

Urban Construction Initiative (UCI) Goals

Strategic Plan - Update

FY2013 and FY2014

STRATEGIC – Long term impact on the direction of the program

■ REVISE GUIDANCE DOCUMENTS

A. Incorporate UCI Policy and Program into Urban Manual

- Task Lead: Todd Halacy
- Definition: Phase out the UCI Guide policy an program areas by combining them into the Urban Manual
- Why this is important: Incorporating the UCI Guide policy and program areas into the Urban Manual will allow a single source, the Urban Manual, for all policy and program information for the Urban and UCI Programs
- Status: **Nearly Complete**

B. Incorporate UCI Project Development into LAP Manual

- Task Leads: Todd Halacy/Tom Slaughter
- Definition: Begin phasing out the UCI Guide and will incorporate UCI project development items into LAP Manual and UCI policy and program areas into Urban Manual.
- Why this is important: Incorporating the UCI Guide into the LAP Manual will allow VDOT Project Coordinators and Locality Project Managers a single resource for all project development activities and deliverables. This will also allow a single resource, the Urban Manual, for all policy and program information for the Urban Program.
- Status: **Pending**

■ ESTABLISH THE DISTRICT LOCAL PROJECT TEAMS

- Task Leads: Todd Halacy/Lamont Benjamin
- Definition: Establish District Local Project Teams. These will consist of technical representatives in the VDOT Districts.
- Why this is important: To develop District teams that are familiar with current UCI guidelines in order to provide consistent timely reviews and building a rapport with local PM's to help achieve project success.
- Status: **Pending**

■ TRAINING

- Task Leads: Jeanette Janiczek/Jan Vaughan
- Definition: Establish and implement a training schedule for UCI participants on an annual basis.
- Why this is important: Proper understanding leads to expedited processes, from design consultant pre-award audit to construction closeout. Develop 3-yr training plan.
- Status: **Underway**

■ ACCOMPLISHMENT DOCUMENT

- Task Leads: Dan Blackburn/David Cabbage
- Definition: Prepare a document that lists all of the accomplishments (project and program level) of the UCI Program since the program was established in 2003.
- Why this is important: Will assist VDOT and Local staff in briefing Executive Management on the accomplishments and value of the UCI program since established in 2003.
- Status: **Pending**

■ APPLICATION ACCESS

- Task Lead: John Simmers
- Definition: Implement a tool/process that will allow the localities to access and input data in various VDOT applications (i.e. PCES, Project Pool, iPM, ISYP, etc.)
- Why this is important: To provide UCI localities with seamless access to VDOT applications used to tract and maintain general project information, schedule and estimate data that has the potential to improve overall project management and administration by the UCI localities.
- Status: **Nearly Complete**

PROGRAMMATIC – Changes to the programs to increase efficiency and effectiveness of our programs

■ **VDOT PROJECT DEVELOPMENT REVIEW TIMELINE**

- Task Leads: David Jarman/Steve Rowan
- Definition: Create a project development timeline that lists local and VDOT timeframes for reviews and submittals.
- Why this is important: Having typical durations for VDOT review activities allows localities to integrate those review activities and durations into their project scheduling, and provides VDOT with reasonable timeframes to complete reviews as well as metrics to measure performance. Incorporating VDOT review times into the project schedule will allow for a more complete and accurate project delivery schedule.
- Status: **Nearly Complete**

■ **COMPLETENESS REVIEW CHECKLIST**

- Task Leads: Lynn Allsbrook/Chris Swartz/ Michael Fulcher
- Definition: Create comprehensive checklist for right of way and construction phase submittals that outline the minimal submittal requirements
- Why this is important: To ensure localities submit all items in one package that VDOT needs to authorize approvals. This will assist with streamlining reviews and ensure consistency statewide.
- Status: **Underway**

■ **CONTINUE DEVELOPMENT OF THE UCI CERTIFICATION PROGRAM**

- Task Leads: Todd Halacy/Phil Pullen
- Definition: Continue to establish processes and tools for localities that are members of the UCI Certification program.
- Why this is important: UCI still the “cutting edge” of local programs with the UCI Certification Program remaining a priority and the ultimate implementation of the “risk based approach”. Because of this new way of doing business, we need to establish internal documentation for the changes to processes and checklists under certification and to continue to look for opportunities to streamline.
- Status: **Underway**

■ **PERFORMANCE MEASURES**

- Task Leads: Russ Dudley/Drew Williams
- Definition: Establish performance metrics and performance monitoring process for UCI program and program participants.
- Why this is important: By developing a performance monitoring process, the program’s benefits and contributions can be identified, and program efficiency and effectiveness can be increased. When measurement identifies UCI participants that are particularly successful, their processes can be used as a model to other program participants, so that all program participants can benefit.
- Status: **Complete**