
From: [REDACTED]

Sent: 12/24/2020 10:52:19 AM

To: [REDACTED]

Subject: Scoping Session for NV & HB

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

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

Show Time As: Free

Recurrence: (none)

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

