



PROJECT TEAM INITIATION PROCESS

What, Why, When, Who, and How



**PTIP – The Breakfast of
Champion PMs**

Project Team Initiation Process

Discussion Topics



WHAT is PTIP in the general Sense?



WHY is PTIP conducted?



WHEN is PTIP conducted?



WHO conducts PTIP?



HOW is PTIP conducted?

The **WHAT** of PTIP



Originally intended as a process to prepare the PM to develop a better schedule to present at the Schedule Review Meeting.

That inherently requires that the PM have a relatively strong understanding of the need and purpose of the project, the site conditions, potential risks and the scope of work needed to accomplish the purpose.

Only then can the PM understand what activities will be required and, consequently, how much time it will take to perform those activities.

Although the process involved collaboration of Subject Matter Experts from multiple disciplines, the PTIP process was not mandatory, if the PM felt he could develop the schedule without assistance.

The Schedule Review Committee may not have detailed information on every project when deciding whether to approve a schedule. Better information leads to better decisions.

The **WHAT** of PTIP



Currently, the process involves much of the same activities that were understood to be performed in order to develop the project schedule.

- Data collection
- Early coordination
- Desktop research
- Identification, Assessment, and Mitigation of Risks
- Schedule Development
- Scope Development
- Assessment of Budgets

However, the scope of the process now also explicitly involves getting a grasp on all three elements of the project...**Scope**, **Schedule** and **Budget**...as they are all interlinked.

The WHAT of PTIP



As Risks have the potential to impact Scope Schedule and Budget at any time throughout the project lifecycle, they are a key focus of the PTIP as well. In order to fully understand and address risks, it is critical that the appropriate Subject Matter Experts are involved in the Risk Assessment process. PMs should NOT perform this task on their own.

Additionally, GDOT has recently adopted the Risk Mitigation Guidelines as a system of identifying, assessing and mitigating risks, and that process is now documented in, and shared through, the Risk Register, which is initiated during PTIP.

The PTIP process culminates in the project's **PTIP Presentation Meeting**, which is attended by:

PTIP Team

Procurement Selection Committee (if required)

Key OPD Management

GDOT District and Area Personnel

Senior GDOT SMEs

Project Team (if assigned)

The WHY of PTIP



Goals of the Project Team Initiation Process:

- To reduce the time it takes to progress from Preliminary Engineering funding authorization to beginning project development activities.
- To more narrowly focus the approach for project development and eliminate extraneous work.
- To provide the Consultant Selection Committee and GDOT Management a better understanding of the project in order to make more informed decisions when selecting or assigning the project team.
- To provide the project team a comprehensive introduction to the project
- To provide the project team an understanding of potential risks and possible strategies for avoiding and mitigating risks that might arise.
- Determination of suitability for inclusion of a Phase I – Preliminary/Scoping Phase

In general, PTIP is intended to give the project a firm foundation upon which to begin project development activities.



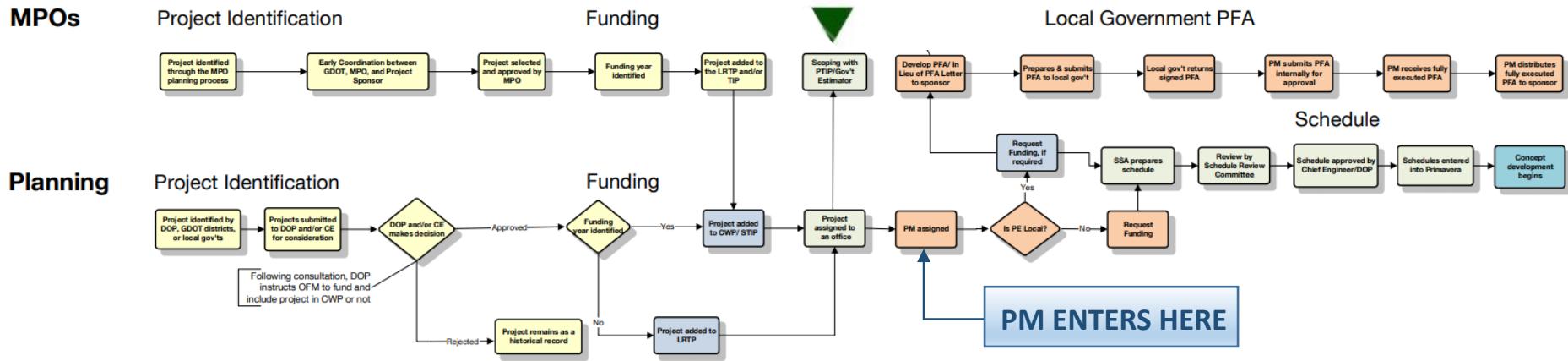
When is PTIP?



Planning and Programming Process

Office of Planning

Friday, April 19, 2019



PTIP begins:

After the project is added to CWP/ STIP, TIP or LRTP and
 After the project is assigned to a GDOT Office

PTIP ends:

When the project is assigned and transitioned to the PM



The WHO of PTIP

PTIP activities currently carried out under two distinct contracts for OPD:

Bridge Program Management

Bridge replacement projects

PTIP Conducted under separate task order by
AECOM PTIP Team

Generally received in two batches per year

Batch 1 – Bridges on State System

Batch 2 – Bridges on local routes



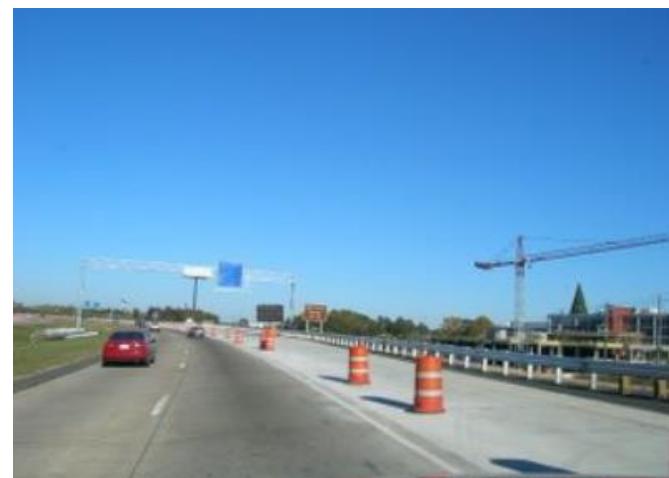
Government State Estimator

Conventional projects

PTIP conducted by

AECOM and

Jacobs Engineering Group





The WHO of PTIP

Although the PTIP activities are conducted by the AECOM and Jacobs Engineering Group PTIP Teams the process would fail without input from the following stakeholders:

- Subconsultant SMEs
- Local Government Officials and Staff
- Federal Agencies
- State Agencies
- GDOT Management
- GDOT District and Area Personnel
- GDOT SMEs from all Offices
- GDOT Planning Office
- Utility Owners
- Railroads





The WHO of PTIP

Building the PTIP Team (SMEs)

Environmental

Archaeology

History

Ecology

Roadway

Bridge/Structures/

Hydrology/Hydraulics

Geotechnical

Traffic

Survey

Utilities

Railroads

Right-of-Way

Construction



The HOW of PTIP

1. Project(s) Received from OPD or Bridge Office

May be simply a list of PI or Bridge Serial Numbers

2. Request Project Justification Statement from Planning Office

Where/By whom project initiated

Need and Purpose (The goal of the project)

Type of project

Evidence of need (condition, crashes, congestion, etc.)

3. Create Risk Register

4. Collect Data in GeoPi/TPro

PSR

Project Description

Bridge Information – SI&A and Inspection Reports

Other projects in area



The HOW of PTIP

- 5. Create Project Aerial Mosaic (from Google Earth Pro)**
- 6. Request GA 811 Utility Design Location**
- 7. Determine if Viable Detour Route Exists for Potential Closures**

Particularly for bridge projects

Coordinate with District/Area personnel

Conduct Early Detour Coordination with locals

County/Municipal Commissioners

Local School Boards

Emergency Management Agencies

- 8. Determine feasible concepts for project and resultant footprints**
- 9. Develop PTIP Environmental Survey Boundary and .kml file**



The HOW of PTIP

10. Conduct Site Visit

11. Validate that all Programmed Budgets are Sufficient for Project

12. Identify and Assess Risks to Scope, Schedule & Budget

13. Develop Risk Mitigation Strategies

Based on Risk Mitigation Guidelines

14. Determine Required Activities/Area Classes

15. Develop Draft Schedule

16. Develop PTIP Presentation

Need and Purpose

Required Activities/ Area Classes

Existing conditions

Schedule/Task Durations

Potential Improvements

Budget

Potential Impacts

In-house vs. Consultant Design

Discussion of Risks

Contract Mechanism/ Bundling



The HOW of PTIP

- 17. Conduct PTIP Meeting**
- 18. Post PTIP Package on Projectwise**
- 19. Develop Master Task Order 1 Scopes**
- 20. Develop Task List, Assumptions and Man-hour Estimate**
- 21. Develop Detailed Schedule**
- 22. Present Schedule to Schedule Review Committee**
- 23. Develop PM Transition Notes**
- 24. Conduct PM Transition Meeting**
- 25. Assist with Project Kick-Off Meeting (if requested)**

Summary

PTIP is the Process that:



Promotes a Healthy Start



Prepares the Project for keeping on Schedule, on Scope, and on Budget



Starts at the Dawn of the Project Lifecycle



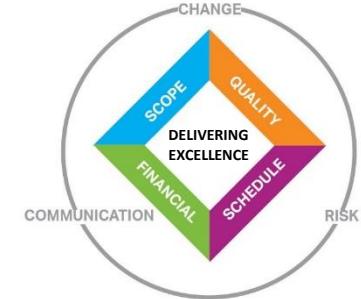
Is fortified with experienced Subject Matter Experts



Is composed of numerous ingredients that support a healthy Project



PTIP – The Breakfast of Champion PMs



“Quality is never an accident; it is always the result of intelligent effort.”

- John Ruskin, English art critic