

Bureau of Engineering
Special Order

January 19, 2001

Special Order No. 001-0101

To All: Senior Managers
Division/District Managers
Group Managers

Subject: **MASTER SCHEDULE CHANGE CONTROL**

In fiscal year 2000/01, the Bureau adopted Summary Master Schedules for each Bureau Program. The purpose of this Special Order is to document how the Bureau will authorize and control changes to these Master Schedules. Unless authorized per these procedures, the baseline Summary Master Schedules are not to be changed.

Background

Summary Master Schedules have been developed and implemented in the Bureau to identify the projects that are to be worked on over a three year period in each of our Programs. The Master Schedules show the projects and their schedule, construction expenditure plan and labor requirements. One of the major reasons we have developed them is to focus attention on the benefits of formalizing and "publishing" our plan. Where we have a clearly identified client for a program, we will be securing their approval of the 3-Year Master Schedule and Expenditure Plan each year. This will improve our effectiveness in delivering projects by solidifying the list of projects which all parties in the City expect us to work on in any given year. This will help our delivery by allowing us to more reliably plan our efforts without having to continuously disrupt them throughout the year to insert new, or revise existing project scopes or schedules. The less of this that we do, the better our delivery performance will be. However, we recognize that it is impossible to totally eliminate the need to change the project list, construction cost and schedule during the year. These types of changes are sometimes necessary.

Therefore, this Special Order has been prepared. The following procedures must be followed to change a Master Schedule or Construction Expenditure Plan during the year.

Change Control Process

The Program Manager in each program, along with the Client Department (if there is one) or Oversight Committee for that program must approve of changes in the plan which will either:

- add or delete projects,
- revise the project's schedule,
- revise the project's construction cost estimate, or
- revise the project's construction expenditure plan

APPROVING AUTHORITY FOR PROGRAM CHANGES		
Program	BOE Program Manager	Approving Authority
Street	Allan Kawaguchi	BOE/BSS Partnering Meeting
Stormwater	Allan Kawaguchi	Program Review Committee (PRC)
Geotechnical	Raul Rojas	Raul Rojas
Municipal Facilities	Raul Rojas	Client Department
Bridge Improvement	Bradley Smith	Bradley Smith
Seismic Bond	Bradley Smith	Seismic Governance Committee
Library Bond	Bradley Smith	Library Oversight Committee
Zoo Bond	Bradley Smith	Zoo Oversight Committee
Fire Bond	Bradley Smith	Fire Facilities Oversight Committee
Animal Shelter Bond	Bradley Smith	Animal Shelter Oversight Committee
Major Sewers	Tim Haug	PRC
District/Local Sewers	Tim Haug	PRC
Accelerated Sewer Repair	Tim Haug	PRC
Emergency/Rehabilitated Sewers	Tim Haug	PRC
Environmental Engineering	Tim Haug	PRC


Other changes, such as a change in project manager or lead office will only require the Program Manager's approval (client or Oversight Committee approval not required).

When it is proposed by someone that one of the types of changes above should be made, the attached Change Authorization Form should be filled out by the project manager and submitted by the Group or Division Manager to the Program Manager for consideration. If a client department is involved in the overall program, that Department's authorized representative will also have to approve the change.

The baseline Summary Master Schedules are not to be changed unless authorized per the procedures in this Special Order.

Questions concerning this process should be directed to the appropriate Program Manager.

Attachment

<p>BMS:ec</p> <p>SO No. 001-0101</p>	<p>Approved By:</p> <p style="text-align: center;"></p> <p>Vitaly B. Troyan, P. E., City Engineer</p>
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