

Scoping Schedule Implementation

October 20, 2014

Purpose

The purpose of this document is to provide direction and guidance on how to use the Scoping Schedules for projects.

Background

Previous scheduling practices include the scoping activities within the design schedule. Without the scoping process completed, it is difficult for Project Managers to build accurate design schedules.

A separate Scoping Schedule will improve the accuracy of the design schedules. It will also improve reporting for the WIG Project Management Scoreboard.

When to Use

The WIG Project Management Battle scoreboard requires that all projects entering the four year STIP (State Transportation Improvement Program) have a quality scoping document. For projects entering the STIP, the districts must complete the scoping document by November 15th annually. MnDOT is currently scoping projects that will enter the FY 19 STIP.

When a district identifies a list of future projects to be scoped, the SSC will work with ADMIN to create a separate scoping schedule using the Scoping Schedule template below:

				Scoping Schedule Template										Print Date: 6/25/14				
#	Activity ID	Activity Name	Original Duration	2014												2015		
				Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
1	Scoping Schedule Template																	
2	Scoping Milestones																	
3	MS_100	Project Initiated	0															
4	MS_170	Preliminary Schedule Completed	0															
5	MS_175	Scoping Document Complete	0															
6	Scoping																	
7	Scoping Document																	
8	FDB1000	Request Scoping Input	5															
9	FDB1010	Prepare Scoping Worksheets	50															
10	FDB1020	Prepare Scoping Document, PMP, TP	40															
11	Project Baseline																	
12	FDB1030	Prepare Preliminary Schedule	20															

Role Loading, Activity Owners & Baseline

The template is base role loaded with the appropriate functional groups that are involved with the scoping process. The SSC will work with the PM to update and refine the role hours and role names to fit the project (see attached). Role Loading must be according to PD-00-08 (Role Loading).

The Project Manager will be the activity owner for all activities.

The scoping schedule MnDOT Baseline Status project code will be:

UNDEV (Undeveloped) when the scoping schedule shell is created by Admin.

PRSCH (Preliminary Schedule) when the SSC inserts the work package and tailors the schedule to the project with the PM.

BSLND (Baseline) when the PM approves the scoping schedule activities, roles, role hours, and durations.

Activity Descriptions

Request Scoping Input – All the activities required by the PM and functional groups to conduct scoping meetings, review data (including field visits), and gather information needed to compile the Scoping Worksheets.

Prepare Scoping Worksheets – All the activities required by the PM and functional groups to complete the scoping worksheets.

Prepare Scoping Document, PMP, TPCE – All the activities required by the PM to draft the Scoping Document, prepare a Project Management Plan (PMP), and Total Project Cost Estimate (TPCE).

Prepare Preliminary Schedule – This is the task to create the preliminary design schedule between the PM and SSC. It does not include base-lining the schedule.

Timeline for Implementation

FY 2015, 2016, 2017 and 2018 projects

If these projects are already scoped, a separate Scoping Schedule is not required. However, non-PPMS carryover schedules need to have Activity MS_175 Scoping Milestone added for WIG scoreboard reporting. PPMS carryover schedules need to have activity 1003 Project Scoping.

If project scoping has already started, follow FY 2019 requirements.

If scoping has not started, follow FY 2020 and beyond guidance.

FY 2019

All projects will use the new Scoping Schedule. However, if the scoping process has already started and will be completed by November 15, 2015, the PM can eliminate activities FDB1000 (Request Scoping Input) and FDB1010 (Prepare Scoping Worksheets).

All FY 2019 should have the activity FDB1020 (Prepare Scoping Document, PMP, TPCE) constrained to November 15, 2015. The Prepare Preliminary Schedule activity does not need to be constrained (some districts may want to constrain to a letting date).

FY 2020 & Beyond

All projects will use the new Scoping Schedule. Activity FDB1020 (Prepare Scoping Document, TMP, TPCE) shall be constrained for the following FY:

- FY 2020 - Constrain to November 15, 2016
- FY 2021 - Constrain to November 15, 2017

The prepare design schedule activity does not need to be constrained.

Questions

Please contact Jay Hietpas at jay.hietpas@state.mn.us or at 651-366-4698.

Role Hours for Scoping Schedule Template

Scoping Schedule Template: Roles by Activity		6/25/14 04:48	
Activity ID	Role	Activity Duration (Days)	Role Budgeted Units (Hours)
FDB1000	Request Scoping Input	5	2
FDB1000	Project Manager	5	2
FDB1010	Prepare Scoping Worksheets	50	150
FDB1010	Project Manager	50	10
FDB1010	Planner	50	10
FDB1010	CO Finance	50	10
FDB1010	Project Coordination Engineer	50	10
FDB1010	Survey Group Lead	50	10
FDB1010	Environmental Group Lead	50	5
FDB1010	Environmental Coordinator	50	5
FDB1010	Bridge Group Lead	50	5
FDB1010	Bridge Engineer	50	5
FDB1010	Construction Group Lead	50	10
FDB1010	Design Group Lead	50	10
FDB1010	WRE Group Lead	50	15
FDB1010	Maintenance Group Lead	50	10
FDB1010	Materials Group Lead	50	15
FDB1010	Traffic Group Lead	50	10
FDB1010	ADA Group Manager	50	5
FDB1010	ADA Engineer	50	5
FDB1020	Prepare Scoping Document, PMP, TI	40	43
FDB1020	Project Manager	40	15
FDB1020	Cost Estimator	40	2
FDB1020	Design Engineer	40	2
FDB1020	Materials Engineer	40	2
FDB1020	Traffic Engineer	40	2
FDB1020	RW Engineer	40	2
FDB1020	Project Supervisor	40	2
FDB1020	WRE Engineer	40	2
FDB1020	Bridge Engineer	40	2
FDB1020	Utilities Coordinator	40	2
FDB1020	Project Sponsor	40	2
FDB1020	Deputy Project Manager	40	3
FDB1020	Project Management Support	40	3
FDB1020	ADA Engineer	40	2
FDB1030	Prepare Preliminary Schedule	20	32
FDB1030	Project Manager	20	3
FDB1030	Scheduler	20	5
FDB1030	Design Engineer	20	3
FDB1030	Materials Engineer	20	3
FDB1030	Traffic Engineer	20	3
FDB1030	RW Engineer	20	3
FDB1030	Project Supervisor	20	3
FDB1030	WRE Engineer	20	3
FDB1030	Bridge Engineer	20	3
FDB1030	Utilities Coordinator	20	3