
From: Ryan, James <FTA>
To: Day, Elizabeth <FTA>; Weeks, Dwayne <FTA>
Sent: 3/16/2009 3:53:10 AM
Subject: RE: First DRAFT road map for PE HI- airport alignment.

OK, thanks. I'm going to suggest the modified version to the regional office -- and call it a checklist. We'll see how that goes down. I will check to make sure that I haven't dropped anything from the website list.

From: Day, Elizabeth <FTA>
Sent: Mon 3/16/2009 9:47 AM
To: Ryan, James <FTA>; Weeks, Dwayne <FTA>
Subject: RE: First DRAFT road map for PE HI- airport alignment.

The roadmap provided by TRO9 for Honolulu follows our PE checklist format. The PE checklist is posted on our website and provides grantees with a list of all the items necessary before PE approval will be granted, as well as links to the guidance documents that explain the items. The PE checklist was prepared jointly by TPE/TPM, thus it has a lot of information on PMPs, technical capacity, etc. We do not have a standard format for the "roadmaps". Most team leaders use the checklist as their starting point or the grantee's detailed project schedule when developing roadmaps. Feel free to use whatever format you like, but it should not exclude any of the items on the checklist since the checklist is the "formal" guidance posted to our website.

From: Ryan, James <FTA>
Sent: Monday, March 16, 2009 7:49 AM
To: Day, Elizabeth <FTA>; Weeks, Dwayne <FTA>
Subject: FW: First DRAFT road map for PE HI- airport alignment.

Attached are two versions of a "roadmap" (ironic name, that) to PE approval for the Honolulu project. The first is a slight modification by Cathy Luu of a roadmap that Region IX has for the VTA project (that they got from Jim Barr, I think they said). The second is a modification I made on the plane to Tampa Saturday morning. I'm not clear on lots of this -- for example, why the project management plan spans lots of the line items while key evaluation materials (like the land use information) has only one line; or why environmental scoping is included among other items that are more about the project scope and cost; or why the various templates are scattered about.. And I think that it's very confusing to use some lines for sponsor-generated materials and others for FTA/contractor reviews. I changed the columns so that they record the reviews and the line items are reserved for sponsor-produced materials exclusively, and reordered the line items into what I hope are more tightly defined groupings.

Anyway, the larger questions are whether we have something approaching a standard roadmap, whether my revisions make any sense, what further revisions might help (like the PMP details?), and what I should say to the region regarding their initial draft for Honolulu.

We're leaving the hotel for a full day of baseball by 9:30am, so either quick comments by then or leisurely comments anytime after that (today) would be helpful. The region is hoping for my reactions today so that we don't hold up the Honolulu project (another large bit of irony there!).

Thanks.

From: Luu, Catherine <FTA>
Sent: Fri 3/13/2009 4:20 PM
To: Day, Elizabeth <FTA>; Ryan, James <FTA>; Nguyen, Kim <FTA>; Carranza, Edward <FTA>; Marler, Renee <FTA>; Tahir, Nadeem <FTA>; Rogers, Leslie <FTA>; Sukys, Raymond <FTA>; Matley, Ted <FTA>
Subject: First DRAFT road map for PE HI- airport alignment.

To All:
Per our phone conversation with Jim Ryan today, attached please find the excel file on the subject email. Please review the attached file, provide input, insert any line items, provide comments & status of each line item.

We would like to have your comments by Tuesday 3/17/09 so that I can finalize the spreadsheet.

Thank you,

Cathy Luu.
(415) 744-2730