

The Project Management Plan - Contents and Schedule for provision of the component parts

Part	Ref	Section	Contents	Required by
1. Project Administration				
		Organization	Organizational diagram	A
		Personnel	Names and contact details, titles, and job roles .	A
		Subcontractors	Subcontracting Plan	A
		Schedule	DB Baseline Schedule in accordance with Section 2	A
		Quality Control	Procedures to establish and encourage continuous improvement	A
		Audit	Procedures to facilitate review and audit by TxDOT and/or the Independent Engineer	A
			Auditing and management review of Developer's own activities under the PMP	A
			Auditing and management review of Subcontractor's activities and management procedures	A
		PMP Update	Procedures for preparation of amendments and submission of amendments to any part of the PMP	A
		Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use	A
			Document management procedures in compliance with the technical requirements Section 2	A
2. Quality Management				
2B. Design Quality Management				
		Organization	Developer's main contractual arrangements	A

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Part	Ref	Section	Contents	Required by
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
		Personnel	Resource plan for the Developer and its subcontractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for the Key Personnel and for other principal personnel during design	A
			Names and contact details, titles, job roles of principal personnel for subcontractors and any third party with which Developer will coordinate activities	A
		Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during Design	A
		Subcontractors	Overall control procedures for subcontractors, consultants and subconsultants	A
			Responsibility of Subcontractors and affiliates	A
			Steps taken to ensure subcontractors and suppliers meet the obligations imposed by their respective contracts	A
		Interfaces	Interfacing between the Developer, Subcontractors and independent certifiers during design including interfaces between the structural design auditor, the safety auditor, and any quality reviewer	A
			Coordination with Utility Owners	A
		Environmental	Control of the interface between environmental requirements (including landscaping) and the design of the Project	A
		Procedures	Procedures describing how the principal activities will be performed during the design stage: to include geotechnical site investigation, surveys and mapping, environmental management, safety audit, structural audit, and checking	A
		Quality Control	Quality control procedures including a resource table for monitoring and auditing all design services, design review and certification, verification of plans.	A
			Procedures for environmental compliance	A

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Part	Ref	Section	Contents	Required by
			Procedures to establish Developer's hold points in design process where checking and review will take place	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and other governmental agencies	A
			Procedures to establish and encourage continuous improvement	A
		Audit	Name of Developer's representative(s) with defined authority for establishing, maintaining, auditing and reporting on the PMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority;	A
		Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use	A
			Document management procedures in compliance with the technical requirements Section 2	A
			Identify environmental documentation and reporting requirements, including Environmental Permits, Issues and Commitments (EPIC) sheets	A
2C. Construction Quality Management				
		Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
		Personnel	Resource plan for the Developer and its subcontractors	B
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	B
			Names and contact details, titles, job roles and specific experience required for the following Key Personnel and for other principal personnel during construction:	A
			Names and contact details, titles, job roles of principal personnel for subcontractors and any third party with which Developer will coordinate his activities	B

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Part	Ref	Section	Contents	Required by
			Procedures for implementation of Environmental Protection Training Program for all employees in accordance with Section 4	B
		Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during construction	A
		Subcontractors	Overall control procedures for subcontractors, consultants and subconsultants	B
			Responsibility of Subcontractors and affiliates	B
			Steps taken to ensure subcontractors and suppliers meet the obligations imposed by their respective contracts	B
			Procedures for implementation of Environmental Protection Training Program for employees of subcontractors in accordance with Section 4	B
		Interfaces	Interfacing between the Developer, Subcontractors and independent certifiers during construction, including any testing contractor	A
		Procedures	List of Project specific construction procedures	A
			Construction detailed procedure for each major activity whether directly undertaken or subcontracted to include pavement, structures, drainage, communications	B
			Construction Traffic Management Plan	B
		Quality Control	Construction Monitoring Plan	B
			Construction Monitoring Program (Environmental)	B
			Procedures for environmental compliance	
			Control, identification and traceability of materials, including any material or samples temporarily or otherwise removed from site for testing or other reasons.	B
			Examinations and audit of construction work, review of examination and audit, issue of certificates	B
			Observation and reporting of all tests in compliance with Section 2	B
			Procedures for tests and inspections for the purpose of the Contractor certifying that prior to burying, each part of the Works is complete and conforms to the Contract.	B

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Part	Ref	Section	Contents	Required by
			Quality control procedures including a resource table for monitoring and auditing during construction any work and testing undertaken by subcontractors and suppliers both on and off site	B
			Procedures to establish Developer's hold points in construction	B
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and other governmental agencies	B
			Procedures to establish and encourage continuous improvement	A
		Audit	Inspection and test plans that identify the proforma and/or databases to be used for recording the inspection and test results;	B
			Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority;	B
		Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use.	B
			Document management procedures in compliance with the technical requirements Section 2	A
				Organization
Organizational structure covering the activities to be performed in accordance with the Contract Documents	A			
Personnel	Resource plan for the Developer and its subcontractors			C
	Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel			C
	Names and contact details, titles, job roles of principal personnel for subcontractors and any third party with which Developer will coordinate his activities			C

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Part	Ref	Section	Contents	Required by
			Names and contact details, titles, job roles of Key Personnel.	C
		Procurement	Procedures for procurement of services, materials and products including methods to ensure best value	C
		Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during O&M	B
		Subcontractors	Overall control procedures for subcontractors, consultants and subconsultants	C
			Responsibility of Subcontractors and affiliates	C
			Steps taken to ensure subcontractors and suppliers meet the obligations imposed by their respective contracts	C
			Procedures for implementation of Environmental Protection Training Program for employees of subcontractors in accordance with Section 4	C
		Interfaces	Interfacing between the Developer, Subcontractors and independent certifiers during Operations and Maintenance	C
			Coordination with Utility Owners;	C
			Procedures to minimize the impact of the Project's operations on neighboring facilities;	C
			Procedures to ensure enforcement (permitting) of overloaded/oversized vehicles;	C
		Environmental	Control of the interface between environmental requirements and the operation and maintenance of the Project	C
			Procedures to implement Phase I and Phase II Storm Water Management Plans (SWMP), including Storm Water Pollution Prevention Plans (SW3P)	B
			Procedures for the Spill Prevention and Countermeasures Plan (SPCC)	B
			Detailed procedures for the Hazardous Materials Management Plan in accordance with Section 4.	B
			Detailed procedures to implement the Pollution Prevention Plan (P2 Plan), recycling program and waste management in accordance with Section 4.	B
			Emergency Response Plan (Environmental) during O&M	B
		Schedule	Renewal Work Schedule	C

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		Complaints	In compliance with Section 22 (Operations), procedures to respond to comments and/or complaints received from Users and others	C
		Equipment	Equipment servicing requirements	C
			Procedures to ensure performance, condition and availability of equipment (including communication equipment, data recording equipment, Project signage and fare collection, tolling and electronic measurement equipment)	C
		Traffic and Ridership	Procedures to collect and verify traffic and ridership data;	C
		Procedures	Procedures describing how the principal activities will be performed during the O&M stage: to include routine maintenance, Renewals, traffic management, inspections regime, main operational requirements and toll operations	C
			Operations Traffic Management Plan	B
		Quality Control	Examinations and audit of O&M work, review of examination and audit, issue of certificates of compliance	C
			Observation and reporting of all tests in compliance with Section 2	C
			Procedures for environmental compliance	C
			Quality control procedures including a resource table for monitoring and auditing all O&M work.	C
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and other governmental agencies	C
			Procedures to establish and encourage continuous improvement	A
		Audit	Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	C
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	C
		Performance standards	Procedures to be followed by Developer pursuant to Section 19 to maintain all Project performance standards	C
		Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use.	C
			Document management procedures in compliance with the technical requirements Section 2	C

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Part	Ref	Section	Contents	Required by
			Identify environmental documentation and reporting requirements	C
		Response to maintenance	Procedures setting out Developer's response to maintenance issues that impair use, reliability or availability of the Project in a timely manner	C
		User satisfaction	Procedures to collect and track user satisfaction	C
		Emergency Response	Incident Management Plan	C
			Emergency Plan Outline (Operations) <i>[move to ITP]</i>	A
			Emergency Plan (Operations)	C
			Procedures setting out how Developer will respond to accidents and incidents on the Project	C
			Procedures to establish protocols with emergency services and others in Emergency	C
3. Environmental Management				
I	3.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
			Environmental Contact Tree	A
	3.2	Personnel	Resource plan for the Developer and its subcontractors	B
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for Key Personnel and for other environmental personnel	A
			Implement Environmental Protection Training Program for all employees in accordance with Section 4	A
	3.3	Subcontractors	Overall control procedures for subcontractors, consultants and subconsultants	A
			Responsibility of Subcontractors and affiliates	A
	3.4	Environmental	Project Environmental Mitigation Plan (PEMP)	B

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	3.5	Quality Control	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and other governmental agencies	A
			Procedures to establish and encourage continuous improvement	A
			Procedures for environmental compliance	A
	3.6	Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority;	B
	3.7	Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use.	A
Identify environmental documentation and reporting requirements			A	
4 Public Information and Communications				
	4.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
	4.2	Personnel	Resource plan for the Developer and its subcontractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for Key Personnel and for other principal personnel	A
			Names and contact details, titles, job roles of principal personnel for subcontractors and any third party with which Developer will coordinate his activities	A
	4.4	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during Design	A
	4.5	Subcontractors	Overall control procedures for subcontractors, consultants and subconsultants	A
			Responsibility of Subcontractors and affiliates	A
			Steps taken to ensure subcontractors and suppliers meet the obligations imposed by their respective contracts	A

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	4.6		Procedures for implementation of Environmental Protection Training Program for employees of Subcontractors	A	
		Interfaces	Procedures for liaison with the public, the media and other Customer Groups in accordance with Section 3 and the press media policy of TxDOT	A	
	4.7	Procedures	Procedures to coordinate with Project stakeholders such as municipalities, counties, MPOs, RMAs and other Customer Groups	A	
			Procedures describing how the principal activities will be performed	A	
	4.8	Quality Control	Quality control procedures including a resource table for monitoring and auditing all Public Information and Communication services.	A	
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, governmental agencies and Customer Groups	A	
			Procedures to establish and encourage continuous improvement	A	
	4.9	Audit	Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A	
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority;	A	
	4.11	Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use.	A	
			Document management procedures in compliance with the technical requirements Section 2	A	
			Identify environmental documentation and reporting requirements	A	
	7. ROW Acquisition Management				
			Organization	Developer's main contractual arrangements	A
Organizational structure covering the activities to be performed in accordance with the Contract Documents				A	
Personnel			Resource plan for the Developer and its subcontractors	A	
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A	

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			Names and contact details, titles, job roles and specific experience required for the following Key Personnel and for other ROW and Utilities personnel in accordance with Section 6 and Section 7:	A
			Names and contact details, titles, job roles of principal personnel for subcontractors and any third party with which Developer will coordinate activities	A
		Subcontractors	Overall control procedures for subcontractors, consultants and subconsultants	A
			Responsibility of Subcontractors and affiliates	A
			Steps taken to ensure subcontractors and suppliers meet the obligations imposed by their respective contracts	A
			Procedures for implementation of Environmental Protection Training Program for employees of subcontractors in accordance with Section 4	A
		Interfaces	Interfacing between the Developer, Subcontractors and independent certifiers during ROW acquisition including the interfaces between the ROW acquisition, Project design, and any quality reviewer	A
			Coordination with Utility Owners	A
			Utility Adjustment Plan	B
			Relocation	Relocation Plan (Right of Way)
	Environmental	Control of the interface between environmental requirements (including hazardous materials and demolition) and ROW acquisition activities	A	
		Applicable procedures for the Hazardous Materials Management Plan in accordance with Section 4.	A	
		Applicable procedures to implement the Pollution Prevention Plan (P2 Plan), recycling program and waste management in accordance with Section 4.	A	
		Address Project Environmental Mitigation Plan (PEMP) requirements	A	
	Schedule	Logic linked ROW acquisition activities on a parcel-by-parcel basis as part of the Project Baseline Schedule, including adequate time periods for TxDOT review and condemnation activities in accordance with Section 7	A	
	Procedures	Procedures describing how the principal activities will be performed during the ROW acquisition, whether directly undertaken or subcontracted	A	

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		Quality Control	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and other governmental agencies	A
			Procedures to establish and encourage continuous improvement	A
			Quality control procedures and quality review standards for ROW acquisition in accordance with Section 7.	A
			Procedures for environmental compliance	A
		Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority;	A
		Document Management	The manner in which records will be maintained in compliance with the Technical Requirements, including any specific systems Developer will use	A
			Document management procedures in compliance with the technical requirements Section 2	A
			Identify environmental documentation and reporting requirements	A

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