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**From:** [REDACTED]

**Sent:** 12/21/2020 8:21:31 AM

**To:** [REDACTED]

**Subject:** Scoping Session for NV & HB

**Location:** Microsoft Teams Meeting

**Start:** 1/5/2021 1:00:00 PM

**End:** 1/5/2021 4:30:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Required Attendees:** [REDACTED]

**Optional Attendees:** [REDACTED]

\*\*\*Due to the advanced mileage challenge I am expediting this scoping session. Other scoping sessions for new projects to fill the rest of this week.

Please plan to attend this scoping session for projects in NV & HB listed below. Scoping Session procedures will remain the same. The only exception is that we will request that each task be prioritized and expedited in order to get these projects into the hands of the estimators so dependencies can start to be cleared and then into construction as soon as we possibly can. Below is the individual task schedule which we would like to at a minimum maintain but expedite where we can.

- Review Scoping Tracker and time frame for each phase
  - Scoping Checklist
    - **Project Mgr:** Scoping checklist sent to estimating- 1 day after meeting
    - **Estimating:** Filed scoping and complete checklist returned to PM - 2 weeks
    - **Estimating/Planning:** Field Notes reviewed/approved by Planning Engineer and returned to PM, planning updates scope documents - 1 week
    - **Project Mgr:** Checklist reviewed and attached to EDRS - 1 day
  - Segment Maps
    - **Estimating:** Map Segmentation - 1 week after scoping meeting
    - **Estimating/Planning:** Segment maps reviewed/approved by Planning Engineer and returned to PM - 1 week
    - **Project Mgr:** Segment maps reviewed and attached to EDRS - 1 day
  - Suborder Creation
    - **Grid Design:** WBS & Cost Elements Created, send to planning - 2 days

- **Planning:** Create Notifications, send to estimating - 2 days
- **Estimating:** Order Numbers Created, send to team (PM, Grid Design, Planning) - 2 days
- **Planning:** Update all scoping documents in SAP – 2 days
- **Project Mgr:** Completed Suborder table attached to Project Log - 1 day

The projects for this meeting are listed below. The AA are not all approved as we are attempting to crash the schedule to get these projects started. KMZ files are also attached as well as other scoping documents to the AA link in EDRS. If there are any specific questions or concerns, please let me know.

35217268	SH - BUCKS CREEK 1101 CB	<a href="#">2020-81782</a>	NV	4.8
35217272	SH - KESWICK 1101 LR 1586	<a href="#">2020-82753</a>	NV	7.45
35217273	SH - UPPER LAKE 1101 CB	<a href="#">2020-82007</a>	HB	1.11
35217270	SH - KONOCTI 1102 LR 965078	<a href="#">2020-81645</a>	HB	6.27

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