

BART Agreement Number: 6M8142

Approval Date: 03/29/24

Work Plan No. B.55-01 PPMs and Programmatic Support

Scope:

The overall project scope will focus on Project Management Support and will include some programmatic support.

1) Project Management Support for PPMS and other projects as directed:

Scope of services for the Project Management Support include:

- Support the PM in day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Schedule and attend project progress meetings with PM and help in handling day-to-day coordination. Take meeting minutes, prepare action items, and distribute meeting minutes as directed by the PM.
- Coordinate the review of project deliverables. Review for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables' originators.
- Set-up and maintain project files; perform ongoing document control and file management.
- Assist the PM with the development and ongoing updates of Project Execution Plan (PXP), Project Schedule, Contracting Plan, Risk Management Plan, Quality Reviews etc.
- Assist the PM with measuring project progress using Earned Value Management (EVM), Estimate to Complete (ETC), and the Monthly Project Update (MPU) tools.
- Perform other tasks as directed by the Project Management Team and/or the District representative.

2) Programmatic Support will include:

Scope of services for the Programmatic Support include:

- Timely response to ad hoc and urgent requests to develop graphics, charts, and tables for PowerPoint presentations and technical business reports.

Prime: AECOM

Subconsultants: None

Total Work Plan Value: \$ 324,022