Structure Construction
Technical Team Charter

Structure Construction (SC) has identified the need for adopting uniform operating standards as a specific strategy for achieving multiple objectives identified in the SC Documented Information Template (SCDIT). Structure Construction Decision Document 16-01, dated November 16, 2016, implements the SCDIT by mandating the development of documented information and a Document Control System in conformance with the SC Quality Management System (QMS). This Charter is intended to provide the necessary direction to develop and operate the SC Technical Teams that will be responsible for delivery of the objectives of SC Decision Document 16-01.

Background

Structure Construction issued SC Decision Document 16-01 establishing the expectation and framework for the SC Document Control System. This Decision Document places responsibility for developing the documented information that resides in the SC Document Control System upon the SC Technical Teams. The SC Technical Teams need uniform operational guidelines to deliver their responsibilities.

SC Decision Document 16-01 identifies SC Technical Team responsibilities as:

- Create new Bridge Construction Memos (BCMs) for the *Bridge Construction Records and Procedures* manual, Volumes I and II.
- Create new and update existing SC technical manuals.
- Respond to Technical Team subject matter inquiries and requests for assistance.
- Evaluate subject matter draft specifications.
- Establish Technical Team subject matter training curriculum, equipment needs and research proposals.
- Evaluate Technical Team subject matter disputes and claims.

Purpose

The purpose of this charter is to establish operational parameters for the SC Technical Teams so they can complete the first two responsibilities identified above by June 2019 and continually address all responsibilities identified above until otherwise directed.

Process Owner

- Division of Engineering Services (DES) Deputy Division Chief, Structure Construction.

Steering Committee

- Structure Construction Technical Team Sponsors.

SC Technical Teams

- Technical Team Sponsor.
- Technical Team Chair.
- Technical Team Vice Chair.
- Technical Team members (Bridge Construction Engineers (BCEs) and SC technical experts).

Roles & Responsibilities

Process Owner:

- Provides overall leadership.
- Ensures deliverables meet the requirements of the Department and SC Decision Document 16-01.
- Communicates progress to staff.
- Reviews, approves, implements, and champions the deliverables.

Steering Committee:

- Authorizes changes to Technical Team members between Technical Teams, as needed.
- Provides input into key issues.
- Resolves conflicts between Technical Teams, including staffing issues between Technical Team Sponsors.

SC Technical Teams:

- Technical Team Sponsors:
  - In coordination with the Steering Committee, determine BCE Team members, name Team Chair and Vice Chair.
  - Determine need for and provide additional non-BCE Team members.
  - Link Technical Team's work to CT Mission and Vision, goals of the *California Bridges and Structures Strategic Direction* (CBSSD).

- Monitor progress of overall effort towards compliance with SC Decision Document 16-01.
- Provide leadership to the Technical Team.
- Approve Technical Team Work Plan and resource budget.
- Maintain working knowledge of technical issues.
- Review and approve deliverables generated by the Technical Team.
- Are cognizant that decisions made must reflect all of SC statewide and not regional habits and procedures.
- Ensure deliverables align with governing guidance (Specifications, Code of Federal Regulations (CFRs), etc.).

- Technical Team Chairs:
  - With Technical Team Sponsor, develop annual Technical Team Work Plan and resource budget.
  - Schedule and lead Technical Team meetings.
  - Assign tasks to Technical Team members.
  - With Technical Team Sponsor, liaison with external interested parties and develop innovative solutions to continually improve subject matter SC processes.
  - Review Technical Team deliverables for completeness and deliver them on time.
  - Act as SC representative to align DES Technical Committees.

- Technical Team Vice Chairs:
  - Act on behalf of the Technical Team Chair as needed.
  - Act as SC representative to align DES Technical Committees.

- Technical Team members:
  - Attend and actively participate in Technical Team meetings.
  - Participate as a member of a task group as assigned by the Technical Team Chair, or accept individual responsibility for assignments.
  - Review draft documents being worked on by the Technical Team including the Technical Team Work Plan.
  - Complete work assignments in a timely manner.
  - Be mindful of approved Technical Team Work Plan and resource budget, charge time appropriately.

- Keep informed of subject matter and issues of concern to the Technical Team.
- Develop expertise to answer project delivery questions pertaining to the Technical Team's subject matter.
- Champion office/regional needs, verify that any positions taken represent the Subdivision's position, brief chain-of-command.

Governance Structure

The SC Technical Teams will make decisions by consensus of the members. Consensus is defined as a decision that you can live with and support outside of the group. If the group cannot come to consensus on a particular issue, they will elevate it to the Steering Committee, in writing, for resolution. Similarly, the Steering Committee will make decisions by consensus. If the Steering Committee cannot make a consensus decision, it will be elevated to the Process Owner for resolution.

Deliverables

The SC Technical Teams must deliver the following in accordance with the direction within BCM B-2.02, *Structure Construction Technical Team Operation*:

- Technical Team Work Plan and Quarterly reports.
- Technical Team meeting agenda and minutes.
- SC Process Development Diagrams (PDD) supporting BCMs.
- SC Technical manuals.
- SC inspection aids and training materials.
- Review comments for specifications, standard plans, and other information.
- Specification change requests.
- Subject matter expert opinion.
- SC essential equipment needs.
- SC research proposals.
- List of subject matter stakeholders.

Signatures

SC Technical Team Name_____

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Print Name_____

Signature_____Date_____

Deputy Division Chief, Structure Construction, DES

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Print Name_____

Signature_____Date_____

SC Technical Team Sponsor, Structure Construction, DES

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SC Technical Team Chair, Structure Construction, DES

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SC Technical Team Vice Chair, Structure Construction, DES

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SC Technical Team member, Structure Construction, DES

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SC Technical Team member, Structure Construction, DES