



WisDOT/ACEC Scope and Fee User Guide Focus Groups:

Focus group participants and information:

Focus groups will be facilitated by Sharon Bremser and will include support staff to ensure consistency in all work areas. A schedule of meeting dates for all groups will be created and posted on information site. A collective matrix and working documents for each group will also be posted.

Focus group schedule:

Date: 3/30/16

Focus group members will be confirmed and surveyed for availability for meetings in from April 14, 2016 – August 2016. Attached is listing of members and available dates for meetings.

Date: 4/14/16

Invite all focus group members to e-contracting meeting to go over focus group assignments and schedule for meetings.

Focus group deliverables:

Complete scoping and estimating matrix with:
Definitions: Enhance description of task/Activity
Improvement Concept: Indicate which improvement type includes a task/activity
Unit of measure: Develop unit/s each task deliverable should be to estimate total ours per task/activity to begin calculations to convert into hours
Low/Medium/High Hours and Assumptions: Develop low-medium-high hours for various tasks and assumptions associated with those numbers.
Staff Needed: Indicate staff required for various task and possible split of hours associated with each type of staff.

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Due Date:

All focus group work should be completed by October 1, 2016