Project Delivery Directive

Number:	PD-01
References:	*None*
Effective Date:	04/04/2016
Supersedes:	PD-01 dated 2/26/12 "Project Delivery Directives"
Review by:	04/01/2021

To: *Project Delivery Employees*

TITLE: Project Delivery Directives

DIRECTIVE

Project Delivery Directives shall be issued to provide direction and guidance on project delivery policies, standards and best practices. This directive initiates a standard format, development process and maintenance procedures for Project Delivery Directives.

BACKGROUND

Good management requires effective communication. Currently, project delivery directions and guidelines are issued in a variety of formats including bulletins, directives, and memoranda. These approaches are adequate for guidance related to a single function, such as Construction Policy Bulletins and Design Information Bulletins. A consistent process for issuing direction that applies to more than one project delivery function – or for tracking the incorporation of this direction into applicable guidance or manuals is essential to enhancing communication, customer support, partnerships and quality delivery.

DEFINITION

Project Delivery Directives establish new or updated project delivery policy, standards and best practices, where these are applicable to more than one project delivery function or division. Project Delivery Directives should be incorporated into applicable manuals within one year or must be reviewed within five years of issuance. Reviewed Directives with no updates or changes are to be re-signed by the current Chief Engineer and the old versions retained and labeled "Retired".

RESPONSIBILITIES

Chief Engineer: Issues Project Delivery Directives that are self initiated or advocated by two or more division chiefs.

District Directors:

- Ensure implementation of Project Delivery Directives.
- Champion new or updated Project Delivery Directives identified by their district.

Chief, Divisions of Construction, Design, Engineering Services, Environmental Analysis, Project Management, and Right of Way and Land Surveys:

- Develop Project Delivery Directives based on decision documents, process evaluations, or other forms of business improvement analyses.
- Ensure Project Delivery Directives are:
  - Circulated to other divisions to identify shared issues.
  - Circulated to districts to identify implementation issues.
  - Incorporated into applicable manuals within one year when appropriate or reviewed within three years of issuance.
- Recommend approval of new or updated Project Delivery Directives advocated within assigned division.
- Ensure Project Delivery Directives are delivered to target audience in their division.

Deputy District Directors, Project Delivery Functions and Engineering Services Deputy Division Chiefs:

- Ensure policy and standards are met or exceptions have appropriate approval.
- Ensure incorporation of best practices into their functional operations.
- Ensure draft Project Delivery Directives are reviewed within two weeks of receipt.
- Advocate development of new or updated Project Delivery Directives, as appropriate, to enhance quality delivery.

KARLA SUTLIFF

3/29/16
Date Signed