

Problem Screening Activity Descriptions

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Problem Screening

Review Problem Statement (1100)

Previous ID: n/a

The Division of Capital Investment Planning and Development (CIPD) facilitates a Problem Screening process when a Problem Statement is initiated by stakeholders. A Problem Statement is reviewed by CIPD to weigh its merit against data and information contained in the Department's various management systems. The outcome of this review can be the following:

- The Problem Statement is consistent with CIPD goals and objectives
- Withdraw Problem Statement due to the following:
 - Lack of need
 - The recommendation within a Problem Statement is already being addressed by an existing project
 - The Problem Statement is in the jurisdiction of another agency

For each problem statement, CIPD updates the problem statement database and notifies the original sender of the resolution.

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development
Consulted:	Subject Matter Expert(s), Problem Statement Sender
Informed:	Problem Statement Sender
Activity Predecessor:	N/A
Activity Successor:	1200
Activity Duration:	10
WBS Element Produced:	1.1.1
Related Guidance Document:	Problem Screening Guideline

Collect and Analyze Data (1200)

Previous ID: n/a

The Division of Capital Investment Planning and Development (CIPD) will review the Problem Statement for management system priority. Depending on management system ranking, the Problem Statement will be advanced or withdrawn. CIPD will also collect pertinent data as required for the specific Problem Statement. This data may include management system input data, crash data, as-

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built plans, etc. CIPD will prepare a memo requesting information of other projects, planned or ongoing in the vicinity.

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development
Consulted:	Subject Matter Expert(s), Problem Statement Sender
Informed:	Problem Statement Sender
Activity Predecessor:	1100
Activity Successor:	1300 or 1400
Activity Duration:	20
WBS Element Produced:	1.2.2, 1.2.3, 1.2.4, 1.2.4.1, 1.2.4.2, 1.2.5
Related Guidance Document:	Problem Screening Guideline

Perform Field Investigation (1300)

Previous ID: n/a

The Division of Project Management (DPM) conducts a field investigation, if necessary, in coordination with CIPD, to further define the problem and provide a cursory evaluation of potential constraints to advancement, and also makes a technical assessment of issues such as right of way or environmental constraints, and documents the finding into the Problem Screening Field Investigation Checklist. If known risks were identified by CIPD during the Problem Statement Review, the Project Manager creates the initial risk register and populates it with the known risks. If necessary, DPM completes a technical assessment in the field, and coordinates with in-house staff and in some cases meets with local stakeholders.

<u>Role Description</u>	
Responsible:	Division of Project Management
Consulted:	Capital Investment Planning and Development, Subject Matter Experts, Local Stakeholders
Informed:	n/a
Activity Predecessor:	1200
Activity Successor:	1400
Activity Duration:	70
WBS Element Produced:	1.3.1.1, 1.3.1.2, 1.3.1.3, 1.3.1.4, 1.3.2.1, 1.3.3

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Related Guidance Document:	Problem Screening Guideline, Risk Management Guideline, Risk Register Example, Risk Register Template, Problem Screening Field Investigation Checklist
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Prepare Problem Screening Report (1400)

Previous ID: n/a

Upon compilation of the Problem Statement review and field investigation, Capital Investment Planning and Development (CIPD) prepares a Problem Screening Report that summarizes the information obtained to date. If a Field Investigation was completed, the Division of Project Management (DPM) prepares a Field Investigation Memo and submits to CIPD. CIPD finalizes the Problem Screening Report by including the Field Investigation Memo.

If risks are identified during the Field Investigation, the Project Manager documents the new risks in the risk register. The result of the Problem Screening Phase will be one of the following:

- Withdrawal of the Problem Statement
- Assignment as a NJDOT maintenance work order
- Advancement to Concept Development

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development
Consulted:	Division of Project Management, Subject Matter Experts, Local Stakeholders
Informed:	Capital Program Screening Committee
Activity Predecessor:	1200 or 1300
Activity Successor:	1500
Activity Duration:	70
WBS Element Produced:	1.4.1, 1.4.2
Related Guidance Document:	Problem Screening Guideline, Problem Statement Screening Report Template

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Obtain Problem Screening Approvals (1500)

Previous ID: n/a

CIPD prepares a concurrence memo to document the Problem Screening recommendation for the Division of Project Management or maintenance. Once concurrence is received CIPD prepares a Capital Program Committee (CPC) Memo to obtain CPC approval, unless a Field Investigation was performed by the Division of Project Management (DPM), in which case DPM prepares the CPC Memo. The concurrence Memo along with the Problem Screening Report is sent to the CPC for approval. The CPC reviews the Problem Screening Report recommendation and determines whether to advance the Problem Statement as a Concept Development Study or as a Maintenance Work Order. The CPC decision is documented in the CPC meeting minutes.

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development, Division of Project Management, Capital Program Committee
Consulted:	n/a
Informed:	Division of Project Management
Activity Predecessor:	1400
Activity Successor:	2000
Activity Duration:	25
WBS Element Produced:	1.5.1, 1.5.2
Related Guidance Document:	Problem Screening Guideline, Problem Statement Screening Report Template, Problem Screening Recommendation Concurrence Memo Example

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