




The purpose of the Schedule Management Office (SMO) within TPMU is to partner with business units across the Department to provide schedule oversight and reporting that improves delivery of NCDOT projects, programs, and services. In addition, the SMO manages the NCDOT's scheduling tool (STaRS) by providing support and technical assistance, incorporating business process changes, and developing policy and procedures for its use. "STaRS", which stands for Schedule Tracking and Reporting System, consists of the Project Systems module in SAP, the Business Warehouse (BW), and several complementary web-based scheduling applications.

NEW	<ul style="list-style-type: none">• Project Setup• New Schedule Form• Assignment
MAINTAIN & REPORT	<ul style="list-style-type: none">• PreCon STaRS• 5 Year Work Program• Past Due Report
CHANGE	<ul style="list-style-type: none">• Schedule Change Requests• Funding• STIP Programming
DELIVER	<ul style="list-style-type: none">• Planning Documents• R/W Plans Completion• R/W Acquisition Begins• Award Letters
MEASURE	<ul style="list-style-type: none">• Dashboard – “Plan vs. Actual”• Cycle Time• NCVIP



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This represents the grouping of schedule-related items that shows the interaction between the SMO and its customers.

Project Setup

- Schedules for STIP projects added to SAP (aka STaRS) by the Schedule Management Office (SMO) using networks
- Networks – templates consisting of activities & milestones that define the project development process
- Division Project Managers should coordinate with SMO to relay scope of work that will help choose correct network (New schedule form)



Transportation

STaRS – Schedule Tracking and Reporting System

The SMO maintains standard networks for different project types that outlines the critical path of activities from PE Funding until Letting.

New Schedule Form

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Resources & News for NCDOT Employees

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Schedule Management Office (SMO)

STaRS
Schedule Tracking and Reporting System

[Location of SMO](#) [SMO Regions](#) [New Schedule Request Form](#)

NEED HELP?
Send us an SOS...click here

[Link to form](#)



Transportation

New Schedule Form

STIP

Division

Requestor

Proposed Let Date (mm/dd/yyyy):

Let Type:

If Non-DOT Let, who will let the project?

Is Construction Cost expected to be greater than \$ 50 million?

Planning Document Type:

Planning Document Prepared By:

Estimated R/W Plans Complete Date* (mm/dd/yyyy):

*Enter date even if no R/W is required as RPC milestone represents stage of plan completion.
If no plans are being prepared, just enter "NO PLAN PROJECT".

Proposed R/W Acquisition Begins Date (mm/dd/yyyy):

Special Permits or Agreements Required (check all that apply):
☐ TVA ☐ FERC ☐ Railroad ☐ Municipal ☐ CMAA ☐ CLOMR ☐ FEMA ☐ Hydro MOA

Scheduling Network Required:


Special Scheduling Requirements:

THIS SECTION TO BE COMPLETED BY SCHEDULE MANAGEMENT OFFICE

SMO Contact:

Schedule Creation Status:

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This is a form that can be used to supply the SMO with the necessary information to set up a project schedule. It can be a brand new project that was just added to the STIP, a project added via Item N, or a “new to you” project.

**New
Schedule
Form**

STIP	<input type="text"/>
Division	<input type="text"/>
Requestor	<input type="text"/>
Proposed Let Date (mm/dd/yyyy):	<input type="text"/>
Let Type:	<input type="text"/>
If Non-DOT Let, who will let the project?	<input type="text"/>
Is Construction Cost expected to be greater than \$ 50 million ?	<input type="text"/>

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The Let date needs to match the programmed FY. Also, if DPOC use one of the standard let dates for your Division. If a DDRL, use 3rd Tuesday of the month. For a Non-DOT Let, use the end of the month unless you have more reliable information.

The question about cost for greater than \$50M is to determine if an 8 week AD is needed.

New Schedule Form

STIP

Division

Requestor

Proposed Let Date (mm/dd/yyyy):

Let Type:

If Non-DOT Let, who will let the project?

Is Construction Cost expected to be greater than \$ 50 million ?

Planning Document Type:

Planning Document Prepared By:

Estimated R/W Plans Complete Date* (mm/dd/yyyy)

- Raleigh Let
- Division Design Raleigh Let (DDRL)
- Division Purchase Order Contract (DPOC)
- On Call Contract (OCC)
- Construction By State Forces (CSF)
- Non - DOT Let

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The Division Managed STIP projects may include any of these let types except Raleigh Let. That is for Central Managed.

Note – Let the SMO know if the let type changes during the life of the project. It may require a schedule change....for example, a DPOC changes to a DDRL and the let date places it on the 12 MLL.

New Scheme Form

STIP

Division

Requestor

Proposed Let Date (mm/dd/yyyy):

Let Type:

If Non-DOT Let, who will let the project?

Is Construction Cost expected to be greater than \$ 50 million ?

Planning Document Type:

Planning Document Prepared By:

Estimated R/W Plans Complete Date* (mm/dd/yyyy)

☐ State Minimum Criteria (SMC)
☐ Programmatic CE (PCE)
☐ Categorical Exclusion (CE)
☐ EA / FONSI
☐ State EA / State FONSI
☐ DEIS / FEIS / ROD

* RPC milestone represents stage of plan completion.
 * "NO PLAN PROJECT".
 n/dd/yyyy):
 Check all that apply:

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State Minimum Criteria (SMC) and MCDC are the same thing. The majority of these Division Managed projects will be SMC, PCE, and some CE.

New Schedule Form

Is Construction Cost expected to be greater than \$ 50 million ?

Planning Document Type:

Planning Document Prepared By:

Estimated R/W Plans Complete Date* (mm/dd/yyyy)

*Enter date even if no R/W is required as RPC milestone represents stage of plan completion.
If no plans are being prepared, just enter "NO PLAN PROJECT".

Proposed R/W Acquisition Begins Date (mm/dd/yyyy):

Special Permits or Agreements Required (check all that apply):


☐ TVA
 ☐ FERC
 ☐ Railroad
 ☐ Municipal
 ☐ CAMA
 ☐ CLOMR
 ☐ FEMA
 ☐ Hydro MOA

Scheduling Network Required

Special Scheduling Requirements

THIS SECTION TO BE COMPLETED BY SCHEDULE MANAGEMENT OFFICE

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R/W Plans Complete (M0300) - this milestone will be added if plans are prepared to determine the extent of needed R/W, easements, or utility impacts, even if it is determined that no R/W is needed (a R/W certification is still issued). The R/W Acquisition Begins (M0302) milestone will not be added if R/W is not programmed or anticipated. If the project is a No Plans Project (contract document with typical section for example) and no RW is needed, both milestones will not be added.

New Schedule Form

STIP

Division

Requestor

Proposed Let Date (mm/dd/yyyy):

Let Type:

If Non-DOT Let, who will let the project?

Is Construction Cost expected to be greater than \$ 50 million?

Planning Document Type:

Planning Document Prepared By:

Estimated R/W Plans Complete Date* (mm/dd/yyyy):

*Enter date even if no R/W is required as RPC milestone represents stage of plan completion.
If no plans are being prepared, just enter "NO PLAN PROJECT".

Proposed R/W Acquisition Begins Date (mm/dd/yyyy):

Special Permits or Agreements Required (check all that apply):

☐ TVA ☐ FERC ☐ Railroad ☐ Municipal ☐ CMAA ☐ CLOMR ☐ FEMA ☐ Hydro MOA

Scheduling Network Required

Special Scheduling Requirements

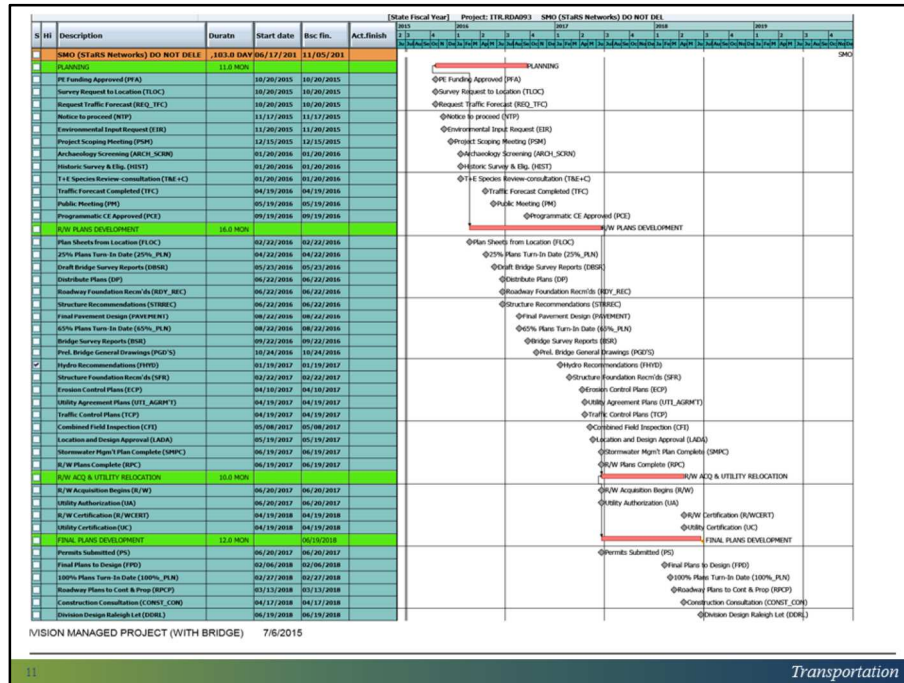
Division Managed (w/o bridge)
Division Managed (with bridge)
Minor Improvement (use for Non-DOT Let)
CE Non-Merger
Bridge Replacement
Widening (EA / FONSI)
New Location (DEIS / FEIS)
Pavement Rehab

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The majority of the Division managed projects will be the first two on the drop down. If you have a Non-DOT Let STIP project, choose the Minor Improvement. If you have a project that is more complex with a higher type document, discuss with SMO and we will assist in developing a schedule.

The examples of the other network types are located on the SMO Inside NCDOT page. They are good examples of the project development process.



This is the example of the Division Managed Network with bridge. It includes a few extra milestones like Structure Recs, Preliminary General Drawings, Structure Foundation Recs, etc. This network was developed through a work group led by John Rouse per memo from Mike Holder / Rodger Rochelle dated 6/22/15.

Division Managed with Bridge – 32 months
months

Division Managed w/o Bridge – 28

Project Setup

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- Division Project Managers should coordinate with SMO to relay scope of work that will help choose correct network (New schedule form)
- **Schedules need to match STIP programming; however, schedule can be set up to work towards a “shelf or backfill” type schedule**



Transportation





ITEM N

REVISIONS TO THE 2016-2025 STIP

HIGHWAY PROGRAM
STIP ADDITIONS

DIVISION 1

U-2419	NC 48, ROANOKE AVENUE IN HALIFAX COUNTY TO NC	RIGHT-OF-WAY	FY 2023 -	\$1,101,000	(T)
HALIFAX	46 IN NORTHAMPTON COUNTY. WIDEN TO MULTI-	UTILITIES	FY 2023 -	\$132,000	(T)
NORTHAMPTON	LANES.	CONSTRUCTION	FY 2025 -	\$9,918,000	(T)
PROJ.CATEGORY	<u>NEW PROJECT PROGRAMMED DUE TO ADDITIONAL</u>		POST YR-	\$19,836,000	(T)
DIVISION	<u>REVENUE (HB 97)</u>			\$30,987,000	

DIVISION 2


B-5938	SR 1182 (ATLANTIC BEACH CAUSEWAY).	CONSTRUCTION	FY 2017 -	\$5,160,000	(T)
CARTERET	REHABILITATE BRIDGE 150068 OVER BOGUE SOUND.			\$5,160,000	
PROJ.CATEGORY	<u>NEW PROJECT PROGRAMMED DUE TO ADDITIONAL</u>				
DIVISION	<u>REVENUE (HB 97)</u>				

<https://connect.ncdot.gov/projects/planning/Pages/STIP-Amendments.aspx>


Transportation

New Schedule Form

STIP	<input type="text"/>
Division	<input type="text"/>
Requestor	<input type="text"/>
Proposed Let Date (mm/dd/yyyy):	<input type="text"/>
Let Type:	<input type="text"/>
If Non-DOT Let, who will let the project?	<input type="text"/>
Is Construction Cost expected to be greater than \$ 50 million ?	<input type="text"/>
Planning Document Type:	<input type="text"/>
Planning Document Prepared By:	<input type="text"/>
Estimated R/W Plans Complete Date* (mm/dd/yyyy)	<input type="text"/>
*Enter date even if no R/W is required as RPC milestone represents stage of plan completion. If no plans are being prepared, just enter " NO PLAN PROJECT".	
Proposed R/W Acquisition Begins Date (mm/dd/yyyy):	<input type="text"/>
Special Permits or Agreements Required (check all that apply): <input type="checkbox"/> TVA <input type="checkbox"/> FERC <input type="checkbox"/> Railroad <input type="checkbox"/> Municipal <input type="checkbox"/> CMAA <input type="checkbox"/> CLOMR <input type="checkbox"/> FEMA <input type="checkbox"/> Hydro MOA	
Scheduling Network Required	<input type="text"/>
Special Scheduling Requirements <div style="background-color: yellow; height: 40px; width: 100%;"></div>	
THIS SECTION TO BE COMPLETED BY SCHEDULE MANAGEMENT OFFICE	
SMO Contact :	<input type="text"/>
Schedule Creation Status:	<input type="text" value="Not Started"/>



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Use the Special Scheduling Requirements section to let the SMO know additional information needed to develop your schedule.

Project Setup

- Schedules for STIP projects added to SAP (aka STaRS) by the Schedule Management Office (SMO) using networks
- Networks – templates consisting of activities & milestones that define the project development process
- Division Project Managers should coordinate with SMO to relay scope of work that will help choose correct network (New schedule form)
- Schedules need to match STIP programming; however, schedule can be set up to work towards a “shelf or backfill” type schedule
- **Prior to meeting with your consultant, utilize STaRS to create a preliminary schedule that reflects your expectations**




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This is a recommendation from the SMO.

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MAINTAIN & REPORT	<ul style="list-style-type: none">• PreCon STaRS• 5 Year Work Program• Past Due Report
CHANGE	<ul style="list-style-type: none">• Schedule Change Requests• Funding• STIP Programming
DELIVER	<ul style="list-style-type: none">• Planning Documents• R/W Plans Completion• R/W Acquisition Begins• Award Letters
MEASURE	<ul style="list-style-type: none">• Dashboard – “Plan vs. Actual”• Cycle Time• NCVIP



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MAINTAIN
& REPORT

<https://www.ebs.nc.gov/>

 **NC** *Enterprise
Business
Services*

User *

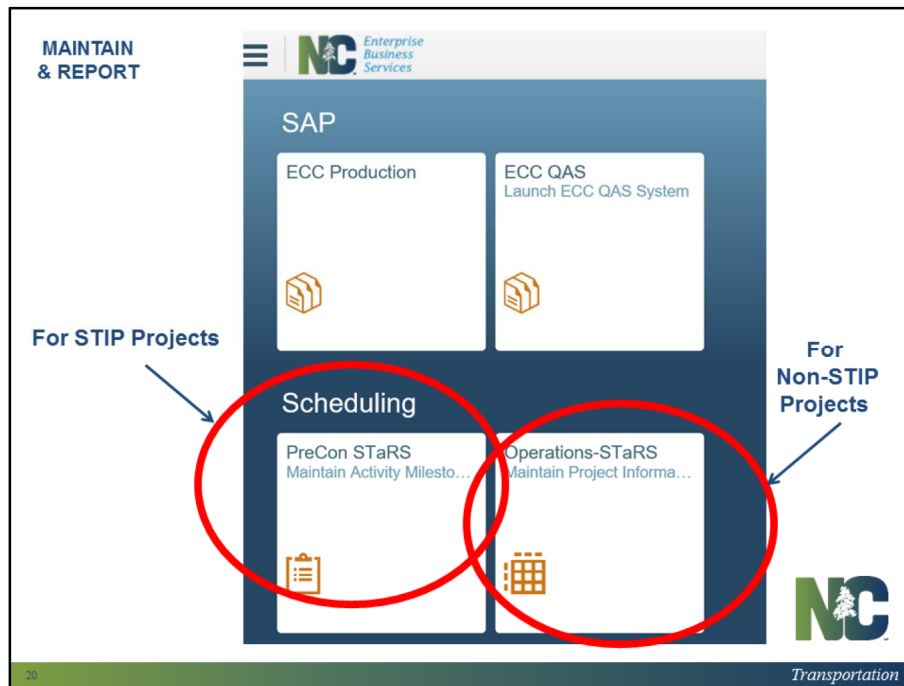
Password *

Passwords are case sensitive

 **NC**

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This is the login screen to the EBS portal.



PreCon STaRS

[https://inside.ncdot.gov/TransportationServices/smo/SMO%20Documents/PreCon%20STaRS%20\(Division%20Managed%20Projects\).pptx](https://inside.ncdot.gov/TransportationServices/smo/SMO%20Documents/PreCon%20STaRS%20(Division%20Managed%20Projects).pptx)

Sub-TYP: U-5761 Get Data

4th Level WBS: Unit

Unit: DIVISION

Milestone **Activity Confirmation** **Project Assignment** **Consultants**

Save

Milestone	Plan Date	Actual Date	Info
PE Funding Approved (PFA)	10/13/2015	10/13/2015	
Survey Request to Location (TLLOC)	08/01/2016		
Request Traffic Forecast (REQ_TFC)	08/01/2016		
Notice to proceed (NTP)	08/29/2016		
Environmental Input Request (EIR)	09/01/2016		
Project Scoping Meeting (PSM)	09/26/2016		
Archaeology Screening (ARCH_SCRN)	11/01/2016		
Historic Survey & Ebg (HIST)	11/01/2016		
T+E Species Review -consultation (T&E+C)	11/01/2016		
Traffic Forecast Completed (TFC)	12/30/2016		
Public Meeting (PM)	02/01/2017		
State Minimum Criteria (SMC/CRT)	05/31/2017		
Plan Sheets from Location (PLOC)	09/22/2017		
25% Plans Turn-In Date (25%_PLN)	11/22/2017		
Roadway Foundation Records (RDY_REC)	01/22/2018		
Distribute Plans (DP)	01/22/2018		
65% Plans Turn-In Date (65%_PLN)	03/22/2018		
Final Pavement Design (PAVEMENT)	03/22/2018		
Hydro Recommendations (HYD)	07/13/2018		
Erosion Control Plans (ECP)	07/13/2018		
Traffic Control Plans (TCP)	07/20/2018		
Utility Agreement Plans (UTL_AGRMT)	07/20/2018		
Combined Field Inspection (CFI)	08/10/2018		
Location and Design Approval (LADA)	08/22/2018		
RAW Plans Complete (RPC)	09/21/2018		
Sewerwater Mgmt Plan Complete (SMPC)	09/21/2018		
RAW Acquisition Begins (RAW)	09/24/2018		
Utility Authorization (UA)	09/24/2018		
100% Plans Turn-In Date (100%_PLN)	03/27/2019		
Construction Consultation (CONST_CON)	05/15/2019		
Utility Certification (UC)	05/21/2019		
RAW Certification (RAWCERT)	05/21/2019		
Division POC List (DPOC)	07/17/2019		

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PreCon STaRS is used for STIP Projects only.

- (1) Add completion dates to milestones
- (2) Add start dates and final completion dates on activities
- (3) Add project assignments using work center number
- (4) Use Consultant tab to see consultant assignment

5 Year Work Program Let List													
https://inside.ncdot.gov/TransportationServices/smo/SMO%20Documents/5%20Year%20Work%20Program%20Let%20List.xls													
	TIP Sub No.	Div	County	Let Type	Description	R/W (B)	R/W (A)	ROW Project Manager	PS&EA Project Manager	Division Project Manager	Division Bridge Manager	Con Est	ROW Est
10/16	R-5781A	1	STATE WIDE	Division POC Let (DPOC)	TAP CURB RAMPS (CONSTRUCT ADA RAMPS AT VARIOUS LOCATIONS (AMERICANS WITH DISABILITIES ACT)					WILLIAM BARRY HOBBS			
11/16	B-2500B	1	DARE	Design Build Let (DBL)	ROADWAY ON NC 12 LONG-TURN IMPROVEMENTS (PHASE B)				BRIAN F. YAMAMOTO			\$174,400,000	\$838,250
11/16	B-5936	1	TYRRELL	Raleigh Letting (LET)	BRIDGE 7 OVER ALLIGATOR RIVER ON US 64							\$9,990,000	
11/16	R-5781B	1	STATE WIDE	Division POC Let (DPOC)	TAP CURB RAMPS (CONSTRUCT ADA RAMPS AT VARIOUS LOCATIONS (AMERICANS WITH DISABILITIES ACT)					WILLIAM BARRY HOBBS			
11/16	R-5781C	1	STATE WIDE	Division POC Let (DPOC)	TAP CURB RAMPS (CONSTRUCT ADA RAMPS AT VARIOUS LOCATIONS (AMERICANS WITH DISABILITIES ACT)					WILLIAM BARRY HOBBS			
11/16	R-5781D	1	STATE WIDE	Division POC Let (DPOC)	TAP CURB RAMPS (CONSTRUCT ADA RAMPS AT VARIOUS LOCATIONS (AMERICANS WITH DISABILITIES ACT)					WILLIAM BARRY HOBBS			
12/16	Z-5400AAG	1	NORTHAMPTON	NON - DOT LET (Rail)	RAILWAY-HIGHWAY GRADE CROSSING SAFETY PROJECT SR 1301 (CORNWALLIS ROAD) AT CSX TRANSPORTATION TRACKS CROSSING #830 115H NEAR GARY/SEBORG. UPGRADE HIGHWAY - RAILWAY GRADE CROSSING FLASHERS AND GATES. NORTH CAROLINA VIRGINIA RAILROAD LOCATE EXISTING RAILROAD TRACK - (TRACK IMPROVEMENTS)							\$11,631,000	
01/17	P-5605A	1	NORTHAMPTON	NON - DOT LET (Rail)									
01/17	R-2414B	1	CAIDEN	Division POC Let (DPOC)	US 158 FROM SOUTH OF SR 1138 (COUNTRY CLUB ROAD) TO EAST OF NC 16 IN ELIZABETH CITY, PASQUOTANK COUNTY.								
01/17	R-3826	1	MARTIN	Raleigh Letting (LET)	NC 125 FROM SR 1152 (EAST COLLEGE RD) TO NC 125 NORTHWEST OF WILLIAMSTON	01/15	01/15	GARY LOVERING	JAY A. MCNINIS JR			\$10,400,000	\$2,855,000
01/17	U-4436L	1	PASQUOTANK	Division POC Let (DPOC)	LANDSCAPING FOR BRIDGE 18 REPLACEMENT PROJECT ON US 158 IN ELIZABETH CITY, PASQUOTANK COUNTY.								
02/17	B-5937	1	CURRITUCK	Raleigh Letting (LET)	BRIDGE 18 OVER CURRITUCK SOUND ON US 158 BRIDGE REHABILITATION							\$28,920,000	
02/17	B-5942	1	HYDE	Division POC Let (DPOC)	BRIDGE 20 OVER INTRACASTAL WATERWAY ON US 284 BRIDGE REHABILITATION					JOHN S. ABEL		\$1,270,000	
02/17	B-5943	1	DARE	Division POC Let (DPOC)	BRIDGE 54 OVER CROATAN SOUND ON US 64 BYPASS BRIDGE REHABILITATION					JOHN S. ABEL		\$2,400,000	
02/17	S-6039	1	NORTHAMPTON	Division Design Raleigh Let (DDRL)	1/48 FROM THE HALEFAX COUNTY LINE TO SR 1201 (MACON PRICE ROAD) PAVEMENT REHABILITATION					WILLIAM CLARKE		\$2,100,000	
03/17	B-5941	1	BEETIE	Division POC Let (DPOC)	BRIDGE 7 OVER ROANOKE RIVER ON NC 45/NC 308 BRIDGE REHABILITATION					JOHN S. ABEL		\$3,120,000	
06/17	R-5311A	1	HERTFORD	Raleigh Letting (LET)	US 158C 11 FROM WEST OF WOLAN ROAD TO EAST OF NC 115R 1213 (OLD NC 11 ROAD). CONSTRUCT GRADE SEPARATION AT SR 1130 (MODUL ROAD) AND INTERCHANGE AT OLD NC 115R 1213 (OLD NC 11 ROAD)	06/16	06/16	GARY LOVERING	JAY A. MCNINIS JR			\$13,800,000	\$385,000
06/17	Z-5400AAL	1	WASHINGTON	NON - DOT LET (Rail)	SR 1101 (HOLLE ROAD) AT CAROLINA COASTAL RAILWAY CROSSING #866 108T NEAR PLIMOUTH, WASHINGTON COUNTY							\$283,000	
03/17	F-5700	1	DARE	Division Design Raleigh Let (DDRL)	NC 12 - CONSTRUCT RIVER CLASS FERRY					WILLIAM BARRY HOBBS		\$12,000,000	
03/17	W-5801HW	1	CAIDEN	Division POC Let (DPOC)	SR 1224 (OLD SHARP ROAD) BETWEEN APPROX. 550 FEET SOUTH OF SR 1225 (LILLY ROAD) AND APPROX. 1200 FEET NORTH OF SR 1225 (LILLY ROAD) SAFETY IMPROVEMENTS	06/17				WILLIAM BARRY HOBBS		\$155,000	
09/17	B-5609	1	HERTFORD	Division POC Let (DPOC)	REPLACE BRIDGE 20 OVER CUTAWINSKE SHARP ON SR 1137	04/17					JOHN S. ABEL	\$1,825,000	\$180,000

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This list is posted every week. It contains only STIP projects of all let types (Raleigh Let, DDRL, DPOC, OCC, CSF, Non-DOT). The highlighted dates are past due. The SMO needs either a schedule change request for these or confirmation the project has been let and awarded.

Past Due Report

A	B	C	D	E
Div	TIP Sub #	Milestone	Basic Date	Responsible Grp
1	R-5716	State Minimum Criteria (SMCRT)	8/15/2016	DIVISION
1	R-5740	State Minimum Criteria (SMCRT)	8/15/2016	DIVISION
2	R-5703	State EA/FONSI Approved (SEAFON)	9/27/2016	DIVISION
2	R-5703	R/W Plans Complete (RPC)	9/30/2016	DIVISION
2	R-5703	R/W Acquisition Begins (RW)	9/30/2016	DIVISION
2	W-5601CY	R/W Plans Complete (RPC)	9/23/2016	DIVISION
2	W-5601CY	R/W Acquisition Begins (RW)	9/23/2016	DIVISION
2	W-5601HU	R/W Plans Complete (RPC)	9/23/2016	DIVISION
2	W-5601HU	R/W Acquisition Begins (RW)	9/23/2016	DIVISION
3	U-4902C	R/W Plans Complete (RPC)	9/9/2016	DIVISION
3	U-4902D	R/W Plans Complete (RPC)	9/9/2016	DIVISION
3	W-5203Y	Programmatic CE Approved (PCE)	9/12/2016	DIVISION
3	W-5203Y	R/W Plans Complete (RPC)	9/13/2016	DIVISION
3	W-5203Y	R/W Acquisition Begins (RW)	9/13/2016	DIVISION
3	W-5601A	Programmatic CE Approved (PCE)	7/18/2016	DIVISION
3	W-5601A	R/W Plans Complete (RPC)	8/18/2016	DIVISION
3	W-5601A	R/W Acquisition Begins (RW)	8/18/2016	DIVISION
3	W-5601DG	Division POC Let (DPOC)	8/18/2016	DIVISION
3	W-5602	Programmatic CE Approved (PCE)	8/25/2016	DIVISION
3	W-5602	R/W Plans Complete (RPC)	9/23/2016	DIVISION
3	W-5602	R/W Acquisition Begins (RW)	9/23/2016	DIVISION
4	W-5204E	R/W Plans Complete (RPC)	9/16/2016	DIVISION
4	W-5204E	R/W Acquisition Begins (RW)	9/16/2016	DIVISION
5	B-5330	R/W Plans Complete (RPC)	9/23/2016	DIVISION
5	B-5330	R/W Acquisition Begins (RW)	9/23/2016	DIVISION
5	B-5679	R/W Plans Complete (RPC)	9/23/2016	DIVISION
5	B-5679	R/W Acquisition Begins (RW)	9/23/2016	DIVISION
5	U-5628	State EA/FONSI Approved (SEAFON)	8/22/2016	DIVISION
5	W-5601FE	Programmatic CE Approved (PCE)	8/31/2016	DIVISION
5	W-5601FE	R/W Plans Complete (RPC)	9/28/2016	DIVISION
5	W-5601FE	R/W Acquisition Begins (RW)	9/28/2016	DIVISION
6	B-5412	Programmatic CE Approved (PCE)	9/19/2016	DIVISION
6	B-5412	R/W Plans Complete (RPC)	9/1/2016	DIVISION
6	B-5412	R/W Acquisition Begins (RW)	9/1/2016	DIVISION
6	B-5709	Programmatic CE Approved (PCE)	8/19/2016	DIVISION
6	B-5709	R/W Plans Complete (RPC)	9/1/2016	DIVISION
6	B-5709	R/W Acquisition Begins (RW)	9/1/2016	DIVISION
6	W-5601AF	Division POC Let (DPOC)	9/24/2016	DIVISION
6	W-5601AG	Division POC Let (DPOC)	9/21/2016	DIVISION
6	W-5601CC	Programmatic CE Approved (PCE)	8/19/2016	DIVISION
6	W-5601ER	Programmatic CE Approved (PCE)	8/22/2016	DIVISION


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- This report is for past due planning documents, R/W Plans Complete (RPC), R/W Acquisition Begins (R/W) and Letting milestones.
- Sent out around the 20th of every month.
- Contains 3 worksheets – Central, Division, and Non-DOT. Each worksheet only contains past due dates from last day of previous month and earlier.
- If a milestone on this list has been completed, please e-mail SMO@ncdot.gov with the STIPN number, Division, milestone, and milestone completion date.
- Past due R/W and Let dates warrant approved schedule change requests. **If dates are not going to be met, your goal should be to have schedule change request approved prior to project showing up on this list.**
- For Division Managed projects, State Minimum Criteria (SMC or MCDC) and PCE documents that are past due do not require schedule change unless they impact the R/W and / or Let date. Just e-mail SMO the new date.



Transportation

NEW	<ul style="list-style-type: none">• Project Setup• New Schedule Form• Assignment
MAINTAIN & REPORT	<ul style="list-style-type: none">• PreCon STaRS• 5 Year Work Program• Past Due Report
CHANGE	<ul style="list-style-type: none">• Schedule Change Requests• Funding• STIP Programming
DELIVER	<ul style="list-style-type: none">• Planning Documents• R/W Plans Completion• R/W Acquisition Begins• Award Letters
MEASURE	<ul style="list-style-type: none">• Dashboard – “Plan vs. Actual”• Cycle Time• NCVIP



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Transportation

Schedule Change Requests (SCR)

- Schedule Change Requests are required for all STIP projects that impact these milestones.

Milestones Requiring Change Approval

Planning Documents – this includes EA, FONSI, DEIS, FEIS.

NOTE –

For Division Managed Projects, SMC & PCE documents do not require SCRs if they do not affect R/W and / or Let dates.

M0420 shown as "Final Roadway Plans Complete"

Let – this includes all let milestones, i.e. Raleigh Let, DDRL, DPOC, Non-DOT Lets, etc.

Planning Document 1:
Planning Document 2:
Planning Document 3:
R/W Plans Complete:
R/W Acquisition Begins
Final Roadway Plans Complete:
Let



Transportation

Schedule Change Requests (SCR)

- Typically, Non-STIP projects do not require schedule change approvals
....**EXCEPT** if the project is being added to / or removed from 12 MLL.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TENTATIVE LETTING: TUESDAY, NOVEMBER 15, 2016
PLANS DUE: TUESDAY, AUGUST 09, 2016
REVIEW DATE: TUESDAY, SEPTEMBER 27, 2016
PAGE 1 OF 1

PROJECT	LENGTH	TYPE	DESCRIPTION
17BP.3.R.28 NEW HANOVER	0.17 Mi	SIGNALS, GRADING, DRAINAGE, PAVING, CULVERT	INTERSECTION OF SR 1436/US 421 (FRONT ST.) AND SR 1140 (BURNETT BLVD.) SOUTH OF WILLARD ST.

TIP ESTIMATE \$ 2,500,000 LATEST PRELIMINARY ESTIMATE: \$ 2,500,000
404/401 PERMITS (IN)
COLLETTE, N/A, N/A, N/A, N/A, N/A, N/A



Schedule Change Requests (SCR)			
Initiator Unit	Initiator	Approver1	Approver2
HIGHWAY DIVISION 01	BHOBBS	JENNINGS	
	JABEL	JENNINGS	
HIGHWAY DIVISION 02	BACALDWELL	JROUSE	
	MAROGERSON	JROUSE	
HIGHWAY DIVISION 03	TEBANTA	DBLEONARD	KECOLLETTE
	AEDGERTON	KECOLLETTE	
	DBLEONARD	KECOLLETTE	
	APYTCHER	KECOLLETTE	
HIGHWAY DIVISION 04	WMCLARKE	TMLITTLE	
	JPAGE	TMLITTLE	
	CDMCLAMB	TMLITTLE	
HIGHWAY DIVISION 05	LGILCHRIST	JHOPKINS	
	MKNEIS	JHOPKINS	
	BJUPSHAW	JHOPKINS	
	JENNIFEREVAN	JHOPKINS	
HIGHWAY DIVISION 06	GSPRIDGEN	JBRADLEY	GBURNS
	JBRADLEY	GBURNS	
	BRICEBELL	JBRADLEY	GBURNS
HIGHWAY DIVISION 07	JCREIMAKOSKI	DHUFFINES	MMILLS
	CSMITHERMAN	DHUFFINES	MMILLS
	DHUFFINES	MMILLS	
	TPOWERS	DHUFFINES	MMILLS
HIGHWAY DIVISION 08	AWKLUTTZ	BHJONES	
	TWELCH	BHJONES	
	JLTEAGUE	AWKLUTTZ	BHJONES
HIGHWAY DIVISION 09	JBABERNATHY	PIVEY	
	MWJONES	PIVEY	
HIGHWAY DIVISION 10	TBURLSON	SCOLE	
	KCRUMP	SCOLE	
	GHAYWOOD	SCOLE	
HIGHWAY DIVISION 11	JLAWS	MPETTYJOHN	
	JCGUYNN	MPETTYJOHN	
HIGHWAY DIVISION 12	JMCSWAIN	MSTAFFORD	
	SRACKLEY	MSTAFFORD	
HIGHWAY DIVISION 13	CDMEDLIN	RTIPTON	JSWAIN
	MKCALLOWAY	RTIPTON	JSWAIN
HIGHWAY DIVISION 14	WHAUSTIN	EAGREEN	
	JBDEYTON	WHAUSTIN	EAGREEN

**Division Engineers
are the Final Approvers**



Transportation

Each Division has designated who can initiate and approve schedule changes.

The Division Engineer is the Final Approver for Division Managed projects.

Chief Holder will be sent a monthly report summarizing the schedule changes.

Schedule Change Requests (SCR)

OTHER ITEMS OF IMPORTANCE

- SCRs are needed for project delays obviously.....but also for **schedule advances** and **project deletions**.
- Schedules must compliment funding requests.
- SCRs are needed to document STIP Modifications and STIP Deletions covered under Item N.

REVISIONS TO THE 2016-2025 STIP

ITEM N

HIGHWAY PROGRAM STIP MODIFICATIONS

DIVISION 1

R-5718 SR 1300 (NEW HOPE ROAD) SR PERQUIMANS WIDEN AND RESURFACE. CONSTRUCTION AUTHORITY TO PROJECT POSTERS TO ADDITIONAL BLENDED #10

R-5738 SR 1208 (WEST KITTY HAWK RD) RECONSTRUCT TO 12 LANE, 12'

REVISIONS TO THE 2016-2025 STIP

ITEM N

HIGHWAY PROGRAM STIP DELETIONS

DIVISION 6

I-5846 I-74, US 74 TO EAST OF NC 710. PAVEMENT REHABILITATION. CONSTRUCTION FY 2020 - \$2,600,000. (NHPM) \$2,600,000

ROBESON DELETE WORK TO BE ACCOMPLISHED UNDER DIFFERENT PROJECT

PROJ.CATEGORY STATEWIDE

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Transportation

- If your project schedule does not conform to your funding request, Project Management will require you to submit SCR. For example, you are requesting construction authorization for a May letting, but your schedule shows a December letting, you will not get funding until an SCR is submitted **and approved**.

Schedule Change Requests (SCR)

...AND LAST BUT NOT LEAST

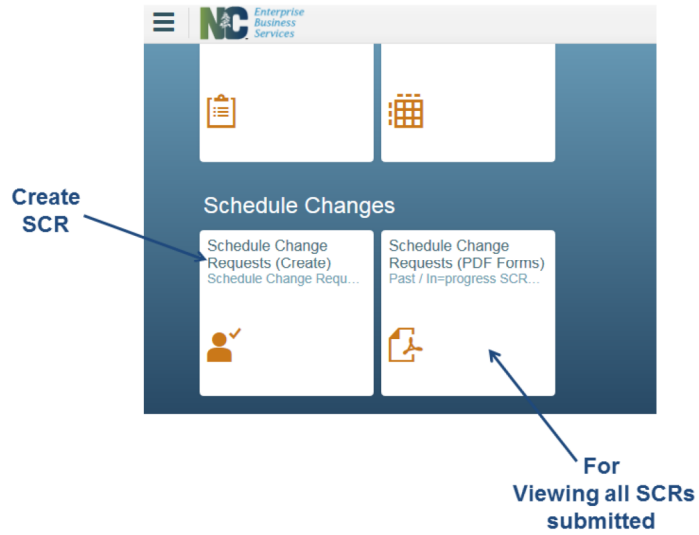
Schedule Change Requests should be submitted as a request to change the schedule not as an FYI after the date has passed.



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This is a major point of emphasis from the Chief Engineer's office.

Schedule Change Requests (SCR)



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Schedule Change Requests (SCR)

Schedule Change Request List

User Name: [Click here for help guide](#)

Branch/Unit:

TIP sub-number:

WBS Element: The WBS field is for non-TIP projects only

<https://inside.ncdot.gov/TransportationServices/smo/SMO%20Documents/Schedule%20Change%20Quick%20Reference%20Guide.docx>



Transportation

Schedule Change Requests (SCR)

Schedule Change Request / Approval

SCR Number: 00003608	Requestor: RALLEN
STP #: B-5159	Request Date: 11/10/2016
WBS Element: 42334.1.1	Business Unit: SMO
Division: 14	Current Status:
County: JACKSON	

	Milestone	Description	From	To	Actual
Planning Document 1:					
Planning Document 2:	M0145	CE Approved (CE)			10/15/2015
Planning Document 3:					
R/W Plans Complete:	M0300	R/W Plans Complete (RPC)			09/23/2016
R/W Acquisition Begins	M0302	R/W Acquisition Begins (R/W)			09/23/2016
Final Roadway Plans Complete:	M0420	Roadway Plans to Cont & Prop (RPCP)	03/14/2017	03/14/2017	
Let	M0435	Raleigh Letting (LET)	06/20/2017	06/20/2017	

Reasons for Schedule Change: *

BE COMPLETE AND CONCISE !!

SCHEDULE CHANGE TYPE *

☐ Normal
 ☐ Project Deletion
 ☐ 12 Month Let List (Hotline)

REASON CATEGORY *

☐ BIDS REJECTED
 ☐ DESIGN
☐ EXTERNAL ACTIONS
 ☐ FUNDING
☐ PERMITTING
 ☐ PLANNING
☐ RIGHT OF WAY
 ☐ STRATEGIC LETTING
☐ UTILITIES

For SMO Use Only

INFLUENCE TYPE


☐ N/A
 ☐ Internal
 ☐ External

VERSION TYPE

☐ N/A
 ☐ Interim
 ☐ Baseline

SMO Comments

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SCHEDULE CHANGE CATEGORIES

Planning – actions or delays that are related to planning work. These delays would occur predominantly during the planning phase of the project, but could occur later in the process as well (for example, construction consultations, document reevaluations, etc.) These actions could result in planning document delays, right of way acquisition delays, and letting delays.

Design - actions or delays that are related to the project design work. This could lead to a delay of a project planning document, right of way acquisition date, or letting date.

Funding – delay or advancement of a project schedule that results from availability of funds, change of funding source, cash modeling, and/or Departmental wide prioritization activities.

Permitting - Delay in receiving environmental permits that could be caused by such factors as late permit application submittals, backlog of permit applications at resource agencies, longer processing time, added permit requirements, etc. that result in a delay in the letting date.



Right of Way - Additional time required to acquire the needed right of way, resulting in the delay of project letting.

Utilities - Utilities agreement, coordination, identification or addition of PUEs, or relocation issues that result in the delay of project right of way acquisition or project letting. Delays due to utility design and plan preparation fall under the Design category.

Bids Rejected - Project to be let again because the bids were rejected.

External Actions – Schedule change is required due to the action, or delay caused by an entity outside of the NCDOT, excluding those that would fall under the permitting category. Some examples include Davis-Bacon Wage Determination; pending municipal agreement; lawsuit, public requesting changes in design, or adverse comments regarding project, etc. Do not use this category for a delay caused by a consultant hired by the DOT.

Strategic Letting - Project letting advanced or delayed to provide greater benefit to the NCDOT, taxpayers, and / or traveling public. Examples could include...letting changed to complete project in one construction season; project combined or clustered with another project to get more competitive bids; project removed from 12 MLL to be done as POC or by State Forces.

 SCHEDULE CHANGE REQUEST 			
SCR Number :	3473	Requestor :	MKNEIS
STIP # :	I-5943	Request Date :	Sep 21, 2016
WBS Element :	53049.1.1	Business Unit :	HIGHWAY DIVISION 05
Division :	05	Current Status :	ARCHIVED
County :	GRANVILLE		
Description	From	To	Actual
Programmatic CE Approved (PCE)			08/18/2016
Division POC Let (DPOC)	08/28/2016	10/28/2016	
Reasons for Schedule Change I-85 Granville signs and structures - Structures plans needed additional time to complete. Project advertised, opening in October.			
Schedule Change Type : NORMAL		Influence Type : INTERNAL	
Reason Category : DESIGN		Version Type : INTERIM	
SMO Comments STIP Change: CON FY 16 to 17			
User ID	Role	A	P
MKNEIS	Initiator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JHOPKINS	Approver	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MHOLDER	Final Approver	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RALLEN	Implementer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RALLEN	SMO Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Transportation

Weekly Schedule Change Report

Schedule Change Report

TIP Number	WBS	LET Type	Div.	Schedule Change Typ.
B-5744		Division POC Let (DPOC)	08	NORMAL
B-5749		Division POC Let (DPOC)	08	NORMAL
B-5760		Division POC Let (DPOC)	08	NORMAL
C-5541		NON - DOT LET (Congestion Mitigation)	10	NORMAL
I-6833		Division Design Raleigh Let (DDRL)	13	12_MLL
U-5539KA		NON - DOT LET (Local)	15	DELETION

LETTING			
FROM	TO	Change Category	REMARKS
JUN 2017	DEC 2016	STRATEGIC LETTING	
JUN 2017	DEC 2016	STRATEGIC LETTING	
MAY 2017	DEC 2016	STRATEGIC LETTING	
SEP 2016	OCT 2017	RIGHT OF WAY	STIP Change: CON FY 16 to 17
JAN 2017	DEC 2016	STRATEGIC LETTING	
FEB 2017		EXTERNAL ACTIONS	Project Deletion



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DELIVER

- **Planning documents** – Please let the SMO know when a planning document has been completed. Send us a copy of the signature page or cc SMO Manager on any e-mail distribution. This also includes State Minimum Criteria and PCEs.
- **R/W Plan Completion (RPC)** - Let the SMO know when have completed plans that are sufficient to be sent to R/W or sufficient to know that no R/W and/or easements are required. If the project is a “No Plan Project” (only a contract document with maybe a project map and a typical section for example), then we will delete the RPC milestone.
- **R/W Acquisition Begins** – let the SMO know when you have sent plans to R/W to begin acquisition. Include us on any e-mail notifications that the plans have been sent to R/W. We have also asked Right of Way to assist on this and to send us notification of completed R/W Certifications.
- **Award letters** – cc SMO Manager on any award letters you send out. Some Divisions are already doing this and we appreciate it. Letting milestones only get confirmed when the project has been let and awarded.



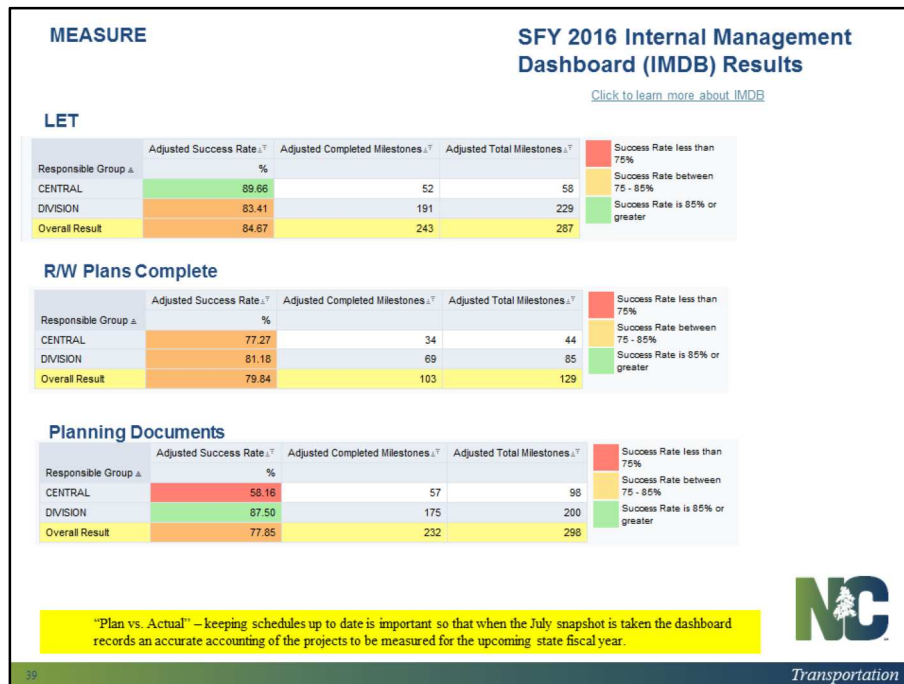
Transportation

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Notice the shift in number of projects from Central to Division.

Division = $229/287 = 79.8\%$

Central = $58/287 = 20.2\%$



NCVIP – if your NCVIP includes project delivery metrics, it is important to keep your schedules accurate and reliable. Get credit for what has been completed by adding actual dates to completed milestones.

Questions?



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