

**January 2013 PID Strategic Plan
Action Plan**

| Priority | Goals for Fiscal Year (Objectives and Strategies) | Lead | Year End Target | % Completed YTD | Due Dates | Comment |
|----------|--|---------------------|-----------------------|-----------------------|---------------|---------|
| High | Goal 1: Caltrans will continue to improve efficiencies throughout the PID process. | Planning | 100% | 0% | | |
| High | Objective 1.1: Caltrans will establish a conflict resolution process. | Planning | 100% | 0% | | |
| High | <p>Strategy 1.1.1: Coordinate with other Caltrans divisions to develop a conflict resolution process to be incorporated into the PDPM and policy documents.</p> <p>The conflict resolution process should include a District Executive Review Committee, members to be decided by District Director, in the event that conflict over the necessary content of the PID arises during the PID phase.</p> <ul style="list-style-type: none"> The conflict resolution process should incorporate the processes set in place in Chapter 2 of the PDPM and in the Conflict Management process in the Project Communication Handbook by Project Management. | Planning | 100% | 0% | June 30, 2013 | |
| High | Strategy 1.1.2: Implement and communicate the processes, guidelines, and policies for the conflict resolution process. | Planning | 100% | 0% | June 30, 2013 | |
| High | Objective 1.2: Caltrans will streamline PID review procedures for PID activities. | Planning and Design | 100% | 90% | | |
| High | <p>Strategy 1.2.1: Develop process to streamline PID review procedures activities.</p> <ul style="list-style-type: none"> Implement the Quality Management System established by Design for use in the PID program. Planning- Develop a plan to implement QMS in PID program | Planning and Design | 100% | 90% | June 30, 2013 | |
| High | Strategy 1.2.2: Provide training to District staff to guide the work of PID activities. | Planning and Design | 100% | 90% | June 30, 2013 | |

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| High | Strategy 1.2.3: Caltrans staff will only review completed PID sections or return the PID with comments indicating what must be done to make the PID reviewable. Priority of review will be for complete PIDs. | Planning and Design | 100% | 90% | June 30, 2013 | |
| High | Strategy 1.2.4: Using the established criteria, expand the use of the streamlined SCVP document. <ul style="list-style-type: none"> The SCVP should be considered for every SHOPP Project | Planning, Maintenance | 100% | 0% | December 2012 | |
| High | Strategy 1.2.5: Continue to provide PID guidance to local agencies to improve quality of documents received and efficiency of Caltrans review, and monitor effectiveness. <ul style="list-style-type: none"> Online training course available to internal and external partners (ie. PSR-PDS). Districts communicate availability of on-line training to local partners. | Planning | 100% | | June 30,2013 | |
| High | Objective 1.3: Caltrans will continue to identify opportunities to streamline PIDs. | Planning | | | | |
| High | Strategy 1.3.1: Caltrans will examine the PEER policy to explore opportunities to expand the parameters for which a PEER can be used. <ul style="list-style-type: none"> Caltrans will communicate PEER criteria with local agencies as a tool in the project development process. | Planning and Design | 100% | | March 2013 | |

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| High | Goal 2: Caltrans will continue to improve management of the PID program and PID resources. | Planning | 100% | 0% | | |
| High | Objective 2.1: Caltrans will develop and use performance measures to manage the PID program. | Planning | 100% | 0% | | |
| High | Strategy 2.1.1: Assess performance measures annually to manage PID program. <ul style="list-style-type: none"> Measure how many PIDs were completed within the total resource allocation. | Planning | 100% | 0% | September 1, 2013 | |
| High | Strategy 2.1.2: Reassess workload norms on an annual basis <ul style="list-style-type: none"> Assess norms by program | Planning | 100% | 0% | September 1, 2013 | |
| High | Strategy 2.1.3: Utilize annual District Agreements to monitor Program deliverables. <ul style="list-style-type: none"> Monitor number of projects completed. | Planning | 100% | 0% | FY 12/13 Quarterly | |
| High | Strategy 2.1.4: Ensure coordination between Headquarters and District SHOPP Coordinators and PID staff. <ul style="list-style-type: none"> Quarterly teleconference meetings with District SHOPP Coordinators and PID staff Biannual teleconference meetings with HQ SHOPP Managers | Planning | 100% | 0% | FY 12/13 Quarterly Biannual | |
| High | Strategy 2.1.5: Headquarters will analyze resource allocation vs. expenditure on a quarterly basis <ul style="list-style-type: none"> Reimbursable and Non-Reimbursable | Planning | 100% | 0% | FY 12/13 Quarterly | |
| High | Strategy 2.1.6: Implement a process to assess the quality of completed PIDs (i.e. did PID meet the anticipated scope, cost and schedule and allocation? Is the PID adequate for future phases?) <ul style="list-style-type: none"> Implement Quality Management System (Design). | Planning and Design | 100% | 0% | TBD | |
| High | Strategy 2.2.7: Implement a process to develop work programs based on the district DSMP. | Planning | 100% | 0% | October 1, 2013 | |
| High | Strategy 2.1.8: Annually evaluate adherence to the 3 year PID Work Program. | Planning | 100% | 0% | October 1, 2013 | |

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| High | Objective 2.2: Caltrans will develop and use process improvement tools to manage PID resources. | Planning | 100% | 0% | | |
| High | Strategy 2.2.1: Districts evaluate, by project, PID expenditures compared to PID allocation on a quarterly basis. | Planning | 100% | 0% | FY 12/13 Quarterly | |
| High | Strategy 2.2.2: On a project basis, monitor the percent complete compared to the percent of resources expended on a quarterly basis. | Planning | 100% | 0% | FY 12/13 Quarterly | |
| High | Strategy 2.2.3: Conduct PID Status Meetings with project managers, district SHOPP advisors, and Design representative every six weeks. | Planning,PPM, SHOPP, Design | 100% | 0% | FY 12/13 Every 6 weeks | |
| High | Strategy 2.2.4: Review and streamline the Project Control process <ul style="list-style-type: none"> • Measure the length of time it takes to open and close a Project ID. • Close Project ID 4 weeks after a PID is approved. • Address 010 projects- expedite movement to next phase • Address the impact of Headquarters fire drills on Project Control • Evaluate HQ multiple levels of approval process to open a Project ID. • Develop common tracking terminology to determine status of project in Advantage | Planning | 100% | 0% | June 30, 2013 | High |
| High | Strategy 2.2.5: Reassess the number of copies made for distribution after PID is completed. <ul style="list-style-type: none"> • Utilize web-based tools • Determine common storage and location policy | Planning | 100% | 0% | June 30, 2013 | High |
| High | Strategy 2.2.6: Headquarters to provide expenditure reports on a quarterly basis. <ul style="list-style-type: none"> • Expenditures vs. allocations by program | Planning | 100% | 0% | FY 12/13 Quarterly | High |
| High | Strategy 2.2.7: Continue to include District PID Program representative attendance at PDT meetings. | Planning | 100% | 0% | June 30, 2013 Ongoing | High |

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| High | Goal 3: Caltrans will continue to provide transparent communication with internal and external PID Stakeholders. | | | | | |
| High | Objective 3.1: Caltrans will provide training for new and existing procedures. | | | | | |
| High | Strategy 3.1.1: Headquarters PID staff to provide statewide and district meetings to provide training to key Caltrans PID staff on new and existing guidance and procedures. | Planning | 100% | 0% | FY 12/13 Ongoing | |
| High | Strategy 3.1.2: Caltrans will provide training for new streamlined PIDs (i.e. CAPM). | Planning, HQ SHOPP | 100% | | TBD | |
| High | Strategy 3.1.3: Caltrans will ensure PID guidance is available online. | Planning | 100% | | June 30, 2013 | |
| High | Strategy 3.1.4: Caltrans will attend partner meetings with local agencies to provide program updates. | Planning | 100% | | TBD | |
| High | Objective 3.2: Caltrans will maintain a PID Committee made up of Caltrans staff and local PID stakeholders. | | | | | |
| High | Strategy 3.2.1: Quarterly PID Committee meetings will be held to continuously evaluate the effectiveness of the PID program and recommend further improvements related to cost reductions and streamlining opportunities. | Planning | 100% | | TBD | |
| High | Objective 3.3: Caltrans will provide early dissemination of information to districts and local agencies through | | | | | |
| High | Strategy 3.3.1: Headquarters PID staff will compose a quarterly newsletter for internal and external staff to provide current guidance. | Planning | 100% | | June 30, 2013 | |
| High | Strategy 3.3.2: Establish email notification when new information is posted to Office of Project Scoping Coordination (OPSC) website. | Planning | 100% | | June 30, 2013 | |
| High | Strategy 3.3.3: Central location for communication "in-basket" for new PID program information posted to the Intranet. | Planning | 100% | | June 30, 2013 | |

