**Project Name:** Enter project name.

Submitted by: Enter the name of person who filled out this PMP and the jurisdiction.

Version: (First submittal or revision version)

Date: Submittal date.

*General Instructions:*

* *If your project already has an existing PMP in a different format, you may submit it to 2016 Measure B Program Office for review in lieu of this form. You still need to answer the questions in this template that are not included in your existing PMP.*
* *Please update and resubmit the Project Management Plan after completion of each major phase that is covered by 2016 Measure B funds (“major phase”): Conceptual/Planning Phase, PID/Preliminary Engineering, PA&ED, PS&E/Final Design/ROW/Bid Document Preparation, Construction, including Landscaping, if applicable.* 
  + *Items that should be updated as time goes:*
    - *Project Schedule: ROW acquisition status, Bidding, Award, NTP to contractor*
    - *Reconciliation of bids vs. budget*
    - *Permits*
    - *Changes in project risks*

1. **PROJECT BACKGROUND & SCOPE**

* *Identify project purpose, scope, phases, and background (“Baseline Scope”). Project scope needs to be consistent with project description in the Agreement. If there are changes to the Baseline Scope, you need to submit an updated PMP with discussions on associated impacts to schedule and cost.*
* *Provide a project location map. If the map is provided in the Complete Streets (CS) checklist, a reference to the CS checklist should be made.*
* *Who funds the project? Who will own, operate, and maintain the facility? Who is the project implementation agency/agencies.*
* *Has the project been environmentally cleared/exempt? Specify level of clearance and the approving agency.*

Click or tap here to enter text.

1. **PROJECT COST ESTIMATES AND BUDGET**

* *List cost estimate and budget for each project phase covered by this PMP. Add rows for additional fund sources and columns for additional project WBS as needed.*
* *If the project is not fully funded, please briefly describe a plan or a strategy to fully fund the project.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fund Source** | **Conceptual/ Planning Study** | **PID/**  **Prelim. Engineering** | **PA&ED/**  **Prelim. Design** | **PS&E/**  **Final Design** | **ROW/**  **Utilities Relocation** | **Construction Support** | **Construction** | **Total ($)** |
| 2016 Measure B |  |  |  |  |  |  |  |  |
| Other local |  |  |  |  |  |  |  |  |
| State funds – Please specify. |  |  |  |  |  |  |  |  |
| Federal funds - Please specify. |  |  |  |  |  |  |  |  |
| Total ($) |  |  |  |  |  |  |  |  |

1. **PROJECT SCHEDULE AND MILESTONES**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT MILESTONE | Begin Milestone  (Month/Year) | End Milestone  (Month/Year) | Milestone Designation (Target/Actual) |
| Conceptual/Planning Study |  |  |  |
| PID/Preliminary Engineering |  |  |  |
| PA & ED/Preliminary Design |  |  |  |
| PS & E/Final Design |  |  |  |
| Right of Way |  |  |  |
| Construction |  |  |  |
| Project Closeout |  |  |  |

Click or tap here to enter text.

1. **PROJECT MANAGEMENT TEAM**

*(Including but not limited to: Project Sponsor(s), Project Manager, Project Engineer, Outreach, etc. You must identify a Project Manager and provide email/phone contact.*

*For projects that receive over $10M of 2016 Measure B funding, you must attach or provide a link to the project staffing plan.*

Click or tap here to enter text.

1. **PROJECT DELIVERY METHOD AND IMPLEMENTATION**

* Describe project procurement/delivery method
* List Co-op Agreements and Permits required and their status (executed/in development)
* Professional Services for Design and Construction Support
* Professional Services for Construction Management
* Construction Contract
* Specialty Work
* Other

Click or tap here to enter text.

1. **STAKEHOLDER COORDINATION AND REQUIREMENTS (if applicable)**

* CPUC Safety Certification
* Caltrans project coordination and approval
* Right-of-way purchase and certification
* Third party utility relocation
* Other funding agencies coordination
* Inter-agency Agreements
* Permits

Click or tap here to enter text.

1. **PROJECT MANAGEMENT AND CONTROL STRATEGY**

* What are the top 3 critical issues for each major phase of the project? How does the PM address them?

Click or tap here to enter text.

* Project cost control and performance measure (commonly used earn value method).

Click or tap here to enter text.

* Describe how baseline measures changes are managed (change control committee and change justification documentation).

Click or tap here to enter text.

* Project status, performance reporting process and reporting frequency.

Click or tap here to enter text.

1. **RISK MANAGEMENT**

* Identify potential risks: What risks are unique to this project? This section should be updated after completion of each major phase: what risk increases/changes in the process? What risks are retired/reduced as the project progresses?

Click or tap here to enter text.

* Risk management tool (cost trending report, set threshold that may require budgetary action when cost overrun exceeds the limit.)

Click or tap here to enter text.

* Mitigation measures:

Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **2016 MEASURE B PROGRAM OFFICE USE ONLY** | | |
| Program Review: | Signature: | Date Reviewed: |
| Engineering Review: | Signature: | Date Reviewed: |
| Approval: | Signature: | Date Approved: |

**Acronym Key:**

CS: Complete Streets

NTP: Notice

PID: Project Initial Document

PA & ED: Project Approval & Environmental Documents

PM: Project Manager

PS & E: Plan, Specifications, and Estimates

ROW: Right of Way

WBS: Work Breakdown Structure