District Planning, Stakeholder, & Public Input Ongoing (Year Round)

Needs Identification & Coordination (Year Round)

Problem Statements Developed (Fall Months)

District Initiates 30-Day Call for Projects (Winter Months)

District Project Scoring & Prioritization

Statewide Project Review Prioritization (Up to 2.5 Months)

Fiscal Constrained Recommendation

Executive Approval of Projects/Programs (Early Spring)

Project Approval

STIP Document Update Process Occurs Every 2-Years & Amended Quarterly

Draft 4-Year STIP (Every 2-Years in Mid Spring)

LPA, MPO, RPO, Resource Agency, & Stakeholder Input & Coordination

Draft 5-Year Asset Management & Construction Plan (Mid-Spring)

30-Day Public Comment Period

Executive/Federal Approval of Plan Documents (Early Summer)

Final STIP & 5-Year AM Construction Plan (Mid Summer)

Ongoing Condition Assessment, Management

Management Assessment

District Planning, Stakeholder, & Public Input Ongoing

District Technical Service Activities:
- Assessing system conditions
- Ongoing coordination with stakeholders, local elected officials and the general public
- Active participation in transportation planning discussions and activities with CO, MPO, & RPO Transportation Planners
- Ensuring project sponsors fill out project submittal forms
- Ensuring identified needs considers and addresses ADA Transition requirements
- Completing preliminary scoping, costs, scoring, and development of problem statements
- Reviewing all identified needs and preparing a screened list of candidate projects to submit into the annual call for projects
- Developing and reviewing preliminary scoping, budgeting, and scoring information
- Recommending cross-asset corridor project grouping strategies
- Submitting critical documents into SPMS after the call is completed

Asset Management Group Activities:
- Statewide scoring & ranking of submitted asset improvements & projects
- Fiscal constraint analysis on all assets
- Recommending cross-asset corridor project grouping strategies
- Handling change management activities (changes in project scope, cost, or delivery time)
- Recommending asset management metric goals & ensuring program meets agency and national goals
- Development of business rules & processes
- Developing and refining asset management scoring systems
- Asset management risk assessment
- Ensure the program meets agency and national asset management goals

Planning Activities (CO & Districts):
- Planning level discussions with transportation planning officials, MPO, RPO planners, stakeholders, and Resource Agencies
- Multi-modal coordination (aviation, complete streets, freight, non-motorized transportation, rail, and transit)
- Performing and coordinating technical needs, economic, and air quality analysis
- Assist with the development of problem statements
- Ensuring identified needs considers and addresses ADA Transition requirements
- Facilitating and participating in public outreach events
- Development of the STIP, Construction Plans, and Transportation Asset Management Plans
- Coordinating with LPA projects
- Assisting with project scheduling

Acronym Description
- ADA = American Disability Act
- AM = Asset Management
- CN = Construction
- CO = Central Office
- LPA = Local Program Administration
- MPO = Metropolitan Planning Organization
- PM = Project Manager
- RPO = Rural Planning Organization
- SPMS = Scheduling Project Management System
- STIP = State Transportation Improvement Program

STIP Document Update Process:
- Every 2-Years
- Mid Spring
- Draft
- Revised 6/6/2013

Project Management Activities
- Project Managers set the schedule for, detailed study, scope, environmental assessment, design, project specific public involvement, right-of-way, and construction activities (1-5 years)