

	A	B	C	D	E
1			Action Item		
2	Priority	Category	Number	Action Item/Task	STATUS/Percent Complete
3	M	DATA	1.a.	COST DATABASE. Analyze req'mts, feasibility, initial cost, ongoing cost and benefits of constr cost data and mgt.	Hold pending SAO Audit
4	H	PROJECT CONTROL	1.b.	Review key perf indicators to validate; evaluate reporting system; analize costs, benefits and life of system.	5%
5					
6	M	ORG	2.a.	ORG STRUCTURE. Review project org stucture and conduct KT situational appraisal to identify concerns, changes, priorities and plan next steps.	15%
7	H	ORG	2.a.1	SEA PMG currently reviewing roles & responsibilities; authorities, org chart revise PM Guidelines/Manual.	20%
8	H	ORG	2.a.2	AV PMG with program sponsors currently reviewing roles & responsibilities; authorities, org chart and revise PM Manual.	10%
9	H	ORG	2.b.	Evaluate Port's delivery system.Document organization; develop work flow diagram; communicate authority to business units and proj delivery team.	20%
10	L	ORG	2.c.	Update org charts	100%, completed
11					
12	M	PROCEDURES	3.a.	PROCEDURES. Review PMG Manuals and Procedures as well as review CA and CM Manuals and Procedures with project delivery team.	2%
13	M	PROCEDURES	3.b.	Incorporate lessons learned.	2%
14	M	PROCEDURES	3.c.	Ensure adherence.	2%
15					
16	M	PROCEDURES	4.a.	NOTEBOOKS. Evaluate and update proj notebooks.	80%
17	M	PROCEDURES	4.b.	Establish thresholds for notebooks (policy).	80%
18	M	PROCEDURES	4.c.	Procedure for submittal and review of notebooks for Status 3 and 4 with accountabilities for PM's.	80%
19					
20	H	PROCEDURES	5.a.	LESSONS LEARNED. Implement a lessons learned system.	95%
21	H	PROCEDURES	5.b.	Review what other agencies use (BMP).	100%
22	H	PROCEDURES	5.c.	Clarify purpose, scope, tasks, and resources.	100%
23	H	PROCEDURES	5.d.	Org resources for development of database, schedule, potential problems and opportunities.	100%
24	H	PROCEDURES	5.e.	Create a database, documentation, and retrieval of info and process.	95%
25					

	A	B	C	D	E
1			Action Item		
2	Priority	Category	Number	Action Item/Task	STATUS/Percent Complete
26	H	PROJECT CONTROL	6.a.	RISK MANAGEMENT. Review risk mgt tools; determine application; evaluate statistical risk models; and appropriate use.	65%
27	H	PROCEDURES	6.b.	Develop procedures for each risk mgt tool and incorporate into PMG Manuals and CM Manual.	65%
28					
29	H	PROCEDURES	7.a.	ESTIMATING. Evaluate in-house vs consultant expert for cost estimating and data collection.	10%
30	H	PROCEDURES	7.b.	Develop std operating procedures; incorporate into PM and CM Manuals; and provide trng to staff.	5%
31	H	PROCEDURES	7.c.	Adjust procedures based upon lessons learned.	On-going
32	H	PROCEDURES	7.d.	Evaluate and develop std templates for estimates.	90%
33	H	PROJECT CONTROL	7.e.	Strengthen interface of cost/schedule risk, cost estimating, and cost trending.	5%
34	H	DATA	7.f.	Investigate enterprise level software for cost estimating and cost trending.	On-going continuous practice
35	H	PROJECT CONTROL	7.g.	Identify and review current perf indicators and provide definitions.	5%
36	H	PROJECT CONTROL	7.h.	Solicit, review, and evaluate perf indicators in AV industry.	20%
37	H	PROJECT CONTROL	7.i.	Solicit, review, and evaluate perf indicators in SEA industry.	20%
38	H	PROJECT CONTROL	7.j.	Evaluate expansion of trend indicators.	5%
39					
40	L	PROCEDURE	8.a.	BID TABS. Evaluate benefit of maintaining a RFQ database for consultants.	50%
41	M	PROCEDURE	8.b.	Analyze invitation for bid pricing breakdown vs engr's estimate.	40%
42					
43	M	LEGISTATION	9.a.	PERFORMANCE CONTRACTING. Port rep to work with CPARB on contracting methodologies.	On-going
44	M	PROCEDURES	9.b.	Incorporate contracting methodologies selection and processes into PM and CA manuals.	80%
45					
46	L		10.a.	NEW DATA SYSTEM. Investigate opportunities to have a single enterprise level cost reporting system.	On hold pending evaluation of systems
47					
48	H	PROJECT CONTROL	11.a.	C.O. TRACKING. Review unit price/quantity trending and recommend stds and procedures for reporting.	100%, completed
49	L	REPORT	11.b.	Investigate and review processes and documentation of costs, schedule, risk and narrative reporting (Gray Book).	40%