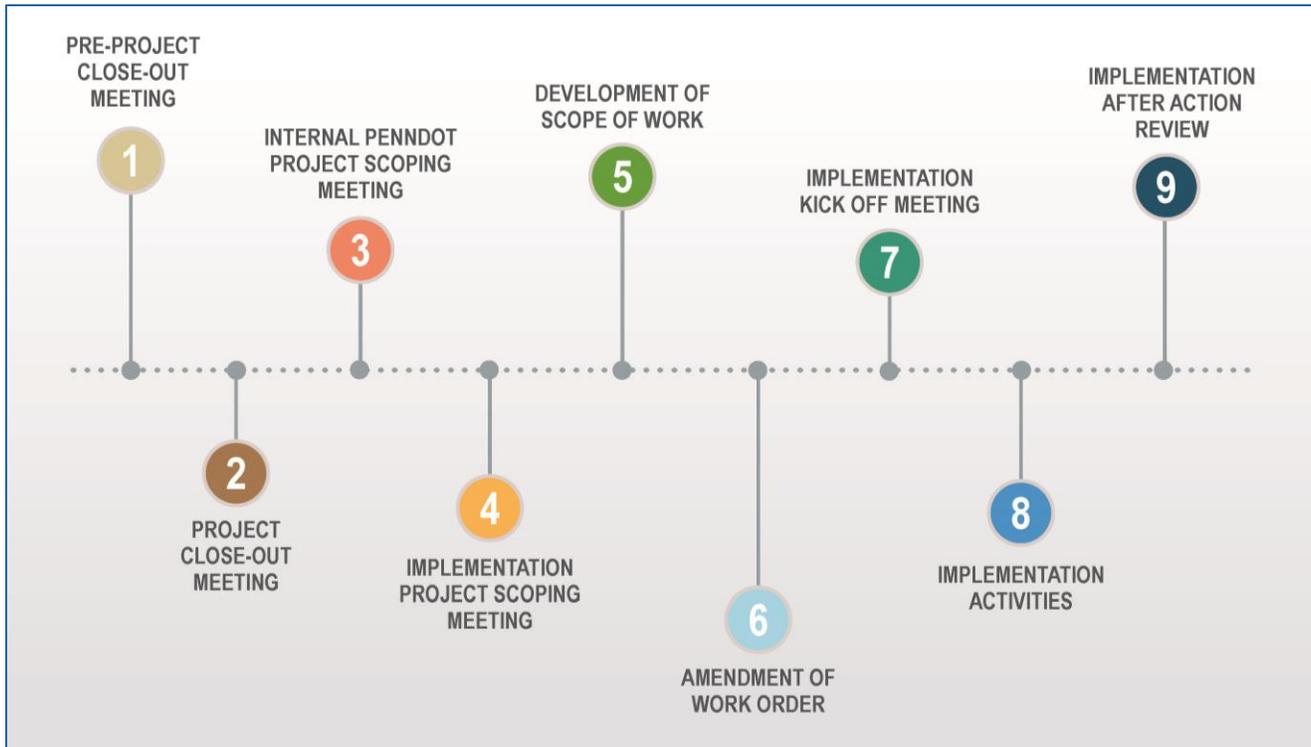


Implementation Work Plan Process



Work Plan

1. **Pre-Project Close-Out Meeting** (Implementation Evaluation Occurs)
 - a. The Project Manager (PM) for the research project meets with the Technical Advisor (TA) three months/90 days before the research project ends. At this meeting, the PM and the TA complete the **Implementation Evaluation Form**, which serves to determine if the research project has the potential for implementation.
2. **Research Project Close-Out Meeting** (Implementation Activities Confirmed)
 - a. Once the research project is finished, the PM conducts the Project Close-Out meeting with the TA. The PM and the TA prepare the **Implementation Action Plan**, which confirms what implementation activities are required.
 - b. The PM and the TA complete the Completed Research Project form and post it to the PennDOT website. The PM and the TA also complete the Research Project Fact Sheet.
3. **Internal PennDOT Project Scoping Meeting**
 - a. If warranted, prior to the Implementation Project Scoping Meeting, the PM, the TA and/or the Project Champion (PC) will conduct internal meetings with other PennDOT supervisors, managers, Division Chiefs, and subject matter experts to review the Implementation Action Plan. This coordination is intended to confirm the implementation activities and achieve consensus on the Implementation Action Plan. When consensus is reached, the PM forwards the Implementation Action Plan to the Implementation

IMPLEMENTATION WORK PLAN

Project Manager (IPM). To initiate implementation support, the IPM submits the Implementation Action Plan to the Implementation Contractor (IC).

4. Implementation Project Scoping Meeting

- a. The IPM, the TA and/or the PC, and optionally the PM, meet with the IC to review the Implementation Action Plan and discuss requested activities.

5. Development of Scope of Work

- a. The IC develops a draft Scope of Work and estimate of work effort and submits them to the IPM. If needed, the IPM, the TA and/or the PC, and the IC meet again to refine the scope of work and level of work effort.

6. Amendment of Work Order

- a. Following an approved Scope of Work, the IPM amends the Work Order to provide a new task specific to the Implementation Action Plan and approved Scope of Work.

7. Implementation Kick Off Meeting

- a. The Implementation Team (IPM, TA and/or PC, and the IC) meets to review scope, schedule, and assignments and begin work.

8. Implementation Activities

- a. Work commences on the implementation activities. Implementation activities will always include two components:
 - i. Prepare a cost benefit analysis of the implementation project. This is a high-level assessment of the costs to conduct and implement research as compared to the benefits of implementation.
 - ii. Create the communication plan and checklist for educating and informing internal and external parties about the implementation project.
- b. Other deliverables will vary depending upon the Implementation Action Plan and approved Scope of Work. Progress meetings and Special Purpose meetings will occur at regular intervals during this time to keep the IPM, TA and/or PC informed. Progress meetings will occur to provide update on the status of the activities and review invoicing. Special Purpose meetings will occur at key intervals to discuss deliverables, review comments, etc.

9. Implementation After Action Review

- a. Following the completion of all implementation activities, the Implementation Team meets to conduct an After Action Review. The After Action Review will include a discussion about the process, evaluate outcomes, and review the cost benefit analysis.

Acronyms

IC – Implementation Contractor
IPM – Implementation Project Manager
PC – Project Champion
PM – Project Manager
TA – Technical Advisor

