

GUIDELINES FOR DETERMINING K-PHASE PERCENT COMPLETE

The percent complete guidelines that follow are based on K-Phase activities listed in the Work Breakdown Structure (WBS) and are intended to provide a uniform method for assessing how close a project initiation document (PID) is to completion. This list of activities is all-inclusive. However, please note that not all activities may apply to every type of PID (e.g., PSR-PDS). In addition, these guidelines do not supersede the criteria for PID development contained within the Project Development and Procedures Manual (PDPM). Please refer to the PDPM for specific content requirements pertaining to each PID type.

0% PROPOSED PROJECT

- 100.05.05 - Complete (Project Initiation Form) PIF
- 100.05.05 - Setup Project ID in EFIS using a CAS document
- 100.05.35 - Cooperative Agreement signed (if necessary)

Note: The project should be listed in the work program (100.05.10), however, the PID is considered to be 0% complete until a K-phase EA is opened.

1% OPEN K PHASE

- 100.05.05 – Request to open K phase approved in AMS Advantage

Note: The project should be listed in the work program with all project information completely filled in (100.05.10). A Conceptual Approval Letter from the HQ SHOPP Manager must be on file for 010, 361 and 378 SHOPP projects. Once the request has been approved by OPPC and Accounting, the PID is considered to be 1% complete.

Between 2% and 35%

- 150.10.05 - PID Kickoff Meeting
- 150.05.35 - Define Purpose and Need for project
- 100.05.05 - Develop PID schedule
- 100.05.05 - Confirm appropriate type of PID required
- 100.05.10 - Provide sponsor with guidelines for various documents relevant to the subject PID
- 150.05.25- Complete Forecasting Work
- 150.15.45/150.15.50 - Conduct Operation Assessment/Analysis
- 150.10.15 - Develop project alternatives
- 150.10.15 - FHWA Conceptual Acceptance
- 150.10.15 - Complete Planning Phase Geometric Approval Drawings (GAD) - Layout, Typical X-section, Profiles, Etc.
- 150.25.10 - Identify and obtain conceptual concurrence on design exceptions

35% CONCEPTUAL PROJECT ALTERNATIVES (INCLUDING GEOMETRIC APPROVAL DRAWINGS) DEVELOPED (150.10.15)

Between 35% and 65% PREPARE DRAFT PID

- 150.20.10 - Prepare ISA
- 150.15.30 - Prepare APS
- 150.15.55/150.25.20 - Conduct preliminary constructability Review
- 100.10.35 - Prepared draft Coop if applicable
- 150.20.60 - Prepare PEAR or obtain CE
- 150.15.05 - Prepare R/W Data Sheet
- 150.25.30.10 - Prepare Design Exception Fact Sheet
- 150.25.25 - Prepare SWDR
- 150.15.60 - Prepare TMP Checklist
- 100.05.05 - Prepare Risk Management Plan Checklist
- 150.15.55 - Prepare Cost Estimates
- 150.25.99 - All other required attachments to the PID

65% DISTRICT CIRCULATION OF DRAFT PID W/ALL APPLICABLE ATTACHMENTS (150.25.05)

Between 65% and 90% DRAFT CIRCULATION AND PREPARATION OF FINAL DRAFT (150.25.20)

Address all District circulation comments
Completion/approval of all PID related documents
Prepare Cost Certification if needed
Prepare final draft PID

90% FINAL DRAFT PID READY FOR EXECUTIVE REVIEW (150.25.20)

Between 90% and 95% (150.25.20)

Circulate PID through appropriate Deputy District Directors and Division Chiefs for review
Address all executive comments
Prepare signature ready PID

95% FINAL DRAFT AWAITING DD SIGNATURE (150.25.20)

100% FINAL APPROVAL 150.25