**Process Name:** Value Engineering Team Selection  
**Product/Service:** Team with the necessary skills and experience to conduct a Value Engineering study  
**Primary Customers:** Team Leaders & Team Members  
**Partner:** FHWA, Project Manager  
**Customer’s Valid Requirement(s):** Team makeup has the required disciplines, leadership skills and VE experience to study the selected project  
**Regulator’s Valid Requirement(s):** Multi-disciplined team of individuals not personally involved in the design of the project

**Flow Chart**

**DEPARTMENT HEAD**
- **STEP 1:** Determine required disciplines
- **STEP 2:** In-house Study?
  - NO
  - YES
  - District Contract?
    - NO
    - YES
    - Request Team Leader
    - Request District Consultant Services
    - DVE Lead Team?
      - NO
      - YES
      - Request Team Members for each discipline
      - Review request
      - Make selections & send to DVE
      - Review team selections
      - All disciplines available?
        - YES
        - NO
        - Secure consultant team members
      - NO
      - Team acceptable?
        - YES
        - **STEP 3:** VE Team Selected
        - **STEP 4:** Send Team Notifications
        - **STEP 5:** Send Team Notifications

**DISTRICT VALUE ENGINEER**
- **STEP 1:** VE Team
  - Feedback from surveys
  - Determine required disciplines
  - In-house Study?
    - NO
    - YES
    - District Contract?
      - NO
      - YES
      - Request Team Leader
      - Request District Consultant Services
      - DVE Lead Team?
        - NO
        - YES
        - Request Team Members for each discipline
        - Review request
        - Make selections & send to DVE
        - Review team selections
        - All disciplines available?
          - YES
          - NO
          - Secure consultant team members
        - NO
        - Team acceptable?
          - YES
          - **STEP 3:** VE Team Selected
          - **STEP 4:** Send Team Notifications
          - **STEP 5:** Send Team Notifications

**STATE VALUE ENGINEER**
- **STEP 1:** VE Team
  - Feedback from surveys
  - Determine required disciplines
  - In-house Study?
    - NO
    - YES
    - District Contract?
      - NO
      - YES
      - Request Team Leader
      - Request District Consultant Services
      - DVE Lead Team?
        - NO
        - YES
        - Request Team Members for each discipline
        - Review request
        - Make selections & send to DVE
        - Review team selections
        - All disciplines available?
          - YES
          - NO
          - Secure consultant team members
        - NO
        - Team acceptable?
          - YES
          - **STEP 3:** VE Team Selected
          - **STEP 4:** Send Team Notifications
          - **STEP 5:** Send Team Notifications

**Process and Quality Measures**
- **Control**
- **Quality**
- **Checking / Measure Monitoring**
- **QAR**
- **Steps / Time**
- **Checking Item**
- **Timeframe (Frequency)**
- **Responsibility**
- **Date of Last Review**
- **Process Measures**
  - # of teams missing required disciplines
  - # of teams with more than 2 untrained team members serving as primary team member
  - # of team leaders not meeting qualifications
  - VER & VE Study Report
  - Annual
  - SVE
  - 01/2009
  - C
  - VER, VE Study Report, SAVE, FLPE, TRESS
  - Annual
  - SVE
  - 01/2009
  - C
  - VER, VE Study Report, SAVE, FLPE, TRESS
  - Annual
  - SVE
  - 01/2009
  - C

**Miscellaneous Information**
- **CODES:**
  - C - Compliance
  - NC - Noncompliant
  - BP - Best Practices
  - Federal Regulation 23 CFR 627
  - VE Procedure 625-030-002
  - AASHTO Guidelines for VE

**Input(s):** Project disciplines  
**Supplier(s):** Department Heads, VE Consultants  
**Process Owner:** District Value Engineer  
**Rev #:** 1.5  
**Rev Date:** 2/2009  
**Approved:** ______________________  
**Date:** ______________________