

NTTA Projects	Original Issue Date: 09/23/2010	PC-08
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Title: Budget, Schedule, Forecast Meeting		

1.0 PURPOSE:

The purpose of this document is to establish the procedure for the monthly review of the Project Delivery (PD) corridor / project (C/P) forecast, schedule and cashflow via the Budget, Schedule, Forecast (BSF) meeting.

2.0 RESPONSIBILITIES:

- 2.1 PD Program Controls Manager – The PD Program Controls Manager shall be responsible for chairing the meeting to review the forecast report, cashflow and schedules.
- 2.2 PD Phase Manager, Designee and/or Subject Matter Expert (SME) – The PD Phase Manager and/or Designee and/or SME shall be responsible for attending the BSF meeting, ready to comment on any necessary changes and provide updates as to the status of the C/P.
- 2.3 PD Program Support Staff – The PD Program Support Staff shall be responsible for providing the updated forecast report, production schedule and cashflow prior to the meeting to enable review. The Program Support Staff attends the meeting to describe updates from the prior month and to note any new revisions.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all PD Corridor/Projects.

4.0 REFERENCES:

- PC-06 Schedule Management

5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

- 6.1 The BSF meetings are held quarterly. The primary purpose of this meeting is to review and approve the forecast report and cashflow for the subject Corridor/Projects. In addition, the meeting is conducted to exchange information between staff and management so that all are informed.

At a minimum, the following topics shall be discussed:

- Schedule review
 - Forecast report review
 - Cashflow review
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- 6.2 The PD Program Controls Manager S reviews the updated forecast report with the PD Phase Manager or Designee. Upcoming work or possible risks or opportunities are recognized and noted with their financial impacts.
- 6.3 The PD Program Controls Manager and the PD Program Support Staff S review the cashflow with the Subject Matter Experts (SME's). The review confirms large monthly payments, the initiation of a new contract's payments and generally validates the forecast of remaining expenditures on the corridor or project. Special focus is paid to the near-term forecast (6 months to 1 year).
- 6.4 The schedule is updated, the forecast report and the cashflow are revised based on the comments received at the meeting.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Lisa Thomas	09/23/2010	10246	Original Issue
1	Lisa Thomas	04/28/2011	10280	Revised organization chart for NTTA Project Delivery and revised process followed for corridor / project status meetings
2	Lisa Thomas	10/10/2011	10355	Update position/department title
3	Sue Farmer	07/20/2017	10646	Streamlined process to reflect current staffing model.
4	Cristina Zelaya	07/11/2025	11136	Update position/department title and streamlined procedure in text to match with other QMS updates.