

## Major Project Documentation Contents

**Project Management Plan (PMP)** documents are expected to contain the following sections/topics:

1. Project Description and Scope of Work
2. Goals and Objectives
3. Project Organizational Chart, Roles, and Responsibilities
4. Project Phases
5. Procurement and Contract Management
6. Cost Budget and Schedule
7. Project Reporting and Tracking
  - Executive Summary
  - Project Activities and Deliverables
  - Action Items/Outstanding Issues
  - Project Schedule
  - Project Cost
  - Project Quality
  - Other Status Reports
8. Internal and Stakeholder Communications
9. Project Management Controls (Scope, Cost, Schedule, Claims, etc.)
  - Risk Management Plan
  - Scope Management Plan
  - Scheduling Software
  - Cost Tracking Software
  - Project Metrics
  - New and Innovative Contracting Strategies
  - Value Engineering, Value Analyses, and Constructability Reviews
  - Contractor Outreach Meetings
  - Partnering
  - Change Order and Extra Work Order Procedures
  - Claims Management Procedures
  - Other Programs
10. Design Quality Assurance/Quality Control (QA/QC)
11. Construction Quality Assurance/Quality Control (QA/QC)
12. Environmental Monitoring
13. Right-of-Way
14. Safety and Security
15. Traffic Management
16. Project Communications (Media and Public Information)
17. Civil Rights Program
18. Closeout Plan
19. Project Documentation
20. Other Possible Sections (if appropriate)
21. Appendices
22. Executive Leadership Endorsement

### PMP Figures or Appendices:

Project Location Map  
NTTA Organizational Chart  
TxDOT Organizational Chart  
FHWA Organizational Chart  
Project Team Organizational Chart  
ROW Acquisition Process Flowchart  
Interlocal Agreements

Multi-Party Agreements  
Project Schedule  
Review Process Flowcharts (as applicable)

FHWA Project Management Plan Guidance, January 2007, found online at  
<http://www.fhwa.dot.gov/programadmin/mega/pmpguide.cfm>

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**Financial Plan (FP)** documents and **FP Annual Updates (AUs)** are expected to contain the following sections:

1. Letter of Certification
2. Introduction
  - Project Description
  - Project Timeline
  - Project Implementation
3. Cost Estimate
  - Cost Estimate by Element
  - Cost Estimate by Section
  - Cost Estimate Assumptions
4. Implementation Plan
  - Project Schedule
  - Proposed Phasing
  - Agreements, Approvals, and Permits
5. Financing and Revenues
  - Overall Finance Plan
  - Federal Contributions
  - State Contributions
  - Local Contributions
  - Revenue Bond Proceeds
  - Toll Revenues
  - Toll Revenue Forecasting Assumptions
6. Cash Flow
7. Risk Identification and Mitigation Factors
8. Annual Updates
9. Cost and Revenue History
10. Cost and Revenue Trends
11. Revenue Shortfall Mitigation
12. Summary of Significant Cost Reductions
13. Summary of Significant Cost Increases

FP Figures or Appendices:

Project Location Map  
Design Section Location Map  
Total Cash Flow  
Project Schedule  
Annual Project Phasing Costs  
Projected Annual Toll Revenues  
Revenue Studies (if applicable)  
Feasibility Studies (if applicable)  
Economic Forecasts (if applicable)

FHWA Financial Plans Guidance, January 2007, found online at  
<http://www.fhwa.dot.gov/programadmin/mega/fplans.cfm>