

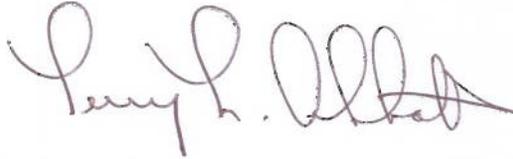
## Memorandum

*Flex your power!  
Be energy efficient!*

To: DISTRICT DIRECTORS

Date: December 17, 2012

From: TERRY ABBOTT  
Division Chief  
Division of Design



Subject: **QUALITY MANAGEMENT SYSTEM (QMS) CRITERIA**

At the Independent Quality Assurance (IQA) Executive Committee meeting held on January 30, 2012, there is wide consensus that work of the team that defines the quality of projects should be available to project development teams (PDTs) to help them in their project development efforts.

A draft Design Product Evaluation Criteria Handbook has been prepared to assist project development teams improve the quality of design documents. The initial handbook has been refined after use on 42 projects statewide. Online training will be available in January 2013, detailing how to apply the performance criteria matrices to design products. The Division of Design will be responsible for coordinating the review and updating of the handbook based on feedback from all users.

The link to the Draft Design Product Evaluation Criteria Handbook (Handbook):  
<http://onramp.dot.ca.gov/hq/design/projdev/pdt.php>

Districts 2 and 10 have agreed to initial implementation of this criteria and process with their Project Delivery Teams.

I encourage your staff to utilize the processes described in this draft document and provide comments to Tim Craggs at (916) 653-1027.

I want to thank the divisions, districts and subject matter experts that contributed to the development of this document.

Please provide this Handbook to your district's Project Managers and staff that serve on PDTs. I am confident that utilization of this Handbook will improve quality and reduce the time and cost of delivering projects.

DISTRICT DIRECTORS

November 17, 2012

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- c: Director, Malcom Dougherty  
Chief Deputy Director, Richard Land  
Deputy Directors of  
Project Delivery,  
Maintenance & Operations,  
Planning & Modal Programs.  
Division Chiefs of Project Delivery  
Division Chiefs of Traffic Operations &  
Maintenance & Transportation Planning