



Minnesota Department of Transportation

Peer Review

October 5-8, 2009



FHWA Project Management Plan (PMP) Guidance

- FHWA Interim Major Project Guidance and Oversight Framework – January 27, 2006 memo from Rick Capka
- FHWA Project Management Plan Guidance – Major Projects Internet Site
- FHWA Draft PMP Guidance



MAJOR PROJECT RESPONSIBILITIES

- State DOT Responsibilities
 - **Project Management Plans**
 - Initial Financial Plans and Annual Updates
 - Independent Cost Validations
- FHWA Responsibilities
 - **Review and approve PMP** and Annual FP
 - Independently verify costs
 - Monthly Report on Status



Project Management Plan (PMP) Requirements

- Major Projects require PMP in accordance with *FHWA Interim Major Project Guidance*
- PMP is prepared by the State and approved by FHWA
- PMP is a “Roadmap” to manage:
 - Scope, Costs, Schedules, Quality, and Federal Requirements
- PMP documents roles and responsibilities of all participating parties



What is Project Management?

■ How to:

- Initiate
- Plan
- Execute
- Monitor/Control
- Close

■ Management strategies:

- Scope
- Schedule
- Cost
- Quality/Process Improvement
- Communications
- Staffing
- Risk
- Procurement/Contracting

(A Guide to the Project Management Body of Knowledge, Third Edition, Project Management Institute, 2004)



FHWA PMP Guidance

- 1. Project Description and Scope of Work*
- 2. Project Quality
- 3. Project Organizational Chart, Roles, and Responsibilities*
- 4. Project Phases
- 5. Procurement and Contract Management*
- 6. Cost Budget and Schedule*

* Include in Initial PMP



FHWA PMP Guidance

- 7. Project Reporting and Tracking*
 - Executive Summary
 - Project Activities and Deliverables
 - Action Items/Outstanding Issues
 - Project Schedule
 - Project Cost
 - Project Quality
 - Other Status Reports

* Include in Initial PMP



FHWA PMP Guidance

■ 8. Project Management Controls (Cost, Schedule, Claims, etc.)*

- Risk Management Plan
- Scheduling Software
- Cost Tracking Software
- Project Metrics
- Contracting Strategies
- Value Engineering, Value Analyses, and Constructability Reviews
- Subsurface Investigations
- Contractor Outreach Meetings
- Partnering
- Change Order and Extra Work Order Procedures
- Claims Management Procedures
- Owner Controlled Insurance Programs

* Include in Initial PMP



FHWA PMP Guidance

- 9. Design Quality Assurance/Quality Control (QA/QC)*
- 10. Construction Quality Assurance/Quality Control (QA/QC)
- 11. Environmental Monitoring
- 12. Safety and Security
- 13. Traffic Management

* Include in Initial PMP



FHWA PMP Guidance

- 14. Project Communications (Media and Public Information)*
- 15. Civil Rights Program*
- 16. Closeout Plan
- 17. Project Documentation*
- 18. Right-of-Way (if appropriate)
- 19. Appendices
- 20. Executive Leadership Endorsement*
- Other items may be added depending on the project's characteristics.

* Include in Initial PMP



PMP Timeline

- Prior to initiating NEPA:
Initial PMP
- Prior to ROD or FONSI:
First updated PMP
- Prior to initial R/W Authorization:
Further updated PMP
- Prior to initial Construction Authorization:
Further updated PMP
- During Construction:
Updated PMP as necessary



Ultimate goals of a PMP

- Good management strategies
- Forecast challenges
 - Up-to-date project status
 - Project performance measures



Federal-Aid Program Administration

[Project Management](#)[Cost Estimating](#)[Financial Plans](#)[Lessons Learned](#)[Career Development](#)[FHWA](#) > [Federal-aid Program Administration](#) > [Major Projects](#)

Focus Areas

Project Management

- [Sample Listing of Major Project Deliverables](#)
- [From Community Involvement to the Final Product Marketing Mega Projects and Public Trust](#)
- [Large Project Management and Oversight](#)
- [Public Roads](#)

More on [Project Management](#)

Cost Estimating

- [GAO Cost Estimating and Assessment Guide: Best Practices for Developing and Managing Capital Program Costs, March 2009 \(.pdf\)](#)
- [Focus March 2008: NHI Training for Addressing Uncertainty in Cost Estimating](#)
- [Cost and Oversight of Major Highway and Bridge Projects - Issues and Options \(pdf, 0.7 mb\)](#)

More on [Cost Estimating](#)

Financial Plans

- [Contingency Fund Management](#)

Lessons Learned

- [Central Artery Tunnel Project, Boston, MA](#)
- [Collaborative Leadership: Success Stories in Transportation Mega Projects - A "Lessons Learned" Approach to Collaborative Leadership in Mega Project Management](#)
- [General](#)

More on [Lessons Learned](#)

Resources

Memos

- [Major Project Deliverables Timeline](#)
- [Call for Nominations for 2008 Project Management Certificate Program Rept Due: February 15, 2008](#)
- [Final Major Project Guidance, January 2007](#)
- [Major Project Guidance and the Division Right-of-Way Function](#)

More on [all Memos](#)

Manual for Oversight Managers

- [Background](#)
- [ONE-DOT Task Force Report](#)
- [FHWA Stewardship/Oversight Task Force Report](#)
- [FHWA Implementation Plan](#)

More on [Manual for Oversight Managers](#)

Guidance

- [Financial Plans Guidance](#)
- [Project Management Plans Guidance](#)
 - [Questions](#)
 - [FHWA Responsibilities Matrix](#)
- [Cost Estimating Guidance](#)
- [TIFIA Project Oversight and Credit Monitoring Guidance](#)

More on [Guidance](#)

About Major Projects

Major Projects Team

- [Meet the Team](#)

Major Projects

- [Active Project Status Report](#)

Related Links

- [AASHTO Technical Committee on Cost Estimating](#)
- [California Department of Transportation \(Caltrans\) Cost Estimating](#)
- [FHWA Central Federal Lands Highway Division - Project Management](#)
- [FHWA Public Private Partnerships](#)
- [Google State DOT Search Engine](#)
- [TIFIA](#)
- [Transportation Estimators Association](#)
- [Washington State Department of Transportation - Cost Risk Analysis](#)
- [Washington State Department of Transportation - Project Management](#)

QUESTIONS??????