

# ACEC / Iowa DOT Partnering Team A-1 - Communicating Changes



# Mission Statement

Clarify and expedite the proliferation and distribution of new and updated technical and procedural requirements related to new initiatives.

- The focus more on how to communicate changes or updates to current standards to consultants who are already familiar with the DOT way of doing business. Simply put, the goal is to avoid rework.



# Team Members

Iowa DOT	ACEC
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# Finding / Recommendations

- Understand the change
  - Categorized (immediate, desirable, future)
  - Complexity of the change (Plan, Process, Design, case by case, etc)
  - Urgency of the change (mandatory/regulatory/safety)
- Understand the Impact/Value of the change
  - Schedule
  - Cost of design vs construction cost
- Communication methods to inform all.
  - Associate a process with each change that is clear to all DOT and partners
  - Electronic notification
  - Feedback loop

# Recommendations – Understand the Change

- DOT to decide priority, share with Partnering Council; partners to decide how it impacts their own projects. Then discuss it during the PMTs.
  - **Priority A** means this is a mandatory change to stay in compliance with a law or regulation. A priority A will typically mean rework is required for this implementation and the cost and schedule impacts will need to be mitigated as much as possible but will not be a reason to not implement.
  - **Priority B** means it is very desirable to implement this change but affects to schedule and cost should be discussed to make sure the change is reasonable for a particular project.
  - **Priority C** means this change should be implemented in the normal six month updates or earlier if it does not affect the cost or schedule of a project. Impacts to cost and schedule to be discussed before deciding to implement.

# Recommendations – Understand the impact

- Develop a feedback loop, through Partnering council so unintended consequences or unforeseen impacts to implementing the change are channeled back. This may include ad-hoc group for large or complex changes.
- DOT to conduct bimonthly meetings With DOT-PM's to discuss impact of changes

# Recommendations- Communication

- Develop a change communication content form or outline so consultants and other offices understand the background and need for change, possible benefits or consequences as well as the priority and schedule of implementation.
- Develop a notification system similar to the email system currently used internal to the DOT that would include consultants. The system would also ideally include an online searchable “in-process” area as the change works its way through the normal update process.
- Develop a status list to note when the change is in implementation and when it is fully implemented in permanent requirements and documentation ( i.e. the Design Manual, Standard specifications, etc.)

# Next Steps – Approval & Implementation

## **Iowa DOT**

- Notification Form, web-page links
- Log changes on Web-site
- Bimonthly meetings with PM's
- Send notifications Via GovDelivery
- Partnering Agenda

## **ACEC**

- Proliferate notifications to membership
- Add info & links to Website
- Provide timely feedback regarding impacts
- Partnering agenda