

BART Agreement Number: 6M8145

Approval Date: 01/09/23

Work Plan No. B.09-02 Project Management Support for Train Control Projects

Scope:

The team will perform following duties and responsibilities under the various BART Project Managers.

- a) Measure project performance using appropriate systems, tools, and techniques.
 - b) Report and escalate to management as needed.
 - c) Set-up and maintain contract files, document control, and file management,
 - d) Attend project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
 - e) Provide procedural, and administrative support to Project Staff.
 - f) Reserve/schedule conference rooms and attend weekly progress status meetings with the Consultant.
 - g) Generate program schedules based on input from owner and CM team.
 - h) Generate/Review project schedules as needed. Providing schedule updates and prepare biweekly and monthly reports.
 - i) Review consultant's baseline, monthly, and weekly schedules and produce review comments.
 - j) Assist with Project Management Plan, Contracting Plan and Risk Management Plan
 - k) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Experts (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverable originators.
 - m) Other tasks as directed by the Project Management Team and Resident Engineer and/or the District representative.
- The PM Support Team will be responsible for complete delivery of a task, from start to finish.

Prime: Jacobs

Subconsultants: None

Total Work Plan Value: \$ 171,482