**Task Group** **Problem Process**

<STG Name, TG Name> [ ]  Annual

 [ ]  Expedited

**Title** [ ]  Emerging Initiative

# <Title of Document>

*Text indicated by <> is to be replaced and the brackets removed. All text in italics (next to headers) will not be seen when printed. Don’t forget to change the title of the document by going to File -> Info.*

**Statement of Effort/Improvement** *(What is the issue?)*

**Purpose** *(Why we need to work on this.)*

**Background** *(Background information to better understand the issue or provide information on other efforts on going related to the issue.)*

**Estimated Duration** *(Estimated total amount of time to do the work.)*

**Recommendation and Approval**

**Scoping Document Recommendation and Industry Concurrence by PMPC TG:**

**Caltrans Name (Recommendation) Industry Name (Concurrence)**

<Name, Office Name> Date <Name> Date

Caltrans Task Group Chair Industry Task Group Lead

<Name, Office Name> Date <Name> Date

Caltrans Task Group Member Industry Task Group Member

<Name, Office Name> Date <Name> Date

Caltrans Task Group Member Industry Task Group Member

<Name, Office Name> Date <Name> Date

Caltrans Task Group Member Industry Task Group Member

**Scoping Document Approval and Industry Concurrence by PMPC EC:**

**Caltrans Name (Recommendation) Industry Name (Concurrence)**

<Name, Office Name> Date <Name> Date

Caltrans Executive Committee Chair Industry Executive Committee Member

<Name, Office Name> Date <Name> Date

Caltrans Executive Committee Member Industry Executive Committee Member

<Name, Office Name> Date

Caltrans Executive Committee Member

 Approval Date:

<Name, Office Name> Date

Caltrans Executive Committee Member