**1.0 Project Management**

Obtain Project Charter from AM&WP

Planning Funding Source (CIP, Allowance, etc.)

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Planning Contracts (RFP, RFQ, PSA, etc.)

Detailed Planning Schedule Established  
   Scheduling Requirements or WWIP Milestones Identified

Planning Legislation Forecast (N/A if under Planning Allowance)

Planner

Document Control and/or Electronic Planning Folder Established

Technical Review Committee (TRC) Established

Customer Service Plan Established for Complex or Public Involvement

**2.0 Records Research**

CAGIS/Existing Facility Drawings/Records Research Performed

Research Abandoned Utilities (streetcar tracks, etc.)

Field Walk Down Performed

OUPs Request

Gather and Research Relevant Existing Reports and Studies

Planner

Research Prior Legislation History

**3.0 Data Collection**

Condition Assessments **Proposed in Design?** Y / N

Flow Monitoring/Model Calibration **Proposed in Design?** Y / N

Field Work/Survey Work **Proposed in Design?** Y / N

Geotechnical Work **Proposed in Design?** Y / N

Sampling & Analysis **Proposed in Design?** Y / N

**4.0 Project Coordination**

Inter-Utility Coordination (water, gas, DOTE, ODOT etc.)

Construction Coordination Software information sent to ETS

MSD OUPs shapefile

Jurisdictional Paving Coordination

MSDGC Coordination

Items 1.0 to 8.0 must be addressed prior to submittal of BCE for signature.

Peer Reviewer check is required for only Items 1.0 to 8.0.

Attach Checklist and TRC Comment Response Form with BCE for signature.

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Peer

Planner

Peer

Planner

Peer

WWT/WWC: (WWT System Asset Renewal CIP, etc.)

OOD/EPM: (Green shapefile)

CIP Projects: (CIP shapefile)

WWIP Projects: (Approved WWIP Document)

RDII: (RDII shapefile)  
   Assessment/HSTS: (Assessment shapefile, HSTS Area shapefile)

Dev. Services: (Development shapefiles, SSO/CSO Credits)

AMWP: (Verify have the latest GSAM and/or AMS data)

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**5.0 Problem Diagnosis/ Boundary of Analysis/ Project Objectives**

Supports, enhances, or clarifies original nomination

Evaluates potential opportunities and benefits to MSD

**6.0 Strategy and Alternatives Analysis**

TBL Analysis Performed

Social/Environmental Scoring

NPV Analysis reviewed by Cost Estimating Group

FLAMROC Analysis

**7.0 Recommended Alternative**

Stakeholder Input (Nominator, Operating Division, etc.)

Modeling Report provided (or approved) by Modeling Group

Risk Register (required on all projects)

Execution Plan

Clearly Defined Scope

Schedule Established (through project completion in years)

Project Dependencies Identified

Project Budget Established

Cost Estimate provided (or reconciled) by Estimating  
   Budget Deviation Form Completed

Design Legislation Strategy (CIP Book, Add, Year)

ROW costs provided by ROW Group

Funding Sources Identified

Potential Funding from Loans or Grants Identified

Easements Identified/ESA Performed

Anticipated Required Permits Identified

Value Engineering (projects >$5M in construction)

**8.0 Review of BCE Document**

Planning Peer Review Complete & Comments Addressed

Planner

Peer

**9.0 Business Case Review and Approval Procedure**

Items 8.1 & 9.0 must be addressed prior to finalizing turnover (TO) memo. Submit completed checklist with TO memo to T. Crawford to finalize TO memo.

Use Procedure for BCE Review and Approval

Items 8.1 & 9.0 must be addressed prior to finalizing turnover (TO) memo. Submit completed checklist with TO memo to T. Crawford to finalize TO memo.