

Rock Products Committee

Process to Propose

New Projects for RPC Workplan

Adding a new project to the RPC Workplan can be accomplished by following the appropriate process based on the type of problem and urgency to start and complete work on the project. The three processes for adding new projects to RPC Workplan are:

1. Annual New Project Process
2. Expedited New Project Process
3. Emerging Initiatives New Project Process

Annual New Projects Process

The Rock Products Committee charter includes as a goal that to operate effectively and produces timely delivery of projects the RPC members will establish necessary tools and resources including a priority based work plan for projects identified to be worked on during the fiscal year. For new projects to be added to the annual RPC Workplan the following process is to be used for project submittal and approval:

1. Task Group Co-Chairs will be responsible for collecting new topics for projects, developing scoping documents and maintaining a list of potential projects.
2. Task Group Co-Chairs will provide the RPC Co-Chairs a list of potential RPC projects by January 15 each year.
3. Task Group Co-Chairs will prioritize potential RPC projects by February 15 each year.
4. Task Group Co-Chairs will present and discuss the prioritized projects list with RPC Co-Chairs by March 15 each year.
5. Task Group Co-Chairs will present the prioritized list of potential projects at the April RPC quarterly meeting.
6. Task Group Co-Chairs will prepare final scoping documents and project work plans with resource estimates for prioritized projects. Based on available resources to complete the proposed new projects, the Task Group Co-Chairs will determine which three to five projects prioritized projects are to be submitted to RPC Co-Chairs for approval for next fiscal year RPC Workplan by May 15, each year. Projects that are not chosen based on priority should be considered for placement on the bin list for future consideration.
7. Task Group Co-Chairs will present the three to five scoped projects for the next fiscal year RPC workplan to the RPC Co-Chairs by June 15 each year.
8. Projects with scoping documents approved by the RPC Co-Chairs will be included in RPC Workplan.
9. Projects that are not approved by the RPC Co-Chairs may be placed on the project bin list for future consideration.

10. The annual RPC Workplan will be presented at the July RPC quarterly meeting.

Expedited New Projects Process

Expedited new projects must be a single issue project, such as a minor revision to an existing specification or test method, of short duration, expected completion in less than 90 days, where time is of the essence and project must be added to the current RPC Workplan. For expedited new projects the following process is to be used for project submittal and approval:

1. The requestor either Caltrans or Industry must complete a draft project scoping document and submit the scoping document to Task Group Co Chairs.
2. The Task Group Co-Chairs will determine for the requested project:
 - 2.1. That the project scope addresses a valid issue.
 - 2.2. If the project is a priority and should be considered for immediate action.
 - 2.3. If the project can be completed within 90 days.
 - 2.4. If resources are available to complete the project.

For valid issues, if the Task Group has available resources and determines that the project is both a priority and can be completed within 90 days, the Task Group finalizes the scoping document and Task Group Co-Chairs request the RPC Co-Chairs consider the request for the new project at their next monthly meeting.

For valid issues, if the Task Group does not have enough resources to complete the project within 90 days, based on priority of the requested new project the Task Group Co-Chairs may propose delaying another current project(s) to complete the new project. The Task Group Co-chairs request the RPC Co-Chairs consider the request for the new project at their next monthly meeting where the Task Group Co-Chairs present the finalized scoping document and effects on other projects.

If the Task Group Co-Chairs determines that the scoping document issue is not valid, the Task Group does not have available resources, the project is either not a priority or cannot be completed within 90 days the requestor will be notified of the reason for the request being denied.

3. For expedited projects submitted to the RPC Co-Chairs for consideration, the RPC Co-Chairs will determine if the proposed projects does or does not need immediate consideration and based on their determination will:
 - 3.1. For proposed project that need immediate consideration the RPC Co-Chairs will approve the scoping document.
 - 3.2. For proposed project that do not need immediate consideration the RPC Co-Chairs will return the scoping document to the Task Group Co-Chairs for consideration in the next round of proposed projects for RPC Workplan.

4. When the project scoping document is approved by the RPC Co-Chairs the project will be included in next monthly RPC Workplan update.
5. The Task Group Co-Chairs will present the approved scoping document at the next scheduled RPC quarterly meeting.

Emerging Initiatives New Projects Process

This process is to be used when time is of the essence and a new RPC projects must be added to the RPC Workplan based on an emerging initiative. Emerging initiatives include new or revised specifications and test methods that are the result of a law, regulation, court action, construction claim, etc.. Emerging initiative projects may be either long or short duration projects that need immediate action. For adding a new project to the RPC Workplan for an emerging initiative the following process is to be used for project submittal and approval:

1. The requestor either Caltrans or Industry must complete a draft project scoping document and submit the scoping document with a request that the RPC Co-Chairs consider the request for the new project at their next monthly meeting.
2. The requestor will present the item at the monthly RPC Co-Chairs meeting and determine if the proposed projects does or does not need immediate consideration and then:
 - 2.1. If the proposed project needs immediate consideration than the RPC Co-Chairs will assign the proposed project to the appropriate Task Group to prepare the final scoping document.
 - 2.2. If the proposed project does not need immediate consideration than the RPC Co-Chairs will assign the potential project to the appropriate Task Group for consideration in the next round of proposed projects for RPC Workplan.
3. Task Group Co-Chairs will finalize the project scoping document for the proposed project and determine if any current projects will need to be delayed or moved to the project bin list to in order to complete the emerging initiative project
4. Task Group Co-Chairs will present the final scoping document, including a discussion about any effects on delivery of current projects, to RPC Co-Chairs.
5. The RPC Co-Chairs will determine approval of the new proposed project based on priority and the effects on delivery on other ongoing projects.
6. When the project scoping document is approved by the RPC Co-Chairs the project will be included in next monthly RPC Workplan update.
7. The Task Group Co-Chairs will present the new approved project and scoping document at the next scheduled RPC quarterly meeting.