

CALTRANS VALUE ANALYSIS JOB PLAN & STUDY ACTIVITY CHART

PREPARATION	INITIATE STUDY 1 <ul style="list-style-type: none"> ➤ Identify study project ➤ Identify study roles and responsibilities ➤ Define study goals ➤ Select team leader ➤ Prepare draft Study Charter 	ORGANIZE STUDY 2 <ul style="list-style-type: none"> ➤ Conduct Pre-Study Meeting ➤ Select team members ➤ Identify stakeholders, decision-makers, and technical reviewers ➤ Identify data collection ➤ Select study dates ➤ Determine study logistics ➤ Update VA Study Charter ➤ Identify and define performance requirements 	PREPARE DATA 3 <ul style="list-style-type: none"> ➤ Collect and distribute data ➤ Develop construction cost models ➤ Develop highway user benefit / life cycle cost (LCC) model (if required) 		
	VA STUDY WORKSHOP	INFORM TEAM 4 <ul style="list-style-type: none"> ➤ Review study activities and confirm reviewers ➤ Present design concept ➤ Present stakeholders' interests ➤ Review project issues and objectives ➤ Discuss Design Exceptions ➤ Rate performance of baseline concept ➤ Visit project site 	ANALYZE FUNCTIONS 5 <ul style="list-style-type: none"> ➤ Analyze project data ➤ Expand project functions ➤ Prepare FAST diagram ➤ Determine functional cost drivers and performance ➤ Assess Risk (if needed) 	CREATE IDEAS 6 <ul style="list-style-type: none"> ➤ Focus on functions ➤ List all ideas ➤ Apply creativity and innovation techniques (group and individual) 	EVALUATE IDEAS 7 <ul style="list-style-type: none"> ➤ Apply key performance attributes to rate idea ➤ List advantages and disadvantages ➤ Consider cost impacts ➤ Rank all ideas ➤ Assign alternatives for development
		DEVELOP ALTERNATIVES 8 <ul style="list-style-type: none"> ➤ Develop alternative concepts ➤ Prepare sketches and calculations ➤ Measure performance ➤ Estimate costs, LCC benefits/costs 	CRITIQUE ALTERNATIVES 9 <ul style="list-style-type: none"> ➤ VA Alternatives Technical Review ➤ VA Alternatives Team Consensus Review ➤ Identify mutually exclusive groups of alternatives ➤ Identify VA strategies ➤ Validate performance 	PRESENT ALTERNATIVES* 10 <ul style="list-style-type: none"> ➤ Present findings ➤ Document feedback ➤ Confirm pending reviews <p><i>*Interim presentation of study findings</i></p>	
DETERMINE DISPOSITION	DOCUMENT VA STUDY 11 <ul style="list-style-type: none"> ➤ Document process and study findings ➤ Develop and Distribute VA <i>Study Summary Report - Preliminary Findings and VA Study Preliminary Report</i> ➤ Distribute electronic report to HQ VA Branch 	ASSESS ALTERNATIVES** 12 <ul style="list-style-type: none"> ➤ Review Study Summary Report ➤ Assess alternatives for project acceptance ➤ Prepare draft implementation dispositions <p><i>**Activities performed by PDT, Technical Reviewers, and Stakeholders</i></p>	RESOLVE ALTERNATIVES 13 <ul style="list-style-type: none"> ➤ Review implementation dispositions ➤ Conduct Implementation Meeting ➤ Resolve implementation actions with decision-makers and stakeholders ➤ Document VA Alternative Disposition ➤ Develop Implementation Action Memo (If Conditionally Accepted (CA) Alternatives remain) 	FINALIZE ALTERNATIVES 14 <ul style="list-style-type: none"> ➤ VA Team Leader follow up with PM on CA Alternatives ➤ Resolve Conditionally Accepted Alternatives ➤ Develop Implementation Plan with PM ➤ Design Manager Sign off on VA Implementation Plan Authorization ➤ Final presentation of study results (if needed) 	
	REPORTING RESULTS	PUBLISH RESULTS 15 <ul style="list-style-type: none"> ➤ Document process and study results ➤ Incorporate all comments and implementation plan ➤ Distribute <i>Final VA Study Report</i> in PDF format ➤ Submit <i>VA Study Summary Report (VASSR)</i> and two-page summary to HQ VA for FHWA Auditing ➤ Include Implementation Plan Authorization in Final VA Report 			