

T 4	Mission: The Consultant Project Management Team is dedicated to the production efforts necessary to meet the Department's Transportation needs. Vision: The Project Management Office is dedicated to produce projects using Leadership and Teamwork resulting in safe, more efficient transportation systems.							
	Objectives	Activities	Measures	Target	Start Date	End Date	Progress	Responsible
1. Leadership	T2-R-1.1 Reinforce Mission, Vision, and Values (T3-R-1.1)	Frequently reference M/V/V in staff meetings, e-mails, postings on website and Business Plan	Employee Survey Results for Questions 2,5 & 10	Increase overall ratings	2005	Continuous	On-going	Asgarinik
	T2-R-1.2 Reinforce Improve Communication Effectiveness	Publish Information on Consultant Project Management Website			2005	Continuous	On-going	Asgarinik
2. Strategic Planning	T2-R-2.1 Participate, Develop and Produce a 5 year Work Program	Include DCPME date in schedule so as to obtain a complete package 1 month early.	Track DCPME date in a Database	70% of RRR projects	2005	Continuous	On-going	Asgarinik
		Meet Production dates with a complete package	Specs Tracking	90% compliance	2005	Continuous	On-going	Asgarinik
	T2-R-2.2 Improve Project Information Accessibility (T3-R-2.2)	Update Project Management website with pertinent information	Employee Survey Question 4	Increase overall ratings	2005	Continuous	Completed Initial Site; Continuous	Asgarinik
3. Customer & Market Focus	T2-R-3.1 Improve Customer Service (T3-R-3.3)	Improve District Process for CAP	Survey's administered during the CAP meetings	Consistently achieve good scores	2004	Continuous	On-going	Asgarinik and Supervisors
		Decrease Response time on post design construction RFI's	Project Administrator's Grade Report	Consistently achieve good scores (4.5 or better)	2004	Continuous	On-going	Project Managers
	T2-R-3.2 Improve Local Government Input on Design (T3-R-3.1)	Solicit Input from Stakeholders early	Modify design templates to include Stakeholder's Meeting @ 0% stage.	Maintain Schedule	2005	Continuous	On-going	Project Managers
		Include local officials on all plans submittals, design team meetings, public information meetings (hearings), and scope changes.	Statewide External Customer Survey	75%	2004	Continuous	On-going	Project Managers
4. Measurement Analysis &	T2-R-4.2 Improve Knowledge Transfer of Best Design Practices	Develop "Lessons Learned" forms for each project and build a library of Lessons learned. Implement long term strategies as a result of compiled data	Employee Survey Results for Questions 4, 11, & 35	Increase overall ratings	02/18/05	Continuous	On-going	Asgarinik and Supervisors
		Hot Buttons on Consultant Project Management Website	Update Hot Topics section	Quarterly	2005	Continuous	On-going	Asgarinik
5. Human Resource Focus	T2-R-5.2 Develop a Well trained Expert Workforce	A) Meet with Every Employee and Develop a "Tailored" Training Plan. Monitor the Progress of Each Plan.	Employee Survey Results (Questions 1, 7, & 18)	Improve Annually	2005	Continuous	On-going	Supervisors
	T2-R-5.3 Address Employee Satisfaction (T3-R-5.1)	Install a "Victory Board" so PM's can list accomplishments.	Update Victory Board Regularly	Continuous participation	2005	Installation Complete; Update Continuous	On-going	Asgarinik & Supervisors
		Recognize and Reward employees	Employee Survey	Increase Survey Questions 28, 37, 41, 43, and 46	2005	Continuous		
6. Process Management	T2-R-6.1 Reduce Time and Cost in the RAW Process (T3-R-6.1)	Rework design schedule templates to improve accuracy of RAW requirements	RAW Tracking Form (Survey and Mapping link)	Reduce additions, deletions, and changes after submittal of final RAW requirements	Apr-05	Schedule Template Complete; Tracking Continuous	On-going	Supervisors
	T2-R-6.5 Improve Cost Estimating (T3-R-6.2)	Include Cost Estimate update on all Production Notes	Production Meeting update forms	Monthly compliance	May-05	Continuous	On-going	Project Managers
7. Organizational Performance Results	Overall Production Goals (T3-R-7.1)	Meet Production dates with a complete package	Specs Tracking	90% compliance	2005	Continuous	On-going	Asgarinik