

Project/Task Management Plan Caltrans FMP Tasks FY22

Task Order:	FMP TO27 REV11.5	Project Name:	Central Coast Service Deployment
Release Date:	01/11/21	Document Name:	20220110_PMP_CentralCoastServiceDeployment
Caltrans PM	Andy Cook / Shannon Simonds		
Jacobs PM	Martin Schroeder / Michael Cornfield		

Objectives:	<p>The primary objectives of the Central Coast Service Deployment ('Deployment') are to:</p> <ul style="list-style-type: none"> • Provide the technical service and operating plans necessary to initiate passenger rail service to Salinas from the San Francisco Bay Area • Provide a detailed implementation strategy for service initiation • Coordinate planning and operating agency stakeholders <p>The result of the Deployment is to provide technical analysis and strategic guidance necessary to initiate passenger rail service from San Jose to Salinas.</p>
Description:	<p>The Study will be led by Caltrans Division of Rail and Mass Transit ('Caltrans') in its capacity providing statewide strategic planning, network integration implementation, and capital/operations funding. Stakeholder coordination and resource planning will be funded and led by Caltrans, with technical operations review and strategic policy guidance provided by key planning and operating agency stakeholders.</p> <p>Caltrans will lead analysis to empower decision making and address the following key questions:</p> <ul style="list-style-type: none"> • What service (operating plan) should be used for service initiation while achieving Caltrans goals for statewide network integration? • What administrative supports need to be in place to mobilize service? • What specific next steps need to be taken to initiate Service? <p>The result of the Study is to deliver a Service Deployment Playbook detailing when and how to initiate new service to Salinas.</p>
Deliverables:	<p>Deliverables are identified in two categories.</p> <p>First, technical analysis will be documented in presentation style reports that serve a dual-role as a tool for presenting technical work, tradeoffs analyses, and recommendations to the Steering Committee – and – documenting decisions for Caltrans. Recommendations and phasing strategy will be incorporated in the Caltrans Model (Caltrans's official digital statewide network model, future project database, and planning assumptions and parameters for the California State Rail Plan).</p> <p>Second, decisions and analysis will be documented in the Service Deployment Playbook. Records of Steering Committee meetings and decisions taken by Caltrans, with input from the Steering Committee, will be summarized and documented in a 'Decision Document' for Caltrans records.</p> <p>Initial planning parameters, market analysis, and service concept design deliverables have previously been delivered to Caltrans.</p>

	<p>Technical Analysis Reports</p> <ul style="list-style-type: none"> • Service and operations plan • Administrative supports summary <p>Project Development and Documentation</p> <ul style="list-style-type: none"> • Service Deployment Playbook* • Decision Document* <p>The final Service Deployment Playbook is dependent on key inputs from stakeholders (Caltrain, UP) and is not anticipated to be completed by June 2022. Finalization and delivery would need to be scoped for FY '23, with potential delivery in August depending on stakeholder responsiveness.</p> <p>* - not delivered until FY '23, not resourced under this task order for FY '22</p>																																																
Schedule:	<table border="1"> <thead> <tr> <th data-bbox="396 632 673 701">Task</th> <th data-bbox="673 632 797 701">January</th> <th data-bbox="797 632 937 701">February</th> <th data-bbox="937 632 1057 701">March</th> <th data-bbox="1057 632 1174 701">April</th> <th data-bbox="1174 632 1287 701">May</th> <th data-bbox="1287 632 1403 701">June</th> <th data-bbox="1403 632 1507 701">FY '23</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 701 673 770">Planning Parameters</td> <td data-bbox="673 701 797 770">▲</td> <td data-bbox="797 701 937 770"></td> <td data-bbox="937 701 1057 770"></td> <td data-bbox="1057 701 1174 770"></td> <td data-bbox="1174 701 1287 770"></td> <td data-bbox="1287 701 1403 770"></td> <td data-bbox="1403 701 1507 770"></td> </tr> <tr> <td data-bbox="396 770 673 840">Concept Design</td> <td data-bbox="673 770 797 840">▲</td> <td data-bbox="797 770 937 840"></td> <td data-bbox="937 770 1057 840"></td> <td data-bbox="1057 770 1174 840"></td> <td data-bbox="1174 770 1287 840"></td> <td data-bbox="1287 770 1403 840"></td> <td data-bbox="1403 770 1507 840"></td> </tr> <tr> <td data-bbox="396 840 673 932">Concept Refinement and Administrative Supports</td> <td data-bbox="673 840 797 932"></td> <td colspan="5" data-bbox="797 840 1287 932"> </td> <td data-bbox="1287 840 1403 932"></td> <td data-bbox="1403 840 1507 932"></td> </tr> <tr> <td data-bbox="396 932 673 1001">Service Deployment Playbook*</td> <td data-bbox="673 932 797 1001"></td> <td data-bbox="797 932 937 1001"></td> <td data-bbox="937 932 1057 1001"></td> <td data-bbox="1057 932 1174 1001"></td> <td colspan="2" data-bbox="1174 932 1403 1001"> </td> <td data-bbox="1403 932 1507 1001">▲</td> </tr> </tbody> </table> <p>* - not delivered until FY '23, not resourced under this task order for FY '22</p>								Task	January	February	March	April	May	June	FY '23	Planning Parameters	▲							Concept Design	▲							Concept Refinement and Administrative Supports									Service Deployment Playbook*							▲
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Project/Task Management Plan
 Caltrans FMP Tasks FY22
 Work Breakdown Structure
 Stakeholder Register

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Work Breakdown Structure (WBS)

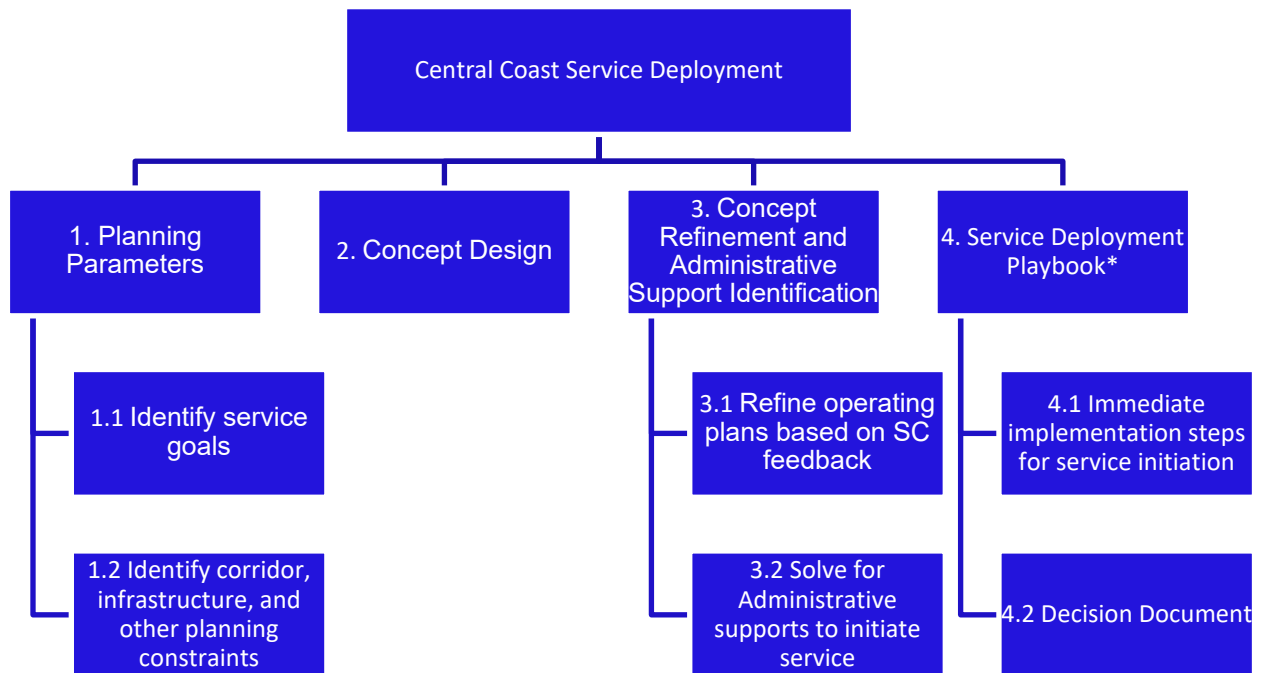
The Study is structured through four tasks, providing Caltrans with the technical foundation, implementation planning, and policy-level decision making to advance the Project into initial project development and the environmental process.

Technical work will follow Caltrans’ Service-Led Planning Methodology (Caltrans Methodology), aligned to long-term State policy goals for statewide network integration. The Caltrans Methodology works deliberately through an established process of first identifying relevant planning and operating parameters to constrain analysis, developing service/operations concepts based on those parameters, refining those concepts through additional analysis and guidance from a Steering Committee, and finally capturing recommendations in a strategy for phased implementation, aligned to the California State Rail Plan.

For the Study, planning parameters related to future service levels in the

- Sub-Task 1 – Planning Parameters (COMPLETED)
- Sub-Task 2 – Service Concept Design (COMPLETED)
- Sub-Task 3 – Concept Refinement and Admin Supports Identification (In Progress)
- Sub-Task 4 – Service Deployment Playbook*

* - to be delivered in FY ’23 under future task order



Stakeholder Register

Caltrans’s goal is to perform analysis that informs and empowers decision making. Decision making will be required at both the technical and policy level. Caltrans will focus this work through committees, able to focus on the appropriate level of detail and perform analysis expeditiously. Caltrans’s policy-level decision making requires a broader group of executive level input. Technical-level decision making requires a more focused group of technical experts able to quickly develop and iterate through analysis.

In support of these objectives, Caltrans will work through an executive level ‘Steering Committee’ (SC) providing input and guidance to analysis and a technical operations focused ‘Technical Working Group’ (TWG) that performs that analysis.

Steering Committee:

The SC meets less frequently (i.e., bi-monthly) and is designed to provide high-level strategic guidance to the TWG.

- Kyle Gradinger - Caltrans
- Andy Cook - Caltrans
- Sebastian Petty - Caltrain
- Christina Watson - TAMC
- Jason Kim – VTA
- Peggy Harris – Union Pacific

Technical Working Group:

The TWG meets more frequently (i.e., bi-weekly) and develops concepts, identifies tradeoffs, and performs analysis. Decision points are brought to the SC for input, feedback, and decisions.

Caltrans	Caltrain	Union Pacific	TAMC	Technical Support
Shannon Simonds	Ted Burgwyn	Victor Stone	Christina Watson	Michael Cornfield
	Yu Hanakura	Katie Novak		Michael Weaver