

BART Agreement Number: 6M8180

Approval Date: 07/26/24

Work Plan No. A.12-01 Program/Project Management Support

Scope:

The scope of work for the Program/Project Management Support include:

- a) Plan, review and schedule appropriate meetings, calendar alerts and help in handling day-to-day coordination. Take meeting minutes, prepare action items, and distribute meeting minutes as directed
- b) 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
- c) Set-up and maintain project files; perform ongoing document control and file management.
- d) Perform Quality Checks (QC) on the Data
- e) Provide procedural, and administrative support to Project Staff
- f) Reserve/schedule conference rooms and attend weekly progress status meetings with the project team and stakeholders as required
- g) Track, review, and update deliverables schedules based on input from BART team and other stakeholders
- h) Assist with development of presentations, and weekly/monthly/quarterly project reports as required
- i) Perform other tasks as directed

Prime: The Allen Group

Subconsultants: None

Total Work Plan Value: \$ 231,337