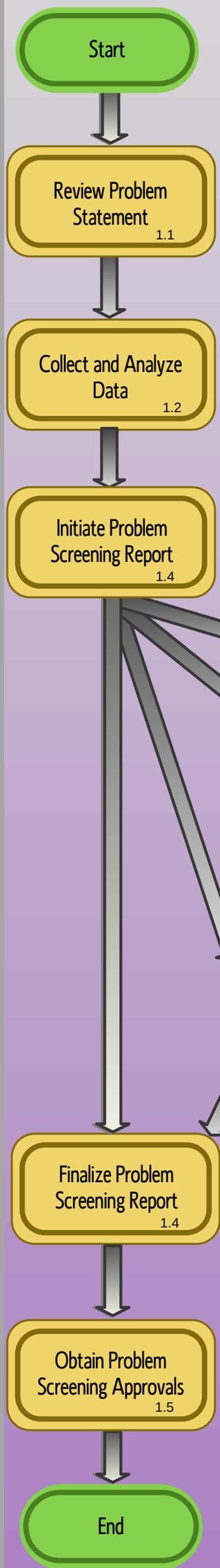
Problem Screening



The Problem Statement is reviewed by the Division of Capital Investment Planning and Development (CIPD). The outcome of this review will be one of the following: (1) The Problem Statement is consistent with CIPD goals and objectives and will continue with the next step of the PS process; (2) Withdraw the Problem Statement because of a lack of need, because the recommendation within a Problem Statement is already being addressed by an existing project, or because the Problem Statement is in the jurisdiction of another agency.

The CIPD will review the Problem Statement for management system priority, and collect data applicable to the Problem Statement. The data collected can be from the Department's various management systems, As-Built Plans, Crash Data, Existing Traffic Counts, and Past Studies. After collection, the data is analyzed and used to initiate the Problem Screening Report.

CIPD initiates Problem Screening Report that summarizes the information obtained to date and recommends the most appropriate path for the Problem Statement. The recommendation in the Problem Screening Report will be one of the following: (1) Withdraw the Problem Statement; (2) Assignment as a NJDOT Maintenance work order; (3) Perform Field Investigation; (4) Advancement to Concept Development.

CIPD prepares a memo to notify the Problem Statement Originator that the Problem Statement has been withdrawn.

CIPD prepares a notice to NJDOT Maintenance to prepare a NJDOT Maintenance work order.

If necessary, a field investigation is conducted by the Division of Project Management (DPM), in coordination with CIPD, to further define the problem and provide a cursory evaluation of potential constraints to advancement. A field investigation also makes a technical assessment of issues such as right of way or environmental constraints. A field investigation may involve coordination with in-house staff. A summary of the Field Investigation is added to the Problem Screening Report.

CIPD finalizes the Problem Screening Report. The report includes an Executive Summary, Management System Overview, Risk Analysis, the Field Investigation summary if applicable, and the Final Problem Statement Screening Recommendation.

Prior to the conclusion of the Problem Screening Phase, approval shall be obtained from the Capital Program Committee (CPC), and a CPC Memo shall be prepared either by CIPD or DPM as per identified in Activity 1500, Obtain Problem Screening Approvals. If CIPD presents the CPC Memo to CPC it includes DPM or Maintenance concurrence.

The CPC Memo is approved by the CPC, that formally authorizes the existence of a project, and provides the Department Project Manager with the authority to apply organizational resources to work activities.

No Problem Statement is permitted to advance to Concept Development or Maintenance until final approval is given by the CPC.

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