



# Standardize Construction and Maintenance Definitions and Processes (DO02)

**Project Charter**  
Draft 10/2011

## SECTION 1: Project Summary

<b>Concept Definition</b>	Standardize construction and maintenance definitions, processes, and systems to improve consistency and transparency for TxDOT employees and the contracting community.		
<b>Program</b>	Department Operations	<b>Project Lead(s)</b>	Stacey Worsham
<b>Exec. Sponsor</b>	David Casteel	<b>Sponsor</b>	Toribio Garza

## SECTION 2: Vision Alignment

<b>Problem</b>	TxDOT's construction and maintenance definitions, processes, and systems are inconsistent, resulting in inefficiency and duplication.		
<b>Goal</b>	Reduce duplication in TxDOT construction and maintenance processes, resulting in increased efficiency in how projects are designed and managed.	<b>Measurable Benefit</b>	
<b>Scope</b>	<b>Includes:</b> - Redefine definitions to make maintenance and construction more consistent. - Develop a more consistent payment process for maintenance and construction. - Retrofit IT systems to accommodate new process. - Implement newly defined processes and definitions.	<b>Excludes:</b> -Refinement of MMIS Code Chart 12	
<b>Associated Goals / Visions / Recommendations</b>	<b>Source / ID#</b>	<b>Text</b>	
	GT 108	Standardize construction and maintenance project definitions (processes) so that similar projects are managed in the same manner and through the same systems.	
	GT 111	Track all project data, information, and records in a single system – possibly Site Manager – regardless of whether for a maintenance or construction project, to create a single record for all TxDOT projects and to increase transparency.	

## SECTION 3: Execution Detail

<b>Approach Overview</b>	Project is in-flight. A technical solution has been designed and is being implemented. Goal for completion is September 2012.				
<b>Related Efforts / Risks</b>	Compass Project Interfaces				
<b>Tailoring</b>	<b>Tailoring Tier</b>	<b>Org Impact</b>	<b>Project Size</b>	<b>Complexity</b>	<b>Execution Risk Rating</b>
		No	Small	Low	Low

<b>Forecasted Milestone Schedule</b>	<b>Phase Completion Tollgate</b>	<b>Date</b>	<b>Team Members</b>	<b>Name</b>	<b>Roles</b>
	Concept Definition	30-Jun		Stacey Worsham	Maint. Division IR
	Concept Validation	2 wk		Wendy Whitus	Maintenance Div.
	Design(Current Phase)	9/30/2011		Stewart Dewitt	Construction
	Build	11/15/2011		Crystal Woodriff	Construction
	Testing	1/1/2012		Thomas De La Portilla	Construction
	Training	6/1/2012		Ellen Boughter	TSD
	Deployment	9/1/2012		Thane Mitchell	TSD
				Holly Outlaw	Support for CMCS
				Sandra Collins	District Maint. Users
				Sally Richmond	District Maint. Users
				Leslie Wickham	District Maint. Users
				Vicky Webb	District Maint. Users
		Joe Silva	TSD		

## SECTION 4: Change Management Assessment

Audience	Impact	Stakeholder	Concern(s)
Construction Inspectors	Minimal change to procedures.	All stakeholders appear to be on-board.	
Maintenance Inspectors	Change to procedures.		
Contractor community	Simplifies interactions with us.		
District staff	Awareness only.		
Contract Specialists	Change to procedures.		
Typical Maint. Contractors	Will need to adopt Site Mgr.		