

**Work Plan No. B02-02-Measure RR All Programs PM Support**

**2. SCOPE OF SERVICES**

The overall project scope will focus on the PM support of all Measure RR Program in planning, reporting, scheduling, and projects budget forecasting.

The Jacobs 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) Attending project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, distribute meeting minutes as directed
- e) Provide procedural, 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;
- 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) Providing schedule updates and prepare biweekly and monthly reports,
- l) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Mater 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.
- m) Other tasks as directed by the Project Management Team and Resident Engineer and/or the District representative. The Jacobs PM Support Team will be responsible for complete delivery of a task, from start to finish. We will be cognizant of BART resources and use our staff efficiently.

**Prime: Jacobs**

**Subconsultants: None**

**Total Work Plan Value: \$4,342,559**