

Work Breakdown Structure Element Dictionary

Problem Screening

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Problem Statement Review	PS	1.1	The documentation of the preliminary review of a problem statement that weighs the merits of the problem statement against other competing problem statements statewide. Information contained in the Department's Management Systems is utilized in the Problem Statement review process of the problem statement.
Problem Statement	PS	1.1.1	A Problem Statement is a written document (Form TP-1) that identifies and describes a potential deficiency on the State Transportation System.
Data Collection and Analysis	PS	1.2	The documentation that results from the collection and analyzing of pertinent data required for a specific Problem Statement.
Data Collection	PS	1.2.1	Data Collection involves requesting the necessary data needed to analyze the problem statement. Data collection may include Management System Input, crash data, as built plans, etc. A memo is prepared requesting information of other projects, planned or ongoing in the vicinity.
Management System Input	PS	1.2.1.1	Management System Input is data obtained from the Department's various Management Systems that rank and prioritize the problem in question.
As-Built Plans	PS	1.2.1.2	As-Built Plans are existing plans that depict the original alignment, right of way, and jurisdiction of the problem in question.
Crash Data	PS	1.2.1.3	Crash Data includes a summary of crash data obtained from the Bureau of Safety Programs for the most recent (3) year period available. The crash data consists of the crash rate for the roadway section, and a crash rate for the statewide average of similar roadways with similar typical sections.
Existing Traffic Counts	PS	1.2.1.4	Existing Traffic Counts consist of Average Daily Traffic counts, peak hour volumes or truck percentages obtained from existing files and databases, if available.
Past Studies	PS	1.2.1.5	Past Studies include information and data from previous studies made in the vicinity of the problem.

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Technical Review Memos	PS	1.2.2	A basic analysis prepared by Subject Matter Experts that includes the technical issues that are necessary to consider. Included in the memorandum is a recommendation from the Subject Matter Expert as to whether the problem statement should proceed as a quick fix, or whether it should proceed to a Field Investigation or to withdraw.
Updated Highway Operational Improvement List	PS	1.2.3	A priority ranking of all highway operational improvement problem statements that are candidates for entry into project development. A comprehensive technical evaluation is updated for all candidate problem statements. Problem statements are ranked based on technical merit using relevant management system data (congestion, smart growth compatibility, etc.).
Updates to Problem Statement Database	PS	1.2.4	Updates include the entry of a new problem statement into the database. A review is made to determine if duplication of the problem statement exists. Work also includes assigning the DB number and asset category classification and entering descriptive information, status and documentation into the problem statement database. The problem statement database updates are made to reflect changes in status until the problem statement is finalized.
Priority Score from Management System	PS	1.2.4.1	The Priority Score from Management System is the development of a priority ranking based on Management System performance data (drainage, pavement, safety, congestion, bridge, maintenance, etc.) consistent with Capital Investment Strategy goals and objectives. Priority rankings are provided to the Division of Project Management to support the Field Investigation recommendations.
Subject Matter Expert Recommendation	PS	1.2.4.2	Subject Matter Expert Recommendation is a technical analysis recommendation made by a Subject Matter Expert at the request of the Capital Investment Strategy Division on a specific problem statement. Based on the recommendations and other pertinent information, the Capital Investment Strategy Division Problem Statement Committee may request a Field Investigation.
Field Investigation Request	PS	1.2.5	A request by Capital Investment Strategies to the Division of Project Management to perform a Field Investigation of a problem statement.

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Field Investigation Process	PS	1.3	The Field Investigation Process (performed by the Division of Project Management) consists of a problem statement review to further define the problem. It includes an evaluation of potential constraints and a technical assessment of right of way and environmental issues and constraints.
Field Investigation	PS	1.3.1	A verification and evaluation of existing conditions, including utilities, drainage, environmental, ROW, design deficiencies and observation of traffic patterns / behavior within the limits of the problem statement. A summary of the Field Investigation includes but is not be limited to the following: <ul style="list-style-type: none"> • Documented field observations (notes, pictures, etc.) • Input from Subject Matter Experts and pertinent Local Officials • Preliminary needs and scope of work recommendations
Identification of Design Deficiencies	PS	1.3.1.1	The identification and documentation of non-standard design elements and non-conforming features within the limits of the problem statement.
Drainage Inventory	PS	1.3.1.2	The identification and documentation of existing drainage infrastructure including evidence of drainage issues or flooding.
Utility Inventory	PS	1.3.1.3	Utility Inventory includes the identification and documentation of the existing aerial or ground utilities evident in the problem statement area.
Environmental Inventory	PS	1.3.1.4	The identification and documentation of environmental constraints.
Coordination with Internal/External Stakeholders	PS	1.3.2	Coordination meetings are conducted through an external stakeholders meeting and an internal Scope Team Meeting (STM)/Core Group Meeting (CGM).

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Local Stakeholders Meeting Minutes	PS	1.2.3.1	A Local Stakeholders Meeting Minutes are the written record of notes from a formal or informal meeting with selected Local Stakeholders to get input about the problem and the possible solutions.
Risk Register	PS	1.3.3	A Risk Register is a tool that the Project Risk Manager and Project Risk Team Members can use to address and document project risks throughout the project life cycle. It is a living document that includes a comprehensive listing of risks and the manner in which they are being addressed.
Problem Screening Report	PS	1.4	<p>Problem Screening Report documents all the work that was completed during the Problem Screening investigation. The Problem Screening Report includes an executive summary, the Problem Statement Description, findings and recommendations. The Problem Screening Report recommendation will be one of the following:</p> <ul style="list-style-type: none"> • Withdraw • Perform Field Investigation • Assignment as a NJDOT Maintenance Work Order • Advancement to Concept Development
Withdraw Memo	PS	1.4.1	A memo prepared by the Division of Capital Investment and Planning (CIPD) to the problem originator notifying them of the withdraw of the Problem Statement.
Maintenance Work Order	PS	1.4.2	Maintenance Work Order is the written request that a task be completed.
Problem Screening Approvals	PS	1.5	Problem Screening Approvals include the Capital Program Committee presentation, the approval of the Project Charter, and Capital Program Committee (CPC) Approval.

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Capital Program Committee (CPC) Package	PS	1.5.1	<p>The CPC Package is prepared by either Capital Investment Planning and Development (CIPD) or Capital Program Management (CPM), dependent on need for field investigation. A Presentation of the recommendation to the Capital Program Screening Committee (CPSC) may not always be necessary since advancement can be approved by the Capital Program Committee (CPC) as other business. The package includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Location Map • Preliminary cost estimate • Problem Screening Recommendation Concurrence Memo
Capital Program Committee Memo	PS	1.5.1.1	The request to the Capital Program Committee (CPC) for a recommendation on advancement to the Concept Development (CD) phase or initiate a Maintenance Work Order.
Capital Program Committee Meeting Minutes	PS	1.5.2	The Capital Program Committee (CPC) Meeting Minutes document the approval to advance the Problem Statement.

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