

Quality Management Concept Development

Concept Development



The Designer is responsible to initiate the Interactive Communications Procedure during the Concept Development phase. Some of these communications may result in agreements and/or resolutions of design element issues from all formal and informal communications between all Subject Matter Experts (SME's) and Project Stakeholders. These resolutions are contained as individual DCR Entries within projects' Design Communication Report (DCR). The DCR is to be prepared in accordance with the Interactive Communications Procedure.

The communication participants (Stakeholders, SME's etc.) discuss an issue or problem pertaining to the project design, reach a decision or resolution of the issue. The Designer prepares a draft DCR entry. The Designer verifies that all communication participants are in agreement with the draft DCR entry prior to submitting it to the Project Manager. All DCR Entries made into the DCR shall document the communication participants involved, the type of communication (informal or formal meeting etc.), the issue, the decision reached, and date. The Designer prepares and submits the DCR along with the DCR Approval Sheet to the Project Manager for approval in accordance with the Interactive Communications Procedure.

The Project Manager reviews the DCR and if acceptable, approves the DCR. If the DCR is not acceptable as submitted by the Designer, the Project Manager shall coordinate with the Designer or SME's as necessary until the DCR is acceptable for approval. Once acceptable for approval, the DCR Entry is signed by the Project Manager and dated and the Designer uploads the electronic DCR file into PMRS in accordance with the Interactive Communications Procedure.

The Designer submits a Quality Certification and submits it to the Project Manager that they have performed the work in accordance with the proposed project's Concept Development (CD) Scope Statement and current Department Quality Management Process and Procedures, and that the project has been designed in accordance with all applicable State and Federal design standards and requirements.

The Project Manager accepts the Certification following the CD Report Approval by FHWA.