Highway Project Delivery Program

Coordinate the people, processes and tools of the Project Control System (PCS) to ensure on-time and on-budget delivery of highway development projects

GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	LAST YEAR
Improve Current Processes to Increase Efficiencies						
	# of Process Changes Implemented		2/yr			
		Reduce the time it takes to perform recurring tasks				
		Eliminate hand-keying data into the system by transferring data directly from ERP				
		Document project monitoring process to identify Program capacity				
		Identify more effective or efficient follow-up methods				
		Redefine template strategy (50% of instances included instead of 90% of instances included in estimates)				
		Compare existing project management practices to Project Management Best Practice to identify improvements				

2016 - 2018

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Utilize Existing Tools in innovative Ways						
	# Of Improvements Implemented per Year		1/yr			
		Implement Resource Loading				
		Issue Tracking for Action Items				
		Implement Cost Loading and EVA				
		Track "risks" individually instead of assigning a general risk score				
		Improve Primavera Dashboard Functionality (Milestones, Baselines, Critical Functionalities, Tips & Tricks, FAQs)			Will work on the groundwork of Baseline data improvement, which will feed into the dashboard efforts.	
		Launch Executive Dashboard				
		Tell Our Story Through the Use of Digital/Social Media				
		Launch Team Member App For Our User Group				

2016 - 2018

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GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	LAST YEAR
Grow Our Team Through Training and Development						
	# Of Project Management Training Hours		8 hrs emp/yr			
	# of Technical Training Hours		8 hrs emp/yr			
	# Of Competency-Based Training Hours		8 hrs emp/yr			
		Outreach to and Learn From Other PM Groups				
		Find Opportunities for Project Management Training				
		Find Opportunities for Training on Tools we Use (Primavera, Google, Reporting, Trello)				
		Develop a Formalized "On-Boarding" Process				
		Support the Training Program (WYDOT U) in Developing Project Management Training				
		Seek Shadow Opportunity with Other WYDOT Programs				
		Utilize WYDOT U and/or WELL Classes for Core Competency Development				
		Provide opportunities for Career Development through IDP use with team				
		Work with Employees to Identify Potential Work-Life Balance Improvements				
		Improve Physical Work Environment				
		Maintain Relationships with Chief Engineer and Establish a Good Working Relationship with Assistant Chief Engineer				
		Work to Improve Relationships with IT Teams				

2016 - 2018

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GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	LAST YEAR
Exercise Good Stewardship of Our Resources						
	Budget Variance		At or Under Approved Budget			98.90% (FY2014 budget expended)
	Reportable Incidents		0	TBD		
		Continue to Review Budget Monthly with Team at Staff Meetings				
		Maximize Consultant Relationship				
		Develop Meaningful, Value-Added Content for Quarterly Safety Meetings				
		Offer Trainings to Other Programs to Improve Their Efficient Use of PCS Tool				
		Identify Process Improvements That Will Decrease Time to Complete Tasks				

2016 - 2018