

Project Initiation Document Quality Management System Implementation Plan Fact Sheet

The 2013 Project Initiation Document (PID) Strategic Plan identifies the need to evaluate the Division of Design's Quality Management System (QMS) for use in the PID Program. In addition, the Department's 2012 Program Review requires continued efforts be made to streamline the PID process. It also recommends implementation of a formal QMS in response to issues and concerns with the current project development process and practices. This document summarizes the proposed process to develop a phased QMS implementation plan for the PID Program.

The Division of Design's QMS incorporates numerous quality management activities into a comprehensive system to identify, prioritize, and resolve project issues at the earliest stage possible. The QMS can be applied to every project on the State Highway System regardless of sponsor, funding, implementing agency, cost, scope, schedule, or program.

QMS Implementation Plan – Scope

- Provide a vision for how a QMS will improve efficiencies and effectiveness of the PID development process
- Define the implementation schedule
- Define how QMS Implementation including training will be resourced
- Define how Independent Quality Assurance (IQA) will be implemented on State Highway Operation and Protection Program (SHOPP) PIDs
- Define how IQA will be implemented on State Transportation Improvement Program (STIP) PIDs
- Define the use of IQA reviews (do they get included with PIDs?)
- Define how the IQA team will be resourced
- Define how the IQA process will be conducted
- Define the expected use of the QMS tool during PID development
- Define workload norms for QMS
- Define the use of the QMS data to support continuous process improvement

The QMS Implementation Plan will be developed by the Office of Project Scoping and Coordination (OPSC) in coordination with the Division of Design. A Value Analysis (VA) process improvement study is currently under development by OPSC to identify strategies to improve SHOPP PID development. The QMS Implementation Plan will collaborate with the VA study.

QMS Implementation Plan – Schedule

<u>Milestones</u>	<u>Tentative Due Dates</u>	<u>Status</u>
1. Project Sponsors Meet with Stakeholders	2 nd Week of March 2013	Pending
2. Project Sponsors Meet with District IQA Pilot Representatives	2 nd Week of March 2013	Pending
3. Form QMS Implementation Plan Team	3 rd Week of March 2013	Pending
4. QMS Team Reviews Recommendations from first of two VA SHOPP Improvement Process Meeting sessions (3/19-3/21)	4 th Week of March 2013	Pending
5. First QMS Implementation Plan Team Meeting	1 st Week of April 2013	Pending
6. Review Final Draft VA SHOPP Improvement Process Report (second meeting session held 4/2-4/4)	2 nd Week of April 2013	Pending
7. Third QMS Implementation Plan Team Meeting	3 rd Week of April 2013	Pending
8. Draft QMS Implementation Plan	2 nd Week of May 2013	Pending
9. Final Implementation Plan	4 th Week of June 2013	Pending
10. Implementation Team Meeting	4 th Week of June 2013	Pending