VA TEAM MEMBER SELECTION PROCESS

Team member selection is the most vital part of the VA process. Each study is unique and requires members from different functional units. It's crucial that the appropriate members are identified to maximize the performance of the study.

The team is comprised of *independent experts* in their field of work. They must be capable of making quick engineering decisions with the information given. Scheduling is very challenging with today's ambitious delivery schedules. Study participants should be selected and notified to provide plenty of lead time.

In cooperation with the Project Managers, PDT members, stakeholders, and functional managers, the DVAC will solicit team members which best fit the VA study's focus.

DISTRICT VA COORD. (DVAC) RESPONSIBLITIES

The DVAC function is also to assure the proper application of VA policies and procedures. This includes selecting the teams, coordinating the study, and verifying that Federal mandates are being met.

HQ VA RESPONSIBLITIES

HQ maintains a VA Program oversight staff whose main function is to support the DVAC's efforts and VA needs in the District. HQ provides consultant team leader professionals to perform studies and provide training on a statewide basis. Results from each study are reported to FHWA on an annual basis.

Value Analysis Team

Caltrans' team of VA professionals are committed to promoting successful teams and are available to answer questions addressing your VA Study needs:

Statewide VA Program Manager:
Troy Tusup
(916) 653-3538
Statewide VA Administrator:
Richel Espinoza-Noss
(916) 653-4436
North Region DVAC:
Naghi Ghafari
(916) 274-6009
District 4 DVAC:
Hamid Khorram (DVAC)
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Binh Dang (Asst. DVAC)
(510) 286-5873
Central Region DVAC:
Habib Sabzehzar
(559) 243-3450
District 7 DVAC:
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(213) 897-0479
Duke Nguyen (Asst. DVAC)
(213) 897-4195
District 8 DVAC:
Anthony Robinson (DVAC)
(909) 383-6036
Jason Ahlswede (Asst. DVAC)
(909) 383-6031
District 11 DVAC:
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(619) 688-4217
District 12 DVAC:
Berc Ikizan (DVAC)
(949) 724-2591
FHWA VA Contact:
Jeff Holm
(916) 498-5021

Value Analysis

Team Member

Quick Reference Guide

June 1, 2008

http://pd.dot.ca.gov/design/specproj/value-analysis.asp

WHAT IS VALUE ANALYSIS?

Value Analysis (aka Value Engineering) is a function-oriented, systematic team approach, used to analyze and improve value in a project, product, or process. It is a powerful methodology for solving problems and/or reducing costs while improving performance and overall quality requirements. We measure value by:

$$\text{Value} = \frac{\text{Performance + Delivery}}{\text{Cost}}$$

TIME SHEET CHARGES

VA activities are defined in the WBS. Along with the Activity and MSA codes, we would like the team members to include a Special Designation:

Activity Code	MSA
150 = Project Initiation Document (PID)	P10.10
160 = Perform Preliminary Engineering Studies and Prepare Draft Project Report	P10.20
185 = Prepare Base Maps and Plan Sheets	P15.20

Special Designation: 6VAxxx where **xxx** is the study task order number.

MEETING DURATIONS

Pre-Study Meeting:

- **Duration:** 2 – 4 hours
- **When:** 2 weeks Prior to Workshop
- **Responsibility:** Team Leader
- **Participants:** DVAC, PM, and key PDT members and Stakeholders

Study Workshop:

- **Duration:** 5-6 days (40 hours)*****
- **Responsibility:** Team Leader
- **Participants:** Team Members

Presentation of Alternatives

- **Duration:** 1 – 2 hours*****
- **When:** Last Day of Workshop
- **Responsibility:** Team Leader
- **Participants:** Team Members, PM, key PDT members, Stakeholder, and Management.

Implementation Meeting:

- **Duration:** 1 – 2 hours
- **When:** approx. 2 weeks After Study Workshop
- **Responsibility:** Team Leader
- **Participants:** Team Members, PM, PE, and Management

* Workshops are typically 6 days spread over a two to three week period. The break in the workshop provides for technical review outside of the team, and a chance for the team members to catch up on their regular job.

WORKSHOP JOB PLAN

Caltrans' VA workshops follow the proven successful VA methodology. The typical 40 hour six phase process includes; Information (4 hours), Analyze (4 hours), Creativity (8 hours), Evaluation (8 hours), Development (12 hours), and Presentation (4 hours).

TEAM MEMBER MIND SET

VA uses a multi-disciplined team of experts to provide a broad perspective of ideas that solve difficult engineering problems. VA provides a forum for Team Members to think "outside the box". The challenge is to be innovative. It's with an "open mind" and a "no boundaries" attitude that allows the Team Members to achieve significant, meaningful results.

TIME COMMITMENTS

The Team Members must be committed to participate for the entire duration of the VA Study workshop. *Commitment and dedication are critical.* Results are directly related to each participant's level of commitment to the process.

Coming and going into the workshop will hinder the VA process. Not only is it unprofessional, but it's unproductive.

Along with the workshop, additional hours (approximate 8 hrs) should be devoted to reviewing the reports, gathering data if needed, and attending the implementation meeting.