**Project Action Plan – ** 2—Shorten Contract Execution Timeframes

Project Sponsor(s)	Joe Olson	**Team Lead**	Scott Lawry
Responsible division/area	BPD	**Date initiated**	09/19/2014
Anticipated time savings: **WisDOT:** **Contractor:** **Consultant**	TBD TBD TBD	**Anticipated cost savings:** **WisDOT:** **Contractor:** **Consultant**	$$ TBD $$ TBD $$ TBD
Implementation folder location	[SharePoint location]	**Status date**	12-8-2015
Action and strategy	2—Shorten Contract Execution Timeframes	**Estimated project Completion Date**	5/01/2016
Description of project	- Utilize technology between award and execution to shorten approval timeframes. - Explore possibility of Governor's office pre-authorizing execution of projects within X% of the engineer's estimate. - Post status between let and award for communication of delays to award (and what the delays are).	**Team members**	Scott Lawry Matt Grove Don Greuel OGC PDS Chiefs FHWA WTBA ACEC

Status	Green	Yellow	Red
Project status (overall)	X		

Project issues/Risks	**Possible mitigating strategies**
1. **Legal Authority** 2. **Final Document storage** 3. **Contractor reluctance to go electronic** 4. **Governor/Secretary coordination**	1. **DOA Ruling** 2. **Dept and OGC to develop policy** 3. **CCAW subcommittee** 4. **Coordination with FHWA** 5. **IT project to identify and implement document storage.**

Coordination Requirements
Identify other divisions, groups, staff, internal and external that are affected by the final recommendation. Include information on timing of coordination and frequency: 1. **FHWA coordination—to approve process changes.** 2. **WTBA—to help develop changes and to update them on the status of changes** 3. **BITs—an IT project will be needed to implement a document storage system.**

Benefits Summary

Qualitative description of the anticipated benefits to implementing the recommendation:
1. **Shorten timeframe for execution means the quicker a project can be started and completed.**
2. **Document storage will help with long term storage and readily access.**
3. **Electronic documents will reduce the amount of paper used.**
4.

Implementation Plan

Describe the proposed implementation plan including tasks, responsibilities, and approval requirements:
1. **Complete team assemble, adding FHWA, Industry—Steering Committee**
2. **Develop solid project plan amongst team members--Team**
3. **Coordinate with OGC & FHWA to clear any potential hurdles--Team**
4. **Develop proposal—Team**
5. **Coordination and buy-in of proposal to Dept, Industry, FHWA—Team**
6. **FDM and other publications modified—Team and BPD**
7. **Develop IT planning and implementation project—Team and Bits**
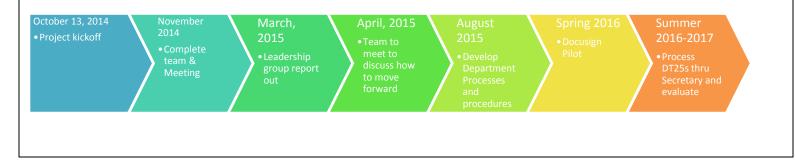
Accomplishments, action items and timeline

Accomplishments to date (including completion dates):
1. **Finalize Work plan—10/13/2014**
2. **Complete project team development November 1, 2014.**
3. **Team meeting to discuss findings April 2015**
4. **The authorization to execute projects will remain with the governor at this time.—Spring 2015**
5. **Develop departmental processes and procedures.—August 2015**
6. **Develop Pilot using DOCUSIGN to determine effectiveness of electronic signing of documents January 2016.**

Short-term (next three months) action items / milestones (including estimated timeline for completion):

Long-term action items / milestones (including estimated timeline for completion):
7. **Process DT25s thru the secretarys office from July 2016 to July 2017 and evaluate the effectiveness of the method.**

Summary: The work effort still ongoing with this project. The Governors form will be processed with this method to the secretarys office and may expand to the governor after evaluating the results. The department will continue to work with industry on the electronic processing of contracts.

Project Timeline

October 13, 2014	November 2014	March, 2015	April, 2015	August 2015	Spring 2016	Summer 2016-2017
• Project kickoff	• Complete team & Meeting	• Leadership group report out	• Team to meet to discuss how to move forward	• Develop Department Processes and procedures	• Docusign Pilot	• Process DT25s thru Secretary and evaluate

Metrics

Proposed metrics, how to measure success [examples – please complete as appropriate to your project]
    1. **Estimate Accuracy**
    2. **Reduced Addenda**
    3. **Reduced Change Order**
    4. **DQI increased**
    5. **CQI increased**

Original Partners:
2—Bidding phase—bidding process
- David Layton
- Kurt Flierl
- Troy Gagner
- Gene Kussart
- Eric Johnson
- Matt Eslinger
- Bruce Cornell
- Dennis Maney
- Caleb Manske
- Scott Lawry