Contract Management

The FDOT PM plays a major role in the contract procurement process for the PD&E Study and is responsible for management of the Consultant through the PD&E Study's completion. The FDOT PM is responsible for understanding the FDOT's contract procurement guidelines.

Managing Schedule

FDOT has developed project schedule templates for PD&E Studies by Class of Action to streamline the development of PD&E schedules. These templates are designed to be used only as a guide to support sequencing, implementation, and execution of the Work Breakdown Structure (WBS) for the project. The schedule templates include milestones, specific tasks, and Project Schedule and Management (PSM) codes to allow project tracking.

The PD&E PM must work with the District Production Management Office to create a detailed project schedule using PSM codes from the preliminary PD&E schedule developed during State-Wide Acceleration Transformation (SWAT) kickoff meeting. The schedule must allow for sufficient time to complete work activities, proceed in a logical order, and include review and quality control time.

Quality Management

During the PD&E Phase, the consultant prepares and implements the Quality Control Plan. The consultant PM is responsible for the quality of all submittals, including sub consultants' work.

It is the FDOT PM's responsibility to ensure that the consultant's quality control plan is followed, and to review consultant work products to ensure their quality. The FDOT PM should check the consultant's quality control process, including quality control documentation, marked up reports, and records showing individuals identified in the quality control plan are reviewing documents.

Cost Schedule and Risk Analysis (CSRA) Management

Project risk management is the systematic process of identifying, analyzing, planning for, responding to, and monitoring project risk. Risk analysis performed during PD&E is qualitative where project features are identified and their impact to the scope, schedule, budget, or quality are analyzed and prioritized for further action.

Numerous factors affect the level of effort associated with a PD&E Study, including the project length, complexity, need for additional right of way, controversy potential, project impacts, and the need for mitigation measures. Each of these factors represents a risk to the budget and schedule of a PD&E Study and may be seen after the Efficient Transportation Decision Making (ETDM)screening is completed. Managing the risk associated with each involves recognizing them during the scoping of the study and allocating adequate time in the schedule and funds in the budget to address them. The PD&E PM must document risk factors in the risk register. Additional information on risk management can be found in PMG 240 – Risk Management.