



Legislation Text

File #: 14-0101, **Version:** 2

Community Development Agency recommending the Board receive a presentation on the Agency's Project Management Improvement Initiative. (Est. Time: 15 Min.)

Summary

On January 27, 2014, the Community Development Agency (CDA) provided a presentation to the Board outlining the CDA's Project Management (PM) Initiative. During that presentation, CDA committed to returning to the Board for a progress update, which is the subject of this presentation.

Over the past year, the Community Development Agency's, Transportation Division (TD) and Development Services Division (DSD), in partnership with the County's Information Technologies Department (IT), have been implementing a project management system with the following goals:

- Improve CDA's ability to deliver capital, erosion control, and land development projects on time and on budget;
- Reduce project delivery time;
- Capture historical data that will eventually help to improve efficiencies and reduce costs;
- Improve customer service;
- Provide real-time information on project status for customers, management, and staff;
- Improve the CDA's ability to identify resource needs and better balance resources;
- Prioritize projects; and
- Address performance issues.

TD and IT have successfully implemented an automated project management system (i.e., Microsoft Project) and are now using the system for the management of active projects.

DSD and TD have completed a pilot subdivision project testing phase and have implemented a program to manage their projects.

As part of this item, staff will provide a brief demonstration of the benefits to the Board of implementing this project management system.

Key Milestones Achieved

- 1) Land Development (LD) and DSD have tested, revised, and finalized a uniform project review template;
- 2) LD and DSD are loading all projects meeting PM criteria into the system and using this tool to manage projects;
- 3) TD tested, revised, and finalized a uniform project development template;
- 4) TD completed a pilot project test of the system, has loaded all projects meeting PM criteria into the system, and are starting to use this tool to manage projects;
- 5) Reports are being refined; and
- 6) Training and system modification will be ongoing.

Next Steps

CDA will continue to implement the project management system and process improvements and provide a future update to the Board. Specific actions include:

- 1) Train all CDA staff in PM basics;
- 2) Refine real time, internet-accessible reports for staff, management, the public, and Board; and
- 3) Coordinate project management system with FENIX.

Contact

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