

List of Tasks *
I-70 Mountain Corridor Planning **

	Step 1: Define Desired Outcomes and Actions	Step 2: Endorse the Process	Step 3: Establish Criteria	Step 4: Develop Alternatives or Options	Step 5: Evaluate, Select, and Refine Alternative or Option	Step 6: Finalize Documentation and Evaluation Process
Representative Tasks	<ul style="list-style-type: none"> – Establish Project Leadership Team (PLT). – Confirm Project Staff for the project and determine membership. – Determine initial study scope based on inputs from Final Programmatic Environmental Impact Statement (PEIS); previous plans, studies and commitments; and Context Statement, Core Values and CSS Guidance. – Determine study outcomes and products. – Identify other potential project teams and membership. 	<ul style="list-style-type: none"> – Review team roles and responsibilities. – Confirm project outcomes with stakeholders. – Endorse the Project Work Plan. – Gather stakeholders together to identify issues and interests. – From issues and interests develop a vision that reflects stakeholder values. – Develop project goals and objectives. 	<ul style="list-style-type: none"> – Establish criteria based on operational and regulatory constraints, as well as stakeholder needs and interests. (See Alternative Evaluation Definitions and Template for suggested corridor criteria.) – Establish process and measures for applying criteria in analysis and evaluation. – Identify additional information needs. 	<ul style="list-style-type: none"> – Brainstorm possible solutions that meet the project goals and objectives. – Present the process for evaluation and selection. 	<ul style="list-style-type: none"> – Refine solution based on evaluation. – Form Issues Teams as necessary around specific topics/issues. – Develop a solution that best meets the planning goals and objectives. – Determine need for mitigation. – Consider Sustainability, Aesthetic, and Community Core Value principles to refine alternative or option. 	<ul style="list-style-type: none"> – Review final plan. – Finalize documentation of the recommendation and decision-making process. – Evaluate the process in order to determine effectiveness and stakeholder satisfaction. – Document Lessons Learned on Decision-Making Process and public involvement.
Ongoing Documentation	<ul style="list-style-type: none"> – Project outcomes and products – List of project teams – Profile of project teams – Meeting notes – Draft Project Work Plan (See Project Work Plan Template) 	<ul style="list-style-type: none"> – Roles and responsibilities for each team – Team charters – Team contact lists – Refined and finalized outcomes and products – Final Project Work Plan – Table of all issues and interests – Project vision, goals, and objectives – Meeting notes 	<ul style="list-style-type: none"> – List of applicable regulations and standards – Table of issues, concerns, and interests tracked to criteria, alternatives, and other actions – Criteria and supporting rationale – Meeting notes 	<ul style="list-style-type: none"> – List of all solution ideas – Meeting notes 	<ul style="list-style-type: none"> – Matrix of evaluation for each level of analysis – Table of reason for elimination – Meeting notes 	

* This is an initial list of tasks to help project managers understand how standard project tasks fit into the 6-Step Process. This is not a complete list of tasks.

** Life Cycle Phase 1, I-70 Mountain Corridor Planning, includes projects that develop plans or guidance specific to the entire I-70 Mountain Corridor (e.g., ITS Plans, ALIVE MOU, SWEEP MOU, PEIS).

The Statewide Transportation Plan, the Statewide Transportation Improvement Program, the Regional Transportation Plan, and the Transportation Improvement Program (See CDOT NEPA Manual for descriptions) are CDOT plans and processes completed prior to I-70 Mountain Corridor Planning.

**List of Tasks*
Project Development****

	Step 1: Define Desired Outcomes and Actions	Step 2: Endorse the Process	Step 3: Establish Criteria	Step 4: Develop Alternatives or Options	Step 5: Evaluate, Select, and Refine Alternative or Option	Step 6: Finalize Documentation and Evaluation Process
Representative Tasks	<ul style="list-style-type: none"> - Identify Project Leadership Team (PLT) if this is a new project. - Review initial project scope based on inputs from Corridor Planning and Final Programmatic Environment Impact Statement (PEIS); previous plans, studies, and commitments; and Context Statement, Core Values, and CSS Guidance. - Identify Project Staff. - Clarify project outcomes. - Develop consultant scope of work, if applicable. - PLT selects consultant team, if needed. - National Environmental Policy Act (NEPA): Identify level of Tier 2 documentation required and develop initial Purpose and Need. - NEPA: If Environmental Impact Statement (EIS), publish Notice of Intent. - NEPA: Identify cooperating and participating agencies. - NEPA: Initiate agency scoping. - Identify project teams, roles, and initial membership. 	<ul style="list-style-type: none"> - Review team roles and responsibilities. - NEPA: Perform scoping with agencies, teams, and public. - Identify issues and interests. - Complete an inventory of the project area's context. (See I-70 Context Map, PEIS Comments, and other previous studies.) - NEPA: Assess the affected environment. - Gather stakeholders together to identify issues and interests. - From issues and interests develop a vision that reflects stakeholder values. - NEPA: Confirm Purpose and Need. - Endorse the Project Work Plan. 	<ul style="list-style-type: none"> - Establish criteria based on operational and regulatory constraints, as well as stakeholder needs and interests. (See Alternative Evaluation Definitions and Template for suggested corridor criteria.) - NEPA: Establish criteria based on the Purpose and Need and project goals and objectives. - Establish process and measures for applying criteria in analysis and evaluation. - Identify additional information needs. 	<ul style="list-style-type: none"> - Brainstorm possible solutions that meet the project goals and objectives. - NEPA: Develop initial alternatives. 	<ul style="list-style-type: none"> - Form Issues Task Forces as necessary around specific topics/issues. - Refine alternative based on evaluation. - NEPA: Screen and evaluate alternatives. - NEPA: refine alternative to avoid or minimize impacts. - Develop a recommendation that best meets the project's goals and objectives and its Purpose and Need. - NEPA: Select alternatives for evaluation in Environmental Assessment (EA) or EIS. - NEPA: Analyze environmental impact and determine need for mitigation. - Consider Sustainability, Aesthetic, and Community Core Value principles to refine alternative or option. 	<ul style="list-style-type: none"> - NEPA: Complete EA or EIS. - NEPA: Finalize mitigation commitments. - NEPA: Consider public and agency comments on EA or EIS. - NEPA: Review EA or draft EIS. - Finalize documentation of the recommendation and Decision-Making process. - Finalize conceptual design. - Evaluate the process in order to determine effectiveness and stakeholder satisfaction. - Document Lessons Learned on Decision-Making Process.
Ongoing Documentation	<ul style="list-style-type: none"> - Project outcomes and products - List of project teams - Profile of project teams - Draft Project Work Plan - NEPA: Stakeholder Involvement Plan - NEPA: Quality Assurance / Quality Control Plan (See CDOT NEPA Manual, Appendix F) 	<ul style="list-style-type: none"> - Refined and finalized outcomes and products - Final Project Work Plan - Roles and responsibilities for each team - Team charters - Team contact lists - Vision, goals, and objectives - Table of all issues, concerns, and interests - NEPA: Purpose and Need - NEPA: Community Assessment - NEPA: Affected Environment 	<ul style="list-style-type: none"> - List of applicable regulations and standards - Table of issues, concerns, and interests tracked to criteria, alternatives, and other actions - Criteria and supporting rationale 	<ul style="list-style-type: none"> - List of all solution ideas 	<ul style="list-style-type: none"> - Matrix of Evaluation for each level of analysis - NEPA: Table of Reason for Elimination - NEPA: Report of Avoidance and Minimization efforts - NEPA: Administrative Record 	<ul style="list-style-type: none"> - NEPA: Prepare EIS or EA - NEPA: Prepare Final EIS - NEPA: Prepare decision document

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** Life Cycle Phase 2, Project Development, includes the development of specific projects for the I-70 Mountain Corridor. The deliverables from Life Cycle Phase 2 may include NEPA Tier 2 documents, feasibility studies, optimization studies or other project-specific planning documents. Tasks that may be unique to NEPA have been identified.

List of Tasks*
Project Design**

	Step 1: Define Desired Outcomes and Actions	Step 2: Endorse the Process	Step 3: Establish Criteria	Step 4: Develop Alternatives or Options	Step 5: Evaluate, Select, and Refine Alternative or Option	Step 6: Finalize Documentation and Evaluation Process
Representative Tasks	<ul style="list-style-type: none"> - Confirm Project Leadership Team (PLT). - Review initial project scope based on inputs from project development documentation; from Tier 2 documents; and from Final Programmatic Environmental Impact Statement (PEIS); previous plans, studies and commitments; and Context Statement, Core Values, and CSS Guidance. - Identify previous environmental mitigation and sustainability commitments. - Select design consultation team. - Revisit Project Staff, including owner and consultant. - Clarify project goals, limits, schedule, and products. - Identify other discipline experts as needed. 	<ul style="list-style-type: none"> - Review team roles and responsibilities. - Confirm team membership. - Endorse the Project Work Plan. - Initiate public information activities in the Project Work Plan. - Coordinate with agencies on project mitigation and permitting requirements. 	<ul style="list-style-type: none"> - Review previous design criteria from Life Cycle Phase 2. - Establish engineering criteria based on state and federal standards, the CDOT <i>Design Manual</i>, the CSS Guidance, and stakeholder needs and interests. - Establish process and measures for applying design criteria in analysis and evaluation. - Identify permitting requirements. - Identify additional information needs. 	<ul style="list-style-type: none"> - Brainstorm possible design solutions or options that would meet the project scope and goals. - Consider opportunities for value engineering. - Consider phasing options. - Continue public information activities in the Project Work Plan. - Develop preliminary design that best meets the project scope and goals. - Conduct Field Inspection Review (FIR). 	<ul style="list-style-type: none"> - Form Issue Task Forces as necessary around specific topics/issues. - Refine alternatives based on evaluation. - Consider Sustainability, Aesthetic, and Community Core Value principles to refine alternative or option. - Conduct public meetings as outlined in the Project Work Plan. - Determine need for mitigation of construction. - Conduct Regional Office Review (ROR). - Conduct Final Office Review (FOR). 	<ul style="list-style-type: none"> - Obtain necessary permits, certifications, and clearances. - Finalize design and construction plans, specifications, and cost estimates (Advertisement Set). - Evaluate the process to determine effectiveness and stakeholder satisfaction. - Document Lessons Learned on Decision-Making Process and public involvement.
Ongoing Documentation	<ul style="list-style-type: none"> - Scope of the design - Project outcomes and products - List of project teams - Profile of any new project teams - Draft Project Work Plan and Stakeholder Information Plan for the design phase 	<ul style="list-style-type: none"> - Refined and finalized outcomes and products - Final Project Work Plan - Roles and responsibilities for each team - Team charters - Team contact lists 	<ul style="list-style-type: none"> - Engineering criteria documentation 	<ul style="list-style-type: none"> - Initial design - FIR plans - Design criteria documentation 	<ul style="list-style-type: none"> - ROR plans - FOR plans, specifications, and cost estimates - Design criteria documentation 	

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** Life Cycle Phase 3, Project Design, includes the preliminary and final design of a specific project for the I-70 Mountain Corridor. The deliverables from Life Cycle Phase 3 may include plans, specifications, and cost estimates, as well as bidding documents.

List of Tasks *
Project Construction**

	Step 1: Define Desired Outcomes and Actions	Step 2: Endorse the Process	Step 3: Establish Criteria	Step 4: Develop Alternatives or Options	Step 5: Evaluate, Select, and Refine Alternative or Option	Step 6: Finalize Documentation and Evaluation Process
	Steps 3-5 applicable to construction modifications					
Representative Tasks	<ul style="list-style-type: none"> - Confirm Project Leadership Team (PLT). - Review initial project scope based on construction documents. - Review and evaluate bids. - Select a contractor. - Identify Project Staff, including owner and contractor. - Hold pre-construction meetings to review project goals, limits, schedule, and products. Discuss plan to ensure completion of environmental mitigation and monitoring of environmental conditions and permits during construction. - Identify other discipline experts as needed. 	<ul style="list-style-type: none"> - Review team roles and responsibilities. - Initiate the public information activities in the Project Work Plan. - Initiate construction. 	<ul style="list-style-type: none"> - Establish criteria based on operational, regulatory, and fiscal constraints, as well as stakeholder needs and interests. - Establish process and measures for applying criteria in analysis and evaluation of options or modifications. - Identify additional information needs. 	<ul style="list-style-type: none"> - Form Issue Task Forces as necessary around specific topics/issues. - Brainstorm possible options, such as traffic management and public information, that will meet the project goals. - Consider opportunities for value engineering. - Conduct public information and outreach as outlined in the Project Work Plan. 	<ul style="list-style-type: none"> - Incorporate changes into contract. - Continue public information activities. 	<ul style="list-style-type: none"> - Finalize As-Built Drawings and project closure documents. - Evaluate the process to determine effectiveness and stakeholder satisfaction. - Document Lessons Learned on construction methodologies and materials.
Ongoing Documentation	<ul style="list-style-type: none"> - Project outcomes and products - List of project teams - Profile of any new project teams - Draft Project Work Plan 	<ul style="list-style-type: none"> - Refined and finalized outcomes and products - Final Project Work Plan - Roles and responsibilities for each team - Team charters - Team contact lists 	-	<ul style="list-style-type: none"> - Field Inspection Review (FIR) plans - Design criteria documentation 	<ul style="list-style-type: none"> - Regional Office Review (ROR) plans - Final Office Review (FOR) plans, specifications, and cost estimates - Design criteria documentation 	

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** Life Cycle Phase 4, Project Construction, includes the construction of the planned facility, mitigation measures, and ongoing monitoring facilities. The deliverables from Life Cycle Phase 4 includes As-Built Drawings.

List of Tasks *
Corridor Operations, Maintenance, and Monitoring**

	Step 1: Define Desired Outcomes and Actions	Step 2: Endorse the Process	Step 3: Establish Criteria	Step 4: Develop Alternatives or Options	Step 5: Evaluate, Select, and Refine Alternative or Option	Step 6: Finalize Documentation and Evaluation Process
Representative Tasks	<ul style="list-style-type: none"> - Establish Project Leadership Team (PLT). - Confirm teams for the project and determine membership. - Determine initial study scope based on inputs from operations and maintenance activities; construction documents; Final PEIS; previous plans, studies, and commitments, and CSS Guidance. - Determine study outcomes and products. - Identify other potential teams and membership. 	<ul style="list-style-type: none"> - Review team roles and responsibilities. - Confirm project outcomes with stakeholders. - Endorse the Project Work Plan. - Gather stakeholders together to identify issues and interests. - From issues and interests develop a vision that reflects stakeholder values. - Develop project goals and objectives. 	<ul style="list-style-type: none"> - Establish criteria based on operational and regulatory constraints, as well as stakeholder needs and interests. - Establish process and measures for applying criteria in analysis and evaluation. - Identify additional information needs. 	<ul style="list-style-type: none"> - Brainstorm possible solutions that meet the project goals and objectives. - Present the process for evaluation and selection. 	<ul style="list-style-type: none"> - Refine solution based on evaluation. - Form Issue Task Forces as necessary around specific topics/issues. - Develop a solution that best meets the planning goals and objectives. - Consider Sustainability, Aesthetic, and Community Core Value principles to refine alternative or option. - Determine need for mitigation 	<ul style="list-style-type: none"> - Review final plan. - Finalize documentation of the recommendation and decision-making process. - Evaluate the process to determine effectiveness and stakeholder satisfaction. - Document Lessons Learned on Decision-Making Process and public involvement.
Ongoing Documentation	<ul style="list-style-type: none"> - Project outcomes and products - List of project teams - Profile of project teams - Project Work Plan 	<ul style="list-style-type: none"> - Roles and responsibilities for each team - Team charters - Team contact lists - Refined and finalized outcomes and products - Final Project Work Plan - Table of all issues and interests - Project vision, goals, and objectives 	<ul style="list-style-type: none"> - List of applicable regulations and standards - Table of issues, concerns, and interests tracked to criteria, alternatives, and other actions - Criteria and rationale 	<ul style="list-style-type: none"> - List of all solution ideas 	<ul style="list-style-type: none"> - Matrix of evaluation for each level of analysis - Table of reason for elimination 	

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** Life Cycle Phase 5, I-70 Corridor Operations, Maintenance, and Monitoring , includes such items as snow removal plans, overlay projects, routine maintenance, and required environmental monitoring of the I-70 Mountain Corridor. The 6-Step Process is used to update and revise existing operational plans and maintenance programs.