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)
- 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

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Tentative Due Dates</th>
<th>Status</th>
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<tbody>
<tr>
<td>1. Project Sponsors Meet with Stakeholders</td>
<td>2nd Week of March 2013</td>
<td>Complete</td>
</tr>
<tr>
<td>2. Project Sponsors review recommendations from VA SHOPP Improvement Process Meeting sessions (3/19-3/21 and 4/2-4/4)</td>
<td>3rd Week of April 2013</td>
<td>Complete</td>
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<tr>
<td>3. PID Committee reviews recommendations from first of two VA SHOPP Improvement Process Meeting sessions</td>
<td>1st Week of May 2013</td>
<td>Pending</td>
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<tr>
<td>4. Project Sponsors Meet with District IQA Pilot Representatives</td>
<td>2nd Week of May 2013</td>
<td>Pending</td>
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<td>5. Form QMS Implementation Plan Team</td>
<td>2nd Week of May 2013</td>
<td>Pending</td>
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<td>6. First QMS Implementation Plan Team Meeting</td>
<td>3rd Week of May 2013</td>
<td>Pending</td>
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<td>7. Second QMS Implementation Plan Team Meeting</td>
<td>4th Week of May 2013</td>
<td>Pending</td>
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<tr>
<td>8. Draft QMS Implementation Plan</td>
<td>3rd Week of June 2013</td>
<td>Pending</td>
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<tr>
<td>9. Final Implementation Plan</td>
<td>4th Week of June 2013</td>
<td>Pending</td>
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<tr>
<td>10. Implementation Team Meeting</td>
<td>4th Week of June 2013</td>
<td>Pending</td>
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