

## Project Manager Checklist

The role of the Project Manager (PM) is to deliver and lead the project, champion CSS, and enable decision making. The Colorado Department of Transportation (CDOT) and the Federal Highway Administration (FHWA) are the lead agencies and final decision makers for projects on I-70. To ensure that these projects meet the commitment that FHWA and CDOT have made to CSS, a collaborative approach should be used that involves a wide range of disciplines and stakeholders. The following checklist was developed to help the PM fulfill these responsibilities. The list is not in any particular order. Some activities may occur in a different order or concurrently.

- Apply the CSS Guidance.
  - Review the [Context Statement](#), [Core Values](#), and [Interactive Maps](#) on the CSS Web site.
  - In the [Interactive Maps](#), input the mile post limits of the project, then print a report of the potentially affected resources.
  - Review “[Is It CSS Yet?](#)” to apply CSS principles to your project.
  - Remember that the CSS Guidance is not the only source of information for the project and that it is only the first step in scoping.
  - For more information on developing National Environmental Protection Act (NEPA) documents, see the [CDOT NEPA Manual](#) and check with the CDOT Regional Environmental Lead.
- Initiate the 6-Step Process for Decision Making.
  - Review the [6-Step Process](#).
  - Review the matrix of representative tasks based on the project type ([Life Cycle Phase](#)).
  - Identify whether the project lies in an [Area of Special Attention](#).
  - Review existing [plans, agreements, and legal requirements](#).
  - Determine project outcomes and initial scope of work.
  - Form the [Project Leadership Team](#) (PLT).
- Establish a [PLT](#) at the beginning of the project that includes community representatives, designated by the affected community(ies).
  - Follow the CSS Guidance on [establishing a PLT](#).
  - [Charter](#) the PLT.
  - Lead the PLT in developing the Context Statement for the project.
  - Involve the PLT in developing the Scope of Work or Request for Proposal (RFP) for the project.
  - Involve the PLT in selecting a consultant.
- Take a multidisciplinary approach to all aspects of the project by involving representatives from all of the disciplines that may be interested in or affected by your project. Involve the PLT in identifying the appropriate disciplines and gain PLT endorsement.
  - Engineering

- Planning
- Environmental
- Operations
- Maintenance
- Public involvement
- Public relations and government affairs
- Landscape architecture
- Parks and open space
- Historic
- Economic
- Community development
- Other project-related disciplines
- Other governmental agencies
- Develop a [Project Work Plan](#).
  - Use the [Project Work Plan Template](#), task matrix, and guidance found on the CSS Web site.
  - Develop a project schedule that follows the [6-Step Process](#).
  - Streamline the work by scaling the 6-Step Process as appropriate.
  - Gain PLT endorsement of the Project Work Plan.
- Develop a Stakeholder Involvement Plan.
  - Develop a Stakeholder Involvement Plan that supports the Project Work Plan and project schedule.
  - Use the [Stakeholder Involvement Plan Template](#) and guidance found on the CSS Web site.
  - Employ techniques that focus on stakeholder involvement and collaboration in decision making, not just solicitation of input.
  - Involve stakeholders in identifying community values and desired outcomes as the basis for developing the project vision and goals.
  - As appropriate, develop a Public Information Plan using the [Public Information Plan Template](#).
  - Develop and utilize a project Web site for project information sharing.
  - Consider social network options through Twitter and Facebook. If appropriate, identify an entity to develop and administer a social networking program.
- Consider engineering and planning elements completed in earlier Life Cycle Phases.
  - Geotechnical report
  - Construction staging
  - Intelligent Transportation Systems (ITS) plans
- Conduct contextual analysis.
  - Review the [Interactive Maps](#) and update the Interactive Maps on the CSS Guidance Web site as additional data are collected for the project.
  - Review the [Context Maps](#).
  - Review existing [plans, agreements, and legal requirements](#).
  - Review previously documented [issues and comments](#).
  - Review photos in the Design Segment [slideshow](#).

- Identify teams.
  - Review the [Team Roles by Life Cycle](#) based on the project type (Life Cycle Phase).
  - Work with the PLT to identify appropriate [teams](#) and membership.
  - Include a list of teams on the project Web site.
- Develop your [alternative evaluation process](#).
  - Review the [Alternative Evaluation Guidance](#).
  - Develop evaluation criteria that reflect stakeholder interests and concerns.
  - Gain endorsement of the evaluation process from the PLT and stakeholders.
- [Develop alternatives or options](#) to meet the project goals.
  - Work with the PLT, stakeholders, and the public to identify full range of potential options.
  - Capture, consider, track, and document all suggestions.
- [Evaluate, select, and refine alternatives](#) and options.
  - Apply the alternative evaluation process to the full range of alternatives and options.
  - Involve the stakeholders in selecting and refining an alternative.
  - Clearly document how each idea was evaluated and provide a record of how each idea was evaluated and possibly modified.
- Consider the following design questions:
  - Is your project in an [Area of Special Attention](#)?
  - What are the [design criteria](#) for the transportation elements?
  - Does your project include new roadway or retrofit?
  - How will the design accommodate noise attenuation?
  - What are the key considerations for the interchange design?
  - How will the [Design Guidance](#) be included in the project?
- Document each step of the [6-Step Process](#).
- Conduct [evaluation](#) of the project and the CSS process.