



Partnering Plan Implementation

Project Action Plan – Project Close-out

Project Sponsor(s)	WisDOT/WTBA/ACEC	Team Lead	Don Greuel
Responsible division/area	DTSD/BPD	Date initiated	06/18/2014
Anticipated time savings: WisDOT: Contractor: Consultant	TBD @ 1st Meeting	Anticipated cost savings: WisDOT: Contractor: Consultant	TBD @ 1st Meeting \$\$
Implementation folder location	[SharePoint location]	Status date	06/18/2014
Action and strategy	Close-out projects in 6 months. Focus on getting documentation in place by project substantially complete/time stopped date. Resolving outstanding issues during the life of the project.	Estimated project Completion Date	04/30/2015
Description of project	<p>Areas to address:</p> <ul style="list-style-type: none"> • More staffing – Both Sides • WisDOT Projects Best Practices • Weekly meetings beyond time stopped date • More lump sum and pay plan quantities 	Team members	<p><u>DOT:</u> Don Greuel Jim Rohe Tom Bucholz Deb Evers Sandra Villiesse</p> <p><u>Consultant:</u> Kurt Peters or Rusty Chesmore Phil Roberts – Omni Rowland Hoslet – Patrick Engr Doug Sina - JT Engineering</p> <p><u>Contractor:</u> Matt Grove Andy Ruffing - Musson Ben Holz - Michels Jim Madson - RG Huston</p>

Status		Green	Yellow	Red
Project status (overall)		X		
Project issues/Risks 1. Communicating information to all 2. Workload amongst all	Possible mitigating strategies 1. HCCI Site or Sharepoint 2. Internal discussions to alleviate the issue 3. WTBA or CCAW subcommittee			

Coordination Requirements
<p>Identify other divisions, groups, staff, internal and external that are affected by the final recommendation. Include information on timing of coordination and frequency:</p> <ol style="list-style-type: none"> 1. Project Close-out Committee 2. CCAW



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Coordination Requirements

3. FHWA

4.

Benefits Summary

Qualitative description of the anticipated benefits to implementing the recommendation:

1. Quicker project close-out. (Close-out projects within the 6-month goal)
2. Reduce the time and cost of resolving contract disputes/claims/CCOs.
- 3.



Implementation Plan

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

1. Complete team assemble, adding Consultants, Industry, regional representation, FHWA--Greuel
2. Develop/finalize project plan amongst team members--Team
3. Complete analysis - Team
4. Present analysis to CCAW & Steering Team - Greuel
- 5.

Accomplishments, action items and timeline

Accomplishments to date (including completion dates):

1. Finalize Work plan—6-18-14
2. Completed analysis - Fall 2014
3. Updated project closeout guide - February 2015
4. Published updated project closeout guide- February 2015
5. Completed plan – May 2015

Short-term (next three months) action items / milestones (including estimated timeline for completion):

1. Complete team assembly—July 1, 2014
2. Finalize Project Plan Development—Dec 2014

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

1. Develop guidance – Feb,2015
- † Start training – Feb, 2015
3. Complete plan – Apr, 2015

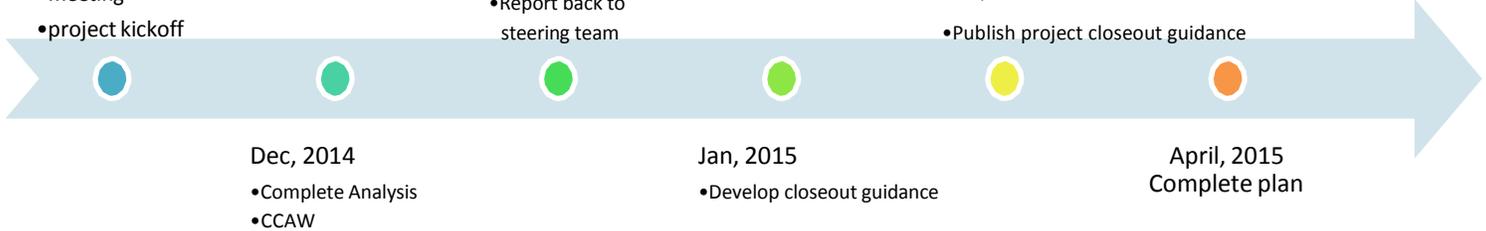
Project Timeline

Oct 1, 2014

- 1st team meeting
- project kickoff

- Jan, 2015
- Report back to steering team

- Feb, 2015
- Publish project closeout guidance



- Dec, 2014
- Complete Analysis
 - CCAW

- Jan, 2015
- Develop closeout guidance

- April, 2015
- Complete plan

Metrics

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

1. # and % of projects completed in 6 months