About the PMG

The Project Management Guide (PMG) offers resources for project management best practices from project initiation to close out.

This guide is focused on traditional design-bid-build project management; alternative delivery can follow similar guidance*.

Find examples and templates to support project managers in each step in the process.

Adjust the process and content to fit your project.

Click on any of the symbols or icons to discover templates, tools, materials, training, examples, resources, and contacts. A quick learning guide can be found here.

New Project Management Guide Website Overview

Project Definition

Develop Project Profile / Definition, Draft BOD & ERS

Launch Project, Studies, & Pre-Design*

Draft Studies, Project Mgmt Plan, & Pre-Design (0% - 5%)

Final Studies & Geometric Design (5% - 30%)

Launch New Project

Design, Right of Way, Environmental, & Permitting*

Design & Constructability (10% - 60%)

Pre-Contract (60% - 90%)

Final Review (90% - 100%)

Final Approval (100% - Ad)

Ad, Bid, Award

Construction*

Pre-Con

Construction Contract Mgmt

Close Out

Maintenance

Project Management Knowledge Areas

- Launch & Manage
- Quality
- Procurement
- Scope
- Resources & Team
- Stakeholders
- Schedule
- Communications
- Cost / Budget
- Risk & Uncertainty

Project Performance Domains

- Stakeholders
- Project Work
- Resources & Team
- Delivery
- Project Approach
- Measurement
- Planning
- Risk & Uncertainty

Disciplines and SMEs

Project Management Principles

Launch & Manage

Identify, define, combine, unify, and coordinate the various processes and project management activities as well as effective integration of the processes required to accomplish project objectives

Quick Guide Launch & Manage

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- Project Mgmt Principles

Templates

LAUNCH NEW PROJECT

- PMP Template Options
- Team Charter Template (DOCX 54KB)
- Contact List Template (XLSX 35KB)
- Org Chart Template – Design (PPTX 66KB)
- Org Chart w/ Consultant (PPTX 67KB)
- RACI Matrix Template (XLSX 78KB)
- Kick-off Meeting Template Options
- Team Meeting Template (DOCX 117KB)

ON-GOING MANAGEMENT

- Lessons Learned Template (XLSX 22KB)
- Change Management Log (XLSX 23KB)

SHELF PROJECT

- Shelf Project Report Template (DOCX 200KB)
- Shelf Project Report (YouTube)

Tools & Materials

LAUNCH NEW PROJECT

- File Directory Structure (PDF 312KB)
- Survey/CADD/InRoads File Naming Conventions (PDF 200KB)
- File Naming Conventions (PDF 486KB)
- Electronic Engineering Data Standards Manual (URL)
- Create Google Earth KMZ File (URL)
- Design Guidance (URL)
- Unifier Contract Mgmt (URL)
- Unifier Training & Resources
- AGC-WSDOT Teams (PDF 451KB)

ON-GOING MANAGEMENT

- Lessons Learned (DOCX 44KB)
- Records Retention Schedule (PDF 211KB)

Training & Mini-Videos

- Project Management Training (URL)
- Project Mgmt Learning Path (PDF 365KB)

User may need to create a subscription to access the following Skillsoft trainings

- Project Management (Skillsoft)
- Project Management Plan (Skillsoft)
- Initiation & Planning (Skillsoft)
- Integrate Activities & Changes (Skillsoft)
- Computer Aided Engineering (CAE) Tech Support & Guidance (URL)
- ProjectWise Tech Support & Guide (URL)
- Design Documentation Training (PDF 6MB)
- Design Training Overview (PDF 1.1MB)
- Learn Project Mgmt (YouTube)
- Change Management (YouTube)
- Launch a New Project (YouTube)
- Kick-Off Meeting (YouTube)

Examples

- PMP Example - SR 542 UNTs to High Mitchell-Nooksack Fish Passage (PDF 1.5MB)
- PMP Example - I-5 UNT to Milltown Creek Fish Passage (PDF 400KB)
- PMP Example - I-90 Medical Lk to Geiger Field Reconstruction (PDF 635KB)
- PMP Example - US 2 Coles Corner Paver (DOCX 56KB)
- PMP Example - SR 162 Card & Rauch Creek Fish Passage (XLSX 3MB)
- PMP Example - SR 3 Freight Corridor New Alignment (XLSX 5.3MB)
- PMP Example – I-5 Fort Lewis (PDF 785KB)
- Document File Structure Example (XLSX 20KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
- WSDOT Training Contacts (PDF 94KB)
- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Team Meeting Template (DOCX 185KB)
- Agency Policy 1032.02 – Project Management (PDF 287KB)
- Organizational Conflict of Interest (PDF 908KB)

If you would like to suggest content that would be beneficial to other Project Managers, please contact Mark Gabel.

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Disciplines & SMEs
Project Mgmt Principles

Scope

Define, control, and ensure the project includes all the work required, and only the work required, to complete the project successfully, including the Work Breakdown Structure

Templates

LAUNCH NEW PROJECT

- Internal Scope Agreement Draft (DOCX 43KB)

ON-GOING MANAGEMENT

Tools & Materials

LAUNCH NEW PROJECT

ON-GOING MANAGEMENT

Training & Mini-Videos

- Plans Specs & Estimate (PS&E) (PPTX 12MB)
- Design Training Courses Matrix (PDF 83KB)
- Theory of Negotiations (YouTube)
- 8 Step Approach Part A (YouTube)
- 8 Step Approach Part B (YouTube)
- WSDOT Scoping (YouTube)

Examples

- Consultant Scope Example (DOCX 174KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
- WSDOT Training Contacts (PDF 94KB)
- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Agency Policy 1090.01 – Advancing Practical Solutions (PDF 49KB)
- Agency Policy 1028 – Context Sensitive Solutions (PDF 46KB)
- Project Delivery Memos (URL)

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Schedule

Develop and manage the timely completion of the project

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ON-GOING MANAGEMENT

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Tools & Materials

LAUNCH NEW PROJECT

- ▶ Schedule Template Guidelines (PDF 102KB)
- ▶ Work Breakdown Structure (WBS) Guidelines (PDF 145KB)
- ▶ Master Deliverables List (MDL) (XLSX 198KB)
- ▶ MDL in Primavera Scheduler (PDF 180KB)
- ▶ Control Account Guidelines (PDF 156KB)

ON-GOING MANAGEMENT

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Training & Mini-Videos

- ▶ P6 Training & Resources (PDF 171KB)

Examples

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Resources & Contacts

GENERAL

- ▶ SMEs & Specialty Group Contacts (PDF 475KB)
- ▶ WSDOT Manuals (URL)
- ▶ WSDOT Program Mgmt Manual (PDF 4MB)
- ▶ Deliverables Expectations Matrix (PDF 45KB)
- ▶ Master Deliverables List (MDL) (XLSX 137KB)
- ▶ WSDOT Training Contacts (PDF 94KB)
- ▶ Design Training News Listserv (URL)
- ▶ Project Mgmt Learning Path (PDF 365KB)
- ▶ Design Courses Training Matrix (PDF 202KB)
- ▶ Project Search Tool (URL)
- ▶ Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- ▶ Agency Policy 1032.02 – Project Management (PDF 287KB)
- ▶ Agency Policy 1042.00 – Project Mgmt & Reporting (PDF 44KB)

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Cost / Budget

Plan, estimate, budget, finance, fund, manage, and control costs within the approved budget

Templates

LAUNCH NEW PROJECT

- Project Estimate Template (XLSX 1.6MB)
- Estimate Checklist (DOCX 22KB)

ON-GOING MANAGEMENT

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Tools & Materials

LAUNCH NEW PROJECT

- Estimating Website (URL)
- Bottom-Up Estimating user guide (PDF 656KB)
- Columns user guide (PDF 390KB)
- Design Estimate/Sub Estimate user guide (PDF 1.3MB)
- Estimate Information user guide (PDF 399KB)
- Fund Participant user guide (PDF 354KB)
- Funds & Fund Participant Matching user guide (PDF 467KB)
- Groups user guide (PDF 500KB)
- Lump Sum Breakout Items user guide (PDF 395KB)
- Non-BId Items user guide (PDF 471KB)
- Quantity Tabulations/Structure Notes user guide (PDF 592KB)
- Risk Assessments user guide (PDF 414KB)
- Seminar Estimate & Sub Estimate + Reports (YouTube)
- Unit Bid Analysis (URL)
- Grants (URL)

ON-GOING MANAGEMENT

- Cost Risk Assessment (URL)
- Schedule & Cost Management (PDF 88KB)
- Prevailing Wage Rates Website (URL)
- Capital Systems Cost Control (PDF 7.5MB)

Training & Mini-Videos

- Determining Unit Bid Price (YouTube)
- Bid Tabs Pro - Plus Tech Support & Guidance (URL)
- Bid Tabs Pro User's Guide (PDF 1.6MB)
- Bid Tabs Pro - Plus User's Guide (PDF 3MB)
- Basis of Estimate (XLSX 30KB)
- Cost Estimating (YouTube)
- Quick Video: Cost Estimating (YouTube)
- Spend Plan (YouTube)

Examples

- Bid Tabs Pro Starter Estimate (XLS 24KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Cost Estimating Manual (PDF 3.9MB)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
- WSDOT Training Contacts (PDF 94KB)
- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Agency Policy 1042.00 – Project Mgmt & Reporting (PDF 44KB)

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Quality

Identify and incorporate the quality policy for planning, managing, and controlling project quality and assurance requirements to meet goals and expectations

Templates

LAUNCH NEW PROJECT

- Quality Mgmt Plan Template (XLSX 1.3MB)

ON-GOING MANAGEMENT

Tools & Materials

LAUNCH NEW PROJECT

- Quality Mgmt Website (URL)
- WSDOT Quality Mgmt Team (XLSX 25KB)
- Quality Mgmt Guidance for Design & PS&E (PDF 32KB)
- Quality Mgmt DBB Design Guidance (PDF 1MB)
- Quality Mgmt Workbook (XLSM 1.2MB)

ON-GOING MANAGEMENT

- 30/60/90/Ad Quality Checklist (DOCX 44KB)
- Bridge Design Manual Chapter 1.4 (PDF 1MB)

Training & Mini-Videos

- Quality Management (YouTube)
- Best Practices in Design QC/QA (PDF 2.4MB)

Examples

- NWR Quality Mgmt Plan (PDF 240KB)
- OR Quality Mgmt Plan (PDF 2.5MB)
- ER Quality Mgmt Plan (PDF 2.8MB)
- NCR Quality Mgmt Plan (PDF 510KB)
- SWR Quality Mgmt Plan (PDF 645KB)
- WSF Quality Mgmt Plan (PDF 296KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
- WSDOT Training Contacts (PDF 94KB)
- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
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TOPIC SPECIFIC

- ISO 10005:2018 Int'l Standard Quality Mgmt for Design Plans (URL)

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Resources & Team

Identify, form, acquire, develop, and efficiently manage the resources (people, materials, equipment, supplies, office space, etc.) needed for the successful completion of the project

Templates

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Tools & Materials

LAUNCH NEW PROJECT

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ON-GOING MANAGEMENT

- ▶ Manage Team Conflict (URL)

Training & Mini-Videos

- ▶ Theory of Negotiations (YouTube)
- ▶ Negotiations (part 1) (YouTube)
- ▶ Negotiations (part 2) (YouTube)
- ▶ 10 Types of Org Charts (URL)
- ▶ InRoads Support & Guidance (URL)
- ▶ MicroStation Support & Guidance (URL)
- ▶ Survey Support & Guidance (URL)
- ▶ Project Mgmt Learning Path (PDF 365KB)
- ▶ Project Mgmt Learning Path 2023 (XLSX 332KB)
- ▶ Bluebeam Tech Support (URL)

Examples

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Resources & Contacts

GENERAL

- ▶ SMEs & Specialty Group Contacts (PDF 475KB)
- ▶ WSDOT Manuals (URL)
- ▶ WSDOT Program Mgmt Manual (PDF 4MB)
- ▶ Deliverables Expectations Matrix (PDF 45KB)
- ▶ Master Deliverables List (MDL) (XLSX 137KB)
- ▶ WSDOT Training Contacts (PDF 94KB)
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Communications

Ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and ultimate disposition of project information, internally and externally

Templates

LAUNCH NEW PROJECT

- Communications Plan Template & Guidance (DOCX 36KB)

ON-GOING MANAGEMENT

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Tools & Materials

LAUNCH NEW PROJECT

- Website Toolkit (URL)
- Olympic Region Strategic Communications Plan (DOCX 63KB)
- Communication Essentials (DOCX 33KB)
- Community Engagement Plan (URL)

ON-GOING MANAGEMENT

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Training & Mini-Videos

-

Examples

- Notice of Entry Letter Example (DOCX 53KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
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- WSDOT Training Contacts (PDF 94KB)
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- Communications Manual (PDF 6.4MB)

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Risk & Uncertainty

Conduct risk management planning, identification (threats and opportunities), qualitative and quantitative analysis, response planning, response implementation, and monitoring risks to increase the positive and decrease the negative events

Quick Guide Risk & Uncertainty

Templates

LAUNCH NEW PROJECT

- Risk Matrix Template (XLSX 320KB)

ON-GOING MANAGEMENT

- CRA-CEVP Workshop Request Form (DOC 41KB)
- CRA-CEVP One-Page Example (DOC 175KB)

Tools & Materials

LAUNCH NEW PROJECT

- Risk Management Website (SharePoint)
- Risk Management Guide (PDF 12MB)
- Cost Risk Estimate & Mgmt Glossary (PDF 1.7MB)
- Risk Breakdown Structure (XLSX 320KB)

ON-GOING MANAGEMENT

- Cost Risk Assessment (URL)
- CRA-CEVP Training-Participation Matrix (XLS 66KB)
- Project Risk Analysis Model (XLSM 5.2MB)
- Project Risk Analysis Model Users Guide (PDF 3MB)
- CRA-CEVP Prep-Session Agenda Sample (DOC 56KB)
- CRA-CEVP Workshop Agenda Sample (DOC 85KB)
- CRA-CEVP Risk Workshop Report Summary-Data Reporting-Entry Form (XLSX 50KB)
- Value Engineering with Risk Assessment (PDF 234KB)
- Capital Systems Cost Control (PDF 7.5MB)

Training & Mini-Videos

- Quick Guide - Risk & Uncertainty (PDF 811KB)
- Risk Mgmt Overview (YouTube)
- Risk Mgmt Planning (YouTube)
- Risk Identification (YouTube)
- Risk Qualitative Analysis (YouTube)
- Risk Quantitative Analysis (YouTube)
- Risk Response (YouTube)
- Risk Monitor & Control (YouTube)

Examples

- CRA-CEVP Table of Contents of a Sample Report (DOC 211KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
- WSDOT Training Contacts (PDF 94KB)
- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Agency Policy 16-06 – Enterprise Risk Management (PDF 57KB)
- Agency Policy 1038.09 – Risk Management (PDF 261KB)
- Project Delivery Memo 25-01 – Risk Mgmt & Risk Based Estimating (PDF 300KB)
- Risk Assessment/Allocation for Highway Construction Mgmt (FHWA) (PDF 9.5MB)
- Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction (TRB) (URL)
- Association for the Advancement of Cost Engineering (AACE) International (URL)
- Transportation Estimators Assoc. (URL)

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Procurement

Acquire products, consultant services, owner-supplied materials, and construction contractors, including contract management and change control

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Training & Mini-Videos

- ▶ Theory of Negotiations (YouTube)
- ▶ 8 Step Approach Part A (YouTube)
- ▶ 8 Step Approach Part B (YouTube)

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▶

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- ▶ SMEs & Specialty Group Contacts (PDF 475KB)
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- ▶ Master Deliverables List (MDL) (XLSX 137KB)
- ▶ WSDOT Training Contacts (PDF 94KB)
- ▶ Design Training News Listserv (URL)
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Project Mgmt Principles

Stakeholders

Identify the people/groups that could impact or be impacted by the project, analyze their expectations and their impact on the project, and develop appropriate management strategies for effectively engaging them in the project decisions and execution

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- Notice of Entry Letter Example (DOCX 53KB)

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- SMEs & Specialty Group Contacts (PDF 475KB)
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Planning

Identify the people/groups that could impact or be impacted by the project, analyze their expectations and their impact on the project, and develop appropriate management strategies for effectively engaging them in the project decisions and execution

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Tools & Materials

- Highway System Log (URL)
- Planning Guidance (URL)
- WA State Ferries Planning (URL)
- WA Aviation System Plan (URL)
- Passenger Rail Plan (URL)
- WA Transportation Policy Plan 2040 (URL)
- WSDOT Crash Data (URL)
- Congestion & Multimodal Mobility Reports (URL)
- Park & Ride Capacity (URL)
- Bicycling & Walking (URL)
- Public Transportation Plans (URL)
- Freight System Plan (URL)
- WA Target Zero (URL)

Training & Mini-Videos

Examples

Resources & Contacts

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
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Project Work

Identify the people/groups that could impact or be impacted by the project, analyze their expectations and their impact on the project, and develop appropriate management strategies for effectively engaging them in the project decisions and execution

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Tools & Materials

- Capital Systems Cost Control (PDF 7.5MB)

Training & Mini-Videos

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- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
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Delivery

Identify the people/groups that could impact or be impacted by the project, analyze their expectations and their impact on the project, and develop appropriate management strategies for effectively engaging them in the project decisions and execution

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Gantt Chart

Disciplines & SMEs
Project Mgmt Principles

Measurement

Identify the people/groups that could impact or be impacted by the project, analyze their expectations and their impact on the project, and develop appropriate management strategies for effectively engaging them in the project decisions and execution

Templates

Tools & Materials

- Capital Systems Cost Control (PDF 7.5MB)

Training & Mini-Videos

Examples

Resources & Contacts

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
- Master Deliverables List (MDL) (XLSX 137KB)
- WSDOT Training Contacts (PDF 94KB)
- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

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Disciplines & SMEs
Project Mgmt Principles

Disciplines/SMEs

WSDOT Specialty Groups, Subject Matter Experts, and Disciplines

Access & Hearings	Design & Plans Review	Local Programs	Research & Library Services (RLS)	Transportation Systems Management & Operations (TSMO)
Active Transportation	Design-Build	Maintenance	Right of Way Plans / Survey Support	Utilities, Railroads & Agreements
Aviation	Development Services	Materials	Roadside Development & Landscape Architecture	Value Engineering & Risk Assessment
Bridge & Structures	Environmental & Permitting	Multimodal Planning & Data (MPDD)	Stream Restoration	Visual Engineering Resource Group (VERG)
Complete Streets	External Relations	Program Management	Survey & Mapping	Washington State Ferries (WSF)
Computer Aided Engineering (CAE)	GeoMetrix	Public Transportation	Traffic	
Contract Ad & Award	Geotechnical	Rail, Freight & Ports	Traffic Management Center (TMC)	
Contract Services	Hydraulics	Real Estate Services (RES)	Transportation Data, GIS & Modeling	

Specialty Groups & SME Contact Names

If you would like to suggest content that would be beneficial to other Project Managers, please contact Mark Gabel.

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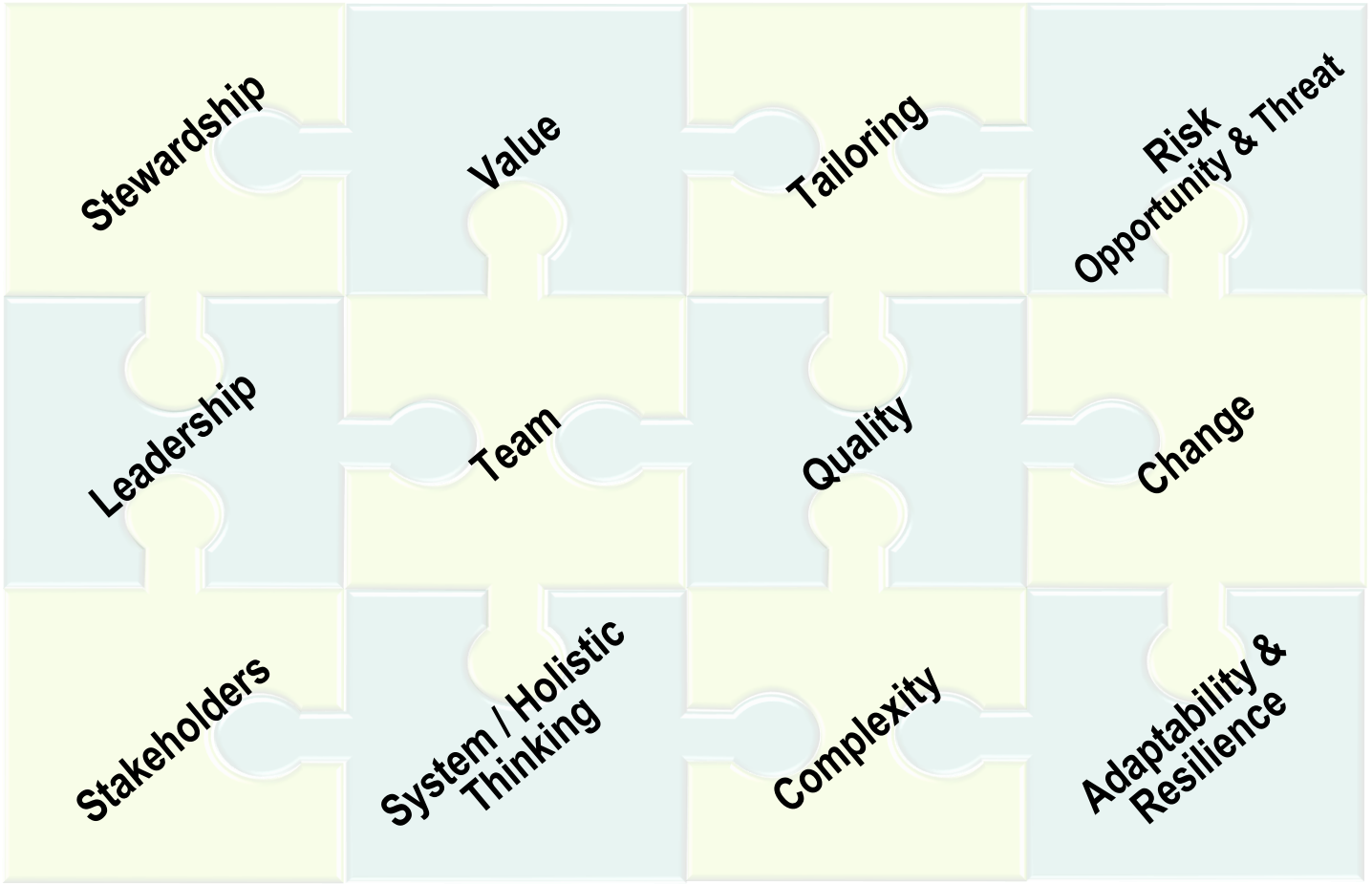
Disciplines & SMEs
Project Mgmt Principles

Project Manager Principles

Project Management Institute (PMI) project manager critical performance activities and principles



If you would like to suggest content that would be beneficial to other Project Managers, please contact Mark Gabel.

Project Definition (Initial Project Scoping)

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Disciplines & SMEs
Project Mgmt Principles

Templates

LAUNCH NEW PROJECT

- Basis of Design Form (DOCX 83KB)
- Basis of Design Form – Fish-Passage Only (DOCX 100KB)

ON-GOING MANAGEMENT

-

Tools & Materials

LAUNCH NEW PROJECT

- I-4 Scoping Instructions (PDF 277KB)
- Ch 200 – WSF Capital Project Scoping (PDF 534KB)
- Ch 300 - Enviro Scoping (PDF 280KB)
- Environmental Guidance - Scoping (URL)

ON-GOING MANAGEMENT

-

Training & Mini-Videos

- WSDOT Scoping (YouTube)

Examples

- Basis of Design Example (PDF 320KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
- Deliverables Expectations Matrix (PDF 45KB)
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- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Project Delivery Memos (URL)

If you would like to suggest content that would be beneficial to other Project Managers, please contact Mark Gabel.

Planning, Transit Analysis, & Studies

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Disciplines & SMEs
Project Mgmt Principles

Templates

LAUNCH NEW PROJECT

ON-GOING MANAGEMENT

Tools & Materials

LAUNCH NEW PROJECT

- Planning Study Guidance (URL)
- Planning & Environmental Linkages (URL)
- Transportation Demand Mgmt (URL)
- Tribal & Regional Planning (URL)
- Active Transportation Planning (URL)
- Enviro. Guidance: Planning Studies (URL)
- Design Guidance: Planning Studies (URL)
- Freight Guidance: Planning Studies (URL)
- Maint. Guidance: Planning Studies (URL)
- Public Transportation Guidance: Planning Studies (URL)
- Safety Guidance: Planning Studies (URL)
- Transportation Ops Guidance: Planning Studies (URL)
- Complete Streets (URL)
- Quick Guide - Launch a New Project (PDF 333KB)

ON-GOING MANAGEMENT

Training & Mini-Videos

- Planning Study Process (PDF 285KB)
- Traffic Ops & Design (PDF 6MB)

Examples

- Notice of Entry Letter Example (DOCX 53KB)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
- WSDOT Program Mgmt Manual (PDF 4MB)
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- Master Deliverables List (MDL) (XLSX 137KB)
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- Design Training News Listserv (URL)
- Project Mgmt Learning Path (PDF 365KB)
- Design Courses Training Matrix (PDF 202KB)
- Project Search Tool (URL)
- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Agency Policy 1090.01 – Advancing Practical Solutions (PDF 49KB)
- Agency Policy 1028 – Context Sensitive Solutions (PDF 46KB)
- Project Delivery Memos (URL)
- Practical Design Procedures (PDF 1.1MB)

If you would like to suggest content that would be beneficial to other Project Managers, please contact Mark Gabel.

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Disciplines & SMEs
Project Mgmt Principles

Design, Environmental, Permitting, Right of Way, & Ad

Templates

LAUNCH NEW PHASE

ON-GOING MANAGEMENT

Tools & Materials

LAUNCH NEW PHASE

- Complete Streets (URL)
- Guidance Documents: Information about WSDOT's Practical Design Procedures (PDF 1.2MB)

ON-GOING MANAGEMENT

- VE Website (URL)
- VE Study - Value Engineering (URL)
- VE Study Job Plan (PDF 702KB)
- VE Study with Risk Assessment (PDF 234KB)
- VE Study Checklist (DOC 91KB)
- VE Study Team Member Guide (PDF 143KB)
- VE Study Performance Measures (PDF 48KB)
- Constructability Review (PDF 891KB)
- Plans Prep Checklist (PDF 129KB)

Training & Mini-Videos

- Plans Specs & Estimate (PS&E) (PPTX 12MB)
- Design Training Courses Matrix (PDF 83KB)
- Traffic Ops & Design (PDF 6MB)
- What is Value Engineering? (PDF 270KB)
- Does My Project Need a VE? (PDF 13KB)
- Combining CRA with VE Study (PDF 164KB)
- VE Workshop (PDF 164KB)
- What is Value Engineering (YouTube)
- Contract Plans Review Training (URL)
- Contract Plans & Est Prep & Review Course (PDF 8 MB)
- SAVE VE Results (YouTube)
- SAVE VE Facilitating Function Analysis (YouTube)

Examples

- VERG Examples (YouTube)

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
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- Project Delivery Memos (URL)
- Practical Design Procedures (PDF 1.1MB)
- Plans Review Resources (URL)
- SAVE Int'l (URL)
- SAVE Int'l - Cascadia Chapter (URL)
- FHWA Value Engineering (URL)
- Utah DOT Value Engineering (URL)
- N Carolina DOT Value Engineering (URL)
- Missouri DOT Value Engineering (URL)
- New Jersey DOT Value Engineering (URL)
- VE Study WSDOT Contacts (URL)

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Project Mgmt Principles

Construction

Templates

LAUNCH NEW PROJECT

ON-GOING MANAGEMENT

- Capital Systems Cost Control (PDF 7.5MB)

Tools & Materials

LAUNCH NEW PROJECT

- Construction Manual (URL)
- Construction (URL)
- Construction Materials (URL)
- Construction Guidance (URL)
- Construction Bulletins (URL)
- Build/Buy America Materials (PDF 2MB)
- Environmental During Construction (URL)

ON-GOING MANAGEMENT

Training & Mini-Videos

Examples

Resources & Contacts

GENERAL

- SMEs & Specialty Group Contacts (PDF 475KB)
- WSDOT Manuals (URL)
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- Capital Systems Team (PDF 43KB)

TOPIC SPECIFIC

- Work Zone Traffic Control Guidelines for Maintenance Ops (PDF 2.9MB)
- Manual on Uniform Traffic Control Devices (MUTCD) (URL)
- WSDOT/Industry Partners (URL)

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Disciplines & SMEs
Project Mgmt Principles

Phase Gate
Project Summary Package Approved by CPDM or Region

Project Definition Phase

Develop Project Profile / Definition, Draft BOD & ERS

OFM Issues Budget Instructions
Identify Project Needs & Legislative Requests

Identify Team, Develop Project Definition, Profile, Need, & Scope

Specialty Groups & SME Consultations

Preliminary: Design, Cost Estimate, Schedule, Basis of Estimate, Basis of Design, & Technical Reports

Environmental Review Summary

Prelim Environmental Schedule, Assess Fish Barriers

Prioritized List to OFM

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Begin PE Phase Gate
Approved: Pre-Design Workplan, Project Definition, PE Work Order, & Begin PE

Launch Project, Studies, Preliminary. Environmental, & Pre-Design Phase (Design-Bid-Build*)

Draft Studies, Project Mgmt Plan, & Pre-Design
(0% - 5%)

Final Studies & Geometric Design
(5% - 30%)

- Launch New Project
- Kick-Off Meeting
- Public Engagement
- Public Engagement
- Discipline & SME Work Agreements, Consultant Scoping, and Issue NTPs
- Initial Project Considerations
- Risk Assessment, Practical Solutions, & VE Study
- Monthly Monitor & Control
- Preliminary Environmental Documentation
- Prepare Draft Studies & Documents
- Prepare Final Studies, Documents, & Geometric Design
- Close Phase

For the most current information please visit: https://wsdot.wa.gov/engineering-standards/project-management-training/project-management/project-management-guide
* For Alternative Delivery methods follow the guidance and tools here: https://wsdot.wa.gov/business-wsdot/how-do-business-us/project-delivery-methods

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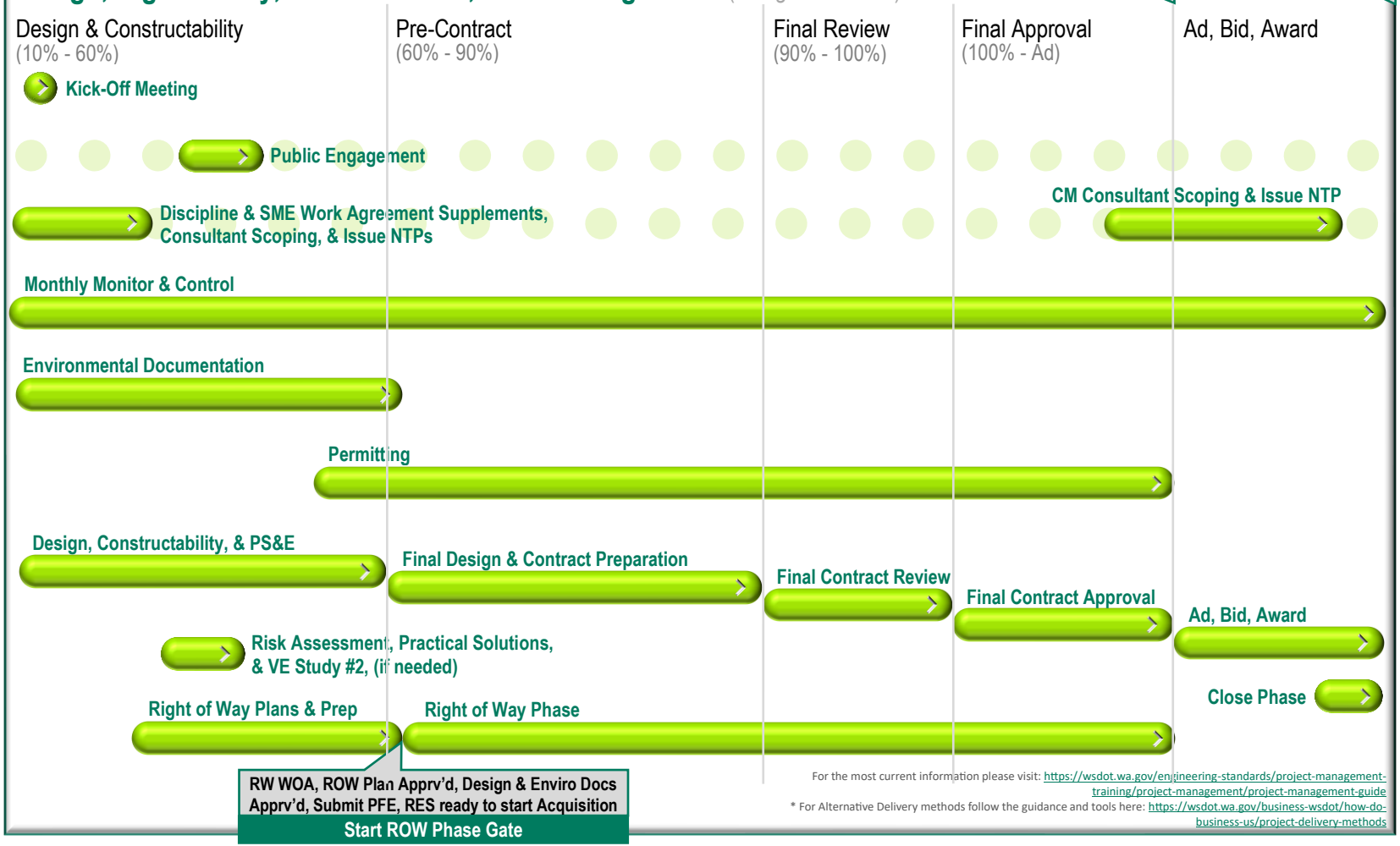
Begin Design Phase Gate
BOD Approved, 30% Signal Plans HQ Approved

Begin Ad Phase Gate
Approved: ROW Cert, Design, PDA, Enviro Documentation, Permits Rec'd, & CCFA

End PE Phase Gate
Award Contract, Complete Turnover Checklist, PE Phase Closeout, CN WOA

Design, Right of Way, Environmental, & Permitting Phase (Design-Bid-Build*)



Start ROW Phase Gate
RW WOA, ROW Plan Apprv'd, Design & Enviro Docs Apprv'd, Submit PFE, RES ready to start Acquisition

For the most current information please visit: https://wsdot.wa.gov/engineering-standards/project-management-training/project-management/project-management-guide

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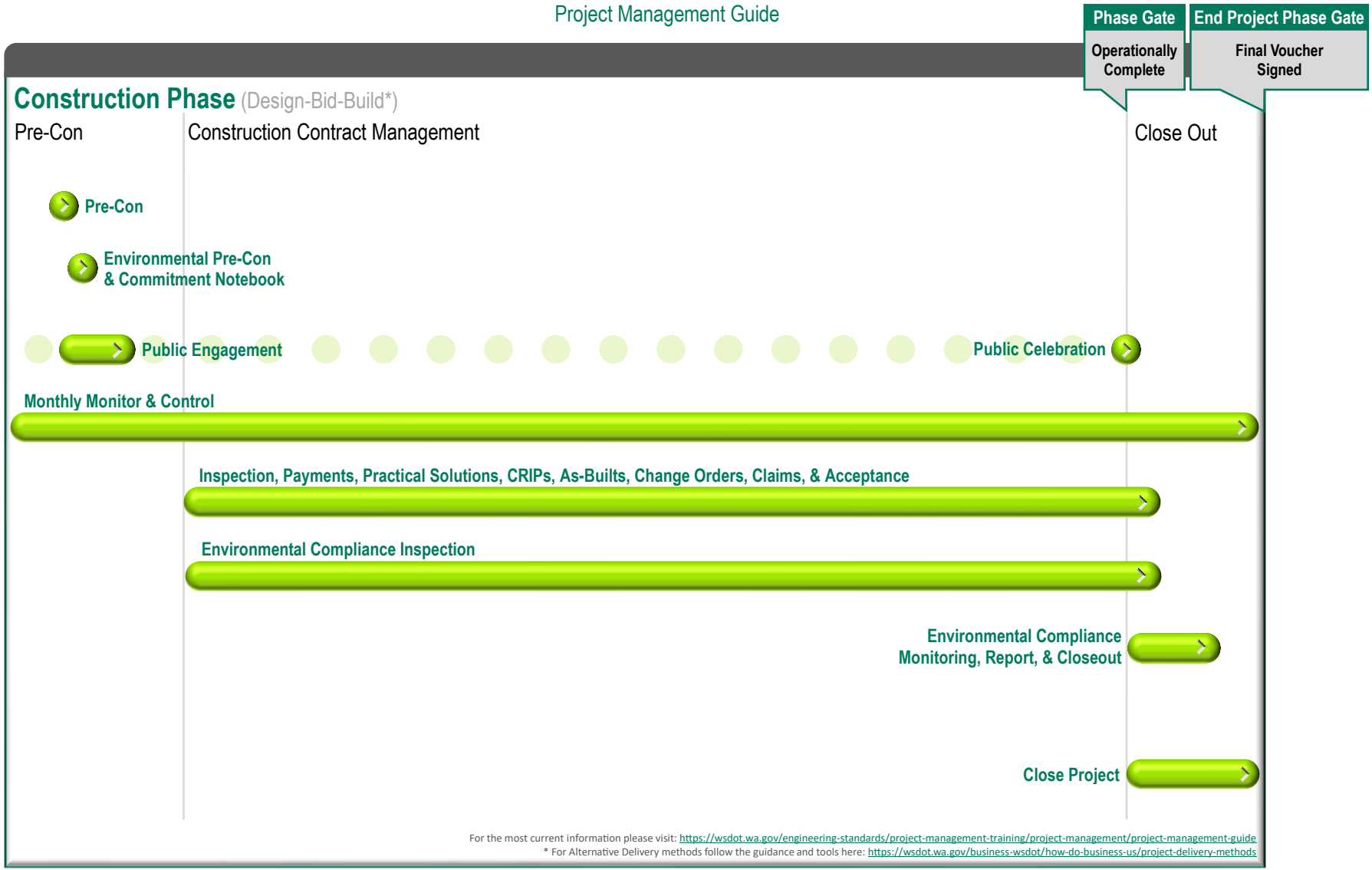

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PMP Template Options

- PMP (Large) Template (DOCX 146KB)
- PMP (OnePage) Template #1 (DOCX 119KB)
- PMP (OnePage) Template #2 (XLSX 98KB)

Kick-Off Meeting Template Options

- Kick-off Meeting Template #1 (PPTX 177KB)
- Kick-off Meeting Template #2 (DOCX 33KB)