

Work Plan No A.05-01 Program Management Support for Project Controls and Reporting Work Plan 'B'

Scope:

2.0 SCOPE OF SERVICES

The overall Work Plan scope will focus on Project Controls, Data Analysis/Management, project review, data integrity review, and Reporting functions as follows. CONSULTANT's duties and responsibilities shall include the following:

- a) 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 (PgMs) for their review and comments.
- b) Support project risk management and change management practices.
- c) Perform Quality Checks (QC) on the Data and archive documents that demonstrate quality checks being done per BART Standards.
- d) Incorporate comments and feedback from PMs, Program Managers (PgMs) and other stakeholders.
- e) Provide procedural and administrative support to Project Staff including tracking of compliance with current BART standards for project controls.
- f) Report preparation, page layout/design, and creating data-driven graphics.
- g) Track, review, and update deliverables schedules based on input from BART team and other stakeholders.
- h) Provide timely support to Monthly Project Review of numerous Capital projects within the District.
- i) Provide timely support to development of Quarterly Project Update review involving Portfolio/CIP Categories.

- j) Implement applicable standardized Tools and Processes in place as directed by supervisor for deliverables which will be utilized by delivery team to make data driven decision.
- k) Perform other tasks as directed by the Project Management Team and/or the District representative. The PgM Support Team will be responsible for the delivery of a task, from start to finish. CONSULTANT shall be cognizant of the actual need for BART resources and use consultant staff efficiently.

Prime: PGH Wong Engineering, Inc.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
M Lee	\$ 763,144	Y	Y

Total Work Plan Value: \$ 1,326,658