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Project Charter Guidebook

Introduction

The Idaho Transportation Department (ITD) utilizes a variety of project management tools - one of which is the Project Scheduling System (PSS) and another is the Project Charter. This guidebook is intended to help District teams successfully generate useful Project Charters that progressively advances project development.

The Project Charter is “a document issued by the project initiator or sponsor that formally authorizes the existence of a project and provides the Project Manager with the authority to apply organizational resources to project activities.” The Project Charter is intended to be a living document that provides a high-level project description, defines specific project parameters and will be utilized throughout the life of a project – from the Planning to the Implementation Phase as outlined in ITD’s Project Management Lifecycle (see below). To learn more about the ITD Project Management Lifecycle and the importance of project management, check out the classes available from the Project Management Academy.

The Project Charter is a formal document that serves as a contract between the Project Sponsor and the Project Team, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project. Not having a Charter hinders the Project Manager/Coordinator and Team members from being successful in their role, thus impacting the overall success of the project. If the project is important to the organization, then the time and effort should be put into creating this document to define the scope and overall priority of the project. Additionally, the Project Charter empowers the Project Manager/Coordinator in their role and formally authorizes them to begin the project activities and obtain the resources to support or work on the project’s activities. Most importantly, it is required to have a Project Charter in place BEFORE the project can be included into the Idaho Transportation Investment Program (ITIP).

This document has been developed using the “progressive elaboration” technique which simply means that not all of the aspects of the project are known when it is started. Progressive Elaboration means that the Project Team “defines and refines the project plan beyond the initial planning process – completing project work to turn an unknown into a known, and updating the plans accordingly that ultimately and effectively launches and plans the project, as well as manage stakeholder expectations.” Another way to look at this is to think of the many layers of an onion -- where the more your
drill down into the project, the more layers of information/data are needed to develop a detailed plan (scope, schedule and budget) for the work that is required to better define the final project. The result of using this progressively elaborated Project Charter structure will minimize costs, increase rewards, improve teamwork and communication, reduce schedule overruns, diminish scope creep and decrease risks to the project.

**Time to Develop your Project Charter**

The project charter template is an excel document located at
[pw:\\itdhq1app57.itd.state.id.us\PWITD\Documents\Standards\Charter%20Template%20Documents](pw:\\\itdhq1app57.itd.state.id.us:PWITD\Documents\Standards\Charter%20Template%20Documents) in ProjectWise. Always use the template from this location to start with a blank project using the latest template.

The next sections will take you through all of the various bits of information to include in the document. We encourage you to take your time when developing your Project Charter. Scoping phase work may last an entire year as you include all the subject matter experts in developing a charter. Take time to ensure that your information is correct and complete. The more you put into the charter up front in planning will prevent changes and oversights later in the project lifecycle.
Sections of the Project Charter

PROJECT CHARTER CONTENTS

- **Section 1: Project Overview**
  - Key Information
  - Stakeholders
  - Project Need and Scope
  - Project Budget

- **Section 2: Risk Register**
  - Risk evaluation for each Subject Matter Page

- **Section 3: Estimate Summary**
  - Estimate worksheet and supporting pages

- **Section 4: Design Standards**
  - Design parameters and associated information

- **Section 5: Environmental**
  - Environmental needs and associated information

- **Section 6: Traffic**
  - Crash rate, Speeds, Volumes, Signals, HSIP narrative

- **Section 7: Materials**
  - Materials Information and reports

- **Section 8: Bridge**
  - Bridge Narrative, structures, parameters, risks

- **Section 9: Utilities / Railroad**
  - Utility and Railroad type and stakeholders, risks

- **Section 10: Right of Way**
  - Right of way intentions

- **Section 11: Operations**
  - Operations considerations
SECTION 1: Project Overview

The first section of the Charter is for project information. This is where the Project Manager gives the formal name of the project and as well as any other terms that identify the project and the primary groups that will be involved with it. With this consistent terminology, it will be easier for all parties involved—such as the project team, stakeholders, and end users—to discuss and work on the project.

Information within this section includes:

- Key Number with is either the 5 digit project key or ORN with 5 digit key number.
- Project Name which is the “official name” of the project.
- Project/Public Description which is a short narrative about what the project intends to accomplish.
- The District that is responsible for the project.
- The Route the project can be found.
- Beginning and ending mileposts which indicate where the project will begin and conclude.
- The stakeholders of the project that identifies who is responsible for making sure the project is completed.
- The Funding Year and Source targets when construction will occur and what source(s) the funds will be derived.
- The Work Authority number that comes from Financial Services when funds are obligated on the project and it has been set up in accounting.
- The Type of project that will be completed.
Project Name
This is the “official name” of the project. Make sure that it is unique and clearly defines where and/or what the project is so at first glance is easily recognized. Here is a sample template that you can use to create a Public Name:

**TEMPLATE:**
1) Insert the main highway designation, if applicable.
2) General Project location or activity.
3) Insert the nearest city and/or county.

**FOR EXAMPLE:**
*SH00 Main Street to Lake Shore Drive, Lunarville, Obadiah County*

Project Description (Public Description)
The Project Description is also known as the “Public Description” which is found in OTIS. It is a short narrative of the project. A successful Project/Public Description should be concise and clear. Any ITD staff personnel and the general public should have a good idea of the activities the project will do and what the final product will be. Here is a sample template that you can use to create and write a Public Description:

**TEMPLATE:**
The *(insert the highway and project name)* is located near/in *(insert the closest city)* in *(insert the county here)* will *(insert major outcome or deliverable)* in order to *(explain why they might care)*.

**FOR EXAMPLE:**
The State Highway 00 Main Street to Lake Shore Drive project is located within the city of Lunarville in Obadiah County will seal coat and do some minor curve improvements in order to improve ride quality and extend the pavement lifespan.

Beginning and Ending Mileposts
A milepost is a marker set up to indicate how distant a particular place is. Every project should have a beginning and an ending milepost to designate where the start of the project begins. Projects that are general in nature such as a planning project may not have a beginning or ending milepost. If your project has many different beginning and ending mileposts, make sure to designate the main one here and put the rest inside the Scope of Work with their specified activities identified.

**NOTE**
To find a beginning or an ending milepost: [http://itd.idaho.gov/highways/milepointlog/](http://itd.idaho.gov/highways/milepointlog/)

Route
This is where you enter the highway route that the project is on, if applicable. Remember that there are some projects that do not have a specified route such as a planning project or a project that is has many locations.

Stakeholders
Stakeholders are the internal people associated with the project. The Project Manager is the primary contact who is responsible for the project. The stakeholder owner is the Design Construction Manager or Bridge
Engineer assigned for the project. The sponsor is the District Engineer who has oversight of the project. If you have external stakeholders that you need to address, a separate Stakeholder register should be used.

**District**
Every project needs to have the work organization identified that will be responsible for the project. A dropdown box will provide you with the following identifiers:
- D1 - District 1
- D2 - District 2
- D3 - District 3
- D4 - District 4
- D5 - District 5
- D6 - District 6
- HQ - Headquarters
- LHTAC - Local Highway Technical Assistance Council
- Other - Other Entity not in the List Above

**Funding Year**
The funding year is also the “fiscal year” or the “program year” in which the project will be placed in the ITIP. This is your target date for which construction will occur.

**Funding Source**
The funding source identifies whether the project’s primary funding is from state, federal or local federal-aid funds. There is a dropdown box here that identifies the following choices:
- District – Project funding is from District Operating Budget
- Federal – Project funding is from Federal Aid source
- Local – Project funding is from Federal Aid, local source
- State – Project funding is from State source

**Work Authority**
This field holds the project accounting work authority number that comes from Financial Services when funds are obligated on the project and it has been set up in accounting. This number is what Financial Services uses for billing purposes. This may change during the project (i.e. ST to Fed or back to ST).

**Program**
This is the anticipated program funding category which typically follows the ITIP definition. Although revised annually, these are some of the categories. A dropdown box offers the following choices:
- Hwy Local
  - Bridge Local
  - Bridge Off System
  - HSIP Local
  - STP Local Rural
  - STP Local Urban
  - STP Transportation Mgt Area
- Hwy Planning
  - Metropolitan Planning MPOs
  - State Planning and Research
  - Systems Planning
- Hwy Safety
  - Rest Area
  - Safety Federal Rail
Project Standards
This field is for identifying the type of project you plan to develop. A dropdown box offers the following choices:

- New Construction
  - Reconstruction
  - Restoration
  - 3R Greater than Minor Widening
  - 3R Less than or equal to Minor Widening
  - Rest Area
  - Enhancement
  - CMAQ
  - Safety
  - Preservation Pavement 1R Rehabilitation
  - Preservation Bridge
  - Pavement Maintenance
  - Non-Infrastructure
  - Miscellaneous

Goal 1 and Goal 2
The next section is to identify the Scope and Project Goals for your project. This section intends to define the project’s Project Objective Statement, outline the Scope of Work. The goals specifically identify the primary and secondary objectives of the project.

Purpose and Need
A successful Purpose and Need statement should be concise and clear. Anyone reading the statement should have a good idea of the project purpose and how it will meet the department’s goals. Here is a sample template that you can use to create and write a clear statement of Purpose and Need:
The objective of the (insert project name) is to (insert major outcome or deliverable). This will be completed by (insert the project due date). This project will meet the department’s goal to (safety, mobility, and/or economic opportunity).

**FOR EXAMPLE:**
The objective of the SH-00, Main Street to Lake Shore Drive Project, Lunarville, Obadiah County is to repair the rutting that has occurred in the wheel paths and to extend the life of the existing ballast section on State Highway 00. Furthermore, preservation is needed occasionally throughout pavement lifecycle to improve ride quality and extend the pavement lifespan. This will be completed by delivering a PS&E package by October 2025 and constructing the project by the end of the 2026 construction season. This project will meet the department’s goal to improve safety and enhance the mobility of the traveling public.

**Scope of Work**
A successful Scope of Work (SOW) should be concise and clear. Anyone reading the statement should have a good idea of the activities the project will do (and/or not do) and its approach to completion. Here is a sample template that you can use to create and write a SOW:

**TEMPLATE:**
The scope of the (insert project name here and highway designation) from (insert location information). This will be accomplished by (insert project description or approach). The result of this project will be to (insert the anticipated results of the project).

**FOR EXAMPLE:**
The scope of the Main Street to Lake Shore Drive Project on State Highway 00 is to do a full-width sealcoat from mileposts 14.3 and 21.4 and some curve improvements from mileposts 16.1 and 16.5. This will be accomplished by performing a rut-box method fill-in in the wheel paths along with a full width sealcoat on State Highway 00 from mileposts 14.3 and 21.4. The advantage of doing the rut-box method is that it would maintain the roadway width of 30-feet without steepening the fore slope of the roadway. In addition, minor curve improvements will be done between mileposts 16.1 and 16.5. Guardrail will be added along the curve to reduce drive-off the road incidents along the curve. The advantage of doing the minor curve improvements will enable drivers to safely navigate a sharp curve without fear of sliding off into the lake when heavy water is present. The culvert bridge at milepost 18.3 will be inspected but no new culvert bridge will be included in this project. The results of this project will be a smooth roadway surface on State Highway 00 that is free from wheel path ruts and a more linear curve.
The second section is where the risk analysis will occur. Risks import from the subject matter tabs such as Materials, Design Standards, Environmental, etc. This rollup of each subject area will list risks, and allow for rating them for overall risk, and then developing a risk response, mitigation and contingency plan for each risk. A risk owner will be assigned for each risk and will track and manage the risk for all deemed High or above.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Notes</th>
<th>Design Standards</th>
<th>Site</th>
<th>Environmental</th>
<th>Traffic</th>
<th>Utilities</th>
<th>Risk</th>
<th>Operations</th>
</tr>
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<table>
<thead>
<tr>
<th>Risk</th>
<th>Location</th>
<th>Probability</th>
<th>Mitigation</th>
<th>Contingency</th>
<th>Risk Owner</th>
</tr>
</thead>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PROBABILITY Rating</th>
<th>Rare</th>
<th>Unlikely</th>
<th>Possible</th>
<th>Likely</th>
<th>Very Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPACT</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
<tr>
<td>Site</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
<tr>
<td>Environmental</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
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<tr>
<td>Traffic</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
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<tr>
<td>Utilities</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
<tr>
<td>Risk</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
<tr>
<td>Operations</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
</tbody>
</table>
SECTION 3: Estimate Summary, Basis of Estimate, Project Status

The third section is to identify the Budget for your project. Information within this section includes:

- Date of Estimate
- Intended Bid Date
- Design Stage
- Base Estimate; Estimated CN, Estimated PE, Estimated PC, etc.

**Estimate Summary**

This is where the Project Manager compiles the costs for each project component and captures them into one project estimate summary. The composition of the estimate not only involves base cost values but also includes a margin for contingency and inflation. The estimate is also supported by a logical basis of estimate, which identifies how the numbers were derived. Information needed to support the Estimate Summary includes:

- Date of Estimate/update
- Intended Bid Date
- Design Stage
- Contingency
- Inflation
- Base Estimate
  - Development Budget Codes
    - PE: Preliminary Engineering (State Forces)
    - PC: Preliminary Engineering (Consultant)
    - RW: Right-of-Way Administration (State Forces)
    - LP: Land Purchases
    - UT: Utilities
  - Construction Budget Codes
    - CN: Construction: unadjusted, unloaded and uninflated
    - CN: Construction Contingency: Set-aside amount for construction change orders and quantity overruns
    - CN: Non-Bid Items: Set-aside amount for potential expenses such as contract incentives or escalation adjustments (fuel and asphalt).
    - CE: Construction Engineering (State Forces)
    - CC: Construction Engineering (Consultant)

The Estimate Summary worksheet is divided into four sections. The first section is used to input the base estimate assumptions which should be unadjusted, unloaded and uninflated. In this section, contingency percentages should also be determined commensurate with the level of project maturity, complexity and uncertainty. Recommended contingency levels are provided for each design stage, however, the project manager may elect to change these values to better reflect the certainty or uncertainty of the current base estimate.

The second section is used to calculate contingency. As long as the design stage and the base estimate values are supplied in the first section, this section should calculate contingency automatically. As mentioned earlier, if the project manager believes the contingency to be inadequate for the project, the percentage value can be modified in first section of the worksheet.
The third section combines the base estimate from the first section and the contingency in the second section to formulate the estimated Present Value. These are the values that should be programmed and/or obligated and funds are to be scheduled in the years they are intended to be obligated and used. By doing so, this will aid in stabilizing the overall state program and will make the most efficient use of highway funds.

The fourth section is reserved for inflation and is based on three components located in the first section: (1) Date of Estimate/Update, (2) Intended Bid Date and (3) designated annual inflation for construction and land purchase. This section is labeled Future Value which combines the base estimate, contingency and inflation amounts and is for informational purposes only. Since financial services already applies inflation to all Present Value amounts in the program, inflation is already taken into account.
### Contingency (Based on Level of Design and Depth of Concept)

<table>
<thead>
<tr>
<th>Maturity Level or Design Stage</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>0%</td>
</tr>
<tr>
<td>1% to 5%</td>
<td>Planning</td>
</tr>
<tr>
<td>5% to 10%</td>
<td>50%</td>
</tr>
<tr>
<td>10% to 25%</td>
<td>Sketching</td>
</tr>
<tr>
<td>25% to 40%</td>
<td>40%</td>
</tr>
<tr>
<td>40% to 60%</td>
<td>Preliminary</td>
</tr>
<tr>
<td>60% to 80%</td>
<td>30%</td>
</tr>
<tr>
<td>80% to 100%</td>
<td>Intermediate</td>
</tr>
<tr>
<td>100%</td>
<td>Total</td>
</tr>
<tr>
<td>FASE Subtotal</td>
<td>0%</td>
</tr>
</tbody>
</table>

Anticipated Annual Wage Rate Adjustment: 3.0% (PE, R/W, & CE)
Wage Rate Above Inflation: 1.0%
Effective Rate: 0.0%

### Base Estimate

Base CN Construction estimate (unadjusted, unloaded, and unmilled):

- CN - Change Order/Quantity Variance (CO/QV) (Typically 3% of CN estimate)
- CN - Non-Bid Items (Typically 3.5% of CN)

The sum of PE and PC should range between 5% - 10% of the base CN estimate dependent upon project complexity.

The sum of CE and CC should range between 5% - 10% of the base CN estimate dependent upon project complexity.

### Total Project Base Estimate

### Contingency

<table>
<thead>
<tr>
<th>CN (Construction)</th>
<th>CN (CO/QV)</th>
<th>CN (Non-Bid)</th>
<th>UT</th>
<th>CC</th>
<th>CE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>$</td>
</tr>
</tbody>
</table>

### Total Project Contingency

### Present Value (Base + Contingency): Amounts to be Programmed and/or Obligated

Funds are to be scheduled in the years they are intended to be obligated and used.

### Total Project Present Value

### Future Value (Base + Contingency + Inflation)

Rounded to the nearest whole number.

### Total Project Future Value (With Inflation)
Basis of Estimate

Starting an estimating activity with a strong basis of estimate is definitely a best practice. This document details the premise, or basis, from which critical aspects of the project cost estimate were developed including cost and labor estimates, material availability, any assumptions or deviations, any studies or analysis used as a reference, and any other details which impact the cost estimate. This document will serve as an effective tool to organize, define, and identify the appropriate documents, decisions, assumptions, etc. utilized in preparing the estimate. It will be a place where the estimator can reference the origin of the determined unit prices and the special project conditions that make up the estimate. The Basis of Estimate will also serve as an excellent tool to effectively communicate estimate assumptions to team members, reviewers and management. It can also be an effective tool for a project manager to hand-off to another project manager if ownership of the project changes during the course of development. If a basis of estimate does not exist, one should be created.

The basis of estimate should complement the base estimate and should be updated when the base estimate is updated, especially if significant changes are made to the estimate. The basis of estimate should be viewed as the document that substantiates the reasoning behind the estimate and should answer the question, “Where did these numbers come from?” The more thorough the basis of estimate is, the better historic values will be as well as improve future estimating assumptions. Information needed to support the Basis of Estimate include:

- **Estimating method:** Indicate what method was used to determine pricing.
- **Similar projects:** This is one of the most effective sources to find unit prices, especially if prices can be referenced from similar projects that have bid recently.
- **Major Cost Components:** These are bid items that should be on the project team’s watch list since these items can dramatically change the estimate if market fluctuations occur. For example, if plantmix pavement is the major cost component, as the project progresses through the program, the project team should monitor bid opening results from other similar pavement projects to assess appropriate pricing. If a change is needed, the estimate should be updated and the reason for the adjustment should be noted in the basis of estimate.
- **Allowances:** This is a narrative of known but undefined (unquantified) work items that are anticipated on the project.
- **Assumptions:** This is a brief summary of what is included in the project.
- **Exclusions:** This is a brief summary of what is definitely not included in the project.
- **Exceptions:** A description of how items were estimated which do not follow typical cost estimating standards. This may be most utilized for specialty items where historical data isn’t readily available.
- **Risks and Uncertainty:** A description of the threats and opportunities that could affect the project estimate. A risk register may be necessary if a large number of risks are anticipated.
- **Mobilization:** A description of the assumed complexities in accessing the work site (remote location, long haul routes, terrain, etc.)
<table>
<thead>
<tr>
<th>Key Number: ORN22296</th>
<th>Project Name: FY20 D1 PLANNING &amp; SCOPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of estimate: 5/21/2019</td>
<td>Contracting Method:</td>
</tr>
<tr>
<td>Estimating Method:</td>
<td></td>
</tr>
<tr>
<td>Parametric-Based</td>
<td>Historical Bid-Based</td>
</tr>
</tbody>
</table>

**SIMILAR PROJECTS:** List project(s) by key number used as comparison for estimate - if applicable.

**MAJOR COST COMPONENT(S):** What are the major cost component(s)/bid items(s):

**ALLOWANCES:** What are the estimated amounts to cover the cost of known but undefined (unquantified) items. Describe the purpose of the allowance, the affected work items and how the amount was determined.

**ASSUMPTIONS:** (List of key items INCLUDED in the estimate)

**EXCLUSIONS** - List key items NOT INCLUDED in the cost estimate; include things people may think are included but are not.

**EXCEPTIONS** - Describe items that do not follow ITD standards for cost estimating.

**RISKS and UNCERTAINTY** - Describe threats and opportunities that can affect the cost estimate. This can become the basis for a risk management plan. Attach Risk Register if available.

**MOBILIZATION** - Describe the assumed complexities in accessing the work site (e.g. remote location, long haul routes, terrain, etc.)
**Project Status**

The Project Status tab of the Charter can be used to help estimators define project maturity and identify the “known” aspects of the project. This will serve as another strong communication tool and should be considered part of the basis of estimate.

<table>
<thead>
<tr>
<th>Project Name: FY20 D1 PLANNING &amp; SCOPING</th>
<th>Key Number: ORN22295</th>
<th>Date of estimate: 5/21/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Status at the time of this cost estimate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Questions</strong></td>
<td><strong>Responses</strong></td>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>1. Has the environmental process begun?</td>
<td></td>
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<tr>
<td>2. Has a preferred alternative been selected?</td>
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<tr>
<td>3. Are environmental mitigation measures included?</td>
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<td>4. Has an alignment been established?</td>
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<td>5. Has a grade been established?</td>
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<tr>
<td>6. Have right-of-way requirements been researched and priced?</td>
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<tr>
<td>7. Has a typical section been established?</td>
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<tr>
<td>8. Have geotechnical site conditions and costs been researched?</td>
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<tr>
<td>9. Has a drainage report and concept plan been prepared?</td>
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<tr>
<td>10. Has a noise analysis been performed?</td>
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<td>11. Are sound walls included in the estimate?</td>
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<tr>
<td>12. Have retaining wall types been defined?</td>
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<tr>
<td>13. Has a safety analysis been performed?</td>
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<tr>
<td>14. Has a traffic analysis (capacity modeling, LOS, etc.) been performed?</td>
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<tr>
<td>15. Is the pavement design been determined?</td>
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<tr>
<td>16. Is there a construction phasing strategy?</td>
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<tr>
<td>17. Were detour options evaluated for volumes and vehicle type?</td>
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<tr>
<td>18. Have potential utility impacts been investigated?</td>
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</tr>
<tr>
<td>19. Has a landscaping and aesthetics plan been developed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Has required design approval been achieved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Were other projects used as metrics for the estimate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Has funding been identified for: Design?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Has funding been identified for: Right-of-Way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Has funding been identified for: Construction?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 4: Design Standards

This section is used to identify any design standard considerations for the project. Information included in this area includes:

- The design standards that will be used to construct the project as well as if design exceptions are anticipated.
- Information on the current and future pavement such as the pavement width, proposed design alignment, design year, posted and design speed limits, current and future average daily traffic, posted structures and standards; traffic signals, and railroad crossing protection.

Identifying any specific standard that will be used to design the project.

It is important to note that even if the project is not being funded by HSIP dollars, the following information is important when designing a project. Do not skip this section!

Design Data

This section is intended to identify the current and future design state of the highway.

Design Exception Anticipated

Designers and engineers are faced with many complex tradeoffs when designing highways and streets. A good design balances cost, safety, mobility, social and environmental impacts, and the needs of a wide variety of roadway users. Good design is also context-sensitive—resulting in streets and highways that are in harmony with the natural and social environments through which they pass.

It must be recognized, however, that to achieve a balance, it is not always possible to meet design criteria. On occasion, designers encounter situations in which the appropriate solution may suggest that using a design value or dimension outside the normal range of practice is necessary. For these situations, there is sufficient flexibility within the design criteria to achieve a balanced design and still meet minimum values. However, when this is not possible, that is when a design exception may be considered. A dropdown box offers the following choices: Yes and No.

Pavement Width
The term “roadway” refers to the area of the street right-of-way used for vehicular travel, including cars, trucks, bicycles and transit. The roadway may also include a number of additional uses such as on-street parking, curbed structures such as medians and crossing islands, and utility access points. This includes the total pavement width including lanes and shoulders. This field requests the pavement width of the project.

**Proposed Design Vehicle**
This is the vehicle used in the design of the main alignment and the major intersections. Guidance for the proper vehicle to use for each project is given in the Design Manual Section 555.00.

**Design Year**
The design year for Federal-Aid projects and for complex state projects is the year the project is shown in the ITD Project Development Schedule plus 20 years plus 2 years (for construction). There is a dropdown box here to select a design year.

**Posted Speed**
The posted speed should be the actual/current posted speed for the project. Please indicate the speed in the box provided. All speeds should be indicated as mph.

**Design Speed**
The design speed is the maximum safe speed that can be maintained over a specified section of a highway when conditions are so favorable that the design features of the highway govern. The selection of a suitable design speed will depend on the terrain and functional class of the highway.

The minimum design speeds are found in the AASHTO Green Book and in the State Standards. Freeways 2004 Green Book Page 503 NHS (Principal Arterial) 2004 Green Book Page 444 (Rural) & 470 (Urban) Non-NHS State Design Standards ITD uses the general rule of 75 mph for Interstate, 60 mph for ramps and state highways, or at least equal to the posted speed. If more than one speed zone exists on a project, list them with limits. They may be placed on a separate sheet if necessary. 3R Projects should have the Posted Speed listed and both the Average Running Speed and the 85th Percentile Speed listed instead of the Design speed. This should be obtained from the District Traffic Section. (See the Design Manual, Appendix A). Place the design speed of the road in this location.

**Traffic ADT Present**
Traffic volumes are the traffic engineer’s measure or indicator of traffic volume is the average daily traffic (ADT). The ADT is the volume that results from dividing a traffic count obtained during a given time period by the number of days in that time period. Place the current average daily traffic (ADT) for the route in this location. The most current traffic flow maps can be found: [http://itd.idaho.gov/highways/roadwaydata/RTFMaps/2014/index.html](http://itd.idaho.gov/highways/roadwaydata/RTFMaps/2014/index.html).

**Traffic ADT Future**
It is often necessary to determine the future traffic volumes are anticipated for the infrastructure. The future ADT is the volume that results from dividing a traffic count obtained during a given time period. Place the future ADT for the route in this location.

**Traffic DHV Present**
The design hour volume (DHV) is a two-way traffic volume that is determined by multiplying the ADT by a percentage called the K-factor. Values for K typically range from 8 to 12% for urban facilities and 12 to 18% for rural facilities. Neither the AADT nor the ADT indicate the variations in traffic volumes that occur on an hourly basis during the day, specifically high traffic volumes that occur during the peak hour of
travel. The traffic engineer has to balance the desire to provide an adequate level of service (LOS) for the peak hour traffic volume with proposing a design in which the highway capacity would only be utilized for a few hours of the year. This is where the design hour volume (DHV) comes in. Place the current average daily traffic (ADT) for the route in this location.

**Railroad Crossing Protection**
Are there railroad crossing protections in place at this location? A dropdown box offers the following choices: Yes and No.

**Systems Engineering Analysis Required**
Systems engineering analysis looks at creating and executing an interdisciplinary process to ensure that the customer and stakeholder's needs are satisfied in a high quality, trustworthy, cost efficient and schedule compliant manner throughout a system's entire life cycle. This process is usually comprised of the following seven tasks: State the problem, Investigate alternatives, Model the system, Integrate, Launch the system, Assess performance, and Re-evaluate. A dropdown box offers the following choices: Yes and No.

**Project Standards**
The department uses specific standards to ensure that all projects are developed, designed and constructed within set of standards/guidelines. This section will enable the Project Manager to select which standard will be used.

**Project Standards**
This box requests the Project Manager to select the project standard to be used for the project. A dropdown box offers the following choices:
- AASHTO
- 3R
- 1R
- State
- PM
- Other

**Other Comments**
This is an open box for you to put any project standard information you feel would be helpful to identify.
SECTION 5: Environmental Considerations

This section is where the Project Manager and team will identify any environmental considerations for your project. Information within this section includes:

- The primary and secondary reasons for doing the project as it relates to the environment.
- Any anticipated major environmental deliverables anticipated such as cultural, Section 4F, noise, air quality and hazmat.
- How the project plans to interact or alter wetlands, streams, navigable waters and/or floodplains.
- Identify species and habitat that may be impacted by the project and how they will be handled so not to harm their existence.
- Describing how storm water and runoff will be handled.
- If an Environmental Assessment, FONSI, Categorical Exclusion, Environmental Impact Statement will be needed.

<table>
<thead>
<tr>
<th>Field</th>
<th>(Scoping Design Stage) Environmental Input</th>
<th>Notes (Revision 2019-040A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Need:</td>
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<td><strong>Can choose ONE or MORE</strong></td>
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<tr>
<td>Secondary Need:</td>
<td>[Deep Down Bar]</td>
<td></td>
</tr>
<tr>
<td>Purpose and Need (Item) Project Overview:</td>
<td>[Deep Down Bar]</td>
<td>Published from Project Overview Sheet (Formated)</td>
</tr>
<tr>
<td>Scope of Work (From Project Overview):</td>
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</tr>
<tr>
<td>Is the project within a boundary of an Indian Reservation?</td>
<td>[Deep Down Bar]</td>
<td></td>
</tr>
<tr>
<td>If Yes, then Indian Reservation:</td>
<td>[Deep Down Bar]</td>
<td></td>
</tr>
<tr>
<td>Tribal Area of Interest:</td>
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<tr>
<td>Describe Tribal Interest:</td>
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<tr>
<td>Is the project located on Federal land (including easement)?</td>
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</tr>
<tr>
<td>If Yes, then Federal Agency and Field Office:</td>
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<td></td>
</tr>
<tr>
<td>Cultural or Historic Resources Present?</td>
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<tr>
<td>Describe Cultural/Historic: Section 4(f) Resources Present?</td>
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</tr>
<tr>
<td>Noise - Sensitive Receptors in the ROI?</td>
<td>[Deep Down Bar]</td>
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</tr>
<tr>
<td>Describe Noise - Sensitive Receptors in the ROI: Neighborhoods / Businesses Present?</td>
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<tr>
<td>Describe Water Resources: Biological Resources Present?</td>
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<tr>
<td>Describe Biological Resources: Corps permit required?: Use Oriental/End Area</td>
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<tr>
<td>Anticipated Environmental Decisions:</td>
<td>[Deep Down Bar]</td>
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<tr>
<td>Anticipated Deliverables: Environmental Commitments: Environmental Risk 1: Environmental Risk 2:</td>
<td>[Deep Down Bar]</td>
<td></td>
</tr>
</tbody>
</table>

There are two subparts to this page. The first subpart outlines the project need and the second will outline any anticipated major environmental deliverables. It is not recommended that you bypass this page because you think your
project does not have any environmental issues. This section will help you identify potential environmental issues and strategies that can be taken prior to project development.

A general overview will help you to clearly think about all of the potential possibilities that could occur during your project. By assessing this now, you could save time and money later.

**Project Need**
This subsection is to record what the primary and secondary reasons for doing the project as it relates to the environment. Notice that these “needs” are general in nature and intended to not be specific. Furthermore, this is to be the time to facilitate a discussion with the environmental section - not to hand off the project to the Environmental Planner.

**Primary Need**
This question will reaffirm the primary need for the project. More than one primary need can be selected. A dropdown box offers the following choices:
- Maintenance
- Deficient-structurally
- Deficient-standards
- System Linkage
- Safety
- Capacity
- Traffic Flow
- Enhancement
- Other

**Secondary Need**
This question will reaffirm the secondary need for the project. More than one secondary need can be selected. A dropdown box offers the following choices:
- Maintenance
- Deficient-structurally
- Deficient-standards
- System Linkage
- Safety
- Capacity
- Traffic Flow
- Enhancement
- Other

**Anticipated Major Environmental Deliverables**
This subsection gets into the down and dirty details of potential major environmental deliverables that will be produced by the project. Let’s look at each of these major deliverables:

**Cultural**
Cultural environmental deliverables are anything that can have an effect on people or historic sites. A dropdown box offers the following choices:
- Field Survey and or Test Investigations
- Archaeological and Historic Survey Report
- Determination of Adverse Effect Report
- Memorandum of Agreement
- Mitigation
Section 4F
Section 4F is a federal term that protects the following basic types of properties: publicly owned park and recreation areas that are open to the general public, publicly owned wildlife and waterfowl refuges, and public or privately owned historic sites. It is important to note that a property’s Section 4F status is determined not by its name, but by the criteria that define it. The criteria used to evaluate if a Section 4F applies to a property can be found: https://www.environment.fhwa.dot.gov/section4f/properties.aspx
A dropdown box offers the following choices:
- Section 4f Deminimus
- Section 4f Evaluation including Alternatives Analysis
- NA

Noise, Air Quality and Hazmat
Noise, Air Quality and Hazmat areas considered here. Sometimes projects will be developed close to residences or businesses that can be affected by increased noise. Other areas within the state may have air quality issues (like Pinehurst and the Treasure Valley). In those areas, air quality modeling may be needed to justify the project. If so, then select the activity or plan that will be accomplished during your project.
A dropdown box offers the following choices:
- Modeling
- Noise Report
- Barrier Analysis
- Air Quality Report
- Hazmat Phase 1
- NA

Miscellaneous
There are some activities that do not fit anywhere specific but are also important to consider. A dropdown box offers the following choices:
• LWCF (Land and Water Conservation Fund) Recreation Areas 6f Lands Report
• Visual Impact Report
• Prime Farmland Report
• Environmental Justice Report
• FAA Airspace Intrusion
• NA

Wetland Stream Alteration
If your project plans to interact with or alter a wetland or stream, you will probably need to do a field survey, a report or get a permit. A dropdown box offers the following choices:
• Field Survey
• Wetland Report (Jurisdictional Determination)
• Delineation
• Permit Application
• Mitigation Plan
• Mitigation
• NA

Navigable Waters
Navigable waters are any body of water such as a river, canal or lake that is deep enough for a vessel to pass. A dropdown box offers the following choices: Yes and No.

Floodway Floodplain
A floodway is a channel of a river or stream and the parts of the floodplain adjoining the channel that are reasonably required to efficiently carry and discharge the flood water or flood flow of a river or stream. The floodplain is the area adjoining a river or stream that has been or may be covered by the 100-year flood. The term 100-year flood does not refer to a flood that will occur once every 100 years. A 100-year flood has a one percent chance of being equaled or exceeded in any given year. You can obtain maps from FEMA at: www.FEMA.gov. A dropdown box offers the following choices:
• Field Survey
• Floodplain Encroachment Report
• Floodplain Encroachment Permit Application
• Floodway Encroachment Report
• Sole Source Aquifer Packet
• NA

Species and Habitat
A habitat is an ecological or environmental area that is inhabited by a particular species of animal, plant or other type of organism. It is very important to make sure that this is noted in the Project Charter. In these cases, you will need to work closely with the Environmental Section to determine the special species or habitat and if a special plan will be required. A dropdown box offers the following choices:
• No Effect Report
• Biological Assessment
• Wildlife Migratory Birds Mag-Ste Fisheries
• NA

**Stormwater**
The surface water that originates during precipitation events and snow/ice melts is called stormwater. Stormwater can soak into the soil surface where it will be held until it evaporates or runs off into nearby streams, rivers and other water bodies. When considering this section, determine if there will be any stormwater run-off that needs to be addressed. A dropdown box offers the following choices: Yes and No.

**EA FONSI**
An Environmental Assessment (EA) and a Finding of No Significant Impact (FONSI) are very technical federal environmental terms related to the National Environmental Policy Act (NEPA). If you have any questions concerning this section, contact the Environmental Section. A dropdown box offers the following choices: Yes and No.

**EE Cat EX**
An environmental Categorical Exclusion (Cat Ex) is a very technical federal environmental terms related to the National Environmental Policy Act (NEPA). If you have any questions concerning this section, contact the Environmental Section. A dropdown box offers the following choices:

- No
- Yes-Cat Ex ITD Approval
- Yes-Cat Ex FHWA Approval

**EIS ROD**
An Environmental Impact Statement (EIS) and a Record of Decision (ROD) are federal environmental terms related to the National Environmental Policy Act (NEPA). If you have any questions concerning this section, contact the Environmental Section. A dropdown box offers the following choices: Yes and No.

**Environmental Narrative**
This is an open box for you to put any environmental information you feel would be helpful to identify. For example, there may be an area of special habitat for ground squirrels nearby and it would be helpful to remember that when construction occurs.
**SECTION 6: Traffic**

The sixth section identifies crash rate, posted speed, design speed, average daily traffic, present and future, as well as level of service, and safety recommendations.

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes (Revision 2019-0406)</th>
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<tbody>
<tr>
<td>Crash rate within project limits:</td>
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<tr>
<td>HMIs (High Accident locations):</td>
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</tr>
<tr>
<td>Posted Speed:</td>
<td></td>
</tr>
<tr>
<td>Design Speed:</td>
<td></td>
</tr>
<tr>
<td>Traffic ADT Present:</td>
<td></td>
</tr>
<tr>
<td>Traffic ADT Future:</td>
<td></td>
</tr>
<tr>
<td>Traffic DHV Present:</td>
<td></td>
</tr>
<tr>
<td>Traffic DHV Future:</td>
<td></td>
</tr>
<tr>
<td>Minimum Level of Service (Design Year):</td>
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<tr>
<td>Traffic Signals:</td>
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<tr>
<td>ETS (Enterprise Technology Services) Required?:</td>
<td></td>
</tr>
<tr>
<td>HSQA Value:</td>
<td></td>
</tr>
<tr>
<td>Proposed Safety Recommendations (from HSQA Analysis):</td>
<td></td>
</tr>
<tr>
<td>HSIP Narrative:</td>
<td>The Narrative MUST answer all three questions: (1) How the project is safety data driven? (2) How does the project align with and help implement the strategies found in the Strategic Highway Safety Plan? (3) How does the project eliminate death and serious injury? FHWA will NOT approve any HSIP project without appropriate safety justification. Project Managers must answer each of the three questions found above. It is recommended that when formulating your answer, you list the question with the response.</td>
</tr>
</tbody>
</table>

**Crash History**

A traffic collision, also known as a motor vehicle collision (MVC), traffic accident, motor vehicle accident, car accident, automobile accident, road traffic collision, road traffic accident, wreck, car crash, or car smash occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree or utility pole. Traffic collisions may result in injury, death and property damage. This section is asking for the potential crash history. This information can be obtained from the Office of Highway Safety and can be found at: [http://itd.idaho.gov/ohs/stats.htm](http://itd.idaho.gov/ohs/stats.htm).

**Crash Base Rate**

A safety analysis of a specific location requires the knowledge of “base crash rates”, also known in the as “expected values”, for identifying crash patterns at the study location. The base crash rates will allow ITD to objectively determine whether a crash pattern at a study location is significantly higher than the same crash pattern at other locations with similar geometric, traffic, and environmental factors. The crash base rate comes from the Office of Highway Safety.
Crash Rate with Project Limits
A safety analysis of a crash rates within the project limits allows ITD to objectively determine whether a crash pattern within the project limits is significantly higher than the same crash pattern at other locations with similar geometric, traffic, and environmental factors. The crash rate comes from the Office of Highway Safety.

Spot Locations that exceed Base Rate
At times, there are crash locations on the system that exceed the base rate. There is a blank box here for you to identify those locations.

Identify HALs (High Accident Locations)
High Accident Locations that are found within the project area should be described here. There is a blank box here for you to identify those locations.

Traffic DHV Future
It is often necessary to determine the future design hour volume the infrastructure. Place the future DHV for the route in this location.

Proposed Structures and Standards
Major elements of highway or bridge design such as sight distance, passing lanes, and horizontal and vertical alignments, etc. can be addressed in this section.

Traffic Signals
Are there traffic signals at this location? A dropdown box offers the following choices: Yes and No.

HSCA
The Highway Safety Corridor Analysis (HSCA) is a data-driven program for safety analysis on roadways and bridges throughout the state. The HSCA has been used to identify statewide priorities for safety needs and investments. Each District has a safety corridor map that shows the highest priority locations and an HSCA score for safety investment. The score developed by the Office of Highway Safety should be placed in this box. If you have any additional questions concerning the Strategic Highway Safety Plan or how the HSCA score has been developed, please contact the Office of Highway Safety or the Transportation Systems Section.

The HSCA scores were updated and available in December 2015. You can find this information by going to the Office of Highway Safety SharePoint site and clicking on the “Documents” tab on the left. Go to the “HSCA Project” folder to access the information. Also in this folder are the county maps and tables. These might be helpful as well.

HSCA Narrative
If your project will be using Highway Safety Improvement Program (HSIP) funding, FHWA requires complete justification to be included as part of the Project Charter. If a Project Charter does not completely filled out or contain the appropriate justification, Planning Services will be sent back to the project manager to be finished. FHWA expects that each Project Charter will state exactly how the project is safety data-driven; that the proposed project is based on the SHSP; and how it addresses safety issues.
Within the HSCA narrative box, it is encouraged that each project answers (at minimum) the following three questions:

1. **How is the project safety-driven?**
   - Base answers upon the Strategic Highway Safety Plan.
   - Site statistics and results such as the basis of crash experience, crash potential, crash rate, or other data-supported means.

2. **How does the project align with and help implement the strategies found in the Strategic Highway Safety Plan?**
   - Pinpoint safety problems either through a site analysis or systematic approach;
   - Identify counter measures to address those problems;
   - Prioritize projects for implementation; and
   - Evaluate projects to determine their effectiveness

3. **How does the project eliminate death and serious injury?**
   - Address identified safety issues within a highway safety corridor or a spot location such as an intersection or High Accident Location (HAL) or does it incorporate a system-wide approach such as rumble strips.
   - Each district has a corridor map outlining safety corridors (also known as the HSCA Project). Make sure to review these maps for pertinent system-wide safety corridor analysis.

FHWA will **NOT** approve any HSIP project without appropriate safety justification. Project Managers must answer each of the three questions found above. It is recommended that when formulating your answers, you list the question with the response. There is an HSIP Guidebook available from the Transportation Systems Section if you would like more details.

NOTE

More safety information will be asked in the “Evaluation Design Standards” section such as crash base rate, crash rate with project limits, spot locations that exceed base rate, and high accident locations. This information is necessary for consideration for all projects, not just those using HSIP funding.
SECTION 7: Materials

The seventh section addresses the Materials considerations for a project. It includes existing pavement type, proposed treatment, and required materials reports.

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<td>Existing Pavement Type</td>
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<tr>
<td>Proposed Treatment Type</td>
<td>Crush, overlay, reconstruction, etc.</td>
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<tr>
<td>Material Reports required</td>
<td>Use data from base. Can choose ONE or MORE</td>
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<td>Material Reports Narratives</td>
<td>Additional text to describe Material Reports</td>
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<tr>
<td>Materials Risk 2</td>
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<tr>
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<tr>
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<tr>
<td>Materials Risk 5</td>
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User Defined Base Area

User Defined Base Area

User Defined Base Area

User Defined Base Area
The eighth section addresses Bridge parameters. It will include a narrative, proposed structures, deck width, vertical clearance, sufficiency rating, design load, rail type and bridge risks.

<table>
<thead>
<tr>
<th>Field</th>
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</tr>
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<tbody>
<tr>
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<tr>
<td>PROPOSED STRUCTURES</td>
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<tr>
<td>• deck width</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• vertical clearance</td>
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<tr>
<td>• sufficiency rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• design load</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• rail type</td>
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<tr>
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<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
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<tr>
<td>Bridge Risk 2</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
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</tr>
<tr>
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<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
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</tr>
<tr>
<td>Bridge Risk 4</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
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</tr>
<tr>
<td>Bridge Risk 5</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
</tr>
</tbody>
</table>

User Defined Data Area
The ninth section addresses utilities and railroad. It will be used to document the various utilities within the project limits.

<table>
<thead>
<tr>
<th>Field</th>
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</thead>
<tbody>
<tr>
<td><strong>UTILITY Type(s):</strong></td>
<td>These are needed for each utility/RR</td>
</tr>
<tr>
<td><strong>Utility RR Stakeholder(s):</strong></td>
<td>Stakeholder(s) for this utility</td>
</tr>
<tr>
<td><strong>Narrative:</strong></td>
<td>Risk(s) for this utility</td>
</tr>
<tr>
<td><strong>UTILITY Type:</strong></td>
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<tr>
<td><strong>Utility RR Stakeholder(s):</strong></td>
<td>Stakeholder(s) for this utility</td>
</tr>
<tr>
<td><strong>Narrative:</strong></td>
<td>Risk(s) for this utility</td>
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<tr>
<td><strong>UTILITY Type:</strong></td>
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<td><strong>Utility RR Stakeholder(s):</strong></td>
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<td>Risk(s) for this utility</td>
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<tr>
<td><strong>UTILITY Type:</strong></td>
<td>These are needed for each utility/RR</td>
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<td><strong>Utility RR Stakeholder(s):</strong></td>
<td>Stakeholder(s) for this utility</td>
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<tr>
<td><strong>Narrative:</strong></td>
<td>Risk(s) for this utility</td>
</tr>
<tr>
<td><strong>Utilities-RR Risk 1:</strong></td>
<td>Risk(s) event or situation that may negatively impact the project if it occurs</td>
</tr>
<tr>
<td><strong>Utilities-RR Risk 2:</strong></td>
<td>Risk(s) event or situation that may negatively impact the project if it occurs</td>
</tr>
<tr>
<td><strong>Utilities-RR Risk 3:</strong></td>
<td>Risk(s) event or situation that may negatively impact the project if it occurs</td>
</tr>
<tr>
<td><strong>Utilities-RR Risk 4:</strong></td>
<td>Risk(s) event or situation that may negatively impact the project if it occurs</td>
</tr>
<tr>
<td><strong>Utilities-RR Risk 5:</strong></td>
<td>Risk(s) event or situation that may negatively impact the project if it occurs</td>
</tr>
</tbody>
</table>
# SECTION 10: Right of Way

The tenth section contains the Right of Way outline. It will be used with the Right of way section to outline the various ROW activities needed for the project.

<table>
<thead>
<tr>
<th>Field</th>
<th>ROW Input</th>
<th>Notes (Revision 2019-0404)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROW needed?</td>
<td>(Drop down box)</td>
<td></td>
</tr>
<tr>
<td>ROW TYPE</td>
<td>Fee, Permanent Easement, Temporary Easement, PUA, etc.</td>
<td></td>
</tr>
<tr>
<td># Parcels:</td>
<td>Number of Parcels of this type</td>
<td></td>
</tr>
<tr>
<td># Acres</td>
<td>Number of Acres of this type</td>
<td></td>
</tr>
<tr>
<td>ROW TYPE</td>
<td>Fee, Permanent Easement, Temporary Easement, etc.</td>
<td></td>
</tr>
<tr>
<td># Parcels:</td>
<td>Number of Parcels of this type</td>
<td></td>
</tr>
<tr>
<td># Acres</td>
<td>Number of Acres of this type</td>
<td></td>
</tr>
<tr>
<td>ROW TYPE</td>
<td>Fee, Permanent Easement, Temporary Easement, etc.</td>
<td></td>
</tr>
<tr>
<td># Parcels:</td>
<td>Number of Parcels of this type</td>
<td></td>
</tr>
<tr>
<td># Acres</td>
<td>Number of Acres of this type</td>
<td></td>
</tr>
<tr>
<td>ROW TYPE</td>
<td>Fee, Permanent Easement, Temporary Easement, etc.</td>
<td></td>
</tr>
<tr>
<td># Parcels:</td>
<td>Number of Parcels of this type</td>
<td></td>
</tr>
<tr>
<td># Acres</td>
<td>Number of Acres of this type</td>
<td></td>
</tr>
<tr>
<td>ROW TYPE</td>
<td>Fee, Permanent Easement, Temporary Easement, etc.</td>
<td></td>
</tr>
<tr>
<td># Parcels:</td>
<td>Number of Parcels of this type</td>
<td></td>
</tr>
<tr>
<td># Acres</td>
<td>Number of Acres of this type</td>
<td></td>
</tr>
<tr>
<td>ROW Narrative:</td>
<td>Additional ROW comments...</td>
<td></td>
</tr>
<tr>
<td>ROW Risk 1:</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
</tr>
<tr>
<td>ROW Risk 2:</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
</tr>
<tr>
<td>ROW Risk 3:</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
</tr>
<tr>
<td>ROW Risk 4:</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
</tr>
<tr>
<td>ROW Risk 5:</td>
<td>Risk (event or situation that may negatively impact the project if it occurs)</td>
<td></td>
</tr>
</tbody>
</table>
## SECTION 11: Operations

The eleventh section of the Charter lists the operations concerns or issues with the project. It will include a needs summary and identify the operations stakeholders.

<table>
<thead>
<tr>
<th>Field</th>
<th>Operations Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Summary:</td>
<td>(ex. Culvert conditions, signs, stitching, shoulders, etc..)</td>
</tr>
<tr>
<td>Operation Stakeholders:</td>
<td>Operations Manager, District Foreman</td>
</tr>
<tr>
<td>Operations Risk 1:</td>
<td>Risks (event or situation that may negatively impact the project if it occurs)</td>
</tr>
<tr>
<td>Operations Risk 2:</td>
<td>Risks (event or situation that may negatively impact the project if it occurs)</td>
</tr>
<tr>
<td>Operations Risk 3:</td>
<td>Risks (event or situation that may negatively impact the project if it occurs)</td>
</tr>
<tr>
<td>Operations Risk 4:</td>
<td>Risks (event or situation that may negatively impact the project if it occurs)</td>
</tr>
<tr>
<td>Operations Risk 5:</td>
<td>User Defined Data Area</td>
</tr>
</tbody>
</table>
SECTION 12: Charter Document Lifecycle

The final section of this Charter Guidebook details the lifecycle of project charter. It will describe how it is created, stored, saved to PDF for signatures, and maintained.

The charter template is in ProjectWise at this location:

```
pw:\itdhq1app57.itd.state.id.us:PWITD\Documents\Standards\Charter%20Template%20Documents\`
```

1. The template is “copied out” in ProjectWise (see Appendix A, Use of ProjectWise) to the Charter folder in the Project Folder for the Project. Initially it will be in the District Preliminary Projects folder under Location Name of the Project. Once it is programmed into OTIS, it will be given a temporary key number (ORNxxxxx) which will be added to the project Name. See example:

```
<table>
<thead>
<tr>
<th>Name</th>
<th>Properties (Work Area Type - ITD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22260 US 2 MP 10.5 ROCKFALL MITIGATION BONNER CO 2019 01 10</td>
<td></td>
</tr>
<tr>
<td>22260 US 2 MP 10.5 ROCKFALL MITIGATION BONNER CO 2019 08 15</td>
<td></td>
</tr>
</tbody>
</table>
```

2. Once the charter is complete and ready for approvals, convert the document to a PDF format using the built-in macro, saving it in the Charter Folder within the project with the date (ie. 2019 08 10) appended to the end of the project name to identify and archive all versions of the document (see examples below).

```
22260 US 2 MP 10.5 ROCKFALL MITIGATION BONNER CO 2019 01 10.pdf
22260 US 2 MP 10.5 ROCKFALL MITIGATION BONNER CO 2019 08 15.pdf
22260 US 2 MP 10.5 ROCKFALL MITIGATION BONNER CO.xlsm
```

3. Copy the URN to the excel charter document to the Charter Link to ProjectWise field in PSS. (See use of ProjectWise in Appendix A) This will enable you to Link to Projectwise to the charter file for updates.

```
Charter link to ProjectWise
pw:\itdhq1app57.itd.state.id.us:PWITD\Documents\District 1\Preliminary Projects\ORN22260 US 2, MP 10.5 ROCKFALL MITIGATION, BONNER CO\Charter\22260 US 2 MP 10.5 ROCKFALL MITIGATION BONNER CO.xlsm
```

ProjectWise Link

```
Link to ProjectWise
```

4. Use Bluebeam (preferred method, but can use Adobe) to create signature fields in the document and route for signatures (3). Everyone signing using the same software to eliminate issues between Bluebeam and Adobe.

5. Place the signed file in the charter folder.

6. Keep previous signed PDF’s for history of the project to have a record of changes in the charter.
Appendix A. – Use of ProjectWise

1.) Using the **Copy Out** feature in ProjectWise

Right clicking on a document will allow you to copy it out to another location.

In this way, you can “Copy Out” the latest charter in the Standards folder, Charter Template Documents to the project charter folder.

2.) Using the **Copy URN** feature in ProjectWise.

By right clicking on the address field in ProjectWise, choose “Copy URN” and paste in the PSS field **Charter link to ProjectWise**.