



Establish Project Management Discipline (CC04)

Project Charter
MLT Approved
10/4/11

SECTION 1: Project Summary

Concept Definition	Establish a PMO with mature processes, tools, roles, and responsibilities to maximize improvement efficiency and effectiveness in support of TxDOT internal and external stakeholders.		
Program	Core Competencies	Project Lead(s)	Nan Boyd
Exec. Sponsor	John Barton	Sponsor	Mark Marek

SECTION 2: Vision Alignment

Problem	TxDOT depends heavily on heroics to execute transportation projects and Department improvement efforts.		
Goal	Establish Project Management discipline to improve alignment of staff, predictability of outcomes, knowledge sharing, consistency, and project quality resulting in \$400M in annual savings.	Measurable Benefit Target	
Scope	Includes: - Design an overall PMO structure for TxDOT to manage all types of improvement efforts and a maturity plan. - Establish PMO practices to administer, measure, and govern, and improve the Project Management discipline. - Define deliverable processes, standards, and templates for core project types (IT, Construction, Modernization, etc.). - Identify Department personnel performing a Project Management function as all or part of their current job. - Define and implement a training strategy and certification practice for Department Project Managers. - Establish a formal Change Control process. - Establish a formal deliverable quality review process. (Peer review and/or EQA) - Ensure that projects are assessed post-implementation for: lessons learned, benefits/results achieved, customer satisfaction, and other measures as appropriate to project type. - Identify Project / Portfolio Management tool capabilities required and develop a maturity plan to align with PMO maturity plan.		Excludes: - PM Tool (P6) Assessment & Utilization Strategy for Transportation - PM Tool (P6) Implementation & Utilization Strategy for TSD
Associated Goals / Visions / Recommendations	Source / ID#	Text	
	7	Adopt appropriate management disciplines across the organization and support these with enabling methodologies, tools and training	
	18	Improve management discipline, controls and approaches used in the organization. Hold people accountable for adhering to defined practices, processes, and procedures. Operate with more of a business mindset, bringing transparency to data, processes, standards, and costs internally in a way that helps enable accountability and continuing improvement and efficiency over time.	

SECTION 3: Execution Detail

Related Efforts / Risks					
Tailoring	Tailoring Tier	Org Impact	Project Size	Complexity	Execution Risk Rating
		Yes	Large	High	High
Forecasted Milestone Schedule	Phase Completion Tollgate	Date	Approach Overview:		
	Concept Definition	10/4/2011			
	Concept Validation	11/5/2011			
	Design	1/31/2012			
	Build	5/31/2012			
	Implement	6/30/2012			
Team Members	Name	Role	Name	Role	
	Mark Marek	Sponsor	Nan Boyd	Project Lead	
	Bill Reed	Team Member	John DeWitt	Team Member	
	Kevin Pete	Team Member	Maureen Wakeland	Team Member	
	Nancy-Ellen Soteriou	Team Member	Randy Hopmann	Team Member	
	Roxana Garcia-Zinsmeyer	Team Member	Andy Keith	Team Member	

SECTION 4: Change Management Assessment

Audience/Stakeholder	Audience/Stakeholder	Audience/Stakeholder	Audience/Stakeholder
MLT	Programming & Letting	Accounting Management	Environmental/ROW
Administration	Project Managers	Information Resource Managers	Project Leads
DDOR	TP&D/District Design Engineer	Maintenance PMs	External Contractors & Consultants
PMO Team	Budget Administration	QAT	TSD
Program Managers	ARD Project Delivery	LPAs, MPOs	Traveling Public