

**January 2013 PID Strategic Plan  
Action Plan**

Priority	Goals for Fiscal Year (Objectives and Strategies)	Lead	Year End Target	% Completed YTD	Due Dates	Comment
High	<b>Goal 1: Caltrans will continue to improve efficiencies throughout the PID process.</b>	Planning	100%	0%		
High	<b>Objective 1.1: Caltrans will establish a conflict resolution process.</b>	Planning	100%	0%		
High	<p><b>Strategy 1.1.1:</b> Coordinate with other Caltrans divisions to develop a conflict resolution process to be incorporated into the PDPM and policy documents.</p> <p>The conflict resolution process should include a District Executive Review Committee, members to be decided by District Director, in the event that conflict over the necessary content of the PID arises during the PID phase.</p> <ul style="list-style-type: none"> <li>The conflict resolution process should incorporate the processes set in place in Chapter 2 of the PDPM and in the Conflict Management process in the Project Communication Handbook by Project Management.</li> </ul>	Planning	100%	0%	June 30, 2013	
High	<b>Strategy 1.1.2:</b> Implement and communicate the processes, guidelines, and policies for the conflict resolution process.	Planning	100%	0%	June 30, 2013	
High	<b>Objective 1.2: Caltrans will streamline PID review procedures for PID activities.</b>	Planning and Design	100%	90%		
High	<p><b>Strategy 1.2.1:</b> Develop process to streamline PID review procedures activities.</p> <ul style="list-style-type: none"> <li>Implement the Quality Management System established by Design for use in the PID program.</li> <li>Planning- Develop a plan to implement QMS in PID program</li> </ul>	Planning and Design	100%	90%	June 30, 2013	
High	<b>Strategy 1.2.2:</b> Provide training to District staff to guide the work of PID activities.	Planning and Design	100%	90%	June 30, 2013	

High	<b>Strategy 1.2.3:</b> Caltrans staff will only review completed PID sections or return the PID with comments indicating what must be done to make the PID reviewable. Priority of review will be for complete PIDs.	Planning and Design	100%	90%	June 30, 2013	
High	<b>Strategy 1.2.4:</b> Using the established criteria, expand the use of the streamlined SCVP document. <ul style="list-style-type: none"> <li>The SCVP should be considered for every SHOPP Project</li> </ul>	Planning, Maintenance	100%	0%	December 2012	
High	<b>Strategy 1.2.5:</b> Continue to provide PID guidance to local agencies to improve quality of documents received and efficiency of Caltrans review, and monitor effectiveness. <ul style="list-style-type: none"> <li>Online training course available to internal and external partners (ie. PSR-PDS).</li> <li>Districts communicate availability of on-line training to local partners.</li> </ul>	Planning	100%		June 30, 2013	
High	<b>Objective 1.3: Caltrans will continue to identify opportunities to streamline PIDs.</b>	Planning				
High	<b>Strategy 1.3.1:</b> Caltrans will examine the PEER policy to explore opportunities to expand the parameters for which a PEER can be used. <ul style="list-style-type: none"> <li>Caltrans will communicate PEER criteria with local agencies as a tool in the project development process.</li> </ul>	Planning and Design	100%		March 2013	

Priority	Goals for Fiscal Year (Objectives and Strategies)	Lead	Year End Target	% Completed YTD	Due Dates	Comment
High	<b>Goal 2: Caltrans will continue to improve management of the PID program and PID resources.</b>	Planning	100%	0%		
High	<b>Objective 2.1: Caltrans will develop and use performance measures to manage the PID program.</b>	Planning	100%	0%		
High	<b>Strategy 2.1.1:</b> Assess performance measures annually to manage PID program. <ul style="list-style-type: none"> <li>Measure how many PIDs were completed within the total resource allocation.</li> </ul>	Planning	100%	0%	September 1, 2013	
High	<b>Strategy 2.1.2:</b> Reassess workload norms on an annual basis <ul style="list-style-type: none"> <li>Assess norms by program</li> </ul>	Planning	100%	0%	September 1, 2013	
High	<b>Strategy 2.1.3:</b> Utilize annual District Agreements to monitor Program deliverables. <ul style="list-style-type: none"> <li>Monitor number of projects completed.</li> </ul>	Planning	100%	0%	FY 12/13 Quarterly	
High	<b>Strategy 2.1.4:</b> Ensure coordination between Headquarters and District SHOPP Coordinators and PID staff. <ul style="list-style-type: none"> <li>Quarterly teleconference meetings with District SHOPP Coordinators and PID staff</li> <li>Biannual teleconference meetings with HQ SHOPP Managers</li> </ul>	Planning	100%	0%	FY 12/13 Quarterly Biannual	
High	<b>Strategy 2.1.5:</b> Headquarters will analyze resource allocation vs. expenditure on a quarterly basis <ul style="list-style-type: none"> <li>Reimbursable and Non-Reimbursable</li> </ul>	Planning	100%	0%	FY 12/13 Quarterly	
High	<b>Strategy 2.1.6:</b> Implement a process to assess the quality of completed PIDs (i.e. did PID meet the anticipated scope, cost and schedule and allocation? Is the PID adequate for future phases?) <ul style="list-style-type: none"> <li>Implement Quality Management System (Design).</li> </ul>	Planning and Design	100%	0%	TBD	
High	<b>Strategy 2.2.7:</b> Implement a process to develop work programs based on the district DSMP.	Planning	100%	0%	October 1, 2013	
High	<b>Strategy 2.1.8:</b> Annually evaluate adherence to the 3 year PID Work Program.	Planning	100%	0%	October 1, 2013	

Priority	Goals for Fiscal Year (Objectives and Strategies)	Lead	Year End Target	% Completed YTD	Due Dates	Comment
High	<b>Objective 2.2: Caltrans will develop and use process improvement tools to manage PID resources.</b>	Planning	100%	0%		
High	<b>Strategy 2.2.1:</b> Districts evaluate, by project, PID expenditures compared to PID allocation on a quarterly basis.	Planning	100%	0%	FY 12/13 Quarterly	
High	<b>Strategy 2.2.2:</b> On a project basis, monitor the percent complete compared to the percent of resources expended on a quarterly basis.	Planning	100%	0%	FY 12/13 Quarterly	
High	<b>Strategy 2.2.3:</b> Conduct PID Status Meetings with project managers, district SHOPP advisors, and Design representative every six weeks.	Planning,PPM, SHOPP, Design	100%	0%	FY 12/13 Every 6 weeks	
High	<b>Strategy 2.2.4:</b> Review and streamline the Project Control process <ul style="list-style-type: none"> <li>• Measure the length of time it takes to open and close a Project ID.</li> <li>• Close Project ID 4 weeks after a PID is approved.</li> <li>• Address 010 projects- expedite movement to next phase</li> <li>• Address the impact of Headquarters fire drills on Project Control</li> <li>• Evaluate HQ multiple levels of approval process to open a Project ID.</li> <li>• Develop common tracking terminology to determine status of project in Advantage</li> </ul>	Planning	100%	0%	June 30, 2013	High
High	<b>Strategy 2.2.5:</b> Reassess the number of copies made for distribution after PID is completed. <ul style="list-style-type: none"> <li>• Utilize web-based tools</li> <li>• Determine common storage and location policy</li> </ul>	Planning	100%	0%	June 30, 2013	High
High	<b>Strategy 2.2.6:</b> Headquarters to provide expenditure reports on a quarterly basis. <ul style="list-style-type: none"> <li>• Expenditures vs. allocations by program</li> </ul>	Planning	100%	0%	FY 12/13 Quarterly	High
High	<b>Strategy 2.2.7:</b> Continue to include District PID Program representative attendance at PDT meetings.	Planning	100%	0%	June 30, 2013 Ongoing	High

Priority	Goals for Fiscal Year (Objectives and Strategies)	Lead	Year End Target	% Completed YTD	Due Dates	Comment
High	<b>Goal 3: Caltrans will continue to provide transparent communication with internal and external PID Stakeholders.</b>					
High	<b>Objective 3.1: Caltrans will provide training for new and existing procedures.</b>					
High	<b>Strategy 3.1.1:</b> Headquarters PID staff to provide statewide and district meetings to provide training to key Caltrans PID staff on new and existing guidance and procedures.	Planning	100%	0%	FY 12/13 Ongoing	
High	<b>Strategy 3.1.2:</b> Caltrans will provide training for new streamlined PIDs (i.e. CAPM).	Planning, HQ SHOPP	100%		TBD	
High	<b>Strategy 3.1.3:</b> Caltrans will ensure PID guidance is available online.	Planning	100%		June 30, 2013	
High	<b>Strategy 3.1.4:</b> Caltrans will attend partner meetings with local agencies to provide program updates.	Planning	100%		TBD	
High	<b>Objective 3.2: Caltrans will maintain a PID Committee made up of Caltrans staff and local PID stakeholders.</b>					
High	<b>Strategy 3.2.1:</b> Quarterly PID Committee meetings will be held to continuously evaluate the effectiveness of the PID program and recommend further improvements related to cost reductions and streamlining opportunities.	Planning	100%		TBD	
High	<b>Objective 3.3: Caltrans will provide early dissemination of information to districts and local agencies through</b>					
High	<b>Strategy 3.3.1:</b> Headquarters PID staff will compose a quarterly newsletter for internal and external staff to provide current guidance.	Planning	100%		June 30, 2013	
High	<b>Strategy 3.3.2:</b> Establish email notification when new information is posted to Office of Project Scoping Coordination (OPSC) website.	Planning	100%		June 30, 2013	
High	<b>Strategy 3.3.3:</b> Central location for communication "in-basket" for new PID program information posted to the Inter/Intranet.	Planning	100%		June 30, 2013	

