

READERS GUIDE TO WATCH LIST MONITORING REPORT

PROJECT OVERVIEW

Department:	SDOT
Project ID:	MC-TR-C037
Project Name:	Project A
Current Project Stage:	Stage 3: Design

Project Summary

Departments provide a summary of the CIP Project and explain what work was accomplished during the previous quarter.

**Department Submits Project Photo of Progress
Made in Current Quarter (or rendering for
projects that are not in construction).**



		2018			
		Q1	Q2	Q3	Q4
Project Risk Profile and Mitigation Plan	Risk Status:				

Risk indicators are driven by six primary risk factors: Scope, Schedule, Budget, Coordination (Interdepartmental, and Outside Agency), Community Impact, and Political. Departments rank their risk on a scale of 1 (low) to 3 (high) and the indicator light is based on the average of those scores. A Green indicator means the department has ranked all their risk elements as a "1". A Yellow indicator means that, at a minimum, two or more risk elements have been ranked as a "2". A Red indicator is triggered if any risk element has been ranked as a "3" or all risk elements have been ranked at a "2". (CBO does not submit a Q3 report because the content is the same as the Proposed Budget submittal.)

A **Green** indicator light means that the department has mitigated all known risks and they do not anticipate needing Council action in the near future. A **Yellow** indicator means that the department has identified a number of risks and has mitigated most of them, but there is a chance that they could have project impacts such as delays or cost increases. A **Red** indicator means that risks are present that do not have mitigation in place. Yellow and Red indicators could require Council action through a supplemental, stand alone, or budget legislation.

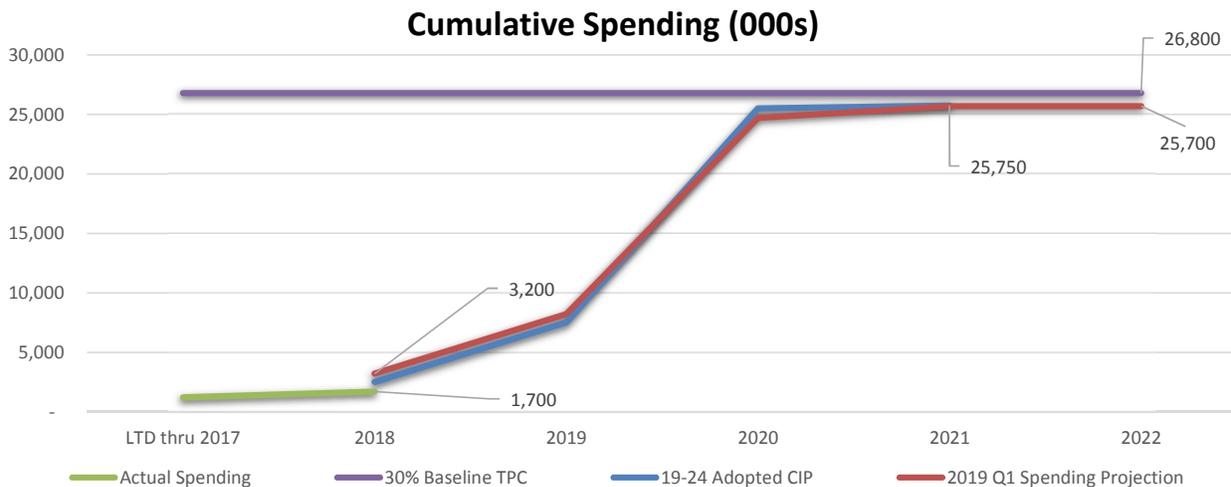
We recognize that these risks categories are not independent variables and one risk factor directly influences another. Therefore, the risk indicator average is not a scientific measure but rather a judgement by the departments. With that in mind, we have encouraged the departments to use this narrative section to explain the risk ranking and elaborate on risks that are continuing, or emerging.



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The Budget Summary Table and Chart are for illustrative purpose.

BUDGET SUMMARY (000s):	LTD thru 2018		2019	2020	2021	2022	Total
	2017	Revised					
30% Baseline TPC							26,800
19-24 Adopted CIP	1,500	2,500	5,000	18,000	1,000	250	28,250
Actual Spending	1,200	500					1,700
2019 Q1 Spending Projection	1,200	2,000	5,000	16,500	1,000	-	25,700
Projection Variance (Over/(Under))							(2,550)



Variance Explanation - Adopted CIP Budget to Projection (if applicable)

In this section departments provide a summary of the budget. The narrative in this section will focus on the spending projection and what is driving any variance from the Adopted Total Project Cost (TPC). Note that the Chart is Cumulative year over year in order to display the totals over the life of the project.

Baseline Total Project Cost: For new projects that come into the CIP and are included as Watchlist projects, one of the main milestones is 30% Design. 30% Design includes the basic concept of the project including elements such as (but not limited to) survey of existing conditions, route alignment, traffic configuration, utilities plans, and structure locations. The 30% Design milestone also includes the initial Engineer’s Estimate or original Baseline for the Total Project Cost. This will provide a benchmark from which to measure project cost and scope adjustments. Many of the projects included in the report were in late stage design or construction when we started reporting and have had long histories with multiple budget/scope adjustments, therefore we are excluding the 30% design total project cost to reduce confusion in the report.

19-24 Adopted CIP: This is the budget that was included in the 2019-2024 Adopted Capital Improvement Program, and what was displayed on the Project Page in the Budget document.

Actual Spending: This the Life to Date Spending through the prior year, and the Year to Date spending through the current period.

Spending Projection: This is the amount the department is forecasting they will spend on the project as of the current period.

Projection Variance (Over/(Under)): This is the variance between the Adopted CIP amount, and the Spending Projection.

Note: The difference between the blue and red line in 2018 is the 2018 carry forward.

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PROJECT SCHEDULE

Start: Q1/2015

End: Q1/2022 (Projected)

Project Schedule	2015				2016				2017				2018				2019				2020				2021				2022																			
PROJECT A	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4																
Baseline Schedule	[Gantt bar from Q1 2015 to Q4 2020]																																															
Adopted CIP	[Gantt bar from Q1 2015 to Q4 2021]																																															
Current Schedule	[Gantt bar from Q1 2015 to Q4 2021]																																															
Stage 1: Pre-Project Development	[Gantt bar from Q1 2015 to Q4 2015]																																															
Stage 2: Initiation, Project Definition, & Planning					[Gantt bar from Q1 2016 to Q4 2017]																																											
Stage 3: Design									[Gantt bar from Q1 2018 to Q4 2019]																																							
Stage 4: Procurement/Bid																	[Gantt bar from Q1 2020 to Q4 2021]																															
Stage 5: Construction																									[Gantt bar from Q1 2021 to Q4 2022]																							
Stage 6: Closeout																																	[Gantt bar from Q1 2022 to Q4 2022]															

Explain Schedule Variance

The schedule section compares the current project schedule to prior schedules that were communicated to Council. The first three rows of the chart show the overall project schedule at different milestones. The Stage by Stage schedule is the schedule as of the current reporting period.

Because we are implementing this new approach to monitoring in the middle or late stages of some large projects, we will be modifying the schedule chart accordingly. For simplicity in reporting, some of the current Watchlist projects will not include each Baseline, or each individual project stage because the Baseline schedule, or prior stages were completed many months, or years ago and trying to recreate the history of the project in a simple chart could create confusion. For all new projects, departments will include a schedule for each stage of the project. As we update the schedules, we will keep a "baseline" schedule--the project schedule estimate at the 30% design milestone--to which we can compare the current project schedule.

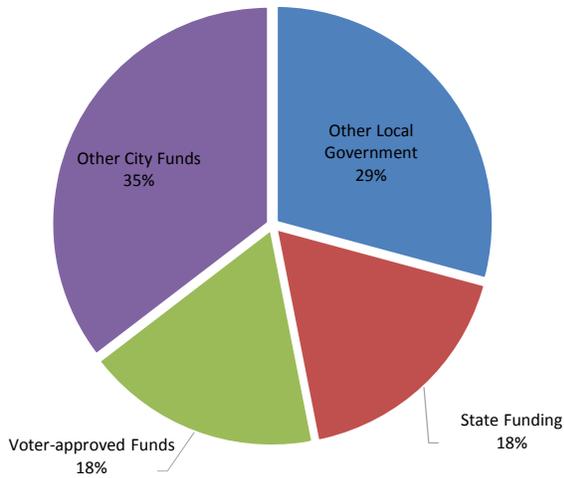
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PROJECT FUNDING BY SOURCE (000s)

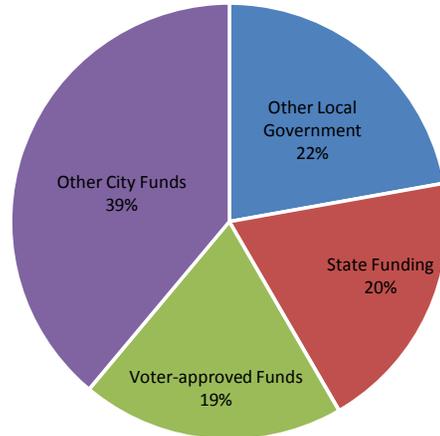
Adopted CIP Funding: \$ 28,250

Projected Funding: \$ 25,700

Adopted CIP Funding Plan



Projected Funding Plan



Funding Variance	Adopted	Projection	Δ
Other Local Government	8,250	5,700	(2,550)
State Funding	5,000	5,000	-
Voter-approved Funds	5,000	5,000	-
Other City Funds	10,000	10,000	-
Total	\$ 28,250	\$ 25,700	\$ (2,550)

Action Plan to Address Funding Gap (if applicable)

The "Project Funding by Source" section is where the department will communicate its plan to address any potential funding gaps. Projects with Red indicator lights (and sometimes yellow) will almost always have a budget/financial risk and therefore a funding strategy will be included. If the variance to budget is large enough, the department will come to Council to approve the new funding.

The Project Funding by Source page is not included for Utility Watch List projects because those projects are generally fully funded by rates.