

# Level 2 Collaboration Kick-Off Agenda

WYOMING CONSTRUCTION COLLABORATION PROGRAM

PRIME CONTRACTOR: \_\_\_\_\_

Job Name: \_\_\_\_\_

Project No. \_\_\_\_\_

Date: \_\_\_\_\_

## What is Collaboration?

Collaboration is a commitment to partnering to set and reach mutual goals by utilizing teamwork and fostering positive relationships. The results include safer projects, reduced delays, disputes promptly resolved, reduction in project costs, and increased job satisfaction.

## Introductions:

Name.

Role on Job.

(Question of the day. Example: How long have you lived or worked in Wyoming?)

## Collaboration Objectives: Discuss 1-2 most important to you and why.

*Successful coordination, profitable for contractor, long-term relationships, job satisfaction, efficient problem solving, enjoy each day, quality job, build trust, no delays, zero accidents.*

## Collaboration Values: Discuss most important values to you. What does this look like?

*Commitment to consistency, integrity, and teamwork.*

## Collaboration Through Risk: Open discussion of potential risks for the project. How to mitigate that risk?

*Weather, fire/dust mitigation, traveling public, landowners, seasonal constraints, material supply, rural/urban location, permitting, utilities, site materials, understaffing, nightwork, current road condition, submittal timelines.*

## Communication Plan: What are your preferred ways to communicate with this project team? When?

*Weekly meetings, onsite/safety meetings, daily/weekly schedule, test results, etc.*

## Escalation Ladder:

*Times can be adjusted to fit project needs.*

Level	Time	WYDOT (title)	Contact Name	Contractor (title)	Contact Name	Phone, email, text, in-person?
1	5 hours	Project Inspector		Foreman		
2	1 day	RE		Superintendent/Project Manager		
3	2 days	DCE		Construction Manager/Project Manager		
4		DE		Owner or General Manager		