



# **VALUE ENGINEERING PROGRAM TEAM MEMBER PREPARATION GUIDE**

## **INTRODUCTION**

Congratulations! You've been selected to serve on a Value Engineering study team. We are sure that you will find this experience to be both rewarding and enjoyable. It will also be hard work. You will spend several days working intensively and creatively with a group of your peers. Regardless of the results of your particular study, you will gain a better understanding of the perspectives of your teammates, and of the complexities of highway design and development.

## **PREPARATION**

Value Engineering (VE) studies normally require three to four consecutive days. Please make every effort to clear your calendar and delegate as needed, so that you will be able to concentrate fully on your study. This will not only enhance your experience, but will also help your teammates. Should you have a problem in this regard, please contact us as soon as possible.

You will receive a brief Study Plan in advance of the study, either at the same time you receive this Guide, or soon thereafter. The Study Plan contains background, scope and logistical information about your study. Sometimes it will include one or more attachments which will provide a brief description of your study subject. Often these are excerpts from documents which will be available during the study. When reading these excerpts, you might want to note which documents you want to review more thoroughly during the first phase of the study.

You are encouraged to bring appropriate resources with you to the study. Please keep in mind, however, that the VE study is by design an intensive, time constrained procedure. Therefore, bring only those resources with which you are very familiar, and can refer to quickly and accurately. Phone numbers of sales engineers and other contact persons could also be helpful. Bring your own calculator, computer, notepaper, pencils, etc.

If questions occur to you prior to the study, please contact the VE Section for clarification, not the Project Manager or Design Team.

## **VE TEAM LEADER**

The VE Team Leader (Team Leader) is responsible for the overall conduct of the study. The Team Leader will either be a member of the VE Section staff, or be selected by them. Team Leaders complete specialized VE training or obtain certification such as a Certified Value Specialist by SAVE International prior to service.

Experienced consultant team leaders may be utilized to lead some of the more complex studies. They will be "Certified Value Specialists" who do this work as a vocation. Your role as a team member will be the same, regardless of who serves as leader.

Because of the intensive and structured nature of the value method, good teamwork and "group

dynamics” are essential parts of a successful study. There will be plenty of opportunities for everyone to contribute during each phase, but the Team Leader may have to “move things along”, or spread the conversation around, in order to be sure everyone participates and the goals of the study are met. Please give your Team Leader your maximum cooperation in this regard.

## THE STUDY

VE studies consist of seven phases:

- 1. Information Phase** – This phase includes gathering project information including project commitments and constraints.
- 2. Function Analysis Phase** – This phase analyzes the project to understand the required functions.
- 3. Creative Phase** – This phase generates ideas on ways to accomplish the required functions which improve the project’s performance, enhance its quality, and lower project costs.
- 4. Evaluation Phase** – This phase evaluates and selects feasible ideas for development.
- 5. Development Phase** – This phase develops the selected alternatives into fully supported recommendations.
- 6. Presentation Phase** – This phase involves presentation of the VE recommendations to the project stakeholders.
- 7. Resolution Phase** – This phase evaluates, resolves, documents and implements all approved recommendations.

The proportion of the total study time which is spent on each phase will vary, but each phase will be a distinct part of the total effort.

## AFTER THE STUDY

A Study Report documenting the seven phases of the VE study will be issued by the VE Section within two weeks following the completion of the study. The Study Report will be sent to the Project Manager and the VE study team members for review. After consulting the final design team and within two weeks of receipt of the VE Study report, the Project Manager shall provide a written response to the VE Section with a courtesy copy to the FHWA Area Engineer documenting final disposition of the approved recommendations. The written response should include:

- Approved recommendations to be implemented
- Approved recommendations that were modified – provide details of change
- Approved recommendations not adopted – provide reason(s)

The implementation of accepted recommendations will be monitored by the VE Section.

## **CONCLUSION**

This document is intended to assist you in preparing for your participation in a value study. It is intentionally brief. Please contact the VE Section with any questions or suggestions. At the conclusion of the study please provide any suggestions that will help us improve the VE program.