

Roadway Design Staff Meeting

Meeting Minutes

June 12, 2008

- **Final Plan Turn in** - Cynthia Perry, PE, Project Services Unit
The Plan Checking Section has requested that we return revised plans with all applicable seals as soon as possible. Jay Bennett noted that he was aware of the difficulties involved with tracking down all final plans and completing all phases of preconstruction activities. He requested that we continue to pursue revising the plans in a timely manor. Furthermore, he noted that in the future the TIP Flow Chart may be revised to advance the turn-in date, which will provide more time for the Special Provisions and Contracts Office to prepare the plans for advertisement.
- **New Professional Engineers (Passed Test)** - Dewayne Sykes
Dewayne Sykes noted congratulations were in order for Rick DeCola, Brandon Johnson, Katrina Washington, Barry Smith and Andy Young. They recently passed the PE exam. He requested that if see them in the hall to congratulate them on reaching this momentous milestone.
- **Regionalization** - Scott Blevins
Scott has received a list of project assignments from each Project Engineer group. He is currently compiling the projects to show which projects should be assigned to a new region or stay with their existing group.
- **TIP Scheduling** - Dewayne Sykes
The TIP has been approved. Hard copies of the funding tables have been distributed. An electronic version is available on the share drive. Dewayne discussed the pending TIP scheduling process. He noted that during the Mandatory STaRS meeting on June 25, 2008 it would be reiterated that the Activity Managers should be updating and maintaining their project data. He also asked for comments/recommendations on how the TIP scheduling process could possibly be streamlined. A number of Project Engineers had questions in regards the new scheduling process with unconstrained forecast schedules. Greg Brew stated that a new unconstrained schedule policy and protocol will be established before we fully go to an unconstrained schedule format. Jay Bennett stated that we need to move beyond using STaRS just to monitor milestones. The process was developed to provide the Department with a centralized and integrated schedule management tool.

- **Performance Dashboard Appraisal (PDA)** – Dewayne Sykes
A sorted list of projects on Debbie's PDA has been sent out. The projects were broken out by each respective RDU Project Engineer. Unit Heads started their PDAs on April 1, 2008. Working groups will be formed to develop Draft PDAs for the rest of Roadway Design. An August 15, 2008 deadline has been established for the Draft PDAs. Implementation of a 6 month trial PDA for the RDU Employees is from October 1, 2008 to March 31, 2009.
- **Outlook** - Dewayne Sykes
Dewayne sent out an email noting that we need to change our calendar preferences from default reviewer to author. He suggested that we share this information with everyone in our group. Don't delete a meeting message prior to accepting the meeting. Use tentative confirm if you are in doubt. There was an email sent out by Frank Winn noting how the email preferences could be modified so you can keep a meeting invitation in your inbox after you decline the meeting. This will allow you to decline the meeting, but keep the meeting invitation on your calendar for informational purposes. Dewayne recommended using the flag ability to prioritize emails. To the right of each email is a flag. Right click. Each flag represents a priority. Once you select the color/priority of a flag it sends a copy of the email to the **For Follow Up Folder**. Once the task is completed, click on the flag in the **For Follow Up Folder** the email goes away and the original email in your inbox now has a check mark to the right. Dewayne also noted that emails can also be dragged and dropped into your task list.
- **Hiring Process, Candidate Selection Form** – Dewayne Sykes
The New Candidate selection process went into effect June 1st. The New Candidate Selection Form is available under Roadway Design Form Letters – Miscellaneous Letters. Only one form needs to be filled out for the recommended candidate; PO600s are no longer required for each candidate. Only three signatures are required, they are Jay A. Bennett, Art McMillan and Human Resources.
- **New computers and staging area** – Dewayne Sykes
We are expecting 70 new computers in the near future to replace the 4100's with Windows XP. Ted and Leon are asking that each Project Engineer designate a cube in their area to be used as a staging area for surplus computers. Ted Walls asked that each Project Engineer Group email Leon and cc him the location of the cube.
- **Inactive WBS** - Dewayne Sykes
An inactive WBS list was sent out. We do not usually get this many projects to check (483). A lot of the projects are not ours. If there is a project you might be working on in the next couple of years, leave it open. It is easier to leave a project open than to close it and reopen. They are only asking for a cursory review.

- **Open Discussion**

Scott Blevins noted that on Distribution A there is a revised Work Schedules and Alternative Work Schedule Policy and Procedures (5/6/08). This revised policy allows more flexibility with an Alternate Work Schedule. The option to take a 30 minute lunch with both a 4-ten hour work week and a 4-nine with one 4-hour day is now available. The Front Office will provide additional guidance in regards to this policy change.

Minutes Prepared By: Roger Thomas, PE

Minutes Approved By: Jay Bennett, PE

Signature _____ Original signed by Jay A. Bennett Date 7/28/08