

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For The Technical Direction Of The LTPP Program



Program Area: General Operations

Directive Number: GOD-4

Date: February 19, 1997

**Subject: LTPP Program Improvement Work Plan & Project
Management Software**

As discussed at the February 1997 LTPP Team meeting, the LTPP program is implementing project management tools for scheduling and tracking of progress in the Program Improvement campaign. Microsoft Project 4.0 has been selected as the project management computer program for this purpose. The implementation of this software will be staged over time to lessen the impact on operations.

One of the first steps in the development of the Program Improvement work plan is the submission of revised work plans from each member of the LTPP team. These work plans are due by February 28, 1997 and should be prepared in accordance with the following specifications:

- C Work plans must be submitted on a 3.5" diskette in Microsoft Excel v5.0 format. Any Windows 3.x based spreadsheet program which saves the information in Microsoft Excel v5.0 readable format can be used. (In the future, these submissions will be required in Microsoft Project v4.0)
- C The format identified in Table 1 and illustrated in Table 2 must be followed. Each activity must include a Work Breakdown Structure (WBS) Code, Task Name, Start Date, Finish Date, Resource Name, and Task Dependency. Please see Table 1 for a more detailed description of these work plan elements.

The Regional Coordination Contractors, Data Analysis Technical Support Contractor and Metrication Contractor must submit a work plan keyed to the master plan for all tracks in which they are shown as the resource; see attached master plan for details. (Note: Regional Coordination Contractors can, if they so choose, submit two separate work plans -- one covering Track 1 and 5 activities on February 28, 1997 and another covering Track 2 and 3 activities by early to mid-May 1997, as we approach the end of the operations backlog effort and start of the data deficiency reports and resolution plans).

Please note that it is imperative that the task finish dates match those of the corresponding

milestone dates in the master plan. If it is anticipated that these milestone dates can not be met, please notify your COTR and Monte Symons as soon as possible, and preferably in writing, regarding the conditions and circumstances. After the plans are submitted, the final schedule will be turned into a baseline against which progress will be tracked.

Included with this directive is a 3.5" computer diskette with an Microsoft Excel 5.0 file containing a copy of the previously referenced Table 2. The format contained in this file should be used for all submissions. Also contained in the diskette is the current version of the master plan in Microsoft Project v4.0 format.

All LTPP contractors are authorized to purchase a copy of Microsoft Project 4.0 for use on the LTPP project. Please coordinate this purchase with your COTR and Contract Officer as required.

Prepared by: Monte Symons

Approved by:

**Monte Symons
Team Leader, LTPP Operations**

Table 1. Description of work plan elements

| | |
|---|---|
| <p><i>Work Breakdown Structure (WBS) Code</i></p> | <p>Each activity must include a WBS code keyed to the corresponding WBS code on the attached master plan. A period (.) Delimited field is added to the right of the WBS code for each subtask level. For example, RCOC activities related to 1.1.4 Data entry, processing, QC for March Upload in the master plan should be designated as 1.1.4.1, 1.1.4.2, 1.1.4.3, etc. (Note, the program does not use the WBS code nor task names for sequencing; however, these will be used for compiling, assembling and relating the various tasks together.)</p> |
| <p><i>Task Name</i></p> | <p>Each activity must include a short descriptive name. For example, the task name for WBS code 1.1.22.1 is AWS entry, processing and QC for June upload, which is self explanatory -- entry, processing and QC of AWS data by the Southern RCOC for upload into the LTPP IMS in June 1997. (Summary task names, which have designated subtasks, are shown in bold.)</p> |
| <p><i>Start & Finish Date</i></p> | <p>Each task must have a non-holiday, weekday designated as the start and finish date. For example, for WBS code 1.1.4 Data entry, processing and QC for March Upload in the master plan, 1/1/97 and 4/14/97 are used to indicate a January 1, 1997 start date and an April 14, 1997 finish date, respectively -- the date format is dd/mm/yy. In general, activities of less than one day duration should not be specified. The program assumes that activities of zero duration are milestones</p> |
| <p><i>Resource Name</i></p> | <p>Resource names (i.e., responsibility) must be unique and consistent. For formatting and charting convenience, resource names should be limited to four characters whenever possible. On the master plan, the acronym for the contract name (not company name) will be used, except for the FHWA. Examples include WTRC (for Western RCOC), SORC (for Southern RCOC), MTAC (for Metrication Technical Assistance Contract), etc. Summary tasks do not require a resource name. Also, if the activity is a milestone, then the start and finish dates should be the same and a single diamond character '◆' should be entered in the resource name field. (Note: there are several ways to generate this character; one of them is using lower case 'u' with the wingding font).</p> |
| <p><i>Task Dependency</i></p> | <p>For each dependent successor activities, the WBS code for the predecessor activity should be indicated. For example, 1.1.11 (Code IMS for SPS-9 tables) is dependent upon completion of 1.1.10 (Develop specifications for SPS-9 tables) For the initial implementation of the plan, we will primarily be using finish-to-start task relationships (the successor task begins at the finish of the predecessor). Although other types of task relationship dependencies are used, only those tasks whose start or completion dates are dependent upon another task need to be indicated. If the task start or finish dates are not dependent upon another task, leave this entry blank.</p> |

Table 2. Example work plan spread sheet format.

| WBS | Task Name | Start | Finish | Resource | Dependency |
|----------|---|---------|----------|----------|-----------------|
| 1 | Track 1. Operations Backlog | 1/1/97 | 12/31/98 | | |
| 1.1 | Data Backlog | 1/1/97 | 6/30/97 | | |
| 1.1.1 | IMS planning meeting | 1/6/97 | 1/7/97 | FHWA | |
| 1.1.2 | IMS Directive on data upload schedule | 1/24/97 | 1/27/97 | FHWA | 1.1.1 |
| 1.1.3 | IMS Directive on data upload schedule released | 1/27/97 | 1/27/97 | ◆ | 1.1.2 |
| 1.1.4 | Data entry, processing, QC for March upload | 1/1/97 | 3/31/97 | | |
| 1.1.4.1 | Data entry, processing, QC, for March Upload | 1/1/97 | 3/31/97 | SORC | |
| 1.1.4.2 | Data entry, processing, QC, for March Upload | 1/1/97 | 3/31/97 | WTRC | |
| 1.1.4.3 | Data entry, processing, QC, for March Upload | 1/1/97 | 3/31/97 | NARC | |
| 1.1.4.4 | Data entry, processing, QC, for March Upload | 1/1/97 | 3/31/97 | NCRC | |
| 1.1.5 | Develop guidelines on L05 & TST data entry | 2/3/97 | 3/3/97 | TAC | |
| 1.1.6 | IMS directive to regions on L05 & TST entry | 3/4/97 | 3/7/97 | FHWA | 1.1.5 |
| 1.1.7 | IMS Directive on L05 & TST data entry released | 3/7/97 | 3/7/97 | ◆ | 1.1.6 |
| 1.1.8 | March IMS upload | 3/31/97 | 3/31/97 | ◆ | 1.1.4.* |
| 1.1.9 | FWD and Profile data entry, QC and processing | 1/1/97 | 4/14/97 | | |
| 1.1.9.1 | FWD and Profile data entry, QC and processing | 1/1/97 | 4/14/97 | SORC | |
| 1.1.9.2 | FWD and Profile data entry, QC and processing | 1/1/97 | 4/14/97 | WTRC | |
| 1.1.9.3 | FWD and Profile data entry, QC and processing | 1/1/97 | 4/14/97 | NARC | |
| 1.1.9.4 | FWD and Profile data entry, QC and processing | 1/1/97 | 4/14/97 | NCRC | |
| 1.1.10 | Develop specifications for SPS-9 tables | 1/20/97 | 2/21/97 | TAC | |
| 1.1.11 | Code IMS for SPS-9 tables | 2/24/97 | 4/2/97 | TAC | 1.1.10 |
| 1.1.12 | IMS Directive on entry and processing of SPS-9 | 4/3/97 | 4/7/97 | FHWA | 1.1.11 |
| 1.1.13 | IMS Directive on SPS-9 data processing released | 4/7/97 | 4/7/97 | ◆ | 1.1.12 |
| 1.1.14 | Deliver single user NT | 3/27/97 | 4/1/97 | TAC | |
| 1.1.15 | Install single user NT system | 4/2/97 | 4/14/97 | RCOC | 1.1.14, 1.1.9.* |
| 1.1.16 | Single User NT system operational | 4/14/97 | 4/14/97 | ◆ | 1.1.15 |
| 1.1.17 | Data entry, processing, QC for May upload | 4/15/97 | 5/15/97 | | |
| 1.1.17.1 | Data entry, processing, QC, for May Upload | 4/15/97 | 5/15/97 | SORC | 1.1.16 |
| 1.1.17.2 | Data entry, processing, QC, for May Upload | 4/15/97 | 5/15/97 | WTRC | 1.1.16 |
| 1.1.17.3 | Data entry, processing, QC, for May Upload | 4/15/97 | 5/15/97 | NARC | 1.1.16 |
| 1.1.17.4 | Data entry, processing, QC, for May Upload | 4/15/97 | 5/15/97 | NCRC | 1.1.16 |
| 1.1.18 | May IMS upload | 5/15/97 | 5/15/97 | ◆ | 1.1.17.* |
| 1.1.19 | Program and test AWS tables | 1/1/97 | 5/2/97 | TAC | |
| 1.1.20 | IMS directive on entry and processing of AWS data | 5/5/97 | 5/8/97 | FHWA | 1.1.19 |
| 1.1.21 | IMS directive on AWS data processing released | 5/8/97 | 5/8/97 | ◆ | 1.1.20 |
| 1.1.22 | Data entry, processing and QC for June upload | 5/9/97 | 6/27/97 | | |
| 1.1.22.1 | AWS entry, processing, QC, for June Upload | 5/9/97 | 6/27/97 | SORC | 1.1.21, 1.1.9.* |
| 1.1.22.2 | AWS entry, processing, QC, for June Upload | 5/9/97 | 6/27/97 | WTRC | 1.1.21, 1.1.9.* |
| 1.1.22.3 | AWS entry, processing, QC, for June Upload | 5/9/97 | 6/27/97 | NARC | 1.1.21, 1.1.9.* |
| 1.1.22.4 | AWS entry, processing, QC, for June Upload | 5/9/97 | 6/27/97 | NCRC | 1.1.21, 1.1.9.* |
| 1.1.23 | June Upload | 6/30/97 | 6/30/97 | ◆ | 1.1.22.* |