

Business Plan 2.1.3 - Draft Strategies for Improving Local Project Delivery

Strategy		Description	Responsible Entities
Tier 1 - Short-term Improvements (6 - 9 months)	Strengthen project scheduling and accountability for project timelines	Develop and implement schedule templates that include VDOT review times; implement use of Hampton Roads District tracking database to track/monitor VDOT review times and increase accountability; include project delivery plan as part of the Request to Administer.	Local Assistance, Project Management Office, Hampton Roads District, IT
	Implement District Locality Days	Implement District Locality Day concept to improve communications between project coordinators, local staff, and technical experts	Local Assistance (guidance, templates, management of funding)
Tier 2 - Intermediate (12 months)	LAP Starter Pack	Develop LAP Manual Starter Pack - include enough information to get the basics (not a replacement for use of the LAP Manual), content applicable to both LPA's and VDOT staff, retain general format from LAP manual, and focus on checklists	Local Assistance, District Advisory Group, Local Stakeholders Group, LAP CoP
	Streamline Procurement	Streamline the procurement process for both professional services and services firms. Provide for prequalification or certification of professional call consultant/contractor for local government use. (May require Code changes for implementation)	Consultant Procurement Office, Construction, Local Assistance, Policy, Local Stakeholders Group, District Advisory Group
Tier 3 - Long Term (+12 months)	Local Access to IT applications	Localities cannot access data in VDOT's systems to maintain their own data, hence they do not have ownership over the data or data quality. As portfolio manager develops, this system should include an element focused on providing a platform that meets local program needs and ease of access.	IT, Local Assistance, District Advisory Group, Local Stakeholders Group
	Consistency among VDOT Project Coordinators	Improve consistency with VDOT Project Coordinators knowledge and application of policy statewide, provide additional clarity for local governments regarding the role of the district and residency, identify team of key technical staff in each district and CO to provide support, identify opportunities for staff augmentation/resource management to better align resources with work load.	Local Assistance, District Advisory Group, Local Stakeholders Group, LAP CoP
Operational - Immediate and On-Going	Continue Stakeholder Groups	Continue engagement with stakeholders both internal and external through the various advisory group and outreach efforts to continuously improve local program delivery and incorporate lessons learned back into the program.	Local Assistance, District Advisory Group, Local Stakeholders Group, LAP CoP