



3-1-1 Project Management Plan

July 21, 2021

1.1 Originator

Project Development Section

1.2 Introduction

Project management principles are the application of knowledge, skills, tools and techniques in the successful development of a project to be completed on time and within budget. Project management is the collective responsibility of all team members knowing how their contribution fits into the development of the project as a whole. The department has developed a comprehensive statewide framework for the execution of improvement projects from initiation to closeout called the Facilities Development Process (FDP). For more information on the Facilities Development Process see [FDM 3-1](#). [FDM 3-1 Attachment 1.1](#) is a graphical overview of the Facilities Development Process and is a good resource.

The process encompasses various phases that correlate to *FIIPS financial life cycles, identifies key milestones in the design development of improvement projects, and relies on project management principles to ensure that milestone dates are met though the entire duration of the project. An important factor for project success is having a well-developed Project Management Plan that details the project scope, schedule, and budget. This plan helps communicate project goals and objectives to all project team members, so they can effectively execute their roles and responsibilities.

1.3 Process

The Project Management Plan is developed and approved in the “Project Definition” phase of the Facilities Development Process. During this phase, the concept that was identified in the “Project Initiation” phase is further developed taking the scope, schedule, and budget components from a conceptual level to a detailed project level. Even though the Planning section takes the lead on the development of the Project Management Plan (see [SWIG 5-5](#)), it is the collective responsibility of the entire project team, as defined in [SWIG 3-1-5](#), by providing input and expertise from each business area perspective.

To aid in the management of the project delivery of highway design and construction projects, the department developed the Project Management Plan Application or PMP. The features of this tool provide the ability to manage the Project Management Plan components related to scope, schedule, and budget. It also provides features to help communicate information about the project to the project team. Modules included in the application are the following: “Scope”, “Budget”, “Schedule”, “Reports”, “Communication”, and “Help for PMP”. More information on the modules and how to use the PMP application can be found in the [PMP Application User's Manual](#) (*link available to internal staff only*). Internal staff can also find more PMP related resources and training videos on the [Project Management](#) website (*link available to internal staff only*).

The use of the PMP application is required on all Southwest Region projects in the 303 subprogram - State Highway Rehabilitation Program (**SHR) with some exceptions. What is meant by “use” is further defined elsewhere in the SWIG manual.

*FIIPS - Financial Integrated Improvement Programming System ([PMM 5-1-1](#)).

**SHR - Allocations within the SHR program include State 3R, SHR Bridges, SHR Large Bridges and Backbone.

1.4 References

[FDM 3-1](#) Facilities Development Process Overview

[Project Management Plan Application \(PMP\)](#) – *link available to internal staff only*

[PMP Application User's Manual](#) - *link available to internal staff only*

[Project Management](#) - *link available to internal staff only*

[PMM 5-1-1](#)

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4/26/2017
Date

3-1-5 Project Team

Updated December 1, 2021

5.1 Originator

Project Development Section

5.2 Introduction

The project team is comprised of members from the various business areas with responsibilities in the development and execution of delivery projects for let. Project team members are initially assigned to the project in the PMP application on the “PMP Team” screen of the “Communication” module early in the “Project Definition” phase working towards the “Preliminary Scope Complete” milestone by the scoping engineer. For a complete listing of project team role names and a summary of tasks assigned to each role see [PMP Team Members Roles and Responsibilities](#).

These assignments are based on default geographic responsibilities assigned for each role by the business area and managed in the PMP application. At a project level, these roles are first populated by the scoping engineer. These roles can be modified by the scoping engineer or the PDS project manager/project leader. On a regional level, the default assignments in the PMP application are managed by the Program Controls Design QA Engineer. Information on how to use the features in the “PMP Team” screen can be located in Chapter 3 of the [PMP Application User's Manual](#) (link available to internal staff only).

5.3 Process

5.3.1 Milestone Project Lead

Throughout the development process there is a business area team role name that is assigned as “project lead” for each milestone. The project lead is responsible for making sure that activities related to moving the project forward are being completed, is the point of contact for coordinating issues that arise, is responsible for ensuring that deliverables outlined in Facilities Development Process [FDM 3-1](#) are completed/approved, and is responsible for advancing the milestone/lifecycle. The project lead for each milestone is as follows:

Milestone Name – Business Area, Role Name

- Project Initiation Complete - SPO, Programming Engineer
- Preliminary Scope Complete - SPO, Scoping Engineer
- Final Scope Certification Approved, Resourcing Complete/Start Final Delivery, Design Study Report Approved and PS&E Submitted - PDS, Project Manager

5.3.2 PMP Team Roles and Responsibilities

In total, there are 35 role names identified on the “PMP Team” screen. In the region, the role names have been divided up into three responsibility types defined in the bullet list below. These include “Data Entry”, “Approval”, and “Conflict Resolution”. See [PMP Team Members Roles and Responsibilities](#).

- “Data Entry” team members are responsible for providing input during the “Project Definition” phase by populating the appropriate screens in the “PMP Scope” module. For guidance on who is responsible for filling out which “PMP Scope” screens and which items should be considered, see [PMP Team Members Roles and Responsibilities](#) and the [PMP Scope Screen Guidance](#).
- “Approval” team members are responsible for providing input during the “Project Definition” phase by populating the appropriate screens in the “PMP Scope” module. In addition, “Approval” team members are also responsible for milestone approval as defined in [SWIG 3-1-10](#). For guidance on who is responsible for filling out which “PMP Scope” screens and which items should be considered, see [PMP Team Members Roles and Responsibilities](#) and the [PMP Scope Screen Guidance](#).
- “Conflict Resolution” team members are at the chief level for each of the business areas involved in the development process. They are responsible for oversight, making sure their section employees are following the outlined process, and for resolving any disagreements that are holding up phase approval at the “Approval” team member level. Information on the “Conflict Resolution” process can be found in [SWIG 3-1-10](#).

5.3.3 Scoping Team

The term “Scoping Team” is used to identify those project team members that participate and provide comment

during the “Scoping” Process. The Scoping Team usually varies from project to project, depending largely on the project complexity and geographic assignments. The decision on who is involved in the process and to what degree, is left up to each business area taking into consideration their sections functional responsibilities and resource availability. [PMP Team Members Roles and Responsibilities](#) identifies project team members that typically have been participating in the “Scoping” process for each office. This group generally tends to be “Approval” team members. If a business area feels they need more or less involvement from a particular team role name, they should coordinate this with the Planning Scoping Unit.

5.4 References

[PMP Team Members Roles and Responsibilities](#)

[PMP Scope Screen Guidance](#)

[PMP Application User's Manual](#) (*link available to internal staff only*)

[FDM 3-1](#) Process Overview

Scoping Engineer (Madison) - Rachel Potter, rachel.potter@dot.wi.gov

Scoping Engineer (Madison) - Steven Somerfeld, steven.somerfeld@dot.wi.gov

Scoping Engineer (La Crosse) - Jaime Boado, jaime.boadojr@dot.wi.gov

Scoping Engineer (La Crosse) - Todd Waldo, todd.waldo@dot.wi.gov

3R, Large Bridge, & Majors Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

Backbone & HSIP Programming Engineer - Linda Richardson, linda.richardson@dot.wi.gov

Program Controls Design QA Engineer - Mike Rud, michael.rud@dot.wi.gov

Program Controls Design QA Engineer - John VonRuden, john.vonruden@dot.wi.gov

John VonRuden

4/26/2017

Author

Date

3-1-10 Milestone Approval

April 19, 2021

10.1 Originator

Project Development Section

10.2 Introduction

There are seven milestones listed in the Facilities Development Process ([FDM 3-1](#)) which include “Project Initiation Complete”, “Preliminary Scope Complete”, “Final Scope Certification Approved”, “Resourcing Complete/Start Final Delivery”, “Design Study Report Approved”, “PS&E Submitted” and Project Awarded”. These milestones are checkpoints and signify “big picture” deliverables in the project development process. These deliverables are the culmination of many smaller tasks that, taken together, equals the completed milestone.

Milestone approval occurs once all the deliverables listed in [FDM 3-1 Attachment 1.1](#) have been completed. Once the milestone has been completed or approved, the project team can start work on the next milestone.

Three milestones can be approved directly by the project lead as defined in [SWIG 3-1-5.3.1](#) without prior approval. These include “Project Initiation Complete”, “Resourcing Complete/Start Final Delivery”, and “PS&E Submitted”.

Three milestones require prior approval by others before the project lead can advance to the next milestone as defined in [SWIG 3-1-5.3.1](#). These include “Preliminary Scope Complete”, “Final Scope Certification Approved” and “Design Study Report Approved”.

10.3 Process

10.3.1 Milestones Approved by Project Lead

The milestone project lead will confirm that all the required deliverables listed in [FDM 3-1 Attachment 1.1](#) have been completed and are stored in the correct file location. In addition, the milestone project lead will update information in PMP, advance the milestone in PMP, and prepare/submit a FIIPS Update Request to the programming engineer.

10.3.2 Milestones Requiring Prior Approval

For milestones requiring prior approval, the project lead will confirm that all the required deliverables listed in [FDM 3-1 Attachment 1.1](#) have been completed, are stored in the correct file location, and materials are distributed to appropriate reviewers/approvers.

“Preliminary Scope Complete” occurs after the Scoping Phase 2 meeting and team members have had a chance to review and approve the project information. All team member approvals shall be recorded in the PMP Application “Communication” module.

“Final Scope Certification Approved” occurs after the Scoping Phase 3 meeting and team members had a chance to review and approve the project information. All team members approval shall be recorded in the PMP Application “Communication” module. In addition, the “Final Scope Certification” will need concurrence by the Regional PDS, TSS OPS Chiefs along with concurrence from BPD Design Standards and Oversight Chief and final approval by the Region SPO Chief.

Design Study Report Approved occurs after the Design Study (60%) review meeting is held, review comments are addressed and the Regional PDS Chief and the BPD Design Standards and Oversight Chief signs the Design Study Report.

10.3.2.1 PMP Application Approval Process

Project Team members assigned as “Approval” members in [SWIG 3-1-5.3.2](#) are responsible for reviewing project information and providing comments to the project lead. “Approval” members are also responsible for recording their approval of the project details in the PMP “Communication” module. Once approval is obtained from all members, the project lead can advance the milestone in PMP and submit a FIIPS Update Request to Programming.

The approval by the “Approval” team member can take place once the member has reviewed the project information and is comfortable with the project direction. It is desirable to approve the project, in the PMP application, prior to any review meeting if the “Approval” team member is not able to attend the meeting or give a verbal approval at the meeting. All verbal approvals given at the meeting need to be followed-up by entering the approval in the PMP application by the team member within One week of the meeting.

To approve the project, the “Approval” team member will go into the PMP “Communication” module under the “PMP Team” screen and click on the “View/Edit” button under “Approval Status” column associated with the “Approval” team member’s name. The “Approval” team member will then click on the “Edit” button and change the “Approval Status” field from the default value of “Not reviewed” to the appropriate “Approval Status”. Available “Approval Status” choices include “Review no action”, “Approved”, or “Not Approved”. If “Reviewed no action” or “Not Approved” is selected, the reason for the selection should be entered in the comment field.

If there is a disagreement on project details that cannot be resolved at the “Approval” team member level, the Milestone project lead will initiate the “Conflict Resolution Process” as defined by [SWIG 3-1-10.3.3](#).

10.3.3 Conflict Resolution Process

The Conflict Resolution Process will be used to resolve any disagreements that cannot be resolved at the project “Approval” team member level that is delaying the phase approval.

The Conflict Resolution Process is initiated by the milestone project lead, as defined in [SWIG 3-1-5.3.1](#), by notifying his/her chief (Conflict Resolution Lead or CRL) via e-mail of the dispute that needs resolution. This notification should include a brief description of the issue and the team members involved in the dispute and the positions of each side. Once notified, the CRL will make sure that enough information is provided in the notification to fully understand the dispute, will forward the pertinent background information to the management team for their review, and will add the discussion item to the agenda of the next scheduled Tuesday Regional Management Meeting. The item will be discussed at the meeting and a final determination made by the management team. The final decision will be communicated back to the entire project team by the CRL.

10.4 References

[FDM 3-1 Attachment 1.1](#)

3R, Large Bridge, & Majors Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

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3-1-15 Risk Management

April 19, 2021

15.1 Originator

Project Development Section

15.2 Introduction

Risks can come in many forms and can have a negative (or positive) impact to the project schedule and budget. All projects will have some inherent risks associated with them which cannot be avoided. It is how these risks are identified, documented, and managed that often determine if a project is successful.

In the Facilities Development Process [FDM 3-1](#), a Risk Assessment is a required deliverable starting with the "Project Definition" Phase and continuing through the remainder of the project. A Risk Assessment identifies each risk and tries to understand the importance of it by assessing the significance. This is done by evaluating the likelihood of the risk occurring and trying to estimate the severity of impacts to the schedule and budget if it did occur. The tables in [Figure 15.1](#) below were taken from the "WisDOT Applied Project Management Training." The information in the tables can be used to perform a "**Likelihood / Impact Analysis.**" To perform the analysis, categorize each risk by the likelihood of the risk occurring (priority) and the impact (severity) to the schedule and/or budget.

Likelihood of Event Occurring (Priority)		
Rating	Description	Probability Range
Low	Unlikely	0 – 35%
Medium	Likely	36 – 65%
High	High	66% - 100%

Schedule Impact (Severity)		
Rating	Description	Range (Months)
Low	Resources required but able to meet milestones	0 – 3
Medium	Minor slip in key milestone dates	4 – 8
High	Major slip in key milestone dates	9– 12
(Very High)		>12

Cost Impact (Severity)	
Rating	Range (% of Base Budget)
Low	0 – 3
Medium	4 – 10
High	11 – 25
(Very High)	>25

Figure 15.1 - Likelihood (Priority) and Impact (Severity) Tables

Risk Management planning focuses on the management of those risks that are considered likely or greater to occur and considered to have medium to high impact to the project schedule and budget. For these risks, specific action items should be identified and assigned to a project team member to coordinate.

The following is a list of risk strategy options when considering specific actions. Strategies include:

- Avoidance
- Transference
- Mitigation
- Acceptance
- Recognized, but no action
- Ignored

When considering risk response actions, the following essential questions should be answered:

- Who will manage the risk?
- What will be done?
- When will it be done?

- What resources are likely to be required?

15.3 Process

In the Southwest Region, the Risk Assessment and Risk Management Planning will be documented and managed in the PMP “Communication” module “Notes/Issues/Risk” screen.

Any project team member can submit a risk for consideration, but it will not be an official managed risk until the project lead concurs that it is a risk that should be managed moving forward.

15.3.1 Add Project Risk “New Item”

To add a risk for consideration, the team member goes into the project in the PMP “Communication” module and selects the “Notes/Issues/Risk” screen as shown below in [Figure 15.2](#).

PMP Communication Module

State of Wisconsin Department of Transportation

Project ID : 1646-08-02 **Route :** USH 014
Title : C WESTBY, N MAIN STREET **Sub Title :** HIGH ECHO LANE TO LOCUST STREET
Region : SOUTHWEST **County :** VERNON

Project Information Project Map
 Frequently Used Projects
 Logout
☐ Add/Remove to your Frequently Used Projects

Scope Budget Schedule Reports **Communication** Help for PMP

Notes/Issues/Risks Back Print

Project Information

Staffing	C/E	PMP Team	Improvement Concept	RECS
Legislative Subprogram	303	Project Tags	Responsible Region	Southwest
Primary Region	Southwest		Responsible Supervisor	
Primary Supervisor	Winger, Oscar I		Responsible Manager	
Primary Manager	Buros, Travis Gene		Responsible Leader	
Primary Leader			Project Phase	Prel. Impact Review
Project Tag	PMP Required			

PMP vs FIIPS

PMP IE Estimate	\$ 98,226.71	FIIPS IE Estimate	\$ 26,000.00
PMP CE Estimate	\$ 462,750.00	FIIPS CE Estimate	\$ 566,163.91

Associated Projects

Projects	Project Type	FIIPS Schedule Date	FIIPS Contract Amount	PMP Schedule Date	PMP Contract Amount
1646-08-22	R/E	07/25/2019	\$50,000.00	07/25/2018	\$50,000.00
1646-08-82	LET	01/12/2021	\$70,000.00	01/12/2021	\$70,000.00
1646-08-72	LET	01/11/2022	\$4,507,500.00	01/12/2021	\$4,507,500.00

Figure 15.2 - PMP Communication Module

Once in the “Notes/Issues/Risk” screen, you will see a summary with a listing of all the different entry types for the project as shown in [Figure 15.3](#). Note, you can sort by any of the columns by clicking on the column heading and toggle back and forth between ascending and descending values.

To add a new risk, click on the “Add Note/Issue/Risk” tab as shown in [Figure 15.3](#).

PMP Communication Module – “Notes/Issues/Risk” Summary screen

State of Wisconsin Department of Transportation

Project ID : 1646-08-02 **Route :** USH 014
Title : C WESTBY, N MAIN STREET **Sub Title :** HIGH ECHO LANE TO LOCUST STREET
Region : SOUTHWEST **County :** VERNON

Project Information Project Map
 Frequently Used Projects
 Logout
☐ Add/Remove to your Frequently Used Projects

Scope Budget Schedule Reports **Communication** Help for PMP

Project Notes/Issues/Risks Add Note/Issue/Risk Print

Number	Subject Area	Subject Area Narrative	Subject Code	Author	Type	Issue/Risk Status	Ball In Court	Change Management	Region Watch List	Open Date	Edit	Delete
5	Schedule	Brief description of the risk (Summary View)	Preliminary Design	VON RUDEN, JOHN R	Risk	New Item	VON RUDEN, JOHN R	Yes	Yes	01/17/2017		
4	Schedule	Testing Risk Register Concept	Preliminary Design	VON RUDEN, JOHN R	Risk	Closed		Uncertain	Yes	12/20/2016		
3	Schedule	2016-10 Prod Mtg - Comments for PM	Preliminary Design	RUD, MICHAEL G	Note		ELLIAS, MICHELLE M			10/12/2016		
2	Planning	Scope Meeting Notes	Planning	BOADO JR, JAIME M	Note					05/18/2015		
1	Project Level Scoping	Scoping	Utilities	BERNU, GRACE E	Note					02/06/2015		

Figure 15.3 - PMP Communication Module “Notes/Issues/Risks” Summary Screen

[Figure 15.4](#) below shows an individual “Notes/Issue/Risk” entry screen. The text in red corresponds to a key that was developed to explain each field and how it should be filled out. See [PMP Risk Entry Guidance](#) for more information. The guidance was specifically created to manage and enter risks but could be utilized for notes and issues as well. Any team member can enter a new risk for the project, but it must be accepted by the milestone project lead before it becomes an official managed risk. Risks that are actively managed will have an “Issue/Risk Status”(7) of "Open".

Figure 15.4 - PMP Communication Module - "Notes/Issues/Risk" Entry Screen

The [PMP Risk Entry Guidance](#) also contains three exhibits that show how each field is utilized on various screens and reports. These include: Exhibit 1 - "Notes/Issues/Risks" Entry screen (shown as [Figure 15.4](#) above), Exhibit 2 - "Notes/Issues/Risk Summary Page" with fields numbered, Exhibit 3 - "Mockup - Project Risk Register" project level report which is currently under development by the Project Management Unit.

Fields that are required to be filled out by the author for each risk entry note include: **(2a), (2b), (3), (7), (8), (9), (11) & (19)**.

15.3.2 Risk Acceptance by Milestone Project Lead

See [SWIG 3-1-5.3.1](#) for definitions of milestone project lead.

Once the author submits a "Risk Note" in PMP, the "Project Manager" role and any delegates listed are automatically notified via e-mail that a project "Risk" has been entered in the PMP "Communication" module "Notes/Issues/Risk" screen. Note that for projects in the "Project Initiation" or "Project Definition" phases, the programming engineer and scoping engineer will not be notified unless they are listed as a delegate to the "Project Manager" role in the application.

- If the milestone project lead agrees with the risk and information provided, he/she will change the "Issue/Risk Status" **(7)** to "Open", will review the entries for Priority **(8)** & Severity **(9)**, and make changes as appropriate. If it is determined, using the "**Likelihood / Impact Analysis**", that the Risk should be further managed, the milestone project lead will set the "Functional Area" responsible for managing the risk **(10)**, list the specific individual responsible for managing the risk as the "Ball in Court" **(15)**, and set the "Action Required" **(16a)** fields to "Yes". In addition, if specific action items are determined and a course of action is set, the information should be documented in the "Resolutions" **(21)** field. In all cases, the milestone project lead will be documenting further discussions and decisions made in the "Comments/Next Steps" field **(20)**.
- If the milestone project lead disagrees with adding the risk, he/she should discuss with the author to see if a resolution can be reached. Any conversations should be documented in the "Comments/Next Steps" section **(20)**. If the final decision is to remove the risk from consideration, the milestone project lead will change the "Issue/Risk Status" to "Closed" and add a closed date **(14)**. Once again, documenting the final decision in the "Comments/Next Steps" section **(20)**.

15.3.3 Project Risk Register

The Project Risk Register is intended to be a tool to communicate to the project team and others the risks identified for the project, their significance to the project schedule and budget, and management strategy.

Currently, the PMP application is unable to print a Risk Register. SW Region Program Controls staff is working with the Project Management Unit to develop a Risk Register that can be printed from the application on demand. See [PMP Risk Entry Guidance](#), Exhibit 3 - “Mock-up Project Risk Register” for more information. In the meantime, the best available alternative is printing out the “Notes/Issues/Risk” Summary screen. The “Print” button is in the upper right-hand corner. See Exhibit 2 - “Notes/Issues/Risk” Summary screen.

15.4 References

[FDM 3-1](#) Process Overview

[PMP Risk Entry Guidance](#)

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4/26/2017

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Date

3-1-20 Stakeholder List

April 19, 2021

20.1 Originator

Project Development Section

20.2 Introduction

Stakeholder definition: Individuals or organizations with an interest in and/or influence on a project.

Stakeholder types: Individuals & organizations, internal and external, those actively involved on a project, individuals positively or negatively impacted by the project, customers, sponsors and the public. They can include advisory committees, business associations, elected officials, government agencies, interest groups, property owners, utility and railroad companies, and members of the public who have expressed an interest in the project.

Project teams need to identify, understand, and manage their stakeholders.

Why?

- Failure to identify stakeholders, along with their needs and expectations can lead to a “failed” project.
- Early identification of conflicts of interest.
- Early identification of risks.
- Prioritizes the relative importance of scope, schedule, and cost.
- Helps secure buy-in to the project.
- Identifies communication needs.
- Never want to assume we know stakeholder needs.

20.3 Process

Create a stakeholder register for your project to:

- Identify all potential stakeholders and relevant information (anyone impacted by the project outcome).
- Analyze potential impact or support each stakeholder could generate.
- Assess how stakeholders are likely to react or respond in various situation to plan how to influence them to enhance their support and mitigate potential negative impacts.
- Classify stakeholders to define a management approach strategy.

Attached under the “References” section below is a spreadsheet with templates to create a stakeholder register. There is a spreadsheet for each county in the region. Some of the stakeholders are pre-populated for ease in developing the register. Please keep in mind this is only to start your register. The contacts in the spreadsheet often change so if you see a stakeholder contact is out-of-date please make sure it is updated in the template by contacting the Program Controls Design Engineer. Tab 1 of the spreadsheet has directions on creating and saving your own project register. It also contains the Influence/Impact grid that should be used in classifying your stakeholders.

If you have suggestions for improvements to the stakeholder register, provide those to the Program Controls staff.

20.4 References

[Stakeholder List](#)

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Program Controls Design Engineer - John VonRuden, john.vonruden@dot.wi.gov

Jim Rohe
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11/2/2015
Date

3-1-25 Project Monitoring

Updated December 1, 2021

25.1 Originator

Project Development Section

25.2 Introduction

This section was created to provide internal project teams a systematic approach to monitor and update project information. The two main applications that project information is stored in is the Project Management Plan (PMP) and Financial Integrated Improvement Programming System (FIIPS). Information in PMP is managed by the project team while information in FIIPS is managed by Programming staff. A common misconception is that once you change project information in PMP it is automatically updated in FIIPS. This is false. PMP and FIIPS share information, but the applications are not directly linked. Therefore, project teams need to continually monitor information in both locations to make sure it is accurate. This can be done by either going directly to each application or by reviewing the Design Milestone Report (DMR) and the PMP Production Report.

Even though the expectation is to have all the information in both applications accurate, the items detailed in this section are the minimum that should be kept updated monthly. This review is intended to be performed by the project teams for all projects being managed in PMP application starting with a project with a completed Preliminary Scope and continuing through the time the project is submitted for **final** PS&E and moved to LC 20 in FIIPS.

25.3 Process

The following are steps that internal project teams are required to perform monthly to monitor and update their project information.

Design Milestone Report (DMR)	SWIG 3-1-25.3.1
PMP Production Report	SWIG 3-1-25.3.2
Review FIIPS Project Roles.....	SWIG 3-1-25.3.3
Review PMP Team.....	SWIG 3-1-25.3.4
Review PMP Project Schedule	SWIG 3-1-25.3.5
Creating Project Scheduling Notes.....	SWIG 3-1-25.3.5.1
Review FIIPS Life Cycle vs. PMP Phase	SWIG 3-1-25.3.6
Review PMP/READS Parcel Data	SWIG 3-1-25.3.7

25.3.1 Design Milestone Report (DMR)

The Design Milestone Report (DMR) is a statewide report used to monitor project delivery schedules during Production (see [SWIG 3-1-45](#)) and Change Management Meetings (see [SWIG 3-1-50](#)). Together, these two meetings provide a process to monitor project design delivery and provides the ability to make changes when needed. This process is continuous and repeats itself on a four month cycle as shown in [Project Monitoring and Change Management Process Schedule](#).

The DMR is a quick reference to project information summarized in a tabular format. It is located on Box in the following location: "DTSD\DTSD-SWR\SWR-Regionwide\RegionReports\Design Milestone Report". The report should be available by approximately the 5th of every month.

The project selection criteria include all active projects at life cycle (LC) 10 thru LC 40 and in sub-programs 302, 303, 304, 305. The report sorts the projects by FIIPS Design Primary Supervisor, then by PDS Project Manager, and finally by Earliest PSE Date.

The primary focus of the report is the schedule dates for the major project milestones taken directly from PMP. These dates should be thoroughly reviewed each month. This information includes the following:

- **Final Scope Certification (Finish):** This is the date that signifies the completion of the scoping process and the date the Final Scope Certification document has been approved and the advancement from LC 10. This signifies the end of a milestone so the date should be entered by the Scoping Engineer as an "Actual End Date" in the PMP Detail Schedule for the "Final Scope Certification" milestone.
- **Env Doc (Finish):** This is the date that the Environmental Document is approved and signed by the

authorized person. The date is entered by the PDS Project Team as an “Actual End Date” in the PMP Detail Schedule for the “Environmental Document” task.

- ACOE 404 Permit Application (Start):
- DSR (Finish): This is the date that the Design Study Report is approved and signed by Bureau of Project Development. The date is entered by the PDS Project Team as an “Actual End Date” in the PMP Detail Schedule for the “Design Study Report” milestone.
- R/W Plat (Finish): This is the date that the right-of-way plat is approved and signed by the Real Estate Supervisor. The date is entered by the PDS Project Team as an “Actual End Date” in the PMP Detail Schedule for the “Right of Way Plat – Preliminary Impact Review/DSR Phase” task.
- R/E Acq (Start): This is the date that the real estate activities have started. The date is entered by the PDS Project Team as an “Actual Start Date” in the PMP Detail Schedule for the “Real Estate Acquisition” task.
- R/E Acq (Finish): This is the date that the real estate activities have been completed. The date is entered by the PDS Project Team as an “Actual End Date” in the PMP Detail Schedule for the “Real Estate Acquisition” task.
- R/E Acq Duration (Months): This column is used to monitor how much time in months the Real Estate Section is given to acquire needed real estate for the project. This calculation is performed automatically during the monthly run of the DMR. The calculation subtracts the R/E Acq (Finish) date from the R/E Acq (Start) date. The desired value is 24 months for all projects in compliance with the Regions “24/7” scheduling policy see [SWIG 5-1-10.3.2.1](#).
- 1078 Utility (Start): This is the date that the Utility 1078 plans are sent to utility companies per the Trans 220 policy. The date is entered by the Utility Coordinator in the Transportation Utility Management System (TUMS) application but is reported out as an “Actual Start Date” in the PMP Detail Schedule for the “1078 Utility Coordination Process” task. Note: Target dates should not be added in the PMP Detail Schedule for utility tasks as this will overwrite the dates entered in TUMS by Utility staff.
- 1078 Utility (Finish): This is the date that the Utility 1078 plans are completed and returned by the utility companies per the Tran 220 policy. The date is entered by the Utility Coordinator in the TUMS but is reported out as an “Actual End Date” in the PMP Detail Schedule for the “1078 Utility Coordination Process” task.
- UTL Relocation Duration (Months): This column is used to monitor how much time in months the utility companies are given to relocate their facilities prior to the earliest PS&E date. This calculation is performed automatically during the monthly run of the DMR. The calculation takes the earliest PS&E date and subtracts the R/E Acq (Finish) date or the 1078 Utility (Finish) date; whichever is the furthest out in time. The desired value is 7 months for all projects in compliance with the Regions “24/7” scheduling policy see [SWIG 5-1-10.3.2.1](#).
- Life Cycle: Current Life Cycle assigned for the Construction ID (LET) in the FIIPS application. Should be in sync with the PMP Milestone. See [SWIG 3-1-25.3.7](#) for more information
- FDP Milestone Working Towards: Current Milestone listed in the PMP application. Should be in sync with the FIIPs Life Cycle. See [SWIG 3-1-25.3.7](#) for more information.

The columns to the far right of the report is information related to the project let component (construction id). This information includes advanceable and/or regular PS&E Date(s), regular scheduled LET Date, LET construction cost estimate and the date the estimate was last updated in FIIPS. This information can change periodically and therefore should be reviewed frequently to ensure project delivery dates and construction cost estimates are accurate and up to date.

A color-coding format has been added to the report in the footer of each page to aid in the review. Coloring coding for the DMR is as follows:

- Black Date: PMP Task or Milestone is scheduled to be completed greater than 45 day out.
- Blue Date: PMP Task or Milestone is scheduled to be completed less than or equal to 45 days.
- Green Date: PMP Task or Milestone have been completed and Actual Start or End dates have been entered in the PMP Detail Schedule or the TUMS application (for 1078 Utility Coordination Process tasks only by Utility staff).
- Red Date: PMP Task or Milestone is overdue as of the date of the report.

If any of the milestone dates listed in the DMR are either red or blue font, they are required to be reviewed by the project team and documented with a Schedule Note in the PMP “Communication” module prior to either the Production or Change Management Meetings discussing Project Action Review items. Active Schedule Notes

will be printed on the DMR. For guidance on creating Project Schedule Notes in PMP, see [SWIG 3-1-25.3.5.1](#).

If the R/E Acq and/or Utility Relocation Durations are less than the desired value in accordance with the Regions "24/7" scheduling policy, they are required to be reviewed by the project team and documented with a Schedule Note in the PMP Communication module prior to either the Production or Change Management Meetings discussing Project Action Review items. Active Schedule Notes will be printed on the DMR. For guidance on creating Project Schedule Notes in PMP, see [SWIG 3-1-25.3.5.1](#).

25.3.2 PMP Production Report

The [PMP Production Report](#) is a more comprehensive report that contains additional project information not available on the DMR. The current report is available by accessing the [Data Services "Reports" SharePoint webpage](#). To find the most recent version of the report, click on the link above. Next, click on the "Production Report" folder. Next, click on "Production Report_SW.pdf". This report is available approximately the 1st of every month.

Types of project information that you can find on the PMP Production Report includes the following:

- General project information including roadway, limits, improvement type, design team, and PMP Phase
- PMP Reference and Control Schedule information
- Percent Project Work Complete / Percent Budget Spent
- PMP Detail Schedule information for the base project
- Associated projects
- PMP parcel data
- READS parcel data

25.3.3 Review FIIPS Project Roles

Open the PMP "Project Information" page for the project and verify that the project roles listed are correct. Note the information on the "Project Information" page is being pulled directly from FIIPS and is not editable in PMP. This includes Primary Supervisor, Primary Manager, Primary Leader, Responsible Supervisor, Responsible Manager and Responsible Leader as shown in [Figure 25.1](#). When the project's location and the region responsible for completing the work is the same (i.e. most projects), the Responsible Organization defaults to the Primary Organization and the roles are assigned accordingly. However, when projects are developed as a work share or shared services, the Responsible Organization is the region responsible for doing the actual work.

Projects	Project Type	FIIPS Schedule Date	FIIPS Contract Amount	PMP Schedule Date	PMP Contract Amount
1023-02-80	LET	05/13/2014	\$990,991.58	03/11/2014	\$1,956,420.00
1023-02-84	MIS	07/25/2014	\$60,000.00		\$0.00
1023-02-74	LET	01/13/2015	\$11,127,323.73	12/09/2014	\$23,878,334.00
1023-02-92	SFA	02/25/2015	\$76,807.21		\$0.00
1023-02-83	LET	12/08/2015	\$14,000,000.00		\$0.00
1023-02-93	SFA	03/25/2016	\$100,000.00		\$0.00

Figure 25.1 - PMP Project Information page

25.3.4 Review PMP Team

Verify that the PMP team members under the "Communication" tab are up to date. To do this, go to the "Communication" tab > "PMP Team" and view the PMP team members. For more information on Project Team see [SWIG 3-1-5](#). Pay special attention to the PDS supervisor, PDS project manager and PDS project leader as shown in [Figure 25.2](#). In addition, verify that the PDS chief for your project is correct.

If corrections are needed to PMP team members for the project, the PDS project manager, PDS project leader, or Program Controls Design Engineer can make the change on the “PMP Team” page.

If you notice PMP team members in regional type roles are outdated, contact the Program Controls Design Engineer to request the change be made.

A common misconception is that once you change project team information in FIIPS or PMP, the other application is automatically updated. This is false. FIIPS and PMP share information but are not directly linked. If it is identified that the role and/or personnel listed in FIIPS is incorrect, send an e-mail to the FIIPS coordinator.

Select All for Email	Role Name	User Name	Edit User	Delegate(s)	Delegation	Approval Status
<input type="checkbox"/>	PDS Chief	ROHE, JAMES D	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	PDS Supervisor	SAVOLDELLI, JAMES P	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	PDS Project Manager	MEYER, BRIAN A	Edit	VON RUDEN, JOHN R RUD, MICHAEL G	Edit	Not reviewed View / Edit
<input type="checkbox"/>	PDS Project Leader	GREINER JR, MICHAEL	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	TSS Chief	QUERAM, JENNIFER C	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	CADDs Coordinator		Add			
<input type="checkbox"/>	Environmental Coordinator	VETSCH JR, STEPHAN C	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Plat Coordinator		Add			
<input type="checkbox"/>	Rail Coordinator	WILLINGER, GENE SCOT	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Real Estate Supervisor	SCHLAGEL, CORY E	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Soil Engineer	FRANK, RUSSELL L	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Pavement Engineer	MCCARTHY, TIMOTHY	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Survey Coordinator	JOLIVETTE-WOOD, JULI	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Utility Coordinator	NOEL, ELIZABETH J	Edit	STANKIEWICZ, PATRICK	Edit	Not reviewed View / Edit
<input type="checkbox"/>	SPO Planning Chief	FLOTTMEYER, STEPHEN	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Programming	RICHARDSON, LINDA K	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Roadway Maintenance Engineer	MUELLER, JOHN C	Edit		Add	Not reviewed View / Edit
<input type="checkbox"/>	Bridge Maintenance Engineer	BOHNSACK, DAVID L	Edit	OLSON, MICHAEL A	Edit	Not reviewed View / Edit
<input type="checkbox"/>	FIIPS Coordinator		Add			
<input type="checkbox"/>	Traffic/Safety	BYOM, BRADLEY S	Edit		Add	Not reviewed View / Edit

Figure 25.2 - PMP Team page

25.3.5 PMP Project Schedule Information

The review of the PMP project schedule information is one of the most important parts of the review process because other business sections rely on this information to determine the project status and to schedule their work activities.

Below is the process for reviewing the PMP project schedule information:

Step 1. Verify that the improvement concept in FIIPS matches the improvement concept in PMP. [Figure 25.3](#) below shows an example of when the FIIPS Improvement Concept and the PMP Improvement Concept do not match. To fix this, the design team members must first determine what concept is correct then change the one that is incorrect.

- FIIPS Improvement Concept incorrect: Contact FIIPS Coordinator to make change.
- PMP Improvement Concept incorrect: In PMP application, under the “Control Schedule” click “Edit” on the PMP Reference Schedule on the far right. Next, select the correct PMP Improvement Concept from the drop-down list. See [Figure 25.4](#). Note, if the “Control Schedule” has already been created, PMP will not let you submit your changes to the PMP Improvement Concept. In these cases, the DTSD Project Management Unit (PMU) needs to be notified so that the “Control Schedule” can be reset (dotdtdtsdprojectmanagementunit@dot.wi.gov).

For information on the relationship between FIIPS and PMP Improvement Concepts see [FIIPS Improvement Concept vs PMP Improvement Concept Table](#).

State of Wisconsin
Department of Transportation

Project ID : 1023-02-04 **Route :** IH 094

Title : KIRBY - USH 12 **Sub Title :** 1.26 M EAST OF CTH E ELY TO USH 12

Region : SOUTHWEST **County :** MONROE

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☐ Frequently Used Projects

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Scope Budget **Schedule** Reports Communication Help for PMP

Control Schedule for: 1023-02-80 Back

Project ID 1023-02-80	FIIPS Improvement Concept RECST	FIIPS Earliest PS&E Date	FIIPS PS&E Date 02/01/2014	FIIPS Schedule (LET) Date 05/13/2014
--------------------------	------------------------------------	--------------------------	-------------------------------	---

Schedule Default Attributes	Scoping: Scoping Medium	Staffing: Consultant	Environmental Doc: PCE	R/W Plat: Small	R/W Acqu: Small
Adjustment (days)					

	Project Start	PMP/RES Phase (months)	Begin Design	Prelim Impact Review Design Study Phase (months)	DSR Approved	PSE Phase (months)	PS&E	Duration (days)
PMP Reference Schedule Schedule Concept: PVRPLA Calculate from: PS&E Date	08/07/2008	11.8	08/02/2009	32.4	04/14/2012	21.6	02/01/2014	2004
Control Schedule	08/18/2011	7.4	03/30/2012	14.8	06/22/2013	7.4	02/01/2014	898
Slack								

View History

Figure 25.3 – FIIPS Concept vs. PMP Concept

Step 2. Verify that the Schedule Default Attributes are appropriate for the project conditions and scope as shown in [Figure 25.4](#). Schedule Default Attributes are the elements of the project that have been identified as the ones that have the most impact on the project delivery duration. These elements along with the PMP Improvement Concept are used to determine the duration for the PMP Reference Schedule. See [SWIG 5-1-10.3.2.3](#) for more information on PMP Reference Schedules and Schedule Default Attributes.

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Project ID : 1023-02-04 **Route :** IH 094

Title : KIRBY - USH 12 **Sub Title :** 1.26 M EAST OF CTH E ELY TO USH 12

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Scope Budget **Schedule** Reports Communication Help for PMP

Control Schedule for: 1023-02-80 Back Submit

Project ID 1023-02-80	FIIPS Improvement Concept RECST	FIIPS Earliest PS&E Date	FIIPS PS&E Date 02/01/2014	FIIPS Schedule (LET) Date 05/13/2014
--------------------------	------------------------------------	--------------------------	-------------------------------	---

Schedule Default Attributes	Scoping: Scoping Medi	Staffing: Consultant	Environmental Doc: PCE	R/W Plat: Small	R/W Acqu: Small
Adjustment	(days)	(days)	(days)	(days)	(days)

	Project Start	PMP/RES Phase (months)	Begin Design	Prelim Impact Review Design Study Phase (months)	DSR Approved	PSE Phase (months)	PS&E	Duration (days)
PMP Reference Schedule Schedule Concept: PVRPLA- Pavement replacement Calculate from: PS&E Date	08/07/2008	11.8	08/02/2009	32.4	04/14/2012	21.6	02/01/2014	2004 Edit
Control Schedule	08/18/2011	7.4	03/30/2012	14.8	06/22/2013	7.4	02/01/2014	898 Edit
Slack								

View History

Figure 25.4 – Edit PMP Improvement Concept/Schedule Default Attributes

To edit Schedule Default Attributes: In the PMP Application, under the “Control Schedule”, click “Edit” on the PMP Reference Schedule on the far right. Next, select the correct Schedule Attribute from the drop-down list for each type (see [Figure 25.4](#)). Note, each improvement type has been assigned a default Schedule Attribute

value as the base for each element. By selecting a different Schedule Attribute value, the difference of the selected value from the default value is either added or subtracted from the overall project duration. See [SWIG 5-5 Attachment 15-1 Schedule Default Attributes](#).

Step 3. Verify that the controlling PS&E date listed in the PMP Control Schedule corresponds to the FIIPS PS&E Date or FIIPS Earliest PS&E Date, whichever is earlier. To do this, you can go directly into the PMP application for each project and check the Control Schedule screen as shown in [Figure 25.5](#).

Note: It is acceptable for the PMP Control Schedule PS&E date to be earlier than the FIIPS PS&E Date (or FIIPS Earliest PS&E Date) if the goal is for the project to be delivered ahead of schedule. If this is the case, it is a good practice to add a Schedule Note in the "Communication" Module stating this fact (see [SWIG 3-1-25-3.5.1](#) for guidance on creating project schedule notes in PMP). Otherwise, the PMP Control Schedule PS&E Date should match the earliest of the FIIPS PS&E dates.

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pmp

Project ID : 1023-02-04 **Route :** IH 094
Title : KIRBY - USH 12 **Sub Title :** 1.26 M EAST OF CTH E ELY TO USH 12
Region : SOUTHWEST **County :** MONROE

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Scope Budget Schedule Reports Communication Help for PMP

Control Schedule for: 1023-02-80 Back

Project ID	FIIPS Improvement Concept	FIIPS Earliest PS&E Date	FIIPS PS&E Date	FIIPS Schedule (LET) Date
1023-02-80	RECST		02/01/2014	05/13/2014

Schedule Default Attributes	Scoping:	Staffing:	Environmental Doc:	R/W Plat:	R/W Acqu:
Adjustment (days)	Scoping Medium	Consultant	PCE	Small	Small

	Project Start	PMP/RES Phase (months)	Begin Design	Prelim Impact Review Design Study Phase (months)	DSR Approved	PSE Phase (months)	PS&E	Duration (days)
PMP Reference Schedule Schedule Concept: PVRPLA Calculate from: PS&E Date	08/07/2008	11.8	08/02/2009	32.4	04/14/2012	21.6	02/01/2014	2004
Control Schedule Slack	08/18/2011	7.4	03/30/2012	14.8	06/22/2013	7.4	02/01/2014	898

View History

Figure 25.5 - PMP Control Schedule page

Step 4. Update PMP Detail Schedule tasks and/or milestones with “Actual” start and end dates and “% Work Comp” for each task/milestone for the work that has occurred in the past month. Also, update the value shown in the “Percent Project Work Complete” field. It is crucial to keep this value as updated as possible because it is used to project design delivery costs in MIIPS. All updates can be made for the project on the PMP Detail Schedule Screen by selecting the “Edit” button as shown in as shown in [Figure 25.6](#).

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Project ID : 1023-02-04 **Route :** IH 094
Title : KIRBY - USH 12 **Sub Title :** 1.26 M EAST OF CTH E ELY TO USH 12
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Scope Budget Schedule Reports Communication Help for PMP

Detail Schedule for: 1023-02-80 **Back Edit Print**

Percent Project Work Complete 100 % **Project Phase:** PS&E

View Available Scope Tasks Show Schedule: ☐ Calculated ☐ Target ☒ C/T ☒ Actual ☐ Reported
☐ Additional Tasks - ON ☒ Additional Tasks - OFF

		C/T			Actual			% Work Comp
		Start Date	Duration	End Date	Start Date	Duration	End Date	
+ Project Management PMP/Resourcing Phase		C 08/18/2011	224	C 03/29/2012				
- Preliminary Impact Review/DSR Phase		C 03/30/2012	448	C 06/21/2013				
Begin Design Complete (Milestone - end date)		C 03/29/2012	1	C 03/30/2012				0 %
Public Involvement - Preliminary Impact/DSR Phase		C 03/30/2012	449	C 06/22/2013				0 %
Soils Investigation		C 08/11/2012	271	C 05/09/2013	04/21/2010	937	11/13/2012	100 %
Pavement Design		C 08/11/2012	271	C 05/09/2013	11/28/2012	127	04/05/2013	100 %
Preliminary Impact Review (Milestone - end date)		C 03/30/2012	225	C 11/10/2012	04/09/2013	14	04/23/2013	100 %
Environmental Document		C 03/30/2012	359	C 03/24/2013	06/05/2012	503	10/21/2013	100 %
Haz. Mat. Assessment Phase 2 - 2.5		C 10/18/2012	203	C 05/09/2013	10/13/2011	145	03/06/2012	100 %
Preliminary Structure Design		T 02/02/2012	248	T 10/08/2012	12/03/2012	219	07/11/2013	100 %
Traffic Management Plan - DSR		C 03/30/2012	449	C 06/22/2013	12/03/2012	258	08/19/2013	100 %
Design Study Report (Milestone - end date)		C 09/25/2012	270	C 06/22/2013	09/09/2012	408	10/22/2013	100 %
+ PS&E Phase 1023-02-80 Base LET		C 06/22/2013	224	C 02/01/2014				

Figure 25.6 - PMP Detail Schedule page

Step 5. Review PMP Detail Schedule tasks and or milestone for remaining overdue tasks. These will be tasks that are scheduled with either a calculated date listed as “C” or a targeted date listed with a “T” that are past due and are displayed in red font.

For the tasks and/or milestones listed in the DMR, any schedule date adjustments need to be discussed at a Production and/or Change Management Meeting and the changes need to be agreed upon by appropriate personnel before the changes can be made in PMP. For further information on the Production Meetings, see [SWIG 3-1-45](#). For further information on the Change Management Process, see [SWIG 3-1-50](#).

For all other tasks and/or milestones, schedule adjustments can be made at the project team's discretion. However, consideration should be given to how the task and/or milestone relates to the tasks and or milestones listed in the DMR as not to get the task schedule date out of sequence.

Once it has been determined that modifications to the PMP Detail Schedule are needed and approval, if required, has been granted, the modifications should follow the steps listed below:

Step 1. Consider if a schedule modification is needed at the Control Schedule milestone level. These milestones include “Project Start”, “Begin Design”, “DSR Approval” and “PS&E”. See [Figure 25.7](#). Making modifications at this level is the most desirable because all other tasks associated with the milestone will be updated accordingly. To edit a Control Schedule milestone, go to the Control Schedule Screen and click on the “Edit” button on the right side of the Control Schedule. Next modify the milestone date in question. Note dates for milestones that have been previously completed should not be modified.

Step 2. If the desired schedule dates can't be obtained in Step 1 then the alternative would be to modify the task schedule by adding or modifying the Target Date(s) directly in the PMP Detail Schedule as shown in [Figure 25.8](#). Note the column displaying the Targets Dates is defaulted not to display. To view the column, check the “Target” box in the “Show Schedule”.

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Project ID : 1023-02-04 **Route :** IH 094

Title : KIRBY - USH 12 **Sub Title :** 1.26 M EAST OF CTH E ELY TO USH 12

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Scope Budget **Schedule** Reports Communication Help for PMP

Control Schedule for: 1023-02-80

[Back](#) [Submit](#)

Project ID	FIIPS Improvement Concept	FIIPS Earliest PS&E Date	FIIPS PS&E Date	FIIPS Schedule (LET) Date
1023-02-80	RECEST		02/01/2014	05/13/2014

Schedule Default Attributes	Scoping: Scoping Medium	Staffing: Consultant	Environmental Doc: PCE	R/W Plat: Small	R/W Acqu: Small
Adjustment (days)					

	Project Start	PMP/RES Phase (months)	Begin Design	Prelim Impact Review Design Study Phase (months)	DSR Approved	PSE Phase (months)	PS&E	Duration (days)	
PMP Reference Schedule Schedule Concept: PVRPLA Calculate from: PS&E Date	08/07/2008	11.8	08/02/2009	32.4	04/14/2012	21.6	02/01/2014	2004	Edit
Control Schedule Calculate from: PS&E Date	08/18/2011	7.4	03/30/2012	14.8	06/22/2013	7.4	02/01/2014	898	Edit
Slack (days)									

[View History](#)

Click

Figure 25.7 - PMP Detail Schedule Milestone Edit

Scope Budget **Schedule** Reports Communication Help for PMP

Detail Schedule for: 1023-02-80

[Back](#) [Edit](#) [Print](#)

Percent Project Work Complete 100 % **Project Phase:** PS&E

View Available Scope Tasks Show Schedule: ☒ Calculated ☒ Target ☒ C/T ☒ Actual ☐ Reported

☐ Additional Tasks - ON ☒ Additional Tasks - OFF

	Calculated			Target			C/T			Actual			% Work Comp
	Start Date	Duration	End Date	Start Date	Duration	End Date	Start Date	Duration	End Date	Start Date	Duration	End Date	
+ Project Management PMP/Resourcing Phase	08/18/2011	224	03/29/2012				C 08/18/2011	224	C 03/29/2012				
- Preliminary Impact Review/DSR Phase	03/30/2012	448	06/21/2013				C 03/30/2012	448	C 06/21/2013				
Begin Design Complete (Milestone - end date)	03/29/2012	1	03/30/2012				C 03/29/2012	1	C 03/30/2012				0 %
Public Involvement - Preliminary Impact/DSR Phase	03/30/2012	449	06/22/2013				C 03/30/2012	449	C 06/22/2013				0 %
Soils Investigation	08/11/2012	271	05/09/2013				C 08/11/2012	271	C 05/09/2013	04/21/2010	937	11/13/2012	100 %
Pavement Design	08/11/2012	271	05/09/2013				C 08/11/2012	271	C 05/09/2013	11/28/2012	127	04/05/2013	100 %
Preliminary Impact Review (Milestone - end date)	03/30/2012	225	11/10/2012				C 03/30/2012	225	C 11/10/2012	04/09/2013	14	04/23/2013	100 %
Environmental Document	03/30/2012	359	03/24/2013				C 03/30/2012	359	C 03/24/2013	06/05/2012	503	10/21/2013	100 %
Haz. Mat. Assessment Phase 2 - 2.5	10/18/2012	203	05/09/2013				C 10/18/2012	203	C 05/09/2013	10/13/2011	145	03/06/2012	100 %
Preliminary Structure Design	09/18/2012	247	05/23/2013	02/02/2012	248	10/08/2012	T 02/02/2012	248	T 10/08/2012	12/03/2012	219	07/11/2013	100 %
Traffic Management Plan - DSR	03/30/2012	449	06/22/2013				C 03/30/2012	449	C 06/22/2013	12/03/2012	258	08/19/2013	100 %
Design Study Report (Milestone - end date)	09/25/2012	270	06/22/2013				C 09/25/2012	270	C 06/22/2013	09/09/2012	408	10/22/2013	100 %
+ PS&E Phase 1023-02-80 Base LET	06/22/2013	224	02/01/2014				C 06/22/2013	224	C 02/01/2014				
+ PS&E Phase 1023-02-74	11/07/2012	662	09/01/2014				C 11/07/2012	662	C 09/01/2014				
+ PS&E Phase 1023-02-83	06/22/2013	770	08/01/2015				C 06/22/2013	770	C 08/01/2015				

Figure 25.8 - PMP Detail Schedule Target date

25.3.5.1 Creating Project Schedule Notes

Schedule Notes are those entered in the PMP "Communication" module "Notes/Issues/Risks" screen that are used to document/communicate status of tasks/milestones delivery to the project team. In general, Schedule Notes can be added at any time by any project team member to capture history of discussion taking place in regards to a schedule item. An advantage of creating the notes in the PMP "Communication" module is that they can be added to reports such as the Design Milestone Report (DMR) (see [SWIG 3-1-25.3.1](#)) and the PMP Production Report (see [SWIG 3-1-25.3.2](#)).

Schedule Notes displayed on the DMR are meant to communicate the status of the critical project tasks and/or milestones listed in the report. They also document approval of schedule changes that result in delivery times less than desirable for other business areas. These notes focus on the eight (8) dates listed in the DMR and the durations provided for Real Estate acquisitions and/or Utility Relocations.

PDS design teams are required to enter and maintain the Schedule Notes listed in the DMR. Conditions for creating notes are as follows:

Red Dates - dates displayed in the DMR with red font. Signifies a task or milestone that is overdue as of the date of the report. For these, the PDS design team needs to add a Project Schedule Note in the PMP Communication Module. The note should provide a status of the task or milestone and why the item is behind schedule. The entry of the initial Project Schedule Note, in PMP, is due by the “DMR Deadline” shown in the [Project Monitoring and Change Management Process Schedule](#) the month prior to either the Production or Change Management Meeting (PAR component). Follow-up or appending the initial note is required by the “DMR Deadline” the same month following discussions had at the Production or Change Management meeting to document what decisions to schedule were approved by the group.

Blue Dates - dates displayed in the DMR with blue font. Signifies a task or milestone is coming due in the next 45 days as of the date of the report. For these, the PDS design team should review the schedule and see if the delivery date will be met. If the task or milestone will be met, simply state that in the DMR note. If the tasks or milestone is in jeopardy of not being completed by the date shown, treat similar as a red date and provide the reason why the task or milestone date will not be met. The entry of the initial note, in PMP, is due prior to the Production or Change Management Meetings (discussing Project Action items). In the case of blue dates, follow-up or appending the initial note is only required for the items that will not meet the original schedule. These will be discussed at the Production or Change Management meetings and final decisions and approvals will be documented in the DMR note.

R/E Acquisition (24 months) or Utility Relocation (7 months) - durations less than Region “24/7” scheduling policy see [SWIG 5-1-10.3.2.1](#). For these, the PDS design team should review the durations for Real Estate acquisitions and time available for utility relocations prior to the PS&E date. Any durations that will be less than the desired values according to the “24/7” scheduling policy require a DMR Note. The DMR Note should state what duration was approved to and by whom.

To add a Schedule Note to the DMR, go to the “Communication” tab in PMP and select “Notes/Issues/Risks” as shown above in [Figure 15.2](#) and [Figure 15.3](#).

To create the initial note, select “Add Note/Issue/Risk”. This will occur either prior to the Production or Change Management Meetings. The note will be created by the project team. [Figure 25.9](#) shows what fields are required when creating a new note entry.

1. From the “Subject Area” drop down list, select “Schedule”.
2. Enter a description for the note in the “Subject Area Narrative” field (the field to the right of the “Subject Area”). The description should be “DMR Note”.
3. From the “Subject Code” drop down list, select the current PMP Phase of the project.
4. In the “Report” field, select “PC - Design Milestone Report”. Selecting this option will add the note to the next run of the DMR.
5. In the “Description/Action Required” field, enter the task(s) or milestones that were identified as coming due in the next 45 days (blue date) or are overdue as of the date of the report (red date). Provide a status of the item and some description as to the reason the task(s) or milestone(s) is/are late. Be concise, yet descriptive enough to give the reader a clear understanding of the reason and status.

Add Project Note/Issue/Risk Back Submit Only Submit & Send Email

Subject Area	Schedule	DMR Note	Functional Area	<Select One>
Subject Code	Design Study Report		Type	Note
Author	RUD, MICHAEL G		Change Management	<Select One>
Open Date	08/16/2017		Issue Code	None/NA
Related ID	<Select all that apply> SS410602 SS410622		Closed Date	
Issue/Risk Status	N/A		Ball in Court	
Priority	N/A		Action Required	N/A
Severity	N/A		Deadline	
Available Roles (Select all that apply.)	<div> <div>PDS Chief</div> <div>PDS Supervisor</div> <div>PDS Project Manager</div> <div>TSS Chief</div> <div>Environmental Coordinator</div> <div>Rail Coordinator</div> </div>	Current Email Distribution Selection (Ball in court will be automatically included in the current email distribution.)	Potential Impact	<div> <div><Select all that apply></div> <div>Project Scope</div> <div>Project Schedule</div> <div>Project Budget</div> <div>Other - describe below</div> </div>
PMP Team Recipients			Reports	<div> <div>6-Month Look Ahead Report</div> <div>6-Month Critical Task Report</div> <div>TSS Report - Will Region</div> <div>PC - Construction Projected Costs</div> <div>PC - Construction Status Report</div> <div>Cost Management Report</div> </div>
CC Recipients	(Separate multiple entries with a comma and no space.)			

Description/Action Required

Environmental document is late because of delay in Section 106 process. As a result, the DSR, RE Acq start, and 1078 uti start are also past due. Anticipate Section 106 issue will be resolved in next 30 days allowing completion of ER and DSR shortly thereafter. Requesting approval 18 months for RE and 3 months for uti.

Comments/Next Steps

Figure 25.9 - Creating Notes/Issues/Risks Entry in PMP

See [DMR Note Examples](#) for examples of project schedule notes that will be displayed in the DMR as shown below in [Figure 25.12](#). The examples show both the initial note and the appended notes as well as the format each note should follow.

To append an existing note, the project team member will edit the existing note by selecting the number of the note found under the “Number” column or select the icon corresponding to the desired note found under the “Edit” column. [Figure 25.10](#) shows what fields are required when appending an existing note entry. This will occur to document discussions and/or decisions made in either the Production or Change Management Meetings.

1. Once in the desired note, select the “Edit” button.
2. Only certain fields are editable. Most often, the user will add a comment in the “Comments/Next Steps” field updating the status of the task addressed in the “Description/Action Required” field. Since only the last entered field in the note is pulled and displayed in the DMR, the initial description, entered previously, may need to be copied into the comments field for further clarification on the status. For an example of this see [Figure 25.10](#).
3. Once complete, hit “Submit Only” at the top of the screen.

The last comment entered on the note is what will be pulled into the DMR. Therefore, make sure each comment entered is descriptive enough and can be easily understood on its own. The user may need to copy the text in the Description/Action required” or the last “Comment/Next Steps” field and paste into the added field. If you change anything in the note a new entry will be shown on the DMR even if you don’t add new text.

Edit Project Note/Issue/Risk #4

Back Submit Only Submit & Send Email

Subject Area	Schedule	DMR Note	Functional Area	<Select One>
Subject Code	Design Study Report		Type	Note
Author	RUD, MICHAEL G		Change Management	<Select One>
Open Date	08/16/2017		Issue Code	None/NA
Related ID	<Select all that apply> None 55410602	Current Selection	Closed Date	
Issue/Risk Status	N/A		Ball In Court	
Priority	N/A		Action Required	N/A
Severity	N/A		Deadline	
PMP Team Recipients	Available Roles (Select all that apply.) PDS Chief PDS Supervisor PDS Project Manager TSS Chief Environmental Coordinator Rail Coordinator	Current Email Distribution Selection (Ball in court will be automatically included in the current email distribution.)	Potential Impact	<Select all that apply> <Clear Selections> Project Scope Project Schedule Project Budget Other - describe below
CC Recipients	(Separate multiple entries with a comma and no space.)		Reports	<Select all that apply> <Clear Selections> Project Health Report TSS PS&E Milestones Finals Tracking Report Production Report

Description/Action Required	Ball In Court	Email Sent
Environmental document is late because of delay in Section 106 process. As a result, the DSR, RE Acq start, and 1078 UTI start are also past due. Anticipate Section 106 issue will be resolved in next 30 days allowing completion of ER and DSR shortly thereafter. Requesting approval 18 months for RE and 3 months for UTI. less		N

Comments/Next Steps

Environmental document is late because of delay in Section 106 process. As a result, the DSR, RE Acq start, and 1078 UTI start are also past due. Anticipate Section 106 issue will be resolved in next 30 days allowing completion of ER and DSR shortly thereafter. Requesting approval 18 months for RE and 3 months for UTI. Section 106 not finalized as expected. Project schedule dates may need to be re-evaluated and adjusted thru Region Change Management Process.

Resolutions

Figure 25.10 - Appending an Existing Notes/Issues/Risks Entry in PMP

25.3.6 Review PMP/READS Parcel Data

Review the PMP Parcel data entered for the project. This can quickly be done for each project by looking at the PMP Production Report under the PMP Parcel data section as shown in Figure 25.11. In PMP, this information is listed under the "Scope">"Real Estate" tab. Update information accordingly. For the full discussion on adding or editing Real Estate information in the PMP application, see Chapter 4 - Scope Module, Section 8 - Real Estate in the [PMP Application User's Manual](#) (link available to internal staff only).

Draft PS&E	03/02/2016	C	05/01/2016	C	0
PS&E	04/30/2016	C	05/01/2016	C	0

1650-06-23	LANCASTER - BOSCOBEL	R/E	FIIPS PS&E Date	Earliest Due Date
LFCY 40	CITY LIMITS GT TO PENNIMORE CL		FIIPS Sched Date	03/25/2016
	Non-delivery to date	\$0	PMP Sched Date	04/25/2014
			PMP Sched Amt	\$179,750
1650-06-73	LANCASTER - BOSCOBEL	LET	FIIPS PS&E Date	Earliest Due Date
LFCY 15	CITY LIMITS GT TO PENNIMORE CL		FIIPS Sched Date	11/08/2016
	Non-delivery to date	\$0	PMP Sched Date	11/08/2016
			PMP Sched Amt	\$2,618,506

PMP Parcel data							
Number of	Permanent	Temporary	Fee title	Access	Business	Residential	Flat type
Parcels	Limited	Limited			Relocations	Relocations	
	Relocations	Easements					
70	0	0	0	0	0	0	TPP

READS Parcel data							
R/E ID	1650-06-23	Construction ID	1650-06-73	Agent		Pot Complete	0
Total Parcels	Acq	Appraisals	Acq	Noninals	Acq	Relocations/Completed	Demolitions/Completed

Figure 25.11 - PMP Parcel Data

25.3.7 Review FIIPS Life Cycle vs. PMP Phase

Make sure that the FIIPS Life Cycle and the PMP LC and Milestones are in sync per the Facilities Development Process. For more information on the correlation of FIIPS Life Cycles and PMP Phases see the Facilities Development Process [FDM 3-1](#) and [FDM 3-1 Attachment 1.1](#). Current LC and PMP Phases can be checked by viewing PMP or the DMR.

25.4 References

[Project Monitoring and Change Management Process Schedule](#)

[PMP Production Report](#)

[Data Services "Reports" SharePoint webpage](#)

[SWR Scheduling Report FAQ document](#)

[FIIPS Improvement Concept vs PMP Improvement Concept Table](#)

[DMR Note Examples](#)

[Project Management Plan \(PMP\)](#) - link available to internal staff only

[PMP Application User's Manual](#) - link available to internal staff only

[FDM 3-1](#)

[FDM 3-1 Attachment 1.1](#)

Region Programming Technician - *currently vacant*

Program Controls Design Engineer - John VonRuden, john.vonruden@dot.wi.gov

Program Controls Design Engineer - Mike Rud, michael.rud@dot.wi.gov

FIIPS Coordinator - Becky Haller, rebecca.haller@dot.wi.gov

Project Management Unit - dotdtdsdprojectmanagementunit@dot.wi.gov

John VonRuden

3/11/2015

Author

Date

3-1-30 Project Component Cost Estimate Review and Updates

September 13, 2017

30.1 Originator

Project Development Section

30.2 Introduction

Cost estimate updates are required throughout the life of the project to keep the overall budget current and to ensure that there is adequate money allocated to complete the improvement project within the assigned program(s). Cost estimates requiring updating include both let and non-let component types and applies to projects with a completed (Final Scope Certification (LC 11) and ending with final PS&E Submittal and LC advancement to LC 20. More information on associated project IDs for let and non-let components can be found in [PMM 6-1-10](#) (link available to internal staff only).

At a minimum, cost estimates are required to be reviewed and updated (if required) at the following times:

- Routine review and updates prior to each of the three production meetings held each year (February, June, and October).
- Project event review and update after the Final Scope Certification is approved
- Project event review and update after the Design Study Report is approved. You do not need to wait for the actual DSR to be signed by Central Office as long as there are no outstanding issues to be resolved and the Central Office signature is a formality.
- Project event review and update after Pre-PSE review meeting has been completed (formerly 90% review). This review and update may be eliminated depending on the timing of the actual PS&E submittal. Coordinate with the programming engineer to discuss whether an update would be appropriate.
- Project event review and update because of a change in project details that has a significant impact to the cost estimate(s) for the let and/or non-let components. If you have questions on what is significant, coordinate with the programming engineer to discuss whether an update would be appropriate.

Note that a project event cost estimate update could substitute for a routine update if they fall in relative proximity to one another. If you plan to substitute one for the other, communicate that fact with the programming engineer and document it in the project file.

30.3 Process

30.3.1 Routine Project Cost Estimate Review and Updates

The process for routine project cost estimate review and updates is as follows:

1. Prior to the production meeting, the project team members (including TSS) should review all let and non-let component cost estimates that they are responsible for and make any necessary updates. This may require coordination between PDS and TSS team members. The PDS design team should add

the existing (currently entered in FIIPS) and proposed cost estimate values for each component type to the Project Progress Report (see [SWIG 3-1-45](#)). The existing scheduled values for each component type can be found by searching either FIIPS or MIIPS (Management Information for the Improvement Program). The information in MIIP can be found by entering the project design ID and selecting “Design Group Report” under the “Project Reports” tab. This report shows all component types for the design project ID with associated project IDs.

If a TSS project team member has questions or concerns related to the scope of work and feels additional information is needed before providing an updated cost estimate that is acceptable. These items can be discussed as a topic at the production meeting. In these cases, the proposed cost estimate value can be highlighted or left blank on the Project Progress Report.

2. At the production meeting, the proposed cost estimate changes shall be discussed in more detail and if possible, a final determination should be made for all component types. The programming engineer should be involved in these discussions so there should be a good indication if the changes are acceptable from a funding standpoint. If additional information is needed to make the final determination that is acceptable if every attempt is made to finalize the estimate changes by the end of the week of the week of the production meetings. (Design note: If the cost estimate changes by more than \$300,000, a Program Revision Meeting is required. See [SWIG 3-1-50](#) for additional guidance o.)
3. During the week of production meetings, the PDS design team completes a FIIPS Update Request Form. See [SWIG 3-1-30.3.3](#) for more information on how to generate and edit a FIIPS Update Request Form.
4. Once completed, the FIIPS Update Request Form and a copy of the detailed cost estimate (broken down by category) **must** be submitted electronically via e-mail to the programming engineer (cc the FIIPS Coordinator). The files can be either in Excel or PDF format. This should be done **by the end of the week of the week of Production Meetings**. The programming engineer will need to review/approve changes before FIIPS can be updated. Depending on the program and the magnitude of the change, some estimate changes will require approval by other committees. The programming engineer will coordinate those reviews and keep the PDS project manager informed of the status.

Note that if the cost estimate(s) did not change with a review, a FIIPS Update Request Form is not required to be completed. Rather, an e-mail to the Programming Engineer stating there was no change to the estimate will be acceptable.

30.3.2 Project Event Cost Estimate Review and Updates

The process for project event cost estimate review and updates is as follows:

1. The project team members (including TSS) should review all let and non-let components of the cost estimate that they are responsible for and make any necessary updates. This may require coordination between PDS and TSS team members. The existing scheduled values for each component type can be found by searching either FIIPS or MIIP (Management Information for the Improvement Program). The information in MIIP can be found by entering the project design ID and selecting “Design Group Report” under the “Project Reports” tab. This report shows all component types for the design project ID with associated project IDs.
2. The PDS design team completes a FIIPS Update Request Form. See [SWIG 3-1-30.3.3](#) for more information on how to generate and edit a FIIPS Update Request Form.
3. Once completed, the FIIPS Update Request Form file and a copy of the detailed cost estimate broken down by category **must** be submitted electronically via e-mail the programming engineer (cc the FIIPS Coordinator). The files can be either in Excel or PDF format. The programming engineer will need to review/approve changes before FIIPS can be updated. Depending on the program and the magnitude of the change, some estimate changes will require approval by other committees. The programming engineer will coordinate those reviews and keep the PDS project manager informed of the status.

Note that if the cost estimate(s) did not change with a review, a FIIPS Update Request Form is required to be sent to the programming engineer acknowledging that review was completed, and no change was necessary.

30.3.3 FIIPS Update Request Form

The process for the PDS design team to generate and edit a FIIPS Update Request Form is as follows:

1. Update the cost estimate values in PMP by selecting the “Associated Projects” screen found under the “Budget” tab as shown in Figure 30.11. Modifications to the construction estimate (LET), utilities (UTL), real estate (R/E), railroad (R/R), etc. should all be completed in this screen.

(See [PMP Application User's Manual](#) (link available to internal staff only) Section 5.4 for additional guidance.)

State of Wisconsin
Department of Transportation

pmp

Project ID : 7570-02-02
Title : I 90-WEST SALEM/LANDFILL RD-VETS PK
Region : SOUTHWEST
Route : STH 016
Sub Title : LANDFILL RD ELY TO STH 16 WB
County : LA CROSSE

Project Information
Frequently Used Projects
Logout
Add/Remove to your Frequently Used Projects

Scope Budget Schedule Reports Communication Help for PMP

Associated Project
Base Budget
C/E Worksheet
I/E Expenses
Associated Projects
Delivery Estimate
Calculator

Back Submit

Date Format : MM/DD/YYYY

Projects		FIIPS Schedule Date	FIIPS Contract Amount	PMP Schedule Date	PMP Contract Amount
7570-02-27	R/E	08/25/2006	\$150,000.00		\$150000
7570-02-28	R/E	10/25/2014	\$164,900.00		\$0
7570-02-77	LET	01/12/2016	\$12,746,600.80	12/08/2015	\$12960332.80
7570-02-44(I)	UTL	01/25/2016	\$2,000.00		\$0
7570-02-43	UTL	02/25/2016	\$25,538.87		\$0
7570-02-41	UTL	03/25/2016	\$235,000.00		\$0
7570-02-61(I)	LFA	03/25/2016	\$249,500.00		\$0

Figure 30.1 - Associated Projects Edit Screen

- Once PMP is updated, generate a FIIPS Update Request Form in PMP. See [PMP Application User's Manual](#) Section 7.4 for instructions on how to generate the form.
- Update the category estimates manually in the form and add reason(s) for the estimate update in the "Comments" box. See [FIIPS Update Request Example](#) for further guidance on modifications required to report once generated.

30.4 References

[PMP Application User's Manual](#) - link available to internal staff only

[MIIPS](#) - link available to internal staff only

[FIIPS](#) - link available to internal staff only

[PMM 6-1-10](#) - link available to internal staff only

[FIIPS Update Request Example](#)

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Backbone & HSIP Programming Engineer - Linda Richardson, linda.richardson@dot.wi.gov

FIIPS Coordinator - Becky Haller, rebecca.haller@dot.wi.gov

Mike Rud & John VonRuden

3/23/2016

Author

Date

3-1-35 Project Component Schedule Review and Updates

March 23, 2016

35.1 Originator

Project Development Section

35.2 Introduction

Schedule dates for both let and non-let components are required to be reviewed throughout the life of the project to make sure that they are in sync with project delivery activities. Scheduled dates are entered into FIIPS along with the estimated dollar value when the component type is created (see [PMM 5-5-15](#) (link available to internal staff only)). Schedule dates reflect the anticipated date that the contract represented by the component type will be awarded (moved to Life Cycle 40) and the dollars encumbered.

The schedule dates for the following component types should be reviewed as part of the Production Meeting process and in conjunction with the cost estimate reviews and updates as discussed in [SWIG 3-1-30](#).

- Construction Project ID (LET) is set up for the payments for the construction costs of the improvement. The schedule date for the LET projects is the day contractors submit bids for the projects through the competitive bidding process. The schedule of the lettings is spelled out in the Project Letting Process (PLP) in [FDM 19-1-3](#).
- Real Estate Project ID (R/E) is set up for real estate acquisition payments. The schedule date for the R/E project(s) is scheduled to be after the DSR is signed and the right-of-way plat is in recordable condition. The schedule date for these projects is always entered as the 25th of the month, just prior to when the money is anticipated to be encumbered.
- Utility Project ID (UTL) is set up for compensable utility payments. A separate utility project is set up for each utility company seeking reimbursement for compensable adjustments. The schedule date for the UTL should be scheduled to be shortly before it is anticipated that the agreement for the compensable utility work will be fully executed. The utility work cannot begin until the UTL is awarded. The schedule date for these projects is always entered as the 25th of the month, just prior to when the money is anticipated to be encumbered.
- Railroad Project ID (R/R) is set up to reimburse the railroad companies for the construction cost they incur making improvements directly to the railroad crossings pavement or signals typically in conjunction with a roadway improvement project. The schedule date and the estimated amount for the R/R ID should be set by the Region Railroad Coordinator in consultation with the Bureau of Rails and Harbors Section. The schedule date for these projects is always entered as the 25th of the month. Keep the appropriate Region Railroad Coordinator informed of project changes to the scope and/or schedule that would have an impact on the railroad crossing locations.
- State Force Account (SFA) is set up to reimburse the Division of State Patrol (DSP) for doing planned traffic enforcement on the STH system within the limits of construction in the Division of Transportation System (DTSD) work zones. The State Traffic Operation Center (STOC) contracts with the DSP to provide highway traffic patrols where construction activities occur. In the Southwest Region, the STOC coordinates these contacts with the Traffic and Incident Management Coordinator in the October-November timeframe of the preceding year to request a list of anticipated mitigation needs for the upcoming construction season. Traffic and Incident Management Coordinator manages the SFA schedule dates and estimates and coordinates with the FIIPS Coordinator to create and edit. The schedule date for these projects is typically entered as the 25th of the month. Most SFA IDs are set to either March or April. The schedule dates of the SFA should be well in advance of the LET construction start date. Keep Traffic and Incident Management Coordinator informed of project changes to the scope and/or schedule that would have an impact on traffic mitigation needs.

35.3 Process

The project team members (including TSS) should review all let and non-let component type schedule dates that they are responsible for and make any necessary updates. This may require coordination between PDS and TSS team members. Schedule date changes must be requested in an e-mail sent to the programming engineer (cc the FIIPS Coordinator). Ideally, this would be the same e-mail requesting cost estimate changes as described in [SWIG 3-1-30](#). The programming engineer will need to review/approve changes before FIIPS can be updated. Depending on the program and the magnitude of the change, some schedule changes will require approval by other committees. The programming engineer will coordinate those reviews and keep the PDS project manager informed of the status.

35.4 References

[PMM 5-5-15](#) Estimating and Scheduling Projects - *link available to internal staff only*

[FDM 19-1-3](#) Project Letting Process (PLP)

[FIIPS](#) - *link available to internal staff only*

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Madison Office Railroad Coordinator - Teri Beckman, teri.beckman@dot.wi.gov

La Crosse Office Railroad Coordinator - Scott Willinger, gene.willinger@dot.wi.gov

Traffic and Incident Management Coordinator - Jeff Gustafson, jeffery.gustafson@dot.wi.gov

John VonRuden
Author

3/23/2016
Date

3-1-40 FIIPS Preliminary Quantities (Roadbuilder Quantities) Review and Updates *Updated Jan 19, 2022*

40.1 Originator

Project Development Section

40.2 Introduction

The Division of Transportation Investment Management (DTIM) requires that all regions have nine quantities (commonly referred to as the roadbuilder quantities) loaded into FIIPS prior to July 1st for all highway improvement projects in the upcoming fiscal year (see [PMM 5-10-15](#) (*link available to internal staff only*)). The Bureau of State Highway Programs (BSHP) relies on this data to provide timely and accurate projections for the current fiscal year to the Wisconsin Transportation Builders Association (roadbuilders). A preliminary estimate of the nine quantities is provided in August each year with a final estimate provided in the fall. The following documentation applies to the State Programs (State, Mega & Majors) for documentation on the Local Programs (see [PMM 5-10-15](#) (*link available to internal staff only*)).

All project quantities are required to be reviewed throughout the life of a project and should be part of the normal cost estimate review process (see [SWIG 3-1-30.2](#)). However, FIIPS Preliminary Quantities (roadbuilder quantities) are required to be reviewed and updated at the following times:

- Routine review and update completed by the end of the week during the week of the June production meetings for projects in the upcoming fiscal year (scheduled for let July to December of the current calendar year and January to June the following calendar year).
- Project event review and update because of a change in project details that has significant impacts to the “roadbuilder” quantities for projects in the upcoming fiscal year (scheduled for let July to December of the current calendar year and January to June the following calendar year).
- Project event review and update because of a project moving into the upcoming fiscal year (scheduled for let July to December of the current calendar year and January to June the following calendar year).
- Project event PS&E submittal as discussed in [SWIG 7-40-1](#) for state projects with in-house design and [SWIG 7-40-2](#) for state projects with consultant design.

For instructions on what information needs to be reviewed for each project see [PMM 5-10-15](#) (*link available to internal staff only*).

40.3 Process

A month prior to the June production meeting, Program Controls will include in the e-mail notification to project teams, a listing of all projects requiring FIIPS Preliminary Quantities (roadbuilder quantities) to be updated for the upcoming fiscal year (scheduled for let July to December of the current calendar year and January to June the following calendar year). The project teams are responsible for reviewing the information, updating the [Quantities Data Update Form](#), and submitting the form to the PS&E Coordinator. The deadline to submit the form to the PS&E Coordinator is June 25th so that the information can be updated prior to the July 1st statewide snapshot.

PDS design teams are responsible for updating the [Quantities Data Update Form](#) and submitting it to the PS&E Coordinator for projects that require updates as a result of a significant quantity change or for projects moving into upcoming the fiscal year.

PDS design teams are responsible at PS&E for updating the [Quantities Data Update Form](#) as described in [SWIG 7-40-1](#) for state projects with in-house design and in [SWIG 7-40-2](#) for state projects with consultant design.

40.4 References

[Quantities Data Update Form](#)

[PMM 5-10-15](#) FIIPS Preliminary Quantities - *link available to internal staff only*

Region PS&E Coordinator (LAX) - Sharayah Sikkema, sharayah.sikkema@dot.wi.gov

Region PS&E Coordinator (MAD) - Brandi Workman, brandi.workman@dot.wi.gov

Region FIIPS Coordinator - Becky Haller, rebecca.haller@dot.wi.gov

Mike Rud & John VonRuden
Author

4/21/2016
Date

3-1-45 Production Meetings

Updated December 1, 2021

45.1 Originator

Project Development Section

45.2 Introduction

The purpose of the Production Meetings is to monitor project status and to identify/resolve risks to scope, schedule, and budget. Production Meetings are held three times a year (February, June, and October) as illustrated in the [Project Monitoring and Change Management Process Schedule](#). All projects in the State Highway Rehabilitation (SHR) subprogram with a completed Preliminary Scope through final PS&E submittal are reviewed. Production Meetings are organized and hosted by Program Controls staff. Besides Program Controls, meeting attendees include project team members consisting of the PDS design team (chief, supervisor, project manager and project leader), Technical Services (TSS), Systems Planning and Operations (SPO), and others with responsibilities related to the delivery of the highway improvements for let. The meeting provides participants an opportunity to discuss, in detail, project delivery items such as tasks completed to date, actions to come, and any major concerns. In addition, the project cost estimates and schedule dates for all let and non-let components are also reviewed and discussed.

45.3 Process

Pre-Production Meeting

The review and updates to project schedules and budgets should be an ongoing process. However, attention should be paid to these items the month prior to a Production Meeting. Any updates to PMP must be completed by the end of the month (January, May, September) so that the updated information will be reflected in the next month's run of the Design Milestone Report (DMR) (see [SWIG 3-1-25.3.1](#)) that will be used for the Production Meeting.

Items that should be completed and/or need to be reviewed in preparation for the meeting include:

- PDS design team to fill out a [Project Progress Report](#) (PPR) form and [PPR Budget Spreadsheet](#) for each project. The PPR contains design notes to help the user when completing the form. The PPR form and budget spreadsheet should be stored in the same location for each project.
 - The PPR form and the budget spreadsheet should be saved in the following location in Box:
DTSD-Projects-Public\SWR-Projects-State\Design\designID\ProjectMgmt\ProjectReviewMeetings\Project_Progress_Report
 - Note that if the "ProjectMgmt\Project_Progress_Report" folders currently do not exist, they will need to be created.
 - Naming convention for the PPR files is as follows: 00000000_ppr.docx and 00000000_ppr.xlsx (where the zeros represent the design ID)
 - Consultant project leaders should send the WisDOT PM the completed/updated PPR for placement in the project folder location.
- PDS design team to create a shortcut to the PPR in the following **Box** location so that the report can be easily accessed during the meeting and at other times by staff from other sections when needed. Note, this shortcut only needs to be created one time as long as the file location and file name remain unchanged. Note, a shortcut only needs to be created for the form and not for the budget spreadsheet as form contains a link to the spreadsheet.
 - **DTSD\DTSD-SWR\SWR-Regionwide\RegionReports\Project Progress Report**
- Project team members to review cost estimate information as described in [SWIG 3-1-30](#) for the let (PDS design team) and non-let component types (TSS and SPO)
- Project team members to review delivery schedules information as described in [SWIG 3-1-35](#) for the let and non-let components types
- Review most recent Scheduling Meeting Report (see [SWIG 3-1-25.3.3](#))
- Project team members to bring to the meeting any outstanding issues related to the project that need to be discussed
- **Additional requirement for June Production Meetings:** PDS design team members to review quantity information as described in [SWIG 3-1-40](#) for let projects in the upcoming fiscal year

(scheduled for let July to December of the current calendar year and January to June the following calendar year).

During the Production Meeting

During the meeting, the PDS design team will lead the discussion and go over the information included on the [Project Progress Report](#) (PPR) covering the status of Survey, Environmental, Real Estate, Plats, Utilities, and Structures; highlights from the previous four months; actions to come during the next four months; and any major project concerns.

The expectation is that all project team members come to the meeting prepared to discuss their delivery items. Cost estimates [SWIG 3-1-30](#) and schedule dates [SWIG 3-1-35](#) for both let and non-let components should also be discussed. Program Controls will be reviewing project information in PMP and the DMR including any notes entered by the design team as outlined in [SWIG 3-1-25.3.6.1](#).

Post Production Meeting

The PDS design team shall make any required updates in PMP by the end of the month so that those changes show up in the following month's run of the DMR. Project Schedule Notes in PMP should be appended as needed as a result of any discussions had during the meeting. For guidance on the process for appending existing notes in PMP see [SWIG 3-1-25.3.6.1](#).

The PDS design team shall send FIIPS Update Request form to the Programming Engineer by the end of the week of Production Meetings (see [SWIG 3-1-30.3.3](#)).

45.4 References

[Project Monitoring and Change Management Process Schedule](#)

[Project Progress Report](#)

[PPR Budget Spreadsheet](#)

Program Controls Design Engineer - Mike Rud, michael.rud@dot.wi.gov

Program Controls Design Engineer - John VonRuden, john.vonruden@dot.wi.gov

3R, Large Bridge, & Majors Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

Backbone & HSIP Programming Engineer - Linda Richardson, linda.richardson@dot.wi.gov

Mike Rud & John VonRuden

5/20/2015

Author

Date

3-1-50 Change Management (Program Revision Review / Project Action Review) *Updated April 19, 2021*

50.1 Originator

Systems Planning & Operations - Programming

50.2 Introduction

As projects are developed, changes to scope, schedule, and budget may be necessary. The need for changes may be brought up at Production Meetings, project review meetings, or at any time during the development of the project. Certain types and magnitudes of changes can be made by the Programming Engineers. All other changes need to go through a formal change management process.

In the SW Region, change management has two major facets:

- Program Revision Review (PRR). The PRR component addresses changes that affect the program that the project is in. These include estimate changes, scope changes, fiscal year changes, and the removal of advanceable dates. Scope, schedule, and budget changes directly impact the program; loss of projects available for advancement hinders the region's ability to react to program needs.
- Project Action Review (PAR). The purpose of the PAR component is to proactively monitor and address certain design milestones to keep projects on schedule or get them back on schedule. These changes typically affect the individual project and not the program. Timely intervention through the PAR process is designed to improve program stability by minimizing the number of projects that need to move out of their planned fiscal year.

50.3 Process

Meeting Schedule: Change Management meetings are held the third Wednesday of each month (see the

[Project Monitoring and Change Management Process Schedule](#)). The focus of each meeting will typically be as follows:

- Odd-numbered months will generally be a mix of both PRR and PAR items.
- Even numbered months will generally be:
 - April, August, and December will focus on PRR items only.
 - February, June, and October will not have a Change Management Meeting due to the Production Meetings.

Items Handled: A wide variety of proposed changes are handled through the Change Management process. [Table 50.1](#) lists the individual items that require Change Management and the criteria or threshold for each item.

The two columns on the right side indicate whether the item is a PRR or PAR item. Project personnel aren't responsible to know this; the Programming Engineers are and will guide each item through the appropriate process.

Table 50.1 – Selection Criteria for Change Management (PRR and PAR)

Change Management Item and Criteria/Threshold	PRR	PAR
LET – State Fiscal Year (SFY) change	X	
LET – Estimate change greater than \pm \$300,000	X	
LET – Scope/Concept change	X	
LET – Removal of Advanceable dates	X	
LET – Federal Fiscal Year (FFY) change	X	
R/E – State Fiscal Year (SFY) change	X	
R/E – Estimate change greater than \pm \$300,000	X	
UTL – State Fiscal Year (SFY) change	X	
UTL – Estimate change greater than \pm \$300,000	X	
R/R – State Fiscal Year (SFY) change	X	
R/R – Estimate change greater than \pm \$300,000	X	
Begin Design Complete (Finish) – Task end date 45 days out or overdue per DMR *		X
Environmental Document (Finish) – Task end date 45 days out or overdue per DMR *		X
DSR (Finish) – Task end date 45 days out or overdue per DMR *		X
R/W Plat (Finish) – Task end date 45 days out or overdue per DMR *		X
R/E Acquisition (Start) – Task end date 45 days out or overdue per DMR *		X
R/E Acquisition (Finish) – Task end date 45 days out or overdue per DMR *		X
R/E Acquisition Duration – Duration less than 24 months per DMR or as agreed upon *		X
1078 Utility (Start) – Task end date 45 days out or overdue per DMR *		X
1078 Utility (Finish) – Task end date 45 days out or overdue per DMR *		X
UTL Relocation Duration – Duration less than 7 months per DMR or as agreed upon *		X

- * The Design Milestone Report (DMR) is the primary source for this information. Task dates within 45 days are coded in blue; overdue task dates are coded in red. Blue and red dates will be discussed at the next PAR meeting unless the issue is resolved at the Production Meeting and documented with a Project Schedule Note in the PMP "Communication" module. Durations are calculated by the PMP and displayed in the DMR. If durations less than 24/7 are officially agreed upon by all parties, a Project Schedule Note must be placed in the PMP "Communication" module as documentation. For more information on creating a note in the PMP "Communication" module see [SWIG 3-1-25.3.5.1](#).

The Programming Engineers may deviate from [Table 50.1](#) at their discretion when the situation warrants. For example, if a project is relatively small, an estimate change of less than \$300,000 may trigger the Change Management process.

Another deviation from the formal Change Management process could include decisions made at the Production Meetings if the appropriate personnel are present. In this case, changes specifically agreed on at the Production Meeting wouldn't have to come to Change Management as long as the agreed upon outcome is clearly specified at the Production Meeting and documented by adding a DMR note in PMP.

Agenda: Change Management Meetings are staffed by the SPO's Programming Unit. Approximately ten days

prior to each meeting the Programming Engineers begin assembling the list of projects that will be discussed at the meeting. The Programming Engineers do not put out a call for projects; rather PRR items have been collected by the Programming Engineers through various means throughout the month and PAR items are generated based on information in the most current Design Milestone Report (DMR) and/or discussion at the Production Meeting. The PAR list is generated by the Program Controls Engineers. Unfortunately, the PRR and PAR lists can't be combined into one list because the data included on each one is very different. The two lists are:

- "Program Revision Log_MONTH_YEAR.xlsx" is used as the agenda for the PRR component.
- "PAR_SW_MONTH_YEAR.xlsx" is used as the agenda for the PAR component.

One week prior to the meeting, the Programming Engineers send the PRR Log Sheet and PAR List to the meeting participants. Timeslot assignments will be included.

Participants: Meeting attendees are comprised of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▶ Always Required - PDS Manager - SPO Programming/Planning Manager - TSS Manager - Programming Supervisor - Programming Engineers - Program Controls Engineers | <ul style="list-style-type: none"> ▶ Required when their project is being discussed - PDS Supervisor - PDS Project Manager - Real Estate Supervisor and/or Lead Worker - Utility Supervisor and/or Lead Worker - Railroad Supervisor and/or Lead Worker |
|--|---|

The Programming Engineers send out the PRR Log Sheet and PAR List for each meeting, which also serves as the final meeting invitation. Although these documents are sent out a week prior to the meeting, project participants are usually already aware their project will be on that month's Change Management Meeting agenda through prior contact about their request.

Meeting Logistics: The Programming Engineers will manage the progress of the meetings. Microsoft TEAMS and FIIPS will always be available resources.

Meeting Roles and Expectations: Most Change Management items will likely involve multiple functional areas but the person or unit with the most expertise about each item should be prepared to present their situation and lead the discussion. [Table 50.2](#) and [Table 50.3](#) indicate who would typically be the responsible party for each item.

For PRR items, the primary responsible party varies depending on the item being discussed:

Table 50.2 - PRR Items Roles and Responsibilities

Topic	Program Revision Review required for:	Discussion Leader	Remarks
LETs	<ul style="list-style-type: none"> State Fiscal Year (SFY) change Estimate change \pm \$300,000 Scope/concept change Removal of Advanceable dates Federal Fiscal Year (FFY) change 	PDS Project Manager & Supervisor	Changes are not made in FIIPS until approved thru PRR (& BSHP as needed). Exception: PS&E estimates are always loaded at PS&E.
R/E	<ul style="list-style-type: none"> State Fiscal Year (SFY) change Estimate change \pm \$300,000 	Real Estate Supervisor	
UTL	<ul style="list-style-type: none"> State Fiscal Year (SFY) change Estimate change \pm \$300,000 	Utility Supervisor or Lead Worker	
R/R	<ul style="list-style-type: none"> State Fiscal Year (SFY) change Estimate change \pm \$300,000 	Railroad Supervisor or Lead Worker	

For PAR items, the primary responsible party varies depending on the item being discussed:

Table 50.3 - PAR Items Roles and Responsibilities

Design Milestone	Project Action Review may be required if:	Discussion Leader	Remarks
Begin Design Complete (Finish)	Task date in DMR is: <ul style="list-style-type: none"> Blue (45 days out), or Red (overdue) 	PDS Project Manager & Supervisor	The project stays on the PAR List until an agreed
Env Doc (Finish)			
DSR (Finish)			

R/W Plat (Finish)			upon revised schedule is entered in PMP, or the actual task end date is entered in PMP.
R/E Acquisition (Start) or (Finish)	Start or End task date in DMR is: Blue (45 days out) or Red (overdue)	Real Estate Supervisor	
R/E Acquisition Duration	Duration in DMR is less than 24 months or as agreed upon & documented in PMP		
1078 Utility (Start) or (Finish)	Start or end task date in DMR is: Blue (45 days out) or Red (overdue)	Utility Supervisor or Lead Worker	
Utility Relocation Duration	Duration in DMR is less than 7 months or as agreed upon & documented in PMP		

Expectations are similar regardless of whether the item is a PRR topic or a PAR topic or who is leading the discussion.

- **Discussion leaders** should be prepared to explain the reason for the requested change and answer any questions the managers may have. Handouts are not required but are welcomed if the discussion leader thinks they would be helpful.

PAR discussions are slightly different because the discussion leader may not be requesting a change. The discussion leader should be prepared to talk about whether the task is likely to stay on schedule and how the project will be affected if the task does not stay on schedule. He or she should also fill the managers in on what steps have already been done to keep/get the task on schedule, and what steps (if any) are still necessary to keep/get the project on schedule. Discussion leaders are expected to have coordinated with any other affected units prior to the meeting.

- **Managers** are the decision-making body for both meetings. They may ask follow-up questions and will ultimately respond to each project/item. The decision may be a simple approval or denial, but it's not uncommon to table items pending more information or continue to monitor. The managers may also deny the original request but require the item to be brought back with a different solution.
- **Programming Engineers** staff the meetings. They assemble the agendas, invite participants, and manage the meeting's progress.

Meeting Outcomes: The Program Controls Engineers document decisions and distribute notes and action items, including who is responsible for any follow-up. Action items will vary depending on the situation, but the most common are:

<u>Action Item</u>	<u>Responsible Party</u>
Revise the schedule in PMP and create a Project Schedule Note in PMP.....	PDS Project Manager
Change TUMS date.....	Utility Coordinator
Change dates or estimate in FIIPS.....	Programming Engineer
Scope change.....	Varies, based on the situation

50.4 References

[Project Monitoring and Change Management Process Schedule](#)

[SWR Change Management Process \(PRR & PAR\) Flowchart](#)

[Project Action Review \(PAR\) List Selection Process Flowchart](#)

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