**1.0 Project Management**

[ ]  [ ]  Obtain Project Charter from AM&WP

[ ]  [ ]  Planning Funding Source (CIP, Allowance, etc.)

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[ ]  [ ]  Planning Contracts (RFP, RFQ, PSA, etc.)

[ ]  [ ]  Detailed Planning Schedule Established
 [ ]  [ ]  Scheduling Requirements or WWIP Milestones Identified

[ ]  [ ]  Planning Legislation Forecast (N/A if under Planning Allowance)

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[ ]  [ ]  Document Control and/or Electronic Planning Folder Established

[ ]  [ ]  Technical Review Committee (TRC) Established

[ ]  [ ]  Customer Service Plan Established for Complex or Public Involvement

**2.0 Records Research**

[ ]  [ ]  CAGIS/Existing Facility Drawings/Records Research Performed

[ ]  [ ]  Research Abandoned Utilities (streetcar tracks, etc.)

[ ]  [ ]  Field Walk Down Performed

[ ]  [ ]  OUPs Request

[ ]  [ ]  Gather and Research Relevant Existing Reports and Studies

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[ ]  [ ]  Research Prior Legislation History

 **3.0 Data Collection**

[ ]  [ ]  Condition Assessments **Proposed in Design?** Y / N

[ ]  [ ]  Flow Monitoring/Model Calibration **Proposed in Design?** Y / N

[ ]  [ ]  Field Work/Survey Work **Proposed in Design?** Y / N

[ ]  [ ]  Geotechnical Work **Proposed in Design?** Y / N

[ ]  [ ]  Sampling & Analysis **Proposed in Design?** Y / N

**4.0 Project Coordination**

[ ]  [ ]  Inter-Utility Coordination (water, gas, DOTE, ODOT etc.)

 [ ]  [ ]  Construction Coordination Software information sent to ETS

 [ ]  [ ]  MSD OUPs shapefile

[ ]  [ ]  Jurisdictional Paving Coordination

[ ]  [ ]  MSDGC Coordination

Items 1.0 to 8.0 must be addressed prior to submittal of BCE for signature.

Peer Reviewer check is required for only Items 1.0 to 8.0.

Attach Checklist and TRC Comment Response Form with BCE for signature.

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 [ ]  [ ]  WWT/WWC: (WWT System Asset Renewal CIP, etc.)

 [ ]  [ ]  OOD/EPM: (Green shapefile)

 [ ]  [ ]  CIP Projects: (CIP shapefile)

 [ ]  [ ]  WWIP Projects: (Approved WWIP Document)

 [ ]  [ ]  RDII: (RDII shapefile)
 [ ]  [ ]  Assessment/HSTS: (Assessment shapefile, HSTS Area shapefile)

 [ ]  [ ]  Dev. Services: (Development shapefiles, SSO/CSO Credits)

 [ ]  [ ]  AMWP: (Verify have the latest GSAM and/or AMS data)

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**5.0 Problem Diagnosis/ Boundary of Analysis/ Project Objectives**

[ ]  [ ]  Supports, enhances, or clarifies original nomination

[ ]  [ ]  Evaluates potential opportunities and benefits to MSD

**6.0 Strategy and Alternatives Analysis**

 [ ]  [ ]  TBL Analysis Performed

 [ ]  [ ]  Social/Environmental Scoring

 [ ]  [ ]  NPV Analysis reviewed by Cost Estimating Group

 [ ]  [ ]  FLAMROC Analysis

**7.0 Recommended Alternative**

[ ]  [ ]  Stakeholder Input (Nominator, Operating Division, etc.)

[ ]  [ ]  Modeling Report provided (or approved) by Modeling Group

[ ]  [ ]  Risk Register (required on all projects)

[ ]  [ ]  Execution Plan

 [ ]  [ ]  Clearly Defined Scope

 [ ]  [ ]  Schedule Established (through project completion in years)

 [ ]  [ ]  Project Dependencies Identified

 [ ]  [ ]  Project Budget Established

 [ ]  [ ]  Cost Estimate provided (or reconciled) by Estimating
 [ ]  [ ]  Budget Deviation Form Completed

 [ ]  [ ]  Design Legislation Strategy (CIP Book, Add, Year)

 [ ]  [ ]  ROW costs provided by ROW Group

 [ ]  [ ]  Funding Sources Identified

 [ ]  [ ]  Potential Funding from Loans or Grants Identified

 [ ]  [ ]  Easements Identified/ESA Performed

 [ ]  [ ]  Anticipated Required Permits Identified

 [ ]  [ ]  Value Engineering (projects >$5M in construction)

**8.0 Review of BCE Document**

[ ]  [ ]  Planning Peer Review Complete & Comments Addressed

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**9.0 Business Case Review and Approval Procedure**

Items 8.1 & 9.0 must be addressed prior to finalizing turnover (TO) memo. Submit completed checklist with TO memo to T. Crawford to finalize TO memo.

[ ]  Use Procedure for BCE Review and Approval

Items 8.1 & 9.0 must be addressed prior to finalizing turnover (TO) memo. Submit completed checklist with TO memo to T. Crawford to finalize TO memo.