

# Pre-Construction

No.	Activities	Status
PMBP-1	Obtain copy of all material for the Construction phase	
PMBP-2	Start diary in Word until AASHTOWare Project (AWP) accessed	
PMBP-3	Assess staffing need	
PMBP-4	Check the age and type of prelim survey	
PMBP-5	Verify CPs, benches and monuments are located	
PMBP-6	Verify alignment, stationing & offsets	
PMBP-7	Review plans, special provision, pre-letting questions (Bidx), & applicable documents	
PMBP-8	Review ROW plans and Agreements (OnBase)	
PMNP-9	Stake old/new ROW, perm. & temp. easement	
PMBP-10	Verify location, size and elevation of any structure, objects, or existing pavements	
PMBP-11	Ask Maintenance personnel if there is anything that needs to be addressed	
PMBP-12	If needed, verify the existing signs are logged in preparation for sign plan	
PMBP-13	If there is a plan detour - Notify Maintenance so they can prepare signing	
PMBP-14	Determine if Communications Div will require additional public outreach	
PMBP-15	If needed, send press release through District Coordinator	
PMBP-16	Upload required documents into OnBase regularly	
PMBP-17	Check for other project in the area and if coordination is needed	
PMBP-18	Prepare Sign Plan - Send out for review	
PMBP-19	E-mail Sign-Order list	
PMBP-20	Authorize Inspectors in AWP	
PMBP-21	Check updated files for As-Built are available, request files if missing/ out of date	
PMBP-22	Distribute copies of MRDL sent by M&R	
PMBP-23	Verify the Tech, vendors, supp. & manfac qualify/certi are current	
PMBP-24	Delegate work to inspection team	
PMBP-25	Create copy of all FCAC forms (Spreadsheets, workbooks, etc....)	
PMBP-26	Transmit Culvert List	
PMBP-27	Notify the County Surveyor for work may impact corners	
PMBP-28	Communicate with Contr. what they may need from NDOT	
PMBP-29	Review project for utility needs, check for K-Sheets, reach out to Utility Coordinator	
PMBP-30	Verify staking for required structures prior to start	
PMBP-31	Verify Earthwork stakes (install slope stakes, if possible)	
PMBP-32	Verify cross-sections taken for areas where Volume calculations	

# Pre-Con Meeting

No.	Activities	Status
PMBP-33	If needed, schedule utility specific Pre-Construction meeting	
PMBP-34	Schedule Pre-Con. Meeting with DCE and Contractor	
PMBP-35	Send Pre-Con meeting invitation with Webex option	
PMBP-36	Develop Pre-Con meeting agenda	
PMBP-37	Email draft agenda to Contractor for review and comment	
PMBP-38	Send the Contractor a list of required documents	
PMBP-39	Prepare Sign-In sheet for Pre-Con (use the FCAC form)	
PMBP-40	Record and document Pre-Construction Meeting	
PMBP-41	At Pre-Con discuss partnering agreement (communication, meetings)	
PMBP-42	At Pre-Con review Section 105.05, Para 3 of the SSHC	
PMBP-43	At Pre-Con provide Contractor with MRDL and AWP sampling checklist	
PMBP-44	At Pre-Con discuss Preliminary list of CO/AS's or VEP's	
PMBP-45	AT Pre-Con provide posters depending on funding source	
PMBP-46	At Pre-Con provide Contr. NOI from SWPPP & Identify NDOT's POC	
PMBP-47	At Pre-Con address environmental commitments in the Contract	
PMBP-48	At the end of Pre-Con review recorded actions	
PMBP-49	Prepare & send draft minutes of Pre-Con. Meeting	
PMBP-50	Compile & send Pre-Con minutes to all attendees	
PMBP-51	Review all docs from Pre-Con, adjust assignments to the staff	
PMBP-52	Follow up on any unresolved issue resulted from Pre-Con mtg	
PMBP-53	Ensure contractor submit required mix design, samples, vendor info, Buy America certs, etc	
PMBP-54	Ensure railroad coordination starts early	
PMBP-55	Acknowledge your receipt & review of the Critical Path Schedule	
PMBP-56	Verify soil samples are taken and sent to the lab	
PMBP-57	Verify Public Flyers and/or changeable message boards are post	
PMBP-58	Stake location and project construction signs per TCP P.	
PMBP-59	Distribute "Mailbox Re-location Letter" if needed	
PMBP-60	Verify subcontractor approval	
PMBP-61	Obtain NTP from Construction Division	

# Active Construction

No.	Activities	Status
PMBP-62	Compile emergency contacts/key personal information for project	
PMBP-63	Speed Zone Authorization (NDOT Form 44)	
PMBP-64	Letter to Police, if through a city or town (FCAC standard form)	
PMBP-65	Letter to Sheriff, if on a county road or highway (FCAC Form)	
PMBP-66	Letter to State Patrol (FCAC form)	
PMBP-67	Add project to State's 511 computer system	
PMBP-68	Start log of Work Area Speed Zones (NDOT - 471)	
PMBP-69	Enter into AWP the required contract times	
PMBP-70	Maintain detailed daily diary in AWP	
PMBP-71	Monitor waterways as needed	
PMBP-72	Verify in-place traffic control daily	
PMBP-73	Review and authorize inspector DWR	
PMBP-74	Create, review, check and approve Progress Estimate in AWP	
PMBP-75	Notify DCE that estimate needs to be approved	
PMBP-76	Create Change Orders/Supplemental Agreements (CO/SA) as needed	
PMBP-77	Auto email is sent out to notify the next signature level of CO/SA	
PMBP-78	Verify all sub-contractors have approval letter	
PMBP-79	Upon receipt of proper invoice, create material stockpiles	
PMBP-80	Verify that Borrow Pit, Camp, Plant, Waste, etc.. have approvals	
PMBP-81	Host partnering meetings as defined in per-con & send minutes	
PMBP-82	Coordinate project staking. Ensure NDOT employees are present	
PMBP-83	If applicable, generate a NDOT form 74 - Cost Overrun/Underrun	
PMBP-84	Manage record of materials, computation & quantities for payment	
PMBP-85	Traffic Accident, obtain report, take pic/vid. & collect more info.	
PMBP-86	Verify Environmental Commitment compliance	
PMBP-87	Ensure Postings remain Legible (See PMBP-45)	
PMBP-88	Be aware of project safety, including NDOT and Contractor staff	
PMBP-89	Check that all items of work are being properly measured	
PMBP-90	Schedule M&R for Pile Hammer, Profile, Core , Etc. if needed	
PMBP-91	Field personnel check Contractor's equipment prior to first use	
PMBP-92	Crete and reconcile a Final Punch list	
PMBP-93	Verify intermediate cross section of all borrow pits	
PMBP-94	Check with maintenance approaching the end of project for permanent signing	
PMBP-95	Submit shop drawings, RFIs, and shop plans to shop drawing email	
PMBP-96	Produce and maintain project records	
PMBP-97	Manage daily relationships with key stakeholders	
PMBP-98	Maintain/update field draft As-built	
PMBP-99	Be aware of contractual dates	
PMBP-100	Material sampling requirements are collected and documented properly	
PMBP-101	PM receives all material certs and upload in OnBase	
PMBP-102	Assure proper samples are generated and submitted	

# Finals Process

Chart for 2025 Project Management Reference Guide

No.	Activities	Status
PMBP-103	Distribute the Project Completion Notificaiton	
PMBP-104	Submit the Letter of Project Completion to DE (or designee)	
PMBP-105	Remove project from Detour Report and 511 System	
PMBP-106	Watch for damage to work after acceptance	
PMBP-107	Final Project Clean up	
PMBP-108	Review Contract docs & verify basis of payment, method of measure	
PMBP-109	If applicable, confirm Project Funding breakdowns accurate	
PMBP-110	Review pending CO/SA docs for completeness and accuracy	
PMBP-111	Do a detailed review of all contract quantities	
PMBP-112	Ensure the E-verify letter from Prime mention he & all subs regist	
PMBP-113	Complete all Computation Sheets and upload in OnBase	
PMBP-114	Confirm all other adjust to the Contract Quantities are included	
PMBP-115	Review Major Items	
PMBP-116	Complete Time Allowance Reviews worksheet base on contract information	
PMBP-117	Retain copies of Payrolls Received (DR84) and enter Last Payroll in SM	
PMBP-118	End your Inspector's AWP authority	
PMBP-119	Prepare Contractor Evaluations	
PMBP-120	Generate a Smi-Final Estimate (Do Not Approve) & Letter of Con/Non-Concur	
PMBP-121	Prepare As-Builts	
PMBP-122	Maintain required observation periods	
PMBP-123	Prepare email of transmittal	
PMBP-124	SWPPP Inspection Hand-off	
PMBP-125	M&R conduct material review upon receipt of Completion Notification	
PMBP-126	Finals unit will contact PM, if additional docs are needed	
PMBP-127	Notify In-Service Bridge Section of the bridge open date	
PMBP-128	If warranted, host a post con meeting with Contractor & Designer & others	
PMBP-129	Follow the District Record Retention Policy	
PMBP-130	Controller notify Dist. when records no longer need to be retained	
PMBP-131	Follow Record Retention Policy (policy is under development)	