

Work Plan No. B.55-03 PPMS - Support

Scope:

The scope of services for the Project Management Support include:

- Support the PM with day-to-day project management activities, including review of software development, integration, and configuration across multi-disciplinary projects in various stages of planning, design, procurement, and construction.
- Review and validate software integration completed by Hexagon, support OCIO with configuration of reports as needed.
- 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.
- Develop and create graphics, charts and tables for presentations and business reports
- 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.
- Assist the PM with development of project reports including physical Measurables, FTA quarterly report, weekly, monthly and quarterly project reports.
- Provide procedural and administrative support to the Program Manager.
- Maintain log of progress/physical Measurables and Project Execution Plan and Risk Register status and upcoming due dates. Track and provide updates during bi-weekly meetings.
- Perform other tasks as directed by the Project Management Team and/or the District representative.

Prime: AECOM

Subconsultants: None

Total Work Plan Value: \$ 638,431