

# Structure Construction 8-Step Development and Review Schedule – from PDD to Published BCM

This attachment details the eight-step process required for to develop and review a Process Development Diagram (PDD) that results in publishing a Bridge Construction Memo (BCM), as shown in Table 1 for Steps 1 to 3 and, Table 2 for Steps 4 to 8.

Table 1. Step 1 to 3 of the 8-Step Development and Review Schedule – from PDD to Published BCM.

STEP	Action By	CLOCK	TASK	File Name
		Calendar Days	Key to Success → BCM B-2.02, Attachment 4.1, Developing and Updating Process Development Diagram (PDD)	
		5	1.1 - If required, complete the <i>Justification to Delete and/or Combine (JTDC)</i> memo instead of the PDD <sup>1</sup> . Skip to Step 1.6.	xx-x.xx_JTDC_TT X_Step 1.1
1	TT	25	1.2 - TT author(s) draft/edit PDD. Email PDD <sup>1</sup> to TT members.	
		15	1.3 - TT members review PDD <sup>1</sup> . Email comments to author(s) (cc TT members).	
		15	1.4 - Perform PDD review at TT Meeting.	
		7	1.5- TT author(s) edit PDD. Email <sup>2</sup> PDD <sup>1</sup> to TT Sponsor.	xx-x.xx_PDD_TT X_Step 1.5
		8	1.6 - TT Sponsor reviews/edits PDD (or justification form). After editing PDD, review as BCM. Review for concise, consistent, clear language. PDD should be <i>polished</i> and ready to publish. Email <sup>2</sup> PDD <sup>1</sup> (or JTDC memo) to TMM.	xx-x.xx_PDD_TT X_Step 1.6
2	TMM	15	2.1 - TMM team reviews/edits PDD. Reviewer email <sup>2</sup> PDD <sup>1</sup> to TMM.	xx-x.xx_PDD_TT X_Step 2.1
		15	2.2 - TMM review/edit PDD. TMM email <sup>2</sup> PDD <sup>1</sup> to TT Sponsor.	xx-x.xx_PDD_TT X_Step 2.2
3	TT	15	3.1 - TT review/edit PDD. TT Sponsor emails PDD <sup>1</sup> to ACMs.	
	ACM	15	3.2 - ACMs review/edit PDD package. ACMs email <sup>2</sup> PDD <sup>1</sup> to TT Sponsor.	
	TT	15	3.3 - TT review/edit ACMs' comments. TT Sponsor emails <sup>2</sup> PDD <sup>1</sup> to	xx-x.xx_PDD_TT X_Step 3.3
<p>1: "PDD" in this schedule is the "PDD Package", which includes the PDD, Change Letter, PDD to BCM Matrix, and/or Attachment(s) and Disposition(s), if any.</p> <p>2: Subject line for this email is: xx-x.xx - Step X is Complete</p>				

**Table 2. Step 4 to 8 of the 8-Step Development and Review Schedule – from PDD to Published BCM**

STEP	Action By	CLOCK Calendar Days	TASK Key to Success → BCM B-2.02, Attachment 4.1, Developing and Updating Process Development Diagram (PDD)	File Name
4	TMM	2	4.1- TMM reviews files. Email <sup>2</sup> PDD <sup>1</sup> to Editor.	xx-x.xx_PDD_TT X_Step 4.1
	Editor	5	4.2- Edit/proofread/format PDD. Email <sup>2</sup> PDD <sup>1</sup> to TMM.	xx-x.xx_PDD_TT X_Step 4.2
5	TMM	21	5.1 - TMM reviews/edits PDD <sup>1</sup> to confirm BCM is ready to publish. If needed, TMM makes suggested edits and contacts the TT to reconcile comments.	
			5.2 - TMM sends PDD <sup>1</sup> via a calendar invite to DDC and Structures IQA. Calendar invite subject line is: xx-xx.xx - Files for our review.	xx-x.xx_PDD_TT X_Step 5.2
6	DDC	15	6.1 - DDC and Structures IQA review/edit PDD <sup>1</sup> .	
	Str IQA		6.2 - DDC and Structures IQA emails comments to TMM.	xx-x.xx_PDD_TT X_Step 6.2
7	TMM	7	7.1 - TMM emails <sup>2</sup> PDD <sup>1</sup> DDC and Str IQA comments to TT Sponsor.	xx-x.xx_PDD_TT X_Step 7.1
	TT	7	7.2 - TT reviews/edits PDD <sup>1</sup> . Emails <sup>2</sup> PDD <sup>1</sup> to TMM.	xx-x.xx_PDD_TT X_Step 7.2
	TMM	7	7.3 - TMM reviews PDD with DDC. Email <sup>2</sup> PDD <sup>1</sup> to Editor.	xx-x.xx_PDD_TT X_Step 7.3
8	TMM	10	8.1 - TMM reviews PDD. Email <sup>2</sup> PDD <sup>1</sup> to Editor.	xx-x.xx_PDD_TT X_Step 8.1
	Editor		8.2 - SC Editor creates BCM. Emails PDD to TMM.	xx-x.xx_PDD_TT X_Step 8.2
	TMM		8.3 - TMM reviews PDD. Email <sup>2</sup> PDD <sup>1</sup> to Webmaster.	xx-x.xx_PDD_TT X_Step 8.3
	Web-master		8.4 - Webmaster posts all files. Webmaster emails to inform TMM that files are posted. TMM sends email to notify SC Staff and Structures IQA of new/revised/deleted web content.	xx-x.xx_PDD_TT X_Step 8.4
<p>1: "PDD" in this schedule is the "PDD Package", which includes the PDD, Change Letter, PDD to BCM Matrix, and/or Attachment(s) and Dispositions(s), if any.</p> <p>2: Subject line for this email is: xx-x.xx - Step X is Complete</p>				

To follow is a narrative to the *Structure Construction 8 Step Development and Review Schedule – From PDD to Published BCM* above. Note that in this narrative the terms “PDD” and “PDD Package”, includes the PDD, Change Letter, PDD to BCM Matrix, and/or Attachment(s) and Disposition(s), if any. The Structure Construction (SC) Technical Teams (TT) completes Steps 1 and 3, and when necessary Steps 5 and 7.

## Step 1 – Technical Team draft PDD for submittal to TMM (75 days)

### **Step 1.1 – If required, complete the *Justification to Delete and/or Combine (JTDC)* memo instead of the PDD. Skip to Step 1.6.**

1. The TT author(s) uses the *Justification to Delete and/or Combine (JTDC)* memo, to determine if the PDD is an SC process that should be developed into a BCM. If the PDD:
  - a. Should not be developed into a BCM, complete the JTDC memo and skip to Step 1.6.
  - b. Should be developed into a BCM, proceed to Step 1.2.

### **Step 1.2 – TT author(s) draft/edit PDD. Email PDD to TT members.**

1. Technical Team author(s) draft/edit PDD package using the latest templates in SC PDD Library and in accordance with BCM A-2, Attachment 4, *Developing and Updating Process Development Diagrams (PDD) Packages*.
2. Verify that Track Changes feature is engaged. The Track Changes feature is engaged using this path MS Word > Review > Tracking > Track Changes.
3. For additional assistance in completing the PDD package refer to the Process Development Diagram (PDD) Package Checklist. Note that this document is available on the "[SC Technical Teams](#)" link from SC intranet.
4. Use the file naming convention for each file of the draft PDD Package as shown in Table 3.

**Table 3. Naming Convention for PDD Package**

PDD Package Files	File Name
Change Letter	xx-x.xx_CL_TT X_Step X
Existing BCM Disposition	BCM xx-x.xx_Disp for PDD xx-x.xx_Step X
PDD → BCM Matrix	xx-x.xx_PDD_TT X_Step X
Attachment No. X	xx-x.xx_Att#X_TT X_Step X
PDD → BCM Matrix	xx-x.xx_Matrix_TT X_Step X

5. Technical Team author(s) circulates draft PDD Package for team review.

### **Step 1.3 – TT members review PDD.**

1. TT members review source Standard Specifications (SS)/policy.
2. Review the PDD package.
3. Ensure the content answers the purpose and scope stated in the Background:
  - a. Is the content within scope?
  - b. Does the content add value? Is each point made unique to the process?
  - c. Is the content lean?
4. Add a comment with each suggested edit so that the author (or future reviewers) can locate the edits. Use the MS Word > > Comments > New Comment feature.
5. Email comments to author (cc TT members).

### **Step 1.4 – Perform PDD review at TT Meeting.**

1. Discuss and address review comments.
2. All TT members are required to participate. TT is developing expertise at TT meeting. TT members are the SC Subject Matter Experts.

### **Step 1.5 – TT author(s) edits PDD.**

1. Respond to all comments and edit the PDD package accordingly.  
Lead each comment response with:
  - a. Accept – Edit made.
  - b. Disagree – Edit is not needed because ... (comment is invalid or an opinion that does not change the technical integrity of the PDD).
  - c. Defer – Agree with the comment but decided to defer to specified later time and justification.
2. Task an end-user to test drive the PDD. Edit as necessary.
3. Author(s) send PDD package to TT-Sponsor.

### **Step 1.6 – TT-Sponsor reviews/edits PDD (or JTDC memo).**

1. TT-Sponsor reviews PDD package (or JTDC memo) for fatal flaws. TT-Sponsor is the gatekeeper, ensuring the PDD is polished and ready to publish.
2. TT-Sponsor emails the Step 1 PDD package (or JTDC memo) to the TMM at [SC.TMM@dot.ca.gov](mailto:SC.TMM@dot.ca.gov), and cc the SC Quality Management Representative (QMR) at [SC.QMR@dot.ca.gov](mailto:SC.QMR@dot.ca.gov). The subject line is as follows: PDD #-#.## - Step 1 Complete.
3. Place Step 1 PDD Package in Technical Team's folder/Revisions/PDD x.xx/Step 1 on the Shared Drive. Please note that the file structure for the 8 Step Process in the Revisions Folder should be as follows:
  - a. POST PUBLICATION COMMENTS – Store post publication comments
  - b. Step 0 – Store files from TMM to TT
  - c. Step 1 – Store files from TT to TMM
  - d. Step 2 – Store files from TMM to TT
  - e. Step 3 – Store files from TT to TMM

- f. Step 4 – Store files from Editor to TMM
- g. Step 5 – Store files from TMM to DDC & Str IQA
- h. Step 6 – Store files from DDC & IQA comments to TMM
- i. Step 7 – Store files from TMM to TT for 7-1 & TT to TMM for 7-2
- j. Step 8- Store Posted Files

## **Step 2 – Technical Review by TMM (30 days)**

### **Step 2.1 – TMM team reviews/edits PDD.**

1. Perform initial review for coherence, polish, and overall conformance with Attachment 4. Are there any unresolved comments?
  - a. Reject submittal (as needed).
2. Review source SS/policy.
3. Review draft PDD for consistency with other departmental policies and manuals.
4. Review for compatibility with other SC PDDs using the “New to Old BCM Table” Excel file. Verify there is not overlapping or contracting information if other PDDs.
5. Send PDD to TMM.

### **Step 2.2 – TMM reviews/edits PDD.**

1. Review source SS/policy.
2. Review the work performed in Step 2.1 to the extent necessary.
3. Review PDD for consistent use of terms, economy of words. Is the content “polished”/ready to publish?
4. TMM returns PDD to TT-Sponsor with email subject line: PDD #-#.## - Step 2 Complete.

## **Step 3 – Technical Team Addresses TMM Comments and Initiates ACM Review (45 days)**

### **Step 3.1 – TT reviews/edits PDD.**

1. TT author(s) address all review comments as described in Step 1.5.
2. Author(s) send PDD to TT-Sponsor.
3. The TT-Sponsor reviews the PDD and initiates ACM review by sending an email to the assigned Management Review Team, which is comprised of three ACM reviewers, as shown in Table 4:

**Table 4. Management Review Teams**

<b>Management Review Teams</b>			
<b>Technical Team</b>	<b>Reviewer 1</b>	<b>Reviewer 2</b>	<b>Reviewer 3</b>
A	TT K Sponsor	TT G Sponsor	TT P Sponsor
B	TT D Sponsor	TT F Sponsor	TT O Sponsor
C	TT K Sponsor	TT A Sponsor	TT D Sponsor
D	TT B Sponsor	TT F Sponsor	TT H Sponsor
E	TT F Sponsor	TT G Sponsor	TT C Sponsor
F	TT B Sponsor	TT D Sponsor	TT P Sponsor
G	TT E Sponsor	TT C Sponsor	TT K Sponsor
H	TT O Sponsor	TT A Sponsor	TT G Sponsor
K	TT C Sponsor	TT A Sponsor	TT H Sponsor
O	TT P Sponsor	TT G Sponsor	TT H Sponsor
P	TT O Sponsor	TT E Sponsor	TT K Sponsor
Q	TT P Sponsor	TT B Sponsor	TT E Sponsor

**Step 3.2 – ACMs review/edit PDD package.**

1. Each ACM reviews the PDD to:
  - a. Verify tribal knowledge or risks are addressed.
  - b. Verify there are no missing steps or errors.
  - c. Add content to the Measurement & Evaluation sections of the PDD.
  - d. Verify the sections of the PDD that are published as a BCM (Background, Inputs, Procedure, Outputs, Attachments) are ready to publish.
  - e. Add a comment with each suggested edit so that the author (or future reviewers) can find the edits. Use the MS Word > > Comments > New Comment feature.
  - f. After review is complete each ACM reviewer emails the PDD to the TT-Sponsor.

**Step 3.3 – TT review/edit ACMs' comments.**

1. TT author(s) address all review comments as described in Step 1.5.
2. Any comment not addressed will result in PDD package being rejected by SC TMM.

3. TT-Sponsor performs a last review of PDD ensuring the PDD is coherent and is polished for publication.
4. TT-Sponsor emails the PDD to the TMM and cc the SC QMR, with the naming convention outlined above in Step 1.2, with the updated file name ending in “Step 3”: The subject line for the email is: PDD #-#.## (Step 3 Complete).

## **Step 4 – Editor Edits/Formats PDD (7 Days)**

### **Step 4.1 – TMM reviews PDD.**

1. TMM reviews PDD, and emails PDD to the Editor.

### **Step 4.2 – Editor edits/proofreads/formats PDD.**

1. Edits the PDD package to current templates and SC Style Guide.
2. Proofreads the content for grammar.
3. Updates links for references and makes comments if there is content that does not make sense.
4. Creates the Table of Contents (TOC).
5. Editor emails PDD to TMM.

## **Step 5 – TMM Prepares PDD for DDC and Structures IQA Review (21 Days)**

**Step 5.1 – TMM reviews/edits PDD to confirm BCM is ready to publish. If needed, TMM makes suggested edits and contacts TT to reconcile comments.**

**Step 5.2 – TMM emails PDD to DDC and Structures IQA.**

## **Step 6 – DDC and Structures IQA Review (15 Days)**

**Step 6.1 - DDC and Structures IQA review/edit PDD.**

**Step 6.2 - DDC and Structures IQA emails comments to TMM.**

## **Step 7 – TT Addresses DDC and Structures IQA Review Comments (21 Days)**

This step is only required when significant comments are generated during DDC or Structures IQA review.

**Step 7.1 – TMM emails DDC and Structure IQA comments to TT Sponsor.**

1. If TMM can address comments TMM will reconcile comments.

2. If comments require TT input, the TMM returns the PDD package to TT-Sponsor for comment resolution.

**Step 7.2** – TT reviews/edits PDD. Emails PDD to TMM.

**Step 7.3** – TMM reviews PDD with DDC. Emails PDD to Editor.

## **Step 8 – TMM Team Publishes BCM (10 days)**

**Step 8.1** – TMM reviews PDD. Emails PDD to SC Editor.

**Step 8.2** – Editor creates BCM. Emails PDD to TMM.

**Step 8.3** – TMM reviews PDD. Emails PDD to Webmaster.

**Step 8.4** – Webmaster posts all files. TMM sends email to notify SC Staff and Structures IQA of new/revised/deleted web content.