

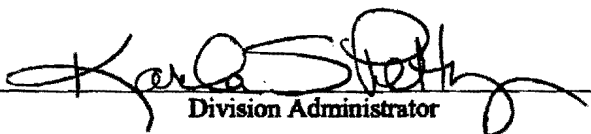
**WORK ZONE SAFETY & MOBILITY PROGRAM CONFORMANCE REVIEW**

**IMPLEMENTATION & RESOLUTION PLAN**

<b>Observation</b>	<b>Recommendation</b>	<b>Responsible ADOT Section</b>	<b>Target Date</b>	<b>Resolution</b>
1. Many interviewees were unaware of the ADOT WZ Safety & Mobility Policy (ENG 07-3) or the ADOT Implementation Guidelines	1. Update Project Development Manual and require in PM training (as well as any other training as needed)	Julie Kliewer, Maysa Hanna, Vincent Li, Chaun Hill, & Lonnie Hendrix	1/31/14	Project Management has updated the Project Development Manual with links to the policy and Implementation Guidelines. The Traffic Group will present this information to the PM Group during the next Design Briefing. This information will be added to the Basic & Advanced WZ Traffic Control Training.
2. There is no process in place to "close the loop" on projects	1. The RE, PM, TC Designer, and other stakeholders should hold a project close-out meeting to evaluate WZ impacts and Traffic Control effectiveness and share lessons learned. (Meeting could be held in conjunction with other partnering/project close-out meetings)	Julie Kliewer, Vincent Li, & Chaun Hill	1/31/14	The Construction and Project Management groups will incorporate this information into the partnering/project close-out meetings and the quarterly lessons learned meetings for projects containing a TMP. A construction manual containing the five elements of the TMP and a TMP Evaluation form will be added to the WZS&M Implementation Instructions.
3. ADOT has not conducted the required biannual Work Zone Safety & Mobility Process Review	1. ADOT must take action to comply with 23 CFR 630.1008(e)	Julie Kliewer, Maysa Hanna, Vincent Li, & Chaun Hill	4/15/13	The biannual Work Zone Safety & Mobility Process Review will be conducted and will address the areas of maintenance and project management.
	2. Identify an ADOT representative responsible for conducting biannual process review (and other Work Zone Safety and Mobility Program items)	Julie Kliewer, Maysa Hanna, Vincent Li, & Chaun Hill	Completed	A Work Zone Safety and Mobility Team will be created, which will include representation from the State Engineer's Office, the Construction Group, the Traffic Group and Project Management. This team will conduct the biannual process review and address other Work Zone Safety Mobility Program items as needed. FHWA will also be invited to participate in the biannual process review.
4. TMP components are being developed but, in many cases, are not being	1. Identify ADOT person/party responsible for continuous management of TMP development and implementation	Vincent Li & Chaun Hill	1/31/14	Project Managers will deliver the TMP as part of the PS&E. This information will be included in the ADOT Project Development Process

compiled into a formal TMP and submitted as part of the PS&E				Manual and the project submittal checklist.
	2. Train staff on TMP development	Julie Kliewer, Maysa Hanna, Vincent Li, Chaun Hill, & Lonnie Hendrix	1/31/14	Course Materials will be developed specific to the Construction, Traffic, Project Management, and Maintenance groups. Project Management will include this course material in the development and implementation of a PM Training Academy. The Construction Group will include this course material in the development and implementation of a RE Training Academy. The PM and RE academies will include WSZ&M items along with process development and administration and finance issues.
	3. Develop process for obtaining exceptions and update ADOT Implementation Guidelines to include this process.	Julie Kliewer, Massa Hanna, Vincent Li, & Chaun Hill	1/31/14	The Work Zone Safety and Mobility Team will develop a process for obtaining exceptions and will update the Implementation Guidelines to include this process.
	4. Update ADOT Implementation Guidelines to possibly readdress ADOT definition of "Major and Minor Significant" projects	Julie Kliewer, Massa Hanna, Vincent Li, & Chaun Hill	1/31/14	The Construction Group will update the Implementation Guidelines and consider readdressing ADOT's definition of "major and minor significant" projects.

FHWA and ADOT concurrence in the above recommendation and action dates:

FHWA   
 Division Administrator

Date 02/22/2013

ADOT   
 State Engineer

Date 02/13/2013