

Program Management Division

NDOT 2021 Strategic Communications Plan



Mission: We provide the best possible statewide transportation system for the movement of people and goods.

2020 HIGHLIGHTS

In 2020 the Program Management Division endeavored to complete several key goals and projects. The division was a large part of coordinating flood relief and initiating federal reimbursement. We also coordinated with BTSD to come up with efficiencies and improvements for Clarity and other programs.

Our highlighted accomplishments include:

- Coordinated 2020 Flood Recovery reimbursement with internal and external stakeholders.
- Civil Rights Unit restarted conducting EEO Contractor Compliance reviews.
- Completed the OnBase Construction Project Planning (CPP) Workflow implementation.
- Restructured and cross trained to ensure institutional redundancy.
- Implemented Virtual Huddle tools and procedures.

2021 GOALS

Let 85% of Projects On-Time

Tactics:

- Take action to let 100% of FY-21 projects by June 30, 2020.
- Maximize ER Reimbursement by October 2021.
- DBE staff will process DBE applications within regulatory timeframes (90 days for in-state applicants and 60 days for out-of-state applicants).

Collaborated with key business leaders to assure mission alignment

Tactics:

- Coordinate with MPO's on LRTP project listings and STIP/TIP development, amendments and revisions.
- Coordinate with Delivery Divisions (ie: Bridge, ROW, Roadway) to streamline schedules and deliverables.
- Civil Rights Unit will interact with partners and stakeholders via training for LPA's and contractors, presentations at Industry conferences and meeting regularly to coordinate with FHWA partners.

Maximize Return on Investment

Tactics:

- Develop and Implement new PoDI program and Stewardship agreement in coordination with FHWA.
- Identify and manage collection of projects ready for advancement if grant, stimulus, August redistribution become available.
- Monitor accuracy of DBE goal accuracy and adjust 3-year goal accordingly if needed, and monitor progress of subcontractor information entered into AASHTOware project for Uniform report for fall 2020 projects and beyond.

100% of new hires are trained within six months

Tactics:

- Offer Professional Project Management Certification training.
- Develop Standard Operating procedures for Programming projects in PPM, FMIS system use and Clarity Administration Duties.
- Take action to expand Contractor use of OJT SS Training at LTAP and DBE SS program enrollment.

2021 PRIORITIES

This section identifies priorities that need additional emphasis in order to complete the division's goals. The following is the approach the Program Management Division is taking to increase timeliness of letting projects, assure mission alignment, maximize return on investment, and train all new hires within 6 months.

- Develop Standard Operating procedures for Programming projects in PPM, FMIS system use and Clarity Administration Duties to ensure consistency in our processes and improve product quality.
- We will cross-train a new hire as well as current employees within the unit on Contractor Equal Employment Opportunity Compliance topics to assure the new employee understands the duties of the previous position as well as the additional duties incorporated.

KEY PROJECTS

Key projects the Program Management Division will be focusing on include:

- Complete Phase 2 of OnBase Construction Project Planning (CPP) Workflow used to plan construction projects.
- Finish inter-divisional meetings and revise/update Clarity project schedule templates.
- Develop Clarity project task glossary.
- Clarity training materials developed or updated for on demand training for new Clarity users.
- Clean up and restructure of Environmental data in Clarity sub-objects to improve stability and efficiency of data tables and reports.
- Updated PM GIS map to ESRI format.

OPPORTUNITIES FOR INTERNAL COLLABORATION

This section includes internal opportunities for divisions and districts to collaborate and work together to accomplish their goals.

Program Management – Inter-divisional coordination of project delivery schedule task meanings and timing.

BTSD – On demand training materials for Clarity and OnBase Construction Project Planning (CPP) workflows.