

Design Standards Letter

Letter Number: G-2001-01

Letter Date: 01/02/2001

Effective Date: 02/01/2001

Section/Plan No.: None

Subject: Project Tracking Software Implementation

Body

One of the strategic issues identified in the MoDOT Business Plan is the "Delivery of the Statewide Transportation Improvement Program". A strategy (C2.3) associated with delivery of the STIP is "develop and implement a project monitoring process". To support this "strategy"; I desire one system for statewide use, which is easily viewed by anyone who properly has access to the system. Our goal is a project tracking system that is simple to use, easy to access and easy to navigate. This will enable the project manager in charge of the project to input the data, keep it up to date and still have time to perform their many other job functions.

This project tracking system contains major milestones that are critical for scheduling of resources and timely delivery of projects. The use of these milestones is an important element in assuring everyone associated with the project knows when a milestone is scheduled to be completed. On a personal note, I want to know what project manager is working on what job, how the job is progressing, and what roadblocks the project manager anticipates, so we can provide assistance if necessary to satisfy the schedule. A key element in this assistance is the headquarters project development liaison engineer. These individuals are the headquarters link to the project manager and will assist in monitoring the status of jobs and helping address roadblocks when they are encountered.

The project tracking software can be launched on your individual computer by going to the following web address: <http://scprjkb/>. This software has been demonstrated to district representatives on the Project Management Coordination Team. This team played an important role in the development of this software. I expect this software to be used by the project managers as a component of their project development activities. It is my expectation that all projects included in the Commission approved STIP, plus any other projects contained in our monthly bid openings (the project development "letting" process), will have project timelines entered into the software by project managers. It is important that each project manager input scheduled dates for all their projects according to the milestones contained in the software. Completion dates should also be entered in the software for those activities which have been completed. Again, it is my expectation all scheduled dates for all

projects be entered into the software system by February 1, 2001.

Milestone dates should be entered for the "scheduled" and "actual" completion date for each individual milestone on each individual project. A definition of each milestone can be found by clicking on the milestone. Dates shown in green in the software indicate the project is on schedule. Dates indicated in yellow indicate the project is within 30 days of the scheduled completion date. Dates shown in red, indicate the project is behind schedule. Additionally, a comment area is included in the software. Project manager comments concerning the status of the project can be entered in this area. These comments will be reviewed by management staff on a monthly basis in an attempt to provide additional support as necessary to assist with the development of projects.

In summary, I am indeed hopeful the use of this software will provide an effective and efficient project tracking tool for both the project manager and department staff. It is easy to use yet productive. This software should provide a useful tool which MoDOT can use to insure STIP projects are completed on schedule as committed to the traveling public.

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