



Project Delivery Network
Public Involvement QC Checklist

Version
02/05/2014

QC Manager:
UDOT Public Information Manager

Introduction

The Project Delivery Network Public Involvement Design QC Checklist is to be used with the [UDOT QC/QA Procedures](#). This checklist is a tool to assist the project team in verifying all work is produced with due diligence, using acceptable industry standard techniques, available resources and data, and reasonable decisions by competent professionals. The checklist is a tool and cannot replace the sound judgment and experience of competent professionals. It is the Design Team's responsibility to verify the quality of project documents **before** distribution.

For suggestions or answers to questions please contact:

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QC Documentation

Consistently documenting the QC process is an essential step to the QC procedures. The documentation provides the following benefits:

1. It confirms for project teams that each step in the QC process was completed correctly.
2. It confirms for UDOT that the QC procedures are followed consistently by all project teams.
3. It provides the opportunity for all to find ways of improving the QC/QA procedures.

Documentation has always been used by the project team to perform required quality assurance verification and has been maintained by the design team for reference during construction. It has also served as the way for UDOT to perform project audits to verify the design team followed the required QC/QA procedures. Providing this documentation in ProjectWise increases the opportunities to realize the benefits of QC documentation.

UDOT **requires** the Originator to upload all QC documentation for each deliverable into ProjectWise and attribute it as directed by this QC/QA Design Checklist (see *Recommended QC Documentation Table*). Every deliverable and applicable checklist item must have some form of documentation demonstrating the QC was completed. The QC documentation must be uploaded at or before each milestone review package distribution. The QC process is incomplete until all QC documentation is uploaded and attributed correctly.

The following recommendations are provided for creating QC documentation files:

- Provide all QC documentation required to review the QC process.
- Separate or combine QC documentation into files that are logical for the size and complexity of the project. For example, smaller projects can combine multiple disciplines' plan sheets into one QC file while larger projects should maintain separate files.
- Insert the entire final deliverable copy into the file before the QC check prints.
Example: M&P deliverable, M&P check prints
- Collate the plan sheets, specifications, and special provisions so that each sheet and spec. has the deliverable and check print redlines together.
Example: EC-01 deliverable, EC-01 check prints, EC-02 deliverable, EC-02 check prints, etc.

UDOT QC Documentation Recommendations and Instructions

A balance between consistency and flexibility is required to meet the demands of quality control and the variation in project scopes, teams, budgets, and methods. UDOT is not providing a list of requirements for QC documentation to help meet this balance. UDOT is only requiring that the project team provide all QC documentation, upload it to ProjectWise, and attribute it properly.

Recommended QC Documentation and *UDOT QC Instructions* are provided within the checklist to assist project teams, Checkers, and QA reviewers. These recommendations and instructions are given as guidance and are not meant to change the way a project team performs their QC process if the process meets all UDOT requirements. Project teams may adapt the recommendations and instructions as needed or use them to verify their process meets UDOT's requirements. The recommendations and instructions are not and cannot be completely comprehensive so it is necessary for project teams to make some alterations to the recommendations as needed to meet specific project challenges.

The *UDOT QC Instructions* for each checklist item or group of checklist items can be found italicized under the corresponding items followed by the right justified *Recommended QC Documentation*.

Not all checklist items have a recommended QC documentation. The completed checklist serves as the QC documentation for these items. Provide additional documentation when available.

Some checklist items require coordination, acceptance, or approval to be completed. A space has been provided for these items to identify the documentation being provided as evidence of completion.

The **Originator** is responsible to have all their work checked and to provide and upload all documentation. The **Checker** is responsible to complete a thorough check and provide all documentation to the Originator. Complete QC reviews **before** deliverable distribution.

QC Checklist Instructions

It is **required** to complete and upload into ProjectWise all 14 Design QC Checklists unless otherwise noted by the UDOT Project Manager on the Project QC/QA Plan (*see the UDOT QC/QA Procedures for the Project QC/QA Plan form and instructions*). The Checker must verify all items in the checklist are complete and correct for each deliverable listed along with any additional items the Checker deems necessary.

- The checklist items are not to be interpreted as the only items that need to be checked.
- The Checker places his or her name in the space provided at the beginning of the checklist. Fill out one checklist and include all names if multiple Checkers are used for the same deliverable. Place the Checker's initials next to each item they checked. Use the text box to the left of the item number provided in the form for the Checkers' initials unless the item is not applicable.
- Check the checkbox next to each item that has been checked. Place an **NA** in the checkbox or the text box provided to the left of each item number if the item is not applicable to the project. **ALL** items must have check mark or NA.
- Provide documentation demonstrating the action occurred for checklist items that recommend **Approval Documentation, Coordination Documentation, or Acceptance Documentation**. Documentation may be formal communications, emails, meeting notes, phone conversation logs, or other forms that document communication process. Place the file name in the space provided and follow the attributing convention in the Recommended QC Documentation Table.
- Provided at the end of each checklist is an Estimate Review Checklist. Complete and submit this checklist when checking the estimate as well as completing any checkboxes found on the activity checklist.
- A comments sheet is provided at the end of each discipline's checklist for the Originator and Checker to make comments, notes, and clarifications. Only one comment sheet is provided to minimize space and printing when printing the entire checklist. Use this sheet to document and consolidate the QC check comments.
- Each discipline checklist is separated into activity checklists. Complete the activity checklists necessary for the phase of the project. The Recommended QC Documentation table recommends uploading each activity checklist as a separate file. The checklists may be combined, but each

checklist must be included in the file name and attributed properly (example: QC_4U1_4U3_Checklist_dddmyy).

- Every checklist item in each section of all required Design QC Checklists (see the Project QC/QA Plan) must be completed. It is unacceptable to address an entire section with a blanket statement or a continuous line through all boxes. Each item must have “NA” next to it even if an entire activity or section is not applicable.
- Previously completed checklists may need to be completed again if, after a milestone, changes were made to elements checked on the previous checklist. Complete the necessary checklist items associated with the changed element and mark “NA” on all other items. Combine these checklists with the existing phase checklist into one file (example: QC_4R1_3R1_Checklist_dddmyy).
- Do not recheck items that have been QC checked previously and have not changed or are not affected by a change.

The Originator is required to upload the completed checklist into ProjectWise and attribute it correctly (see *Recommended QC Documentation Table*) once all items are checked and verified. Properly attributed documents can be verified by checking the QC Saved Search folders in ProjectWise.

The following explanations are to aid in completing the QC checklist items:

- A checklist item deemed “complete,” “correct,” or “accurate” does not denote that the item is perfect, but rather that the item satisfies design criteria based on known information, acceptable techniques, and sound judgment.”
- A checklist item deemed “addressed” denotes the item as “reviewed all known concerns and verified the concerns are appropriately mitigated and satisfy design criteria.” Addressed concerns are not necessarily incorporated into the design, but satisfactorily mitigated.
- A checklist item deemed “identified” denotes the item as “an acceptable and economical approach to satisfy design criteria based on known information.”
- A checklist item deemed “verified” denotes the item as “verified the approach/conclusion as acceptable based on known information.”

QC Documentation ProjectWise/Attributing Instructions

ALL QC documentation must be uploaded into ProjectWise and attributed correctly. Please see [UDOT ProjectWise Online Training](#) for more information on ProjectWise and attributing documents.

There are three potential attributing scenarios for all QC documentation in ProjectWise:

1. Not in ProjectWise initially (e.g. scanned documents that will be uploaded/attributed)
2. Already in ProjectWise but either not attributed or attributed incorrectly
3. Already in ProjectWise and correctly attributed for another reason but also in need of a supplemental attribute specifically for QC

No matter how the required documents initially exist, all must be attributed for QC as directed below or the QC documentation is not considered complete as required

It is **required** to properly attribute **ALL** QC documentation. To assist project teams properly name and attribute each document, the following table *Recommended QC Documentation* provides naming and attributing conventions for all recommended QC documentation. These naming and attributing conventions can be adapted for use with all additional documentation or altered for combining documents. Name a file logically with all elements included in the file and follow the naming and attributing convention if altering or combining files. Remember, the goal of naming and attributing is to make the document searchable by someone not intimately associated with the project.

Recommended QC Documentation

Recommended Documentation	Naming Convention	Document Type Filter	Document Type	Document Subtype	Document Phase*
Coordination Documentation	<i>PIN_QC_Pi_CoordDocID_mmddyy</i>	PI	QC/QA +	Project Documents	Scoping
Initial PI Plan Redlines	<i>PIN_QC_Pi_Plan_mmddyy</i>	PI	QC/QA +	Project Documents	Scoping
Checklist 1P1	<i>PIN_QC_1P1_Checklist_mmddyy</i>	PI	QC/QA +	QC Checklist	Scoping
PI Plan Revisions Redlines	<i>PIN_QC_Pi_Plan_RevID_mmddyy</i>	PI	QC/QA +	Project Documents	PS&E
Business Cards Redlines	<i>PIN_QC_Pi_BusinessCard_ID_mmddyy</i>	PI	QC/QA +	Project Documents	PS&E
Printout of Website/Summary Page Redlines	<i>PIN_QC_Pi_Website_ID_mmddyy</i>	PI	QC/QA +	Project Documents	PS&E
Public Meeting Materials & Summaries Redlines	<i>PIN_QC_Pi_MaterialsID_MeetingID_mmddyy</i>	PI	QC/QA +	Project Documents	PS&E
Outreach Materials Redlines	<i>PIN_QC_Pi_Outreach_ID_mmddyy</i>	PI	QC/QA +	Project Documents	PS&E
PI Status Summary Redlines	<i>PIN_QC_Pi_Status_Summary_ID_mmddyy</i>	PI	QC/QA +	Project Documents	PS&E
Checklist 4P1	<i>PIN_QC_4P1_Checklist_mmddyy</i>	PI	QC/QA +	QC Checklist	PS&E

*Use the appropriate document phase; this list is given as a guide.

1P1 Develop Initial Public Involvement Plan

Create a PI plan for the design phase based on the UDOT template. The plan includes key messages, project stakeholders, commitments made to stakeholders in previous project phases, a project team communication plan, media outreach for the project, and a schedule. Tailor the PI plan to the project and include only items and detail as needed.

References

1. [UDOT Project Outreach Planner](#)
 2. [Public Involvement Resources & Templates](#)
 3. [Public Involvement Consultants](#)
 4. [UDOT Project Delivery Network](#)
 5. [UDOT QC/QA Procedures](#)
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Initial PI Plan

Checker: _____

Date Completed: _____ PIN: _____

1. The PI plan reflects the project's POP level.
2. Coordination with ROW has determined possible impacts to the public, including property owners and tenants, where applicable.

Coordination Documentation: _____

3. The following items are in the plan, accurate, and complete:
 - a. Project type
 - b. Design target dates
 - c. Design contacts
 - d. Project description which includes an overview of other projects in the area and milestones
 - e. Key messages
 - f. If an EA/EIS was completed, the PI plan references the EA/EIS commitments.
 - g. Design elements or considerations that could be influenced by PI
 - h. Communication plan
 - i. List and schedule for PI
 - j. Updated stakeholder database includes all pertinent information (i.e. contacts, previous comments, issues, etc.)
4. The media outreach plan (if applicable) is complete.
 - a. Includes a list of media outlets.
 - b. Addresses the need for press release(s).
 - c. Addresses the need for legal notice(s).

1P1 Continued

- d. Addresses the need to purchase advertising for public outreach.
- 5. Preliminary public involvement activities schedule addresses project design needs.
- 6. If developed, contractor incentives are appropriate.

Check the plan following the UDOT QC/QA Procedures Section 3.4.

Required QC Documentation: Initial PI Plan Redlines

4P1 Revise/Implement Public Involvement Plan

Based on the Scoping Meeting, enhance or implement the project's PI plan to prepare for design. Activities during this phase set the stage for efficient and effective public outreach.

References

1. [UDOT POP](#)
 2. [Public Involvement Resources & Templates](#)
 3. [Public Involvement Consultants](#)
 4. [Partners for the Road Ahead Guide](#)
 5. [UDOT Project Delivery Network](#)
 6. [UDOT QC/QA Procedures](#)
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Revised PI Plan

Checker: _____

Date Completed: _____ PIN: _____

1. The POP reflects the current design.
2. The PI plan reflects the project POP level.
3. All revisions to the project branding conform to the current UDOT standards and guidelines.

Check the plan revisions following the UDOT QC/QA Procedures Section 3.4.

Required QC Documentation: PI Plan Revisions Redlines

4. All **Business Cards** updates are appropriate and correct.
 - a. Correct applicable contact information (name, title, number, email, website address)
 - b. Correct logos
 - c. Correct project title

Check a draft of the cards following the UDOT QC/QA Procedures Section 3.4.

Required QC Documentation: Business Cards Redlines

5. All **Website/Summary Page** updates are appropriate and complete.
 - a. Correct contact information
 - b. Meets current UDOT standard template
 - c. Verified all content is correct, clear, and concise
 - d. Verified all links work correctly

Check the website following the UDOT QC/QA Procedures Section 3.4.

Required QC Documentation: Printout of Website/Summary Page Redlines

4PI Continued

- 6. All **Public Meeting Materials and Summaries** updates are appropriate and complete.
 - a. Complies with the current style guides
 - b. All materials are consistent (content, contacts, titles, project summaries, etc.)
 - c. Most current project design has been used in materials/as reference
 - d. Leadership and design team have coordinated to make sure the message is consistent
 - e. All branding is consistent

Check the all meeting materials and summaries following the UDOT QC/QA Procedures Section 3.4 before final versions are created.

Required QC Documentation: Public Meeting Materials & Summaries Redlines

- 7. All **Outreach Materials** updates are appropriate and complete.
 - a. Complies with the current style guides
 - b. All materials are consistent (content, contacts, titles, project summaries, etc.)
 - c. Most current project design has been used in materials/as reference
 - d. Project leadership and design team have coordinated to make sure the message is consistent
 - e. All branding is consistent

Check the materials following the UDOT QC/QA Procedures Section 3.4.

Required QC Documentation: Outreach Materials Redlines

PI Status Summary

Checker: _____

Date Completed: _____ PIN: _____

- 1. All comments are collected and documented.
- 2. All responses (one-on-one or group) are complete.
- 3. All contact information appears to be complete.
- 4. The summary of all public meetings is complete.
- 5. The summary of all outreach materials is complete.
- 6. The analysis (lessons learned) is complete.
- 7. Summary of the strategy approach is complete and changes in the strategy are documented and supported.

Check the summary following the UDOT QC/QA Procedures Section 3.4.

Required QC Documentation: PI Status Summary Redlines

PI Transition Handoff Package

Checker: _____

Date Completed: _____ PIN: _____

1. List of PI contacts for utilities is complete and correct.
2. Contacts for all local governments that may be performing work in the area are included.
3. Stakeholder contact list is included.
4. Final Design-Phase PI Report is included.
5. Applicable ROW records are included.
6. MOT plans are included.

This completed checklist serves as the QC documentation. Check each checklist item and provide additional documentation when available.

QC Check Comments

Provide comments, methods, assumptions, explanations, file locations, and any other information needed to facilitate the QC check. Print and attach this sheet to the checklist. Upload this sheet with the associated checklist.

PIN: _____ Activity: _____ Deliverable(s): _____

Originator: _____

Checker: _____

Additional Commenter(s): _____