Description of Project Management Website Changes

Section	Item Changed	Desciption of Change	Date of Change
Scoping/Scoping	Project Scoping is the process of defining project objectives, developing the Project Delivery Plan, and defining important elements of the project (scope, schedule, & budget), to help keep the project on-track to successfully achieve objectives. The Scoping Milestone is achieved when the Project Delivery Plan is approved by the Resident Engineer. Endorsement by the Project Team is recommended but not required.	Under "Purpose", the first paragraph has been replaced as noted to clarify that PDPs are complete when approval by Resident Engineers. New wording is in blue.	5/20/2021
Scoping/Completing the Scoping Milestone	The Design Scoping Review Meeting is part of the Scoping Milestone, but completion of the milestone includes approval of the PDP by the Resident Engineer. While it is a best practice for the Project Team to endorse the PDP, it is not required.	Under "Purpose", the first paragraph has been replaced as noted to clarify that PDPs are complete when approval by Resident Engineers. New wording is in blue.	5/20/2021
Monitor and Control	Region Plan Status and Program Meetings Regions and Program Engineers hold periodic meetings to facilitate information exchange and assess the status of their portfolio of projects. The exact frequency, structure, and requirements of these meetings is at the discretion of the Regions. Meeting attendees typically include the Region Management Team and Specialty Unit Managers, Maintenance, and the Business Office Manager. The focus of these meetings is to discuss the progress of projects and critical project details including scope, schedule, and budget, and issues and concerns. Resident Engineers should be prepared to discuss the latest information on their projects including schedules, budget, and cost estimates. This meeting provides an opportunity to discuss the status of deliverables and milestones as well as resources, issues, and changes.	Under "Approach," revised the last 2 paragraphs to more accurately reflect common Region practices for project status meetings.	5/20/2021
Scoping/Right Navigation Pane - Tools	Changed the "Project Meeting Agenda Sample."	The "Project Meeting Agenda Sample" was incorrect (it was the DSR Meeting Agenda). It now opens the Project Meeting Agenda Sample.	5/20/2021
Previous Changes (7/10/2020)			
Scoping/Cost Mgt & Tools Catalog	Project Cost Planner Tool	Information in prepopulated cells of the tool have been removed.	7/10/2020
Scoping/Cost Mgt & Tools	Construction Management Staffing Tool	A new tool that uses CDOT historical project information to estimate the level of Construction	7/10/2020
Scoping/Scope Mgt & Tools	Major Deliverables Matrix	Added a task to "Project Engineer" row, Final Office Review (FOR) Column, to estimate Construction	7/10/2020
Scoping/Procurement Mgt	Guidance	Guidance revised to include estimating Construction Managaement resource needs using the CM	7/10/2020
Previous Changes (2/14/2020)			
Preconstruction	PDP Waiver Request Form	Revised form to eliminate sample entries	2/14/2020
Initiate: DSR Meeting	Meeting Agenda Revised	Revised agenda includes Cost Planner Tool and schedule as attachments.	2/14/2020
Scoping/Roles & Resp	Contact List/Roles and Responsibilities Template	Added columns to Project Team Worksheet for Responsible Unit/Specialty Manager and Point of	2/14/2020
Scoping/Scope Mgt	Major Deliverables Matrix	Revised to reflect new content resulting from integration of the PDM	2/14/2020
Scoping/Change Mgt	Change Request Form	Removed sample entries, corrected format, and removed "submit to HQ PMO."	2/14/2020
Scoping/Procurement	New link to Procurement Clearance Process	Added a link to the Procurement Clearance Criteria - Clearance Process Initiative Worksheet	2/14/2020
Scoping/Procurement	Updated Engineering Contract Options Process Flow	Process Flow revised.	2/14/2020
Scoping/Procurement	Added link to Alternative Delivery Program Webpage	Link added to Right Navigation Pane.	2/14/2020
Scoping/Quality Mgt	PS&E Checklist Form 1299	Added link to PS&E Checklist Form 1299 to "Tools" on Quality Management Page	2/14/2020
Scoping/Quality Mgt	Qualtiy Assurance/Quality Control Tracking Matrix	Revised Qualtiy Assurance/Quality Control Tracking Matrix to include Constructability Review	2/14/2020
Execute: FIR, FOR, AD	New Content for Specialty Units	Technical content has been added for most specialty unit disciplines to the Execute Section of the webpage. Links to disciplines are available in the left naviagation pane.	2/14/2020
Execute: FIR, FOR, AD	New Content for FIR/FOR Milestones	New content added to Execute FIR/FOR/AD section, on the Execute (top) Page under the Quality subsection; content addresses tips for preparing and holding FIR/FOR milestone meetings.	2/14/2020
Execute: FIR, FOR, AD	New AD Milestone Content in Top Level Execute Section -	New content added to Execute FIR/FOR/AD section, on the Execute (top) Page, under the Procurement	2/14/2020
Previous Changes (8/1/2019)			
Scoping	**New** Change Order Price Analysis Tool	A new tool has been added to the Change Management Section and the Tools Catalog. This tool	8/1/2019
Initiate: DSR Meeting	**New** Mobility Operations Evaluation Request	A Mobility Operations Evaluation Request form has been added to the Scope Management Section.	8/1/2019
Initiate: DSR Meeting	**New** Managed Lanes Evaluation Level Tool	A new tool has been added to the Scope Management Section and the Tools Catalog. This tool	8/1/2019
Scoping	**New** Project Meeting Agenda Sample	A new meeting agenda template has been added to the "Execute" section and the Tools Catalog.	8/1/2019
Scoping	**New** Engineering Contract Options	A flow diagram showing basic steps for acquiring Professional Service contracts/task orders, and	8/1/2019
Scoping	Change Request Form	New Milestones have been added to the "Milestone Name" dropdown list.	8/1/2019
Scoping	Cost Management	The Cost Estimating graphic in the guidance showing the recommended use of the Project Cost Planner	
Initiate: DSR Meeting	Environmental Project Scoping Form	Instructions in "blue" have been added to the form, to clarify purpose of the form and the suggested	8/1/2019
Scoping	Major Deliverables Matrix	Major Deliverables Matrix has been revised.	8/1/2019
Scoping	MS Project Schedule Template	Schedule Template has been revised to include 10% Design activities.	8/1/2019
Scoping	Project Cost Planner Tool (PCPT)	The Project Cost Planner Tool has been revised as follows: - Miscellaneous updates have been made to improve estimate accuracy. - Escalation cost is now based on the construction budget only. - A Project Summary Tool has been added. See the worksheet (top right corner) for instructions. - PMO Rep @Risk estimation process has been streamlined. (check the top right corner of the "Cover" worksheet)	8/1/2019
Scoping	Project Management Workshop Slides	Project Manageament Workshop slides have been updated.	8/1/2019
Scoping	Roles & Responsiblities Guidance	Project Manager Wheel Graphic has been updated.	8/1/2019
Scoping	Roles and Responsibilities Guidance	Text has been updated under "Roles and Responsibilities" to change "second worksheet in the file" to	8/1/2019
Scoping	Simplified MS Project Preconstruction Schedule	Schedule Template has been revised to simplify formatting.	8/1/2019

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Tools Catalog	Tools Catalog	The Tool Catalog is now a single, alphabetized list of of all Tools available on the PM Webpage.	8/1/2019
Scoping	Transition to Construction Guidance - Both PDP Guidance and the	Guidance has been revised to include best practice recommendation for PM to hold a transition	8/1/2019
Previous Changes (2/7/2019)			
Example PDP's	PDP Sample Library	New PDP Library added with sample PDPs.	2/7/2019
Tools Catalog	Tool Catalog	New catalog added that lists the names and descriptions of PDP tools and templates.	2/7/2019
	MS Project Schedule Template	The Schedule template has been modified such that PMs can enter either the Late Construction Start or	2/7/2019
Scoping	Major Deliverables Matrix	Revised the Major Deliverables Matrix as follows:	2/7/2019
Scoping	Revised Project Cost Planner Tool (PCPT)	1. Right of Way (Input Form): ROW Cost is now calculated as a percent (previously a lump sum total) of Construction Item (CI) Costs. The percent varies based on project characteristics (Work Type and Urban-Rural Class). 2. Risk Reserve Amount (Input Form). Line #100 has a new field for Project Managers to indicate (Yes or No) if a project will be 'Design to Budget.' For these projects, Risk Reserve will be calculated by mulitplying the 'Project Base Cost Estimate' by a percent that is based on design maturity. 3. Section E - Preconstruction Items (Model_Region Estimate). The Cost Column (column N) now includes the indirect amount for each Preconstruction Item (RUDEM). Previously, it was shown as a lump sum total for all RUDEM items. 4. 'Comments/Notes' Column (Model_Region Estimate): A column (column AM) has been added for comments/notes, when a project manager has overridden the unit cost or percentage (column P). 5. Bid Item Lookup Tool: This is a tool that shows bid item prices and quantities from the last 5 years. It can be filtered by Region and Year. 6. Price Updates: Prices for major construction items are updated. Percentages for some minor	2/7/2019
Initiate: DSR Meeting	DSR Initiate Updates	The DSR: Initiate page has been revised as follows:	2/7/2019
	Sample Attendance Roster	The CDOT Logo has been added to Meeting Attendance Roster, the Sample Team Meeting Agenda, the	2/7/2019
Initiate: DSR Meeting	PDP Template	The PDP Template has been revised to remove embedded files including the Sample Attendance	2/7/2019
	Monitor & Control	A template for a new Monthly Major Project Status Report template has been added.	2/7/2019
Scoping	Roles & Responsibilities	???	
Previous Changes (9/25/2018)			
Global	Global Changes	Added version date to tools and templates and other minor changes; updates throughout website	9/25/2018
	2-Day Slides	Revised	9/25/2018
	4-Hour Slides	Added to website	9/25/2018
Scoping	Risk Workbook	Revised to make each risk a single, sortable row. Added guidance for when a risk might have more than	9/25/2018
Scoping	Communication Matrix	Revised to make each entry a single, sortable row.	9/25/2018
Scoping	Contact List & Roles & Responsibilities Template	Revised to make each entry a single, sortable row.	9/25/2018
Scoping	Project Cost Planner Tool	Updated with minor edits and updates.	9/25/2018
Scoping	Comment Tracking & Resolution Log	Added instructions with cell definitions. Instructions show up in "hover" text.	9/25/2018
Glossary	Glossary	Added new entries and link to common CDOT acronyms	9/25/2018
Scoping	Simple CPM Scehdule Template	Added simpler schedule template with nearly half of the activities de-activated/hidden	9/25/2018
Scoping	AID-Change Log	Change Log: Added a comment column for such things as cost or schedule impacts.	9/25/2018
Example PDP's	Sample PDP	Updated with the latest, revised tools.	9/25/2018
Scoping	Major Deliverables Matrix	Modified Environmental Section, Utilities, Hydraulics, Civil Rights; Added column for PM/specialties to	9/25/2018
Initiate: DSR Meeting	Initiate: DSR	Added a scoping checklist, invitee list, environmental checklist	9/25/2018
Misc	Change Log for Website	Added to website	9/25/2018