information on bridges, etc.)
- Vehicular Traffic Data (Traffic Count Sites)
- Highway Performance Monitoring System (HPMS) (Assessment of the roadway condition)
- State Trunk Network (STN) Inventory

Meta-Manager is another important resource for gathering data. Meta-Manager consists of a comprehensive set of data and analysis tools for developing and managing the Six Year Highway Improvement Program. The primary Meta-Manager components are:

- Pavement and bridge condition
- Six Year Program information
- Highway geometric and attribute information
- Highway crashes, highway capacity, etc.
- Pavement and bridge deterioration and improvement "reset" models
- Analysis models for evaluating; alternatives, costing, priorities and budget constraints

Depending on the project type, there are several other potential data collection activities that should be made during the project scope process.

- Future capacity needs can be obtained by referring to Traffic Analysis Forecasting Information System (TAFIS) data or by completing a traffic forecast request. See SWIG 7-80-5 for more information on Traffic Forecasting.
- An Intersection Control Evaluation (ICE) can be useful for determining the project scope and estimate. Typically, this is coordinated with the assistance of the Traffic section and/or PDS.
- Identify Survey/Mapping/Real Estate needs such as flights and title searches.
- Request a preliminary pavement design and soils investigation

If the project involves work on or near a structure, the Highway Structures Information (HSI) database provides essential information. This database includes structure history, vertical and horizontal clearances, inspection reports and other structure related information. Refer to HSI Quick Guide to obtain this data and for instructions on running the reports.

Cost is another important factor in determining the project scope. Oftentimes, it is useful to have at least a rough estimate prior to the scoping meeting in order to assist in the decision-making process. There are several tools and data sources available on the DTSD page on MyDOT to assist the development. The average unit price list, structure costs spreadsheet, Bid Express and Estimator are all useful sources of information to determine project costs. For estimates on bridge work, refer to Bridge Maintenance section in PMP.

Early involvement with the local municipalities is another important source of information. Specific problem areas can be identified, future development plans/utility work can be discussed, and any other relevant project information can be gathered.

The activities described in this document illustrate basic data gathering practices and should not be considered a comprehensive list. Project specific details may require additional sources for information. The goal is to collect and present the relevant information to the project stakeholders in order to achieve a workable design concept, delivery schedule, and initial budget. A list of other potentially useful resources is maintained on the Planning directory. A link to these resources can be found in the References section of this document.

5.4 References

FIIPS - *link available to internal staff only*

DOTView - *link available to internal staff only*

Highway Structures Information System (HSI)

HSI Quick Guide

Estimating Tools

Scoping Engineer (Madison) - Rachel Potter, rachel.potter@dot.wi.gov

Scoping Engineer (Madison) - Steven Somerfeld, steven.somerfeld@dot.wi.gov

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5-5-10 Project Scope

Updated May 23, 2022

10.1 Originator

Systems Planning & Operations - Planning

10.2 Introduction

The project scope is the most vital part of the project management plan and needs to be defined before the project schedule and budget can be developed. This work takes place in the Project Definition Phase of the Facilities Development Process (FDP) (see FDM 3-1-10 and FDM 3-1 Att.1.1). In the Southwest Region, this process consists of three scoping phases, which are detailed below in Table 10.1. The Project Definition Phase consists of two milestones which include “Preliminary Scope” and “Final Scope Certification”.

Overall, project success depends largely on the level of detail contained within the project scope providing clear direction to the project team on what is included in the project. Providing that necessary level of detail is the responsibility of the entire project team whose roles are defined in SWIG 3-1-5.3.

Table 10.1 - Phased Scoping Meetings

Scoping Phase	Phase Definition	FDP Milestone Working Towards
1	Project Introduction	Preliminary Scope
2	Define Project Scope and Draft Project Management Plan	Preliminary Scope
3	Final Project Management Plan and Scope Certification Document	Final Scope Certification

Typically, scoping meetings will be held monthly (fourth Wednesday of the month in La Crosse and fourth Thursday of the month in Madison). Each scoping meeting may consist of projects at different phases in the scoping process. The Phase 2 meeting for a project is typically scheduled two months after the Phase 1 meeting to give team members enough time to review the project, provide input, and prepare for the Scoping Phase 2 meeting.

Determining a date for the Phase 3 meeting is an important decision to ensure adequate time is provided to complete all required deliverables to advance the project to FIIPS life cycle (LC) 11 and provide enough time to meet the rest of the delivery schedule. The scoping engineer and the scoping alternative engineer (PDS) should review the “Final Scope Certification” milestone date populated in the PMP Control Schedule and verify this date with TSS to ensure that it is reasonable (see SWIG 3-1-25 for further information on developing the PMP Control Schedule).

Approximately two months prior to the proposed date of the Phase 3 meeting, the scoping engineer will check with the scoping alternative engineer (PDS) to see if the design is on schedule and if the Phase 3 meeting can be held as originally scheduled or if the date needs to be adjusted.

10.3 Process

Below is a detailed breakdown of what will be covered in each scoping phase and the responsibilities of the project team members.

The SW Region LC00-11 Process Checklist defines the roles, responsibilities, and scheduling deliverables required to take a project through the scoping process and to LC 11. Tasks in the checklist are listed in approximate chronological order and specify who is responsible for completing each item. Bolded text in the checklist is explained in further detail in the “Definitions” section on pages 3 and 4 of the checklist. The headers of each column of the checklist are explained in the subsections that follow.

10.3.1 Scoping Phase 1 (Project Introduction)

This phase is led by the scoping engineer. The purpose of this phase is to introduce the project and explain why it was programmed. All the work up to this point is conceptual in nature and includes a rough scope, let schedule, and construction estimate.

10.3.1.1 Tasks to Complete Prior to Scoping Phase 1 Meeting

Column A of the SW Region LC00-11 Process Checklist shows the tasks required to initiate a project prior to advancing to LC 10. This work is done by the programming staff and takes place prior to a project being added to the Scoping Schedule.

Column B of the Checklist details the tasks required to be completed prior to holding the Scoping Phase 1 meeting. These tasks include, but are not limited to:

- Programming engineer creates the Concept Definition Report (CDR) which provides a draft "Purpose and Need" for the project as well as defines the initial Improvement Strategy.
- Programming engineer requests "authorization" for design ID.
- Programming engineer creates PMP Reference, Control and Detail schedules used to verify PS&E and Let dates.
- Programming engineer reviews initial Bridge or Structure Certification Document (BOSCD) started prior to LC 10.
- Programming engineer completes, with signatures, SMFA (if project is on connecting highway).
- PDS supervisor provides Resource Assignment (PDS Team that will be charged with delivery).
    - Review recently distributed CDR's during weekly Monday afternoon PDS/TSS Supervisor Meetings.
    - PDS will notify planning if resource changes are needed in FIIPS (PM required, PL optional if known).
- Scoping engineer coordinates with survey coordinator and PDS (if known) to schedule survey/mapping/LiDAR (flights).
- Scoping engineer to reach out to local municipality (if applicable) to gather information on local work anticipated in the near future.
- Scoping engineer determines the Phase 1 meeting date, adds to the scoping schedule, and sends notification to scoping team.
- Scoping engineer and/or safety engineer obtain(s) basic roadway characteristics/data.
- Scoping engineer begins traffic forecasting process (see FDM 11-5-2 or SWIG 7-80-5).
- Scoping engineer completes a Facilities Repeatedly Requiring Repair and Reconstruction (F4R) determination (DT 1895) when applicable.
    - F4R should be saved to the following location in BOX: Project Design ID > MilestoneReview > FinalScope > XXXXXXXX_F4R (where XXXXXXXX represents design ID).
    - See FDM 3-22 for more information

10.3.1.2 Scoping Phase 1 Meeting Agenda

Once all tasks in Column B of the Checklist have been completed, the Scoping Phase 1 Meeting can be held. Below is the list of items that will be discussed during the Phase 1 meeting. These items are included in the Scoping Agenda Template.

- Project Description and Need
- Existing Roadway Information
- Existing Facility Information
    - Traffic
    - Cross Section and Pavement Structure
    - As-Builts
    - Maintenance
    - Structures
    - Right of Way
    - Environmental
    - Utilities
    - Railroad/Aeronautical
    - Nearby Projects
- Review PMP Team members

At the end of the Phase 1 meeting, the scoping engineer will schedule/announce the date of the Phase 2 meeting (typically held 2 months after Phase 1 meeting).

10.3.2 Scoping Phase 2 (Define Project Scope and Draft Project Management Plan)

This phase is led by the scoping engineer. The purpose of this phase is to review the information that has been gathered by the scoping team and to define project scope.

10.3.2.1 Tasks to Complete Prior to Scoping Phase 2 Meeting

Column C of the Checklist details the tasks required prior to holding the Scoping Phase 2 meeting. Those tasks include, but are not limited to:

- Safety engineer completes Safety Certification (see FDM 11-38 and SWIG 7-80-10 for further information).
- PDS supervisor and project manager to determine resource assignments and identify if consultant services will be needed for the design delivery. They may start to coordinate with other sections for their staffing/resource needs. Even if the project is slated to be designed in-house, other tasks such as survey, traffic / ICE analysis, signal design, lighting design, drainage design, plat, R/W acquisition, etc. may need to be consulted out.
- Scoping team members populate appropriate "Scoping" modules in PMP **at least two weeks** prior to Phase 2 meeting. For guidance on what information is required to be filled out by each unit, see SWIG 3-1-5.3.2 *PMP Team Roles and Responsibilities*.
- Maintenance engineer reviews existing culvert inventory or performs project field review and provides information on existing culvert pipe conditions and any recommendations.
    - Field review may have to take place prior Phase 1 meeting to allow time for analysis and PMP input.
- Maintenance engineer performs project field review and provides information on guardrail conditions and any recommendations. Field review should include checking existing rail heights to see if adjustments are needed.
    - Field review may have to take place prior Phase 1 meeting, depending on workload and time of year, to allow time for analysis and PMP input.
- Scoping team members identify potential project risks to schedule and/or budget and enter in PMP Communication module (see SWIG 3-1-15 for further information)
- Traffic engineer reviews Work Zone / Traffic Control alternatives
    - Includes Designated Long Truck Routes, Oversized-overweight (OSOW) truck routes, High Clearance Routes, wind tower routes, work zone restrictions, whether project will be open to traffic / detour, user delays, and construction staging.
- Traffic engineer completes Phase I Intersection Control Evaluation (ICE) (if req'd)
    - Identifies all possible traffic control alternatives to investigate.
    - If there will be pedestrian bump outs, changes to intersection geometrics, or proposed roundabouts on any state highway, the Freight Engineer provides a Single Trip permit history and a Freight Oversize Accommodation Compliance (FOAC) form is required. If changes are minimal, proposed or accommodations that will be perpetuated need to be confirmed in the DSR. Refer to FDM 11-25-1 through FDM 11-25-2.1 for design and check vehicles. Sign off by the Regional Freight Engineer is required.
    - If the project is on a High Clearance Route, the project engineer must ensure a vertical clearance of 20' and the OSOW High Clearance Route form needs to be completed and returned to the Regional Freight Engineer.
    - See FDM 11-25-3 for more information.
    - Template can be found on the WisDOT Environmental Forms and Tools webpage.
- Scoping engineer begins Native American Lands of Interest Scoping determination.
    - Template can be found on the WisDOT Environmental Forms and Tools webpage.
    - Scoping engineer fills out lines 1 – 4 and then sends to region tribal liaison to complete.
    - Document should be saved to the following location in BOX: Project Design ID > Environmental > Tribal
- Soils engineer verifies if borings/corings needed to determine existing conditions based on existing as-builts and improvement concept.
- Scoping engineer and scoping alternative engineer (PDS) reviews PMP Control and Detail Schedules (see SWIG 5-5-15 for further information on the PMP Schedules).
    - In the SW Region, the work the scoping alternative engineer is responsible for is performed by the PDS team.

10.3.2.2 Scoping Phase 2 Meeting Agenda

Once all tasks in Column C of the Checklist have been completed, the Scoping Phase 2 Meeting can be held. Below is the list of items that will be discussed during the Phase 2 meeting. These items are included in the Scoping Agenda Template.

- Proposed Improvements
    - Proposed Pavement/Cross Section
    - Pedestrian and Bicycle Accommodations
    - Safety Certification
    - Maintenance
    - Structures
    - Traffic
    - Real Estate
    - Environmental
    - Utilities
    - Railroad/Aeronautical
    - Planning (includes project schedule*)
        - * Discuss delivery schedule by reviewing PMP Control and Detail Schedule. Confirm advanceable and regular PS&E dates. It is desirable to approve PMP Control and Detail Schedule dates at the end of the Phase 2 meeting however project team may request delay of final schedule acceptance if more investigation is needed.
    - Survey and Mapping
    - Potential Risks

A Scoping Phase 2B meeting can be requested due to significant changes in conditions or project scope. If the scoping team determines a Phase 2B meeting is needed, the scoping engineer sets a tentative schedule for Scoping Phase 2B meeting.

During the Phase 2 meeting, the scoping engineer will confirm with the scoping team the proposed date of the Phase 3 meeting. The team will need to take into consideration the project type, whether the project will be designed in-house or consulted out, and the required deliverables. Refer to Table 10.2 below for the default durations to be used as a starting place for the length of time between the Phase 2 and Phase 3 meetings.

Table 10.2 – Duration Between Scoping Phase 2 and Phase 3 Meetings

Improvement Type	Duration* (months)
Preservation/Restoration, Bridge Preventive, Bridge Rehabilitation	12
Resurfacing, Reconditioning, Pavement Replacement	15
Resurfacing, Reconditioning, Pavement Replacement**	18
Bridge Replacement, Bridge Rehabilitation**	18
Reconstruction**	24

*Add 6 months if consultant-led project

**For projects with RE impacts

The program controls engineer will add the tentative date of the Phase 3 meeting in PMP as a project DMR note. This note will show up on the Design Milestone Report (DMR) and will be reviewed at Production Meetings leading up to that Phase 3 date.

Lastly, the program controls engineer will advance the PMP Milestone to “Final Scope Certification”. This advancement signals the project is through Preliminary Scope and is now in PDS’ “hands” and design activities will begin.

10.3.2.3 Preliminary Scope Complete Milestone

Below is a list of follow-up tasks that need to be completed within two weeks of the Scoping Phase 2 meeting.

- Scoping engineer completes construction estimate.
- PDS project manager confirms PMP Control and Detail schedule if it wasn’t approved at the Phase 2 or

Phase 2B meeting. Inform scoping engineer that the schedule is ready.

- PDS project manager develops a Design Delivery Budget in PMP.
- Region environmental coordinator (REC) begins draft Risk Based Environmental Scoping Template (RBEST)
    - Prepare draft RBEST based on risks identified and level of effort required to reach Final Scope Certification.
    - RBEST should be saved to the following location in BOX: Project Design ID > MilestoneReview > FinalScope > XXXXXXXX_RBEST (where XXXXXXXX represents design ID).
- Scoping engineer performs Risk Assessment (SWIG 3-1-15).
- Scoping engineer to complete and distribute Scoping Phase 2 meeting minutes along with PMP Control and Detail Schedule and construction estimate. Give project team at least one week to review the information. If any elements of the project are modified because of the team members comments, communicate this information to the project team.

10.3.3 Scoping Phase 3 (Final Project Management Plan and Scope Certification Document)

This phase is led by the Alternative Scoping Engineer (PDS) in coordination with the scoping engineer. The purpose of this phase is to finalize the scope, schedule, and budget. The phase and scoping process is concluded when the “Final Scope Certification” document is approved by the Region SPO Planning Chief.

10.3.3.1 Tasks to Complete Prior to Scoping Phase 3 Meeting

Column E of the Checklist details the tasks required prior to holding the Scoping Phase 3 meeting. Those tasks include, but are not limited to:

- Scoping alternative engineer (PDS) coordinates, follows up on specific requests for Field Survey, Soils Investigations, Pavement Cores, and Title Work as needed.
    - PDS submits request for any additional ground survey to the survey coordinator.
    - Soils analysis may begin prior to Phase 2 but work completed prior to Phase 3. PDS verifies work needs with soils engineer (see SWIG 7-55 for further information).
- Scoping alternative engineer (PDS) notifies utility coordinator to begin 1077 process (see SWIG 7-85-15 for further information).
- Scoping alternative engineer (PDS) begins design activities.
    - Before the Phase 3 meeting can be held, the design should have progressed to the point that impacts on the project are known. This means cross sections have been cut and slope intercepts estimated. If design is not to this point, the Phase 3 meeting should be moved out, so all required information is available. Scoping alternative engineer to coordinate with scoping engineer on revised Phase 3 meeting date.
    - The 30% plans should be ready to send out for review very soon after the Phase 3 meeting is held.
- Scoping alternative engineer (PDS) begins tribal notification.
- Tribal letter templates can be found on the WisDOT Environmental Forms and Tools webpage.
- Traffic engineer and scoping alternative engineer (PDS) completes Phase II ICE (if req’d)
    - Determines one alternative for the intersection to move forward with.
- Traffic engineer determines Work Zone / Traffic Control alternative and begins Work Zone Impact Assessment (WZIA).
    - WZIA helps define TMP type, recommends mitigation strategies based on estimated delay through a cost-benefit analysis, and determine potential alternative contracting strategies.
    - See FDM 11-50-5.4 for further information.
- Traffic engineer completes Intersection Operations Performance Screening
    - New process that is not required for all projects.
    - Used to justify additional improvements outside of safety needs.
- Soils engineer completes investigation and reports (if required).
- Pavement engineer completes Pavement Design Report.
- Scoping alternative engineer (PDS) works with Communication Specialist to develop public involvement strategies.
    - Identify major stakeholders and level of involvement.
    - Create project website.

- Determine type of meetings and coordination required (see FDM 6-5-10.2 and SWIG 7-5 for more information).

- Scoping alternative engineer (PDS) and utility coordinator determine utility impacts
  - Initial utility impacts can be estimated once 1077 process complete.
- Scoping alternative engineer (PDS) and real estate (RE) determine R/W impacts.
  - Establishing existing R/W limits and impacts determine magnitude of risk associated with schedule and scope of project.
  - Deliverables include approximate numbers of parcels, approximate acreage, and type of interest required.
  - RE provides input on estimated effort and cost.
  - RE orders title work and schedules Plat work (another option is to include in consultant contract if applicable).
- Scoping alternative engineer (PDS) completes and signs RBEST
  - PDS completes RBEST document previously started by REC soon after Phase 2 meeting.
  - PDS to continue communication with REC on appropriate Env Doc type and perceived risks.
- Scoping alternative engineer (PDS) begins the Cultural Resources review process.
  - If screening criteria is met, complete the Cultural Resources Screening Submittal form (DT 1030) for potential inclusion on the Screening List for Arch and/or History.
  - If screening criteria is not met, complete Archaeological/History Section 106 form (DT 1635) to begin Cultural Resource investigations for the Section 106 process.
  - Screening criteria and templates can be found on the WisDOT Environmental Cultural Resources webpage.
- Scoping alternative engineer (PDS) to send initial DNR Coordination Letter (DTNR0002)
  - Template and guidance for completing form can be found on the WisDOT Environmental Forms and Tools webpage.
  - See SWIG 7-50-10 for further information.
- Scoping alternative engineer (PDS) starts environmental document
  - This is not a required deliverable prior to advancing the project to LC 11. However, in most cases, the environmental document will need to be signed shortly after the advancement from LC 10 so having a good draft document at this point is beneficial. Wait to send to the REC until project is at LC 12 and all sections of the document are completed and attachments included.
  - Document templates can be found on the WisDOT Environmental Forms and Tools webpage.
  - See SWIG 7-50-5 for further information.
- Scoping alternative engineer (PDS) and railroad coordinator determine railroad project impacts.
  - Identify if there are impacts, potential crossing and/or signal improvements, and request ID be created in FIIPS along with estimate.
- Scoping engineer completes development of SMFA (if required) and forwards for signatures.
  - Initiate cost share with municipality (identifying items to include) and prepare draft documents.
  - See SWIG 6-1 for further information.
- Maintenance engineer begins development of SMMA (if required)
- PDS project manager reconfirms PMP Control and Detail Schedule (see SWIG 5-5-15.3.3)
  - Final proposed PMP Control Schedule verifying dates for Final Scope Certification, Environmental Document, Design Study Report, Plat, RE start and end, and 1078 start.
  - Have this final schedule completed two weeks prior to the Phase 3 meeting.
- Bureau of Structures (BOS), region structures engineer, and programming engineer prepare final Bridge or Structure Certification Document (BOSCD)
  - Final certification completed including secondary work and validation of initial scope.
- Scoping alternative engineer (PDS) creates final scoping construction estimate.
  - Verify major bid item estimate through alternative engineering, general pavement quantity calculations, earthwork, etc. of likely alternative.
- Scoping alternative engineer (PDS) will perform a risk assessment of the project by reviewing entries in the PMP Communication Module.
  - Update PMP Risk Assessment for scope, schedule, and budget previously started by scoping

engineer.

- Refer to SWIG 3-1-15.

- Scoping alternative engineer (PDS) prepares Final Scope Certification (FSC) document.
  - PDS starts and completes majority of the document and sends to the planning supervisor to route for completion.
    - Programming staff responsible for completing the "Program Effectiveness Measure (PEM)" information found under the "Risk and Performance Management" section on page 3.
  - FSC should be ready for review two weeks prior to the Phase 3 meeting.
  - FSC template found in FDM 11-4-3.
  - Refer to FSC template with design notes for guidance on completing the document.
  - FSC should be saved to the following location in BOX: Project Design ID > Design > Scoping > FinalScopeCert > XXXXXXXX_FSC (where XXXXXXXX represents design ID).

Discussions on the status of any of the tasks required between the Phase 2 and Phase 3 Scoping Meetings can and should be had at the Production Meetings (see SWIG 3-1-45 for further guidance on Production Meetings).

10.3.3.2 Scoping Phase 3 Meeting Agenda

Once all tasks in Column E of the Checklist have been completed, the Scoping Phase 3 Meeting can be held. During the Phase 3 meeting, the draft FSC will be reviewed as well as any modifications to the scoping agenda that was covered during the Phase 2 meeting. The Phase 3 section of the Scoping Agenda Template is to be filled out by the scoping alternative engineer prior to and discussed during the meeting.

At the start of the Phase 3 meeting, the scoping engineer should provide a brief overview of the project, summarize previous discussions or any outstanding items, and address any changes that have occurred since the Phase 2 meeting. From there, the scoping alternative engineer should go over the draft FSC.

During the Phase 3 meeting, approval of the final scope, schedule, and budget should be confirmed by the scoping team. Any last-minute concerns should be presented at this time.

10.3.3.3 Final Scope Certification Approved Milestone

Below is a list of items that need to be completed prior to advancing the milestone from "Final Scope Certification" to "Start Final Delivery" and prior to advancing the FIIPS life cycle from 10 to 11.

- Scoping Engineer sends completed FSC to Scoping Planning Chief to route for approval
- Scoping Planning Chief forwards completed Final Scope Certification document to the PDS, OPS, and TSS Chiefs along with the BPD - Design Standards and Oversight Chief for their concurrence signatures. Once obtained, SPO Planning Chief gives final approval signature.
- Scoping engineer to advance the FDP Milestone to "Start Final Delivery" in PMP.
- Scoping engineer completes a FIIPS Update Request Form and submits to programming engineer.
- Programming engineer to process FIIPS Update Request.
- FIIPS coordinator to advance project to LC 11 in FIIPS.

Note: The Scoping engineer should confirm with PDS to see if resources are in place to continue delivery activities uninterrupted. If answer is yes, scoping engineer to advance the FDP Milestone to "Design Study Report" in PMP and request Programming advance the life cycle to 12 in FIIPS.

10.4 References

SW Region LC00-11 Process Checklist

Scoping Schedule

Scoping Agenda Template

WisDOT Environmental Forms and Tools webpage

Freight Oversize Accommodation Compliance (FOAC) form

OSOW High Clearance Route form

FSC template with design notes

LC 00-11 Training PowerPoint Presentation (presented May 2020)

FDM 3-1-10 Project Definition Phase

FDM 11-38 Safety Certification Process

FDM 11-4-3 Final Scope Certification

Scoping Engineer (Madison) - Rachel Potter, rachel.potter@dot.wi.gov

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5-5-15 Project Schedule

Updated January 15, 2021

15.1 Originator

Systems Planning & Operations - Planning

15.2 Introduction

During the programming process, improvements are identified and bundled into specific projects. These projects have an anticipated let schedule that is based on the limited information available to the programming engineer, at the time, and needs further consideration. Making sure the project can be delivered to meet the programmed let schedule is the next important step of the process.

Once the project scope has been defined, the project let schedule can be confirmed. This is accomplished by putting together a detailed delivery schedule and taking into consideration all the elements identified for the project. For projects managed in the PMP Application, the project schedule consists of four components which are listed as phase deliverables in the Facilities Development Process FDM 3-1. These components include the Let Schedule, Reference Schedule (FIIPS/PMP), Control Schedule, and Detail Schedule.

15.3 Process

15.3.1 Reference Schedule (FIIPS/PMP)

The Reference Schedule is a deliverable of the Project Initiation Phase of the Facilities Development Process (see FDM 3-1). As the name suggests, it is used for reference purposes only. It gives the user an idea of what the milestone dates should be for a “typical” project with the same improvement concept and “Schedule Default Attributes”. For information on the Reference Schedule see SWIG 5-1-10.3.2.3.

15.3.2 Control and Detail Schedule

The Control Schedule is a deliverable of the Project Definition phase of the Facilities Development Process FDM 3-1. It consists of the milestone dates that anchors the calculated dates in the Detail Schedule. The milestone dates in the Control Schedule are editable by PDS project team members and delegates. The milestone dates in the Control Schedule are the same ones in the PMP Reference Schedule and include “Project Initiation”, “Final Scope Certification Approved”, “DSR Approved”, and “PS&E”.

- “Project Initiation” signifies the date when the steps have been taken to initiate the project, the Concept Definition Report (CDR) is created, and the project is moved to life cycle 10 in FIIPS.
- “Final Scope Certification Approved” signifies the date all phase deliverables identified for the Project

Definition phase are completed according to FDM 3-1 Attachment 1.1. This is the date when the project's scope, schedule and budget has been completed and the "Final Scope Certification" document has been completed and approved. The project can now be advanced to life cycle 11 in FIIPS.

- "DSR Approved" signifies the date all phase deliverables identified for the Project Delivery - Design Study phase are completed according to FDM 3-1 Attachment 1.1. Note: In the Southwest Region, the **Signed Plat replaces the Recordable Plat as a required phase deliverable.**
- "PS&E" signifies the date that all phase deliverables identified for the Project Delivery - PS&E phase are complete according to FDM 3-1 Attachment 1.1.

The Detail Schedule is a deliverable of the Project Definition phase of the Facilities Development Process FDM 3-1. It lists each task along with the "Start Date", "Duration", and "End Date" which are determined from one or more of the milestone dates in the Control Schedule. The Detail Schedule is where the day-to-day schedule management will occur. For more information on Detail Schedule see SWIG 5-5-15.3.4

15.3.2 Creating Initial Control Schedule

The programming engineer will create the initial Control Schedule early in the Project Management Plan development. When the Initial Control Schedule is created, it is copied directly from the values listed in the PMP Reference Schedule and automatically generates the Detailed Schedule. See SWIG 5-5 Attachment 15.3 *Creating Initial Control Schedule*. Creating the Control Schedule and Detail Schedule early on is mainly so that the scoping engineer can enter actual dates in the Detail Schedule for the end "Project Start" milestone listed as "Project Start Complete (Milestone – end date)" and the start date for "Preliminary Scope Complete" milestone.

15.3.3 Modifying Control Schedule and Detail Schedule

The PDS project manager, with input from other sections, will review the Control and Detail Schedules to determine if the programmed LET schedule is realistic. If a change to the programmed LET schedule is necessary, communicate with the programming engineer and modify the Control and Detail Schedules accordingly.

See SWIG 5-5 Attachment 15.4 *Modifying Control and Detail Schedules* for more information.

15.3.4 Detail Schedule

Under development

15.4 References

FDM 3-1

FDM 3-1 Attachment 1.1

SWIG 5-5 Attachment 15.3 Creating Initial Control Schedule

SWIG 5-5 Attachment 15.4 Modifying Control and Detail Schedules

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20.1 Originator

This section has not yet been written.

20.2 Introduction

20.3 Process

20.4 References

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Author

Date