

Work Plan A.04-02 Core Capacity Project Analytics Support

Scope:

Consultant to provide an individual to work closely with the Project Management Office group to improve program level reporting and analytics function utilizing multiple tools. Specific areas of support include:

2.1 Project Controls Support: Portfolio management, including data analysis and reviews with project managers across multiple projects spanning across multiple years to be tracked and driven from various stages of completion through schedule, financial, and grant related milestones. Reports used to inform multiple stakeholders within the organization include:

- Monthly Reports: a snapshot of the budget, recent spending, funding sources, and status for each active project.
- Quarterly Reports: a compilation of various reports that are reviewed and updated on a quarterly basis:
 - Key Facts: a snapshot of progress against the fiscal year plan.
 - Board Quarterly: a high-level snapshot of milestones for active projects, and any issues related to budget, schedule, and/or scope.
 - Individual Project Reports: a snapshot of the budget, recent spending, funding sources, and status for each active project.
- Bond (Measure RR) Reports: Support Measure RR reporting needs by working with Financial Analyst to track progress of Measure RR projects toward meeting planned project milestones.

- Grant Funds Dashboards: Obtain input data and prepare monthly dashboards used to track utilization of funds on all capital projects to inform project prioritization for optimum and timely use of funding from various funding sources. The dashboards include a set of exhibits/charts to show the status of OID Projects and remaining/expiring funds by fund source. The information is presented by fund type and quarter, and by fund type and capital reporting level and includes a list of projects with significant funds from grants or other funding sources that will expire over the next three quarters.
- Financial Dashboards: Support Core Capacity and OID PMO with creating and review of financial dashboards (e.g., budget, overtime analysis; miscellaneous non-labor and labor costs) for department and cost center managers; downloading and formatting of reports from Oracle PeopleSoft and OBIEE as needed for use in development of various reports. Develop and implement Estimate to Complete Plans and dashboards for OID Projects. Support OID staff with Annual Capital Budget development and FTE Need analysis based on the Capital Project's ETC Plans.
- Other: Portfolio and project report creation with available data that provides actionable intelligence for managers.
- Develop and maintain project Change Management Dashboard, that illustrates the current Change Notice/ Change Order status in terms of process and cost. Also, illustrates contingency drawdown management by integrating with current Risk Register and Change Order Log.
- Collaborate with Risk Manager in developing Risk Management Dashboard to be used to monitor and control effective implementation of mitigation plan on periodic basis.
- Perform Earned Value Management (EVM) tool implementation and updates across Core Capacity projects and meet appropriate reporting requirements.

2.2 Location & Interface:

- Most work will be performed at BART headquarters located in Oakland.
- Minimum 3 days per week, or as required by the supervisor, at BART HQ
- Attend and participate in team meetings as required.
- Candidate must adhere to BART holiday schedule and work hours.

Prime: Atkins N.A.

Subconsultant	Amount
RSE	\$ 869,320

Total Work Plan Value: \$ 893,512