

# Process Control System

**Process Name:** Value Engineering Reporting Process.    
**Product/Service:** Report detailing the results of the Value Engineering Program    
**Primary Customers:** Management.    
**Customer's Valid Requirement(s):** Prepare accurate and reliable reports    
**Regulator's Valid Requirement(s):** Report accurate results of Value Engineering Program  
**Partners:** FHWA

	Flow Chart	Process and Quality Measures	Checking / Measure Monitoring				Miscellaneous Information	
Input(s): Study Results Supplier(s): DVE		Process Measures	Control Limits	Checking Item	Timeframe (Frequency)	Responsibility	QAR	
Step / Time	STATE VALUE ENGINEER	DISTRICT VALUE ENGINEER	Quality Measures	And Specs / Targets	What is to be checked?	When to check?	Who will check?	Date of Last Review
NEED	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 5px auto;">Report the results of the VE program to management</div>		P1 # of corrections			Quarterly	SVE	
MAINTAIN FILES	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Enter data into VE database at conclusion of study</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">File copy of final study report in District files</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Send copy of final study report to SVE</div>		Q1 Quarterly Reports complete by 30 <sup>th</sup> of month following end of quarter			Quarterly	SVE	Federal Regulation 23 CFR 627  VE Procedure 625-030-002  AASHTO Guidelines for VE  NCHRP Synthesis 352 – Value Engineering Applications in Transportation
DATA VERIFICATION	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Send e-mail reminding DVE's to enter activity for the quarter</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Prepare Draft Quarterly Report &amp; e-mail to Districts</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Correct database and notify SVE</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Review Draft Quarterly Report</div> <div style="text-align: center; margin: 5px auto;"> <span style="border: 1px solid black; padding: 2px;">P1</span> →                     </div> <div style="border: 1px solid black; width: fit-content; margin: 5px auto; display: inline-block;">                         Is Draft Report accurate?                     </div>		Q2 FHWA Annual Report to Division Office by Due Date			Annual	SVE	
REPORT	<div style="text-align: center; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">P1</span> →                             <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto; display: inline-block;">Is this the Annual Report?</div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Prepare Final Annual Report</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Prepare Annual FHWA Report</div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Prepare Final Quarterly Report</div> </div> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 5px auto;">Distribute Reports</div>							CODES: C - Compliance NC- Noncompliant BP- Best Practices

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Process Owner:** State Value Engineer **Rev #:** 1.5 **Rev Date:** 2/2009