|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT:** |  | | |
| **STIP No.:** |  | **COUNTY:** |  |
| **PM:** |  | **DATES:** |  |

| **CONTACTS, TEAM & LOGISTICS** | |
| --- | --- |
| NCDOT PM/Lead & Phone |  |
| Workshop Dates & Times |  |
| Meeting Location |  |
| Facilitator (if not PM) |  |
| Roadway Team Member |  |
| Construction Team Member |  |
| Structures Team Member |  |
| Other Team Member |  |
| Other Team Member |  |

| **FACILITATOR ACTIONS/TASKS – PRE-WORKSHOP** |  | | | |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | | **NEEDED BY** | **DONE?** | **NOTES** |
| Coordinate dates with NCDOT Lead and Design Lead | |  |  |  |
| Coordinate design team presentation & send mtg invite | |  |  |  |
| Review project and assemble team | |  |  |  |
| Develop & Send Agenda | |  |  |  |
| Send meeting invites to team | |  |  |  |
| Reserve conference room | |  |  |  |
| Download documents and send to team | |  |  |  |
| Develop cost model and forms | |  |  |  |
| Review documents | |  |  |  |
| Gather supplies – flipchart/markers | |  |  |  |

| **DOCUMENTS NEEDED** |  | | |
| --- | --- | --- | --- |
| **DOCUMENT** | | **OBTAINED?** | **COMMENT** |
| 15% plans or well-developed public mtg maps | |  |  |
| Construction cost estimate | |  |  |
| Right-of-way estimate | |  |  |
| Utility cost estimate | |  |  |
| Traffic forecast/capacity analysis | |  |  |
| Proposed design criteria | |  |  |
| Vehicle crash data | |  |  |
| Other | |  |  |

| **QA/QC & SUBMITTAL** | | |
| --- | --- | --- |
| **ITEM** | **DONE?** | **NOTES** |
| Ensure description of change is clear |  |  |
| Ensure sketches are included where needed |  |  |
| Check quantity derivations and cost calculations |  |  |
| Costs include ROW, utility and construction impacts |  |  |
| *Optional: Upload to “Value Management Library”* |  |  |
| Have team continue to add comments and evaluate |  |  |