



Partnering Plan Implementation

Project Action Plan – Tight Contract Scoping

Project Sponsor(s)	Beth Cannestra	Team Lead	Nathan Czech
Responsible division/area	DTSD/BPD	Date initiated	07/21/2014
Anticipated time savings: WisDOT: Contractor: Consultant	TBD	Anticipated cost savings: WisDOT: Contractor: Consultant	TBD
Implementation folder location		Status date	2/4/2015
Action and strategy	Examine the need for contingencies in consultant design contracts and whether we're allowing for the ability to deal with risk.	Estimated project Completion Date	05/31/2016
Description of project	Tight consultant contract scoping affects plan quality. Risk is sometimes not allocated properly which could put the delivery schedule at risk.	Team members	Region CU Supervisors, Sharon Bremser, Joe Bunker, Jerry Shadewald, Steve Hoff, Paul Jenswold, Doug Dembowski, Randy Knoche, Jill Fehrmann.

Status		Green	Yellow	Red
Project status (overall)		X		
Project issues/Risks	Possible mitigating strategies			
<ol style="list-style-type: none"> 1. Projects Scoped too Tightly 2. Little flexibility to address change in scope 3. Small changes to contract cause additional administration 	<ol style="list-style-type: none"> 1. Examine the need for Risk Allowance in consultant design contracts 2. Examine the need for additional contract administration time 3. Analyze Best Practices from other States (Indiana & Iowa) 			

Coordination Requirements
Identify other divisions, groups, staff, internal and external that are affected by the final recommendation. Include information on timing of coordination and frequency: <ol style="list-style-type: none"> 1. Region Consultant Unit Supervisors 2. Region Consultant Project Managers 3. ACEC 4. Consultant Services

Benefits Summary
Qualitative description of the anticipated benefits to implementing the recommendation: <ol style="list-style-type: none"> 1. Potential for Better Quality Plans 2. Better potential for projects to be delivered on time



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Implementation Plan

Describe the proposed implementation plan including tasks, responsibilities, and approval requirements:

1. Gather relevant data (Consultant Supervisors/Consultant Services)
2. Share Best Practices from other states on contract contingencies (ACEC)
3. Reinstate Contracts and Negotiations Workgroup.

Accomplishments, action items and timeline

Accomplishments to date (including completion dates):

CARS1 & 2 - Implementing recommendations to set realistic project schedules for consultant contracts and amendments

Heath Report Updates – Implementing recommendations to set realistic project schedules for consultant contracts and amendments

CARS 3 – Electronic Invoicing Upgrades

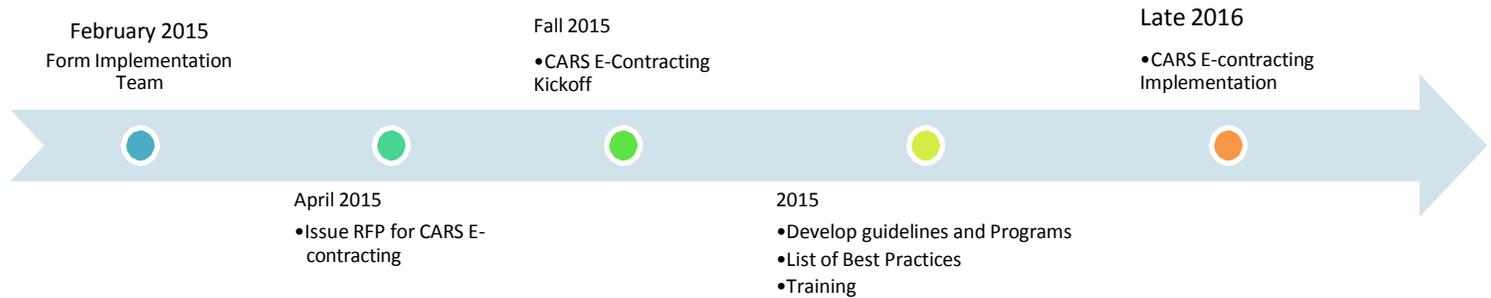
Long-term action items / milestones (including estimated timeline for

completion): **CARS 4 E-Contracting - Contract awarded and work to begin this fall**

PMP 2.5 - Implementation underway

Update FDM to Account for Emergency work through Amendments

Project Timeline



Metrics

Proposed metrics, how to measure success [examples – please complete as appropriate to your project]

1. Monitor Project Health Report
2. PMP Reports
3. Survey Project Managers