PMPC Roll Out Minutes

Date: Friday, June 15, 2018
Time: 1:00PM – 3:00PM
Location: 3390 Lanatt Street, Room A, Sacramento

Purpose: Garner a better understanding of why the PMPC exists and the new changes being implemented.

Minutes

<u>Welcome</u>

Tim Greutert welcomed everyone and went over the agenda.

<u>Introductions</u>

Ray Hopkins – PMPC will provide an outlet for much needed collaboration.
Russell S. – There is a sense of urgency with this meeting and a need for collaboration at a key time.

<u>Why the PMPC</u>

Dan S., Tim G. and Keith H. discussed the importance of the PMPC and why we are retooling the RPC. It is a recommitment and start fresh for the committee members and to engages the upper levels of CT in the work products being developed.
The 5 dysfunctions of a team were analyzed. The PMPC will focus on building trust, engaging in healthy discussion and conflict, committing to scope of work, team success, good communication, reporting performance, and achieving success. The PMPC operating principles (street ready, effectively implemented, and perform as intended) were identified. From the Operating Principles meetings held last year there were three issues regarding CT construction standards identified. They should be:

- Street ready (equipment, staffing, training, costs) without undue risk to contractor or Caltrans
- Effectively implemented statewide
- Performance-driven

Key Focuses

- Be based on data, national standards, and impact stakeholder perspective.
- Tied to Caltrans Mission, Vision, Goals

<u>Roles and Responsibilities</u>

Keith H. discussed the PMPC SOP goals, purpose, and organizational roles and responsibilities.
Russell S. explained that Industry communication at the Executive Committee level is through CalAPA and CalCIMA, hopefully resulting in better communication and results.

<u>Meetings and Schedules</u>

The Executive Committee, Steering Committee, TG, STG and WPG meeting frequencies and responsibilities were reviewed.

a. Monthly PMPC meetings
    i. Discuss operational and strategic objectives of the PMPC
b. Quarterly meetings with TGs.
    i. Review issues identified by TGs.

  ii. Sign new scoping documents.
  iii. Review new proposed projects by STGs.
  iv. Consider suggestions for process/structure improvement.
  v. Address membership changes.
 c. Steering Committee (SC) Meetings - Quarterly meetings with EC
 d. TG and STG meetings
  i. Meet quarterly or more frequently
  ii. Quarterly TG meetings include STG Chair and Industry Lead
 e. WPG Meetings
  i. Meet as frequently as needed
  ii. Conduct meeting under PMPC SOP and Charter
  iii. Monitor PMPC Work Product deliverables

Keep members informed on disposition of issues

Work Product Status

Tim G. emphasized that there is a need to make sure we understand what the current status is of each of the Work Products including each deliverable. The WPG Chair is responsible for updating the status. Any changes of scope or schedule (primarily final date) must be approved by the EC.

Web Page

Tim G. displayed the web page and what will be posted on it. Items will include but not limited to:
1. Calendars.
2. SOP.
3. Meeting Agendas and Minutes.
4. Scoping Documents.

Work Product Statuses.

Work Product Group Process

Tim G. reviewed the WPG process. The members of the Work Product Group are defined in the scoping documents. These groups' meetings are closed.

Question: What is the process for adding members to the WPG such as academia support or subject matter experts?

Response: It is up to the WPG Chair to determine what resources will be needed to meet the scoping document deliverables. We do not want a revolving door of individuals nor do we want a WPG with 20+ members. However, when a need for a subject matter expert or academia is required to provide additional knowledge it should be done to close the gap on what we don't know.

Scoping Documents

The process for developing of scoping documents and reviewed the scoping document template. Scoping documents:
  a. Are prepared by the Subtask Groups.
  b. Are required for every work product; it defines the scope of the work product.
  c. Executive committee approves after review by the Task Group.

FY 18/19 Work Products Schedule

 a. STG provides prioritized scoping doc topics to TG – Target 7/1
 b. TG submits topics to Exec committee for approval – Target 7/6
 c. EC (Executive Committee) approves scoping doc topics – Target 7/13

d. STG Chair develops new Scoping Documents based using new template (See SOP) – Target 8/1

e. EC approves scoping docs - Target 8/15

Tim G. identified that these are not hard dates, but we want to make sure the roll out is successful. It's imperative that topics are developed in the next couple of weeks so prioritization can take place and the Subtask Groups can start on the scoping documents.

Consensus Resolution Process

The consensus resolution process was reviewed and it was emphasized the need for resolution. Russell S. explained that the Executive Committee is there to help remove roadblocks and empower others to make decisions and move forward.

Key Takeaways

- Why the PMPC exists
- Caltrans and Industry commitments
- The structure and practices of the PMPC

Understand and take ownership of responsibilities

Q&A

Question: Does a scoping document (SD) idea get approved by the Executive Committee?

Answer: Issues can be added to the groups bin list at any time. When a subtask group is ready to proceed with a new Work Product, they will submit the idea up to the Task Group and ultimately to the Executive Committee for approval. This is to save effort on the preparation of a complete scoping document that management may not agree is worth the effort at this time or that there are other priorities. There is information in the SOP regarding the preparation of the "Pre-scoping document" document.

Question: When conducting meetings will there be note takers?

Answer: It is the Chairs responsibility for having notes developed. Meeting notes need to happen, and are an important element that the Chair must take accountability for.

Question: How do you manage pilot projects if the WPG is disbanded? Is there flexibility in this?

Example: An intelligent compaction WPG is disbanded, but data analysis needs to be done to make sure it is evaluated appropriately. Who is conducting this evaluation if the WPG is disbanded? May need 2 or 3 rounds of pilot projects therefore we need flexibility.

Answer: It will depend on the pilot project timeline and the nature of what we are trying to accomplish. In general, pilot projects will be monitored at the Subtask Group level to ensure they are completed and the analysis outlined in the Final Report is complete. Once the pilot project(s) are complete, the Subtask Group will review the findings and determine if a new WPG needs to initiate. If the SD required a pilot project the WPG will be allowed to continue to meet SD deliverables. The last thing we want is for work products to drag on for years without any success to show for them. The PMPC will review and modify the SOP as appropriate to ensure this issue is clearly defined. (this topic was discussed at the PMPC EC on June 21. The EC is looking at the best methods to track pilot projects and lessons learned.)"

Question: How can the work get done all in 1 year? It makes sense to have the WPG stay together through the end of the pilot project.

Answer: We cannot expect each WPG to complete all their work in one year. Phased out projects with a new SD for each phase is one way of doing this. This allows the WPG to track progress/accomplishments accurately.

Question: At what level is outside assistance for the WPG approved?

Answer: It is the WPG and the WPG Chair's responsibility for identifying and approving the need but limiting the number of individuals.

Question: What will be the location of these meetings? Caltrans need to recognize that it's a big state and we don't want to lose participation because every meeting is in Norther CA.

Answer: When the WPGs are developed in the scoping documents, the location of the WPG members will be reviewed to determine where the meetings will be held. The SOP will be reviewed and modified as appropriate to address this concern.

Presentation – Conducting Effective Meetings

Russell S. and Tim G explained this effort is about problem solving effectively and successfully. There are different types of meetings and you must be prepared for what the meeting requires. Identify what tasks and outcomes may be involved in a meeting. The FHWA Guidance: Spec Development provides useful meeting guidelines to follow. For example, there are 5 ingredients of a good meeting, and a 7 step problem solving model. It is important to know that discussions outside the meeting may need to take place prior to a decision being made. Further explanation on meeting preparation, key roles, and how meetings can be derailed were provided. The 6 steps of conflict management, and helpful tools for producing successful meetings were reviewed. The most important thing to remember is to trust each other.

Action Items
- Agenda templates will be reviewed and modified as appropriate. – Marcella Wiebke, PMPC SFP.
- SOP will be reviewed for directions regarding the monitoring of pilot projects. – Marcella Wiebke.
- SOP will be reviewed for determining location of WPG meetings. – Marcella Wiebke.