|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | Project #PIN | Location | TDOT Project Manager |  | Consultant Project Manager |
| PM Name  Phone  Email |  | PM Name  Phone  Email |
| Project Description: A summary that differentiates this project from other projects, primary funding source, high profile, maintenance, reconstruction, design bid build, design build, CMGC, etc.) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Important Links** | | | |
| Project Commitment Document  *[insert link]* | Executive Status Reports  *[insert link]* | Project Team Contact List  *[insert link]* | Other  *[insert link]* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Delivery Success** (Notify the PM if any of these success factors are at risk.) | | | |
| Project completed on schedule and on budget (see PCD.) | Internal and external stakeholder acceptance. | Change orders <3% of construction costs. | Other |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Impacts to SSBQR** | | |  | **Team Meetings & Project Updates** | |
| Report concerns or changes to scope, schedule, budget, quality or risk as follows.   * Directly notify the discipline/technical lead regarding issues that directly impact tasks and/or deliverables. * Report issues that can/will be mitigated at the next scheduled project team meeting. * Immediately report issues to the Project Manager that require a multidisciplinary solution or cannot be mitigated by the project team. * Changes impacting the Project Commitment Document (PCD) must be approved by the Project Management Director and Regional Director. | | |  | Team member communication varies based on topic and timing; however, all project updates are documented in writing as follows.   * Project team meetings occur every 4-6 weeks and include topics outlined and documented in the *agenda and minutes*. * Time sensitive updates are reported as soon as possible to the Project Manager and the respective discipline lead(s) via email. * Internal and external stakeholders attend project meetings (outlined in the PDN) and receive project information from the Project Manager. * Comment resolution form is sent at least one week before the review meeting, all recipients respond regardless of their comments. | |
|  | | |  |  | |
| **Team Collaboration & Conflict Resolution** | | |  | **Team Decision Making** | |
| The project team collaborates across disciplines on a variety of tasks and deliverables, in person/phone/video collaboration is preferred.   * Seven out of 11 project management activities are meetings, see activity meetings for a list of suggested invitees. * Multidisciplinary conversations and meetings occur regularly outside of project team meetings (we want to avoid surprises). * Conflicts as well as differences in approaching risks and tasks are managed directly between team members. Project managers and discipline managers may assist in issue resolution as needed. * Proactive communication with internal and external stakeholders is generally conducted as part of an assigned role or responsibility. | | |  | The project team works in a matrix organization, reporting responsibilities and decision making may overlap.   * The Project Manager makes decisions regarding scope, schedule, budget, quality and risk as it relates to project delivery. Team members report to the Project Manager on project related matters. * The Design Lead(s) regularly make decisions regarding technical designs and documents, technical discussions and resolutions, costs and estimates, as well as risk mitigation. * The Project Management Director and Regional Directors make decisions regarding changes to the Project Commitment Document impacting schedule and budget, as well as decisions regarding risks that escalate beyond the team’s control. | |
|  | | |  |  | |
| **Public, Community Media** | | |  | **Naming Convention** | |
| The project team notifies the Public Involvement Lead and copies the Project Manager as soon as possible when team members receive:   * Messages from the public, business owners, public safety, or other local municipalities * Public information requests, media requests and inquiries including membership and advisory boards, trade organizations, industry forums and personal blogs * Public record requests (e.g., FOIA requests) * General project information requests from outside the project team * Concerns with or from external stakeholders | | |  | **Shared Project Files & Folders**  Project ID\_Document Name\_YYYY.MO.DAY *[insert link]*  **Project Emails**  From: Last, First <[firstname.lastname@tn.gov](mailto:firstname.lastname@tn.gov)>  Sent: Tuesday, Month 15, 2022 11:38 AM  To: Name <[name@companyname.com](mailto:name@companyname.com)>  Cc: Name <[name@companyname.com](mailto:name@companyname.com)>  Subject: Project ID#, Project Name, Topic]  For the first email in a thread, provide a short summary statement (ideally in 50 words or fewer.) | |
|  | | |  |  | |
| **Project Status Reporting** | | | | | |
| Project reports are sent to the recipients and uploaded to the *shared folder* for team review. | | | | | |
| Report | Author | Frequency | | | Recipient(s) |
| Authorized Funds | TDOT Project Manager | Stage 1 – Confirm Authorization | | | Project Team, Project Management Director, Regional Director, Assistant Director Project Management |
| Project Management Plan (PMP) | Project Manager | Stage 2 – Finalize PMP | | | Project Team |
| Project Commitment Document (PCD) | TDOT Project Manager | Stage 2 – Finalize PCD | | | Project Team  Project Management Director  Regional Director |
| Executive Status Report(s) | TDOT Project Manager | Monthly or frequency as requested | | | Project Management Director  Regional Director |
|  |  |  | | |  |