HAPPY NEW YEAR

THANKS

HOW ARE WE DOING?

10 Point Self Assessment

10 POINT SELF ASSESSMENT TOOLS

1. SCHEDULE REVIEWS
2. ERC COMMENTS
3. GRADES
4. MEETINGS
5. TEAM COORDINATION
6. ISSUE LOGS
7. UTILITIES
8. PUBLIC STAKEHOLDER COMMENTS
9. QUALITY CONTROL PLAN
10. RESPONSIVENESS

#1 SCHEDULE REVIEWS

- Monthly Schedule Updates
  - How does this compare to baseline schedule
  - Look at float and major activities
  - 3 month look ahead and discuss team's plan for meeting goals
  - If you have negative float what is your recovery plans
  - Recovery plan needs to be provided with your schedule updates if so

Activity ID	Activity Name	Dur	Start	Finish	Total Float
	No WPItem and Seg	1484	30-Sep-11	07-Jun-17	0
	Major Consultant BR & R/W - 48M PE to Prod w/ local support acti	1484	30-Sep-11	07-Jun-17	0
	TEMPLATE VALUE	1484	30-Sep-11	07-Jun-17	0
950130	PD&E PASS THE TORCH MTG.	1	30-Sep-11	30-Sep-11	0
290010	PUBLIC INVOLVEMENT ASSESSMENT MEETING/(	1	10-Oct-11	10-Oct-11	14
230120	STAGE I SCOPE REVIEW	20	31-Oct-11	25-Nov-11	0
230130	STAGE II SCOPE EVAL MTG.	1	28-Nov-11	28-Nov-11	29
231010	SUBMIT CONSULTANT PKG. TO PSU	1	26-Dec-11	26-Dec-11	0
230140	STAGE III SCOPE EVAL. MTG	1	21-Feb-12	21-Feb-12	29
900020	FINALIZE SCOPE/PRELIMINARY UNITS MEETING	1	07-Mar-12	07-Mar-12	29
233010	P.E. CONTRACT EXECUTED	1	29-May-12	29-May-12	0
263020	LDCA APPROVED	1	30-May-12	30-May-12	14
950010	BUILD SCHEDULE	10	30-May-12	12-Jun-12	5
250010	P.E. BEGIN	1	20-Jun-12	20-Jun-12	0
367010	EXCEPTIONS/VARIATIONS (INCD UTILITIES)	140	20-Jun-12	01-Jan-13	162
106010	DESIGN SURVEY	140	21-Jun-12	02-Jan-13	0
325020	TIITF DETERMINATION	1	21-Jun-12	21-Jun-12	648
106210	SURVEY ALIGNMENT	60	21-Jun-12	12-Sep-12	1
170010	R/W SURVEY	220	21-Jun-12	24-Apr-13	101
170050	PNC COORDINATES	20	21-Jun-12	18-Jul-12	0
298010	R/W ESTIMATE - SCOPE	10	21-Jun-12	04-Jul-12	131
900060	STAKEHOLDERS MEETING	1	04-Jul-12	04-Jul-12	131

#2 ERC COMMENTS

- After submittals
  - What types of comments?
    - Quality?
    - Quantity?
    - Project Impacts?
    - Did they get resolved?
    - How many times did the comments go back and forth before resolved (coordination and timeliness)?

Electronic
Review
Comments

#3 GRADES

- Review current grades
  - Initial Plans
  - Final Plans
  - Plans Update
  - Minimum 1 time per year

#4 ATTEND PERIODIC MEETINGS

- Line & Grade
- Design Team Meeting
- Utility Meetings
- Permit Meetings
- Pavement Design Meetings
- Parcel by Parcel

- Was the team prepared?
- How long did it take to produce meeting minutes?
- Did the meeting minutes have action items?

#5 TEAM COORDINATION

- INTERNAL TEAM MEETINGS
  - Are you holding them regularly?
  - What is the atmosphere like?
  - How is the coordination going?
  - Is the team cohesive and prepared?

- SUBS - GEOTECH…SURVEY AND MAPPING…CONTAMINATION
  - How is this going?
  - Is there good coordination between the designers?
  - Does your Project Manager know how this is going?
  - Do you have an issue with their performance i.e. schedule, product, etc.

#6 ISSUE LOGS

- Does your team have one
- Are action items being resolved timely
- Are all the issues being included

My company

Issue Log Management

Project: Critical project 1
Prepared by: John Preparator
Approved by: Mike Approval

Document Version: V 1.6
Date Prepared: 19/09/2010
Date Approved: 20/09/2010

#	Description	Recommendation	Responsible	Due Date	Priority	Impact	Status
1	The application do not display reports	Fix reporting services issue	Maria	25-Sep-10	High	High	Assigned
2	Home page has not the final layout	Take final layout from specs v2.01	Janice	25-Sep-10	Medium	High	In progress
3	Font size on About screen should be increased	Increase font to 12px	Jules	25-Sep-10	Low	Low	New
4							
5							
6							
7							

#7 UTILITIES

- Do you have an accurate Conflict Matrix?
- Are you using the Utility Website Tools?
- Do you know the status of each utility?
  - What's the timeline
  - Action items
  - Response times
- Is there a CPM schedule for the utility effort and does it make sense?
  - Advanced clearing and grubbing required?
  - Letting Date vs. Utility Relocation Schedules
- Quality Control on letters

#8 PUBLIC/STAKEHOLDER INVOLVEMENT MEETINGS, COMMENTS & CORRESPONDENCE

- Meetings and General Requests for Info
  - Have you reviewed your presentation?
  - Have you reviewed the “other” materials?
  - Who is presenting and are they the “right” person?
  - Have you reviewed the comments?
  - Recommended responses?
  - Are they questions that should already have been addressed?
  - How long is it taking to resolve issues?

9 QUALITY CONTROL PLAN

- Is it being followed?
- Compare the plan to the ERC Comments?
- How about your subs?
- Are they doing the same?

#10 RESPONSIVENESS/FDOT INVOLVEMENT

- Is the Project Manager having to make multiple requests for information?
- Is the Project Manager having to ask for Production Notes, Schedule Updates, etc. because you missed deadlines?
- Are you getting calls from the DCPME about unresolved issues?
- Are you getting calls from the Director?
- Are issues on you projects having protracted discussions during the monthly Director's Production Meeting?

QUESTIONS???

But Wait...
THERE'S
MORE!

PUBLIC MEETINGS UPDATE

Thoroughly inspect your site in advance
If you are doing a looped presentation, make sure the acoustics are conducive.

Be prepared for the unexpected. Don’t rely on the facilities equipment.

Be there early and have others prepared to “save the day”