

BART Agreement Number: 6M8146

Approval Date: 01/22/24

Work Plan No. B.50-01 Program Management Support for Project Controls and Reporting Work Plan 'A'

Scope:

The overall workplan scope will focus on Project Controls, Data Analysis/Management, project review, data integrity review, and Reporting functions as follows. The consultant team will perform the following duties and responsibilities:

- Monthly collection and analysis of relevant project controls data from the large portfolio of capital projects, prepare excel based reports for distribution to Project Managers (PM) and Program Managers (PgM's) for their review and comments.
- Support project risk management and change management practices.
- Perform Quality Checks (QC) on the Data and archive documents that demonstrate quality checks being done per BART Standards.
- Incorporate comments and feedback from PM's, Program Managers (PgM's) and other stakeholders.
- Provide procedural and administrative support to Project Staff including tracking of compliance with current BART standards for project controls.
- Report preparation, page layout/design, and creating data-driven graphics.
- Track, review, and update deliverables schedules based on input from BART team and other stakeholders.
- Provide timely support to Monthly Project Review of numerous Capital projects within the District.
- Provide timely support to development of Quarterly Project Update review involving Portfolio/ CIP Categories.
- Implement applicable standardized Tools and Process in place as directed by supervisor to deliver quality deliverables which will be utilized by delivery team to make data driven decision.
- Perform other tasks as directed by the Project Management Team and/or the District representative. The PgM Support Team will be responsible for the complete delivery of a task, from start to finish. The consultant shall be cognizant of the actual need for BART resources and use consultant staff efficiently.

Prime: Parsons Transportation Group

Subconsultants: None

Total Work Plan Value: \$ 1,150,626