
Implementation Procedures for ITOC's Major Project Oversight Responsibilities

Ordinance Language

"Review the major Congestion Relief projects identified in the Ordinance for performance in terms of cost control and schedule adherence on a quarterly basis." [Paragraph #10]

Background/Discussion

- To date, the ITOC has been briefed on the Early Action Program (EAP) approved by the SANDAG Board, which contains those projects from the 40-year *TransNet* Extension Expenditure Plan that have been targeted for accelerated implementation.
- The ITOC also has been involved in the review of the Plan of Finance for the EAP, which established the baseline cost, schedule and scope for the EAP projects and the financial strategy for moving those projects forward to implementation. The quarterly review process will provide the mechanism for the ITOC's oversight of the major project implementation.
- ITOC has participated with SANDAG staff and consultants (PBS&J) on a review of current program management processes and tools used by SANDAG and Caltrans to deliver transportation projects and the development of recommended improvements to the program management and tracking process for the implementation of the *TransNet* Program (*TransNet* Program Management Assessment, December 2005).
- This assessment includes recommendations for a quarterly reporting format to provide the ITOC with the key information it needs to review the progress being made on the major *TransNet* Congestion Relief projects.
- Early efforts by the ITOC should focus on providing input to the staff and consultants on the quarterly reporting format so that refinements and enhancements can be made to provide the ITOC with the data it needs in a format that is useful so that the ITOC can efficiently carry out its oversight activities.

Procedures

- Establish TRIP (Trends/Risks/Issues/Progress) "dashboard" reports to track status, progress and performance of the Early Action Program projects on a quarterly basis. The report should track the cost and schedule data at the project, corridor, and overall program levels.
- Review quarterly reports generated by the established TRIP Dashboard system and make recommendations to refine and enhance the information being provided.
- Use the established quarterly reporting process to document the status of projects in terms of cost control and schedule adherence and the progress being made on agreed upon recommendations for improvements made in the prior performance audit (or in the *TransNet* Program Management Assessment in the case of the initial performance audit) and make the information available for the triennial performance audit process (Paragraph #3).

Schedule/Timing

- The first quarterly report is scheduled for the April ITOC meeting covering progress through the quarter ending March 31, 2006.