



SC Technical Team Operation

Revision and Approval

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Revision	Date	Nature of Changes	Approved By
0	09-08-2017	Original issue.	Steve Altman
1	06-30-2018	Update	Steve Altman

Background

This process establishes the roles and responsibilities of the Structure Construction (SC) Technical Teams for development of products and services in support of the SC Quality Management System (SC QMS) and SC’s responsibilities within Caltrans.

Structure Construction (SC) organizes subject matter experts into Technical Teams to increase the retention and continual improvement of its organizational knowledge.

Established in 2006, SC Technical Teams represent the subject matter experts and technical expertise of SC and were developed with the intent of:

1. Providing ownership of SC’s Technical manuals to ensure timely updating.
2. Providing SC input on specification development.
3. Providing SC members for Division of Engineering Services (DES) Technical Committees.

Each SC Technical Team is comprised of an Area Construction Manager (ACM) Sponsor, Bridge Construction Engineer (BCE) Chair and Vice Chair, and Team members comprised of BCEs and SC technical experts from across the State so that all decisions being made include knowledge from all areas of the State.

Process Inputs

1. DES / SC Top Management direction.
2. Current legislation or regulations and proposed changes.
3. Current and proposed changes to specifications, standard plans, AASHTO amendments, FHWA, and information from other stakeholders.

4. Project inquiries, issues, and Lessons Learned.
5. Process Development Diagrams (PDD) from SC QMS Development Team (for initial development of the new Bridge Construction Memos (BCM)).

Procedure

1. All work associated with this process is charged as:
 - a. [Project-Direct – Construction](#) for Technical Team work associated with a going construction project.
 - b. [Project-Direct – Preconstruction](#) for Technical Team work associated with a project prior to advertisement.
 - c. [CapCorp](#) for all other Technical Team work.
2. Structure Construction Top Management organizes SC Technical teams and assigns an ACM as the Team Sponsor. The Team Sponsor names the Team Chair, Team Vice Chair, and Team members.
3. Structure Construction Technical Team Sponsors obtain new SC Technical Team members as needed as described in [Attachment 1](#), *SC Technical Team Member Selection*.
4. Each member of the SC Technical Team reviews and signs the SC Technical Team Charter as described in [Attachment 2](#), *Structure Construction Technical Team Charter*.
5. Structure Construction Technical Team Sponsors and Chairs establish SC Technical Team Work Plans and resource budgets annually as described in [Attachment 3](#), *SC Technical Team Work Plan and Resource Budget*. Work Plans include provisions for the following:
 - a. Develop, review, and revise subject matter processes using PDDs as described in [Attachment 4](#), *Developing and Updating Process Development Diagrams (PDD)*.
 - b. Develop, review, and revise subject matter SC Technical manuals and other guidance as described in [Attachment 5](#), *Developing and Updating SC Technical Manuals*.
 - c. Review subject matter specifications, standard plans, and other information from stakeholders and provide comments as described in [Attachment 6](#), *Review of Standards, Policies, and Guidance*.
 - d. Request subject matter specifications revisions as described in [Attachment 6](#), *Review of Standards, Policies, and Guidance*.
 - e. Collect or produce, update, and disseminate subject matter field engineering aids and training materials as described in [Attachment 7](#), *Collecting, Updating, Producing, and Disseminating Field Engineering Aids and Training Materials*.
 - f. Develop essential equipment list for subject matter processes as described in [Attachment 8](#), *Essential Equipment Lists*.

- g. Develop subject matter research proposals as described in [Attachment 9](#), *Develop Subject Matter Research Proposals*.
 - h. Respond to subject matter requests for assistance from SC employees, DES functional units, and other stakeholders as described in [Attachment 10](#), *Respond to Requests for Assistance from SC Staff, DES Functional Units, and other Stakeholders*.
 - i. Maintain subject matter external contacts, research industry trends, arrange industry group liaison meetings, and promote innovative solutions to continually improve SC processes as described in [Attachment 11](#), *Maintain External Contacts, Research Industry Trends, Arrange Industry Group Liaison Meetings, and Promote Innovative Solutions to Continually Improve SC Processes*.
6. The SC Technical Team Chair establishes the Team meeting schedule:
 - a. Minimum of four Team meetings annually, one of which may be at the BCE Meeting.
 - b. Inter-Team meetings may be held, subject to the discretion of the Team Sponsors.
7. The SC Technical Team Chair establishes Team meeting agendas, see [Attachment 12](#), *SC Technical Team Meeting Agenda / Meeting Minutes*, for a sample agenda. Use the sample agenda or create your own meeting agenda that contains all of the information shown on the sample agenda.
8. The SC Technical Team Chair delegates a Team member to take minutes of Team meetings to provide institutional memory of discussions, deliberations, recommendations, action items, and decisions.
9. The SC Technical Team Chair maintains a web page within the SC Document Management System to post meeting agendas, minutes, and Team deliverables:
 - a. The SC Technical Team Chair sends all documents to the SC Webmaster for Technical Team website posting.
10. SC Technical Team Sponsors and Chairs compile and deliver quarterly progress reports based on Team Work Plans and resource budgets as shown in [Attachment 13](#), *SC Technical Team Quarterly Report*.

Process Outputs

1. SC Technical Team structure and members:
 - a. Customers: SC Top Management.
 - b. Customer Expectations: Assembled, functional SC Technical Teams.
2. SC Technical Team Work Plans and resource budgets:
 - a. Customers: SC Top Management, DES Admin.
 - b. Customer Expectations: Complete work in Work Plan on time and on budget.
3. New or revised SC processes:

- a. Customers: SC Technical Manual Manager (TMM), SC employees, other project sponsors and stakeholders.
 - b. Customer Expectations: Useful descriptions of processes and procedures they are expected to adhere to.
4. New or revised SC technical manuals:
- a. Customers: SC TMM, SC employees, other project sponsors and stakeholders.
 - b. Customer Expectations: Useful information, commentary, examples, and calculations needed that provide additional information of how to perform processes.
5. Review comments on specifications, standard plans and other Caltrans Standards:
- a. Customers: Structure Policy and Innovation (SP&I), Office of Structure Quality Management (OSQM), Structure Specification Research and Development (R&D), DES Technical Committees.
 - b. Customer Expectations: thorough and timely review comments.
6. Specification change requests:
- a. Customers: SP&I, OSQM, Structure Specification R&D, DES Technical Committees.
 - b. Customer Expectations: thorough and well thought out change requests.
7. Inspection aids and training materials:
- a. Customers: SC staff.
 - b. Customer Expectations: Useful aids and training materials to enable them to perform procedure steps.
8. Essential equipment lists:
- a. Customers: SC staff.
 - b. Customer Expectations: Useful list of equipment needed to enable them to perform procedure steps.
9. Research proposals:
- a. Customers: DES Technical Committees, Industry, Districts.
 - b. Customer Expectations: Well-crafted proposals for promoting innovative solutions.
10. Responses to requests for assistance or information:
- a. Customers: All stakeholders.
 - b. Customer Expectations: Useful and timely responses.
11. List of external contacts:
- a. Customers: SC Top Management, DES Technical Committees, Industry.

- b. Customer Expectations: Maintain current list of information sources for innovation and conferring.
12. SC Technical Team meeting agendas and meeting minutes:
- a. Customers: All stakeholders.
 - b. Customer Expectations: Transparency.
13. Quarterly reports:
- a. Customers: SC Top Management, DES Technical Steering Committee (TSC).
 - b. Customer Expectations: Timely reporting that shows progress towards meeting the goals of each SC Technical Team as expressed in the Work Plan.

Attachments

1. [SC Technical Team Member Selection.](#)
2. [Structure Construction Technical Team Charter.](#)
3. [SC Technical Team Work Plan and Resource Budget.](#)
4. [Developing and Updating Process Development Diagrams \(PDD\).](#)
5. [Developing and Updating SC Technical Manuals.](#)
6. [Review of Standards, Policies, and Guidance.](#)
7. [Collecting, Producing, Updating, and Disseminating Field Engineering Aids and Training Materials.](#)
8. [Essential Equipment lists.](#)
9. [Develop Subject Matter Research Proposals.](#)
10. [Respond to Requests for Assistance from SC Staff, DES Functional Units and Other Stakeholders.](#)
11. [Maintain External Contacts, Research Industry Trends, Arrange Industry Group Liaison Meetings, and Promote Innovative Solutions to Continually Improve SC Processes.](#)
12. [SC Technical Team Meeting Agenda / Meeting Minutes.](#)
13. [SC Technical Team Quarterly Report.](#)