



## Mn/DOT SCOPING PROCESS

The Mn/DOT Scoping Process was developed under the direction of PCMG to establish a standard for project scoping statewide. The benefits of a good scoping process include:

- Alignment with performance goals
- Better cost estimates
- Less rework
- Predictable delivery schedule
- Greater public trust
- Improved coordination with partners
- Everybody on the team working toward the same goal
- Alignment with FHWA / AASHTO CSS principles

To obtain these benefits, the process has the following characteristics.

### EARLY

Comprehensive scoping is to be done BEFORE a project appears in the STIP.

### COMPREHENSIVE

The scoping process includes a planning process to narrow the number of projects to be scoped to just a few more than will likely be programmed. The projects on this short list are assigned a project manager who, utilizing the principles of Context Sensitive Solutions (CSS), guides the project through scoping and project development. A full range of stakeholders is consulted and Mn/DOT functional groups in particular are expected to provide written recommendations for what they think should or should not appear in the scope. This is all done within a specified timeframe so that enough time is allowed for scoping and so that there is a definite end to the scoping period.

### DOCUMENTED

Documentation is critical to avoid confusion regarding the scope, to save time rehashing decisions, to avoid tort liability, and to pass information on to those working on the project. Within the Mn/DOT Scoping Process, the following documentation is saved in EDMS:

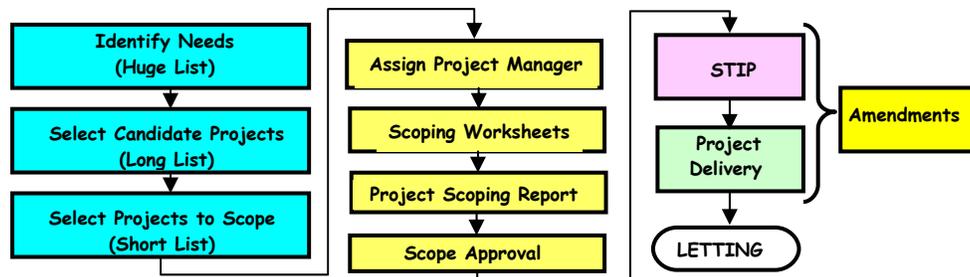
1. Planning Needs List
2. Project Planning Report
3. Early Notification Memo
4. Scoping Worksheets
5. Project Scoping Report
6. Scope Amendments

To accentuate the importance of the scoping decisions, signatures from district management are required on the project scoping report and scoping amendments.

### CHANGE PROCESS

Because at times the scope needs to change, and to keep the changes in check, a formal amendment process is included in the scoping process. In addition to documenting the change, the effect on the program and project delivery is evaluated prior to approval of the change.

The Mn/DOT Scoping Process is summarized in the following graphic:



The Mn/DOT Scoping Process comes with templates for the documents and an explanatory guide. These tools will be placed on the HPDP website by January 1, 2007 for use in the FY 2012 project scoping cycle.