Asset Management Project Prioritization Process & Schedule (Ver. 06/15/16)

**District Call Application Activities**

July – January (Annually)
Field verify candidate projects for the call, analyze solutions, complete mini-scope, score projects, prioritize projects, enter projects into SPMS, and final district approval.

**Owners:** TSDs and SAMs

**Critical Timelines:**
- July 1st Open Enrollment
- Status Report Milestones:
  - September 1st
  - November 1st
  - January 3rd
- October 15th Placeholders Due
- November 15th BCPI Projects Due
- January 15th Enrollment period closes

**Planning & Program Development Activities**
April – August (Annually)

- Preliminary Red Flag Analysis, community context audits, environmental justice, development CS/CSS costs for consideration, public involvement activities, maintenance of 5-Yr CN Plan

**Owners:** CO Planning Division (Resources: Mobility & Design)

**Critical Timelines:**
- April 16th – May 15th - Public meetings/involvement period
- April 16th – June 15th - Community context audits
- July 16th - August 15th - Executive Approval of CN Plan

**Project/Program Management Activities**
April – August (Annually)

- Project activation, PM assignment, SPMS schedule refinement, final schedule lock down, change management, identifying at-risk projects (ROW, utility, rail coordination, and environmental concerns), trade-off/Offset analysis from change management.

**Owners/Players:** Capital Finance, Capital Program Management, Project Management, and PMG

**Critical Timelines:**
- July 16th - August 15th - FY Program Locked

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**Acronym Description**
- ADA = Americans with Disability Act
- CN = Construction
- CO = Central Office CS
- CSS = Complete Streets
- CPM = Capital Program Management
- FY = Fiscal Year (State)
- HMD = Highway Maintenance Division
- ID = Identify
- KPI = Key Performance Indicator
- PMG = Program Management Group
- ROW = Right of Way
- SAM = Systems Assessment Manager
- SPMS = Scheduling Project Management System
- TSD = Technical Service Directors
- YR = Year

Note: If milestone date falls on a holiday or weekend, the next full business day will serve as the new milestone date.