

**BART Agreement Number: 6M8147**

**Approval Date: 09/02/2020**

**Work Plan No. A.16-01 – Transbay Corridor Core Capacity Project  
Management Oversight (PMO) Lead**

**Scope:**

CONSULTANT will provide a PMO Lead and services to support the TCCCP Group Manager. This work will consist of implementing processes and procedures already accepted and drafting of new processes and procedures where required. The PMO Lead will provide additional expertise in related areas of Project Management that may help BART achieve project objectives and requirements. The PMO Lead will review processes and procedures to maintain they are being followed and will do Quality Checks of those Processes, Procedures, and Plans for compliance. The PMO Lead will also conduct Quality Assurance audits of the PM process per the Project Management Plan (PMP). The Scope of Work includes one Full Time Employee (FTE) who will report directly to the Core Capacity Group Manager and a part time Project Administrator who will provide support to the PMO Lead.

Specific duties and responsibilities for the PMO Lead will include the following:

1. Provide Program Management Oversight Support by:
  - a. acting as Point of Contact Support for the PMOC.
  - b. establishing standardized program procedures for project component teams with a reporting focus.
  - c. providing programmatic oversight and guidance to project component teams.
  - d. managing compliance of procedures.
  - e. utilizing lessons learned from M&E's Earned Value Management System for the RR program to guide the TCCCP EVM program (confirm compliance with FTA guidelines and rules).
  - f. managing Program's Change Control Processes/Procedures.
  - g. establishing a Program level dashboard.
  - h. providing Staffing support for Scheduling, Cost, and Project Controls activities.
  - i. supporting staff with reporting requirements and optimizing processes, as requested/needed.
  - j. taking the lead in consulting staffing needs for the Program, as requested.
  - k. attending Weekly/Monthly/Quarterly coordination meetings.

**Prime:** PGH Wong Engineering, Inc.

**Subconsultant:** None

**Total Work Plan Value:** \$ 534,957