|  |  |
| --- | --- |
| **Task Group** | **Problem Process**  Annual  Expedited  Emerging Initiative |
| **Title** |

**Statement of Effort/Improvement** (*What is the issue?*)

**Purpose** (*Why we need to work on this.*)

**Background** (*Background information to better understand the issue or provide information on other efforts on going related to the issue.*)

**Approach** (*What approach will the Task Group use to attempt to ensure that the effort/improvement 1) will be Street-Ready, 2) will be tracked and managed to ensure expected performance and 3) will be implemented consistently statewide? This includes defining stakeholders to be included in the effort/improvement to attempt to ensure consistent implementation statewide as appropriate. What training/ guidance will be required? If “Pilot Projects” are to be used explain how in the approach.)*

1. Street Ready Assurance
2. Performance Tracking/Management
3. Consistently Implemented
4. Pilot Projects (if anticipated)
5. Research Needs (if necessary)

**Team Members (Indicate CT Chair and Industry Lead)**

|  |  |  |
| --- | --- | --- |
| **CT/Industry** | **Division/Firm Name** | **Member Name** |
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|  |  |  |

Team should not include any more than 4 Caltrans staff and 4 members from Industry. See PMPC Standard Operating Procedures for more information.

**Objectives/Deliverables/Due Dates** (*What is important to be done, what is the expected outcome, and when is each deliverable due and to who?*)

Description:

Details:

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Name - Responsible Party** | **Due Date (Start/Complete)** |
| Workplan |  |  |
| Performance evaluation plan |  |  |
| Research plan |  |  |
| Training and guidance |  |  |
| Monitoring |  |  |
| Reporting |  |  |
| Other milestones |  |  |

\*Some milestones listed above may not be necessary

**Resources To Develop and Implement** (*Staff hours and expenses.*)

|  |  |  |
| --- | --- | --- |
|  | **Caltrans Hours** | **Industry Hours** |
| Development |  |  |
| Pilot (if used) |  |  |
| Implementation |  |  |
| Long Term performance |  |  |
| Other Resources |  |  |

**Benefits** (*For example, increased life cycle, reduced costs, reduced risk factors, compliance with Caltrans goals etc.. Quantify benefits and define success and performance measures.*)

**Estimated Impact to Caltrans and Contractor -** *(What are the impacts to policy, specifications, construction practices, and stakeholders? Include an estimate to overall increase/decrease in project cost, District/HQ resources at project level, and Contractor/supplier impact. Estimate increased/reduced risk factors for Caltrans and Contractor.)*

**Impediments to Completion of Deliverables –** *(Identify impediments and potential mitigation measures to address impediments.)*

**Recommendation and Approval**

This scoping document for *(Insert Title)* was prepared by *(Insert Task Group Name)* to address a priority issue with statewide significance and is within the Pavement & Materials Partnering Committee mission as described in the Pavement & Materials Partnering Committee Charter. The Subtask Group members have determined the scope, resources required and timeline for delivery of this project to attempt to ensure that the deliverables are achievable. A signature here indicates that each Task Group and PMPC Executive Committee is committed to providing the resources to support this effort within the prescribed timeframes. Furthermore, it is everyone’s responsibility to ensure that the final effort/improvement will be:

1. Street-Ready,
2. Monitored and reported for performance,
3. Successfully implemented statewide as appropriate.

**Scoping Document Recommendation and Industry Concurrence by (name and date):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Caltrans Name (Recommendation)** | **Date** | **Industry Name (Concurrence)** | **Date** |
|  |  |  |  |
| Caltrans Task Group Chair |  | Industry Task Group Lead |  |
|  |  |  |  |
| Caltrans Task Group Member |  | Industry Task Group Co-Member |  |
|  |  |  |  |
| Caltrans Task Group Member |  |  |  |

**Scoping Document Approval and Industry Concurrence by (name and date):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Caltrans Name (Approval)** | **Date** | **Industry Name (Concurrence)** | **Date** |
|  |  |  |  |
| Caltrans PMPC Executive Committee – Chair  Pavement Program |  | Industry PMPC Executive Committee |  |
|  |  |  |  |
| Caltrans PMPC Executive Committee  Headquarters Construction |  | Industry PMPC Executive Committee |  |
|  |  |  |  |
| Caltrans PMPC Executive Committee  Structures Policy and Innovation |  |  |  |
|  |  |  |  |
| Caltrans PMPC Executive Committee  Materials Engineering and Testing Services |  |  |  |

Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_