

Problem Screening Activity Descriptions

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Problem Screening

Review Problem Statement (1100)

The Division of Capital Investment Planning and Development (CIPD) begins the Problem Screening process when a Problem Statement is initiated by information generated from an NJDOT Management System. A Problem Statement is reviewed by CIPD to weigh its merit against data and information contained in the Department’s various management systems. The outcome of this review can be the following:

- The Problem Statement is consistent with CIPD goals and objectives
- Withdraw Problem Statement due to the following:
 - Lack of need
 - The recommendation within a Problem Statement is already being addressed by an existing project
 - The Problem Statement is in the jurisdiction of another agency

For each problem statement, CIPD updates the problem statement database and notifies the original sender of the resolution.

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development
Consulted:	Subject Matter Expert(s), Problem Statement Sender
Informed:	Problem Statement Sender
Activity Predecessor:	N/A
Activity Successor:	1200
Activity Duration:	10
Product Produced:	Problem Statement Outcome
Related Guidance Document:	Problem Screening Guideline

Collect and Analyze Data (1200)

The Division of Capital Investment Planning and Development (CIPD) will review the Problem Statement for management system priority. Depending on management system ranking, the Problem Statement will be advanced or withdrawn. CIPD will also collect pertinent data as required for the specific Problem Statement. This data may include management system input data, crash data, as-built plans, etc. CIPD will prepare a memo requesting information of other projects, planned or ongoing in the vicinity.

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<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development
Consulted:	Subject Matter Expert(s), Problem Statement Sender
Informed:	Problem Statement Sender
Activity Predecessor:	1100
Activity Successor:	1400
Activity Duration:	20
Product Produced:	Collected Data
Related Guidance Document:	Problem Screening Guideline

Prepare Problem Screening Report (1400)

Upon compilation of the Problem Statement review and field investigation, Capital Investment Planning and Development (CIPD) prepares a Problem Screening Report that summarizes the information obtained to date. CIPD finalizes the Problem Screening Report.

The result of the Problem Screening Phase will be one of the following:

- Withdrawal of the Problem Statement
- Assignment as a NJDOT maintenance work order
- Advancement to Concept Development

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development
Consulted:	Division of Project Management, Subject Matter Experts, Local Stakeholders
Informed:	Capital Program Screening Committee
Activity Predecessor:	1200
Activity Successor:	1500
Activity Duration:	70
Product Produced:	Problem Screening Report
Related Guidance Document:	Problem Screening Guideline, Problem Statement Screening Report Template

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Obtain Problem Screening Approvals (1500)

CIPD prepares a concurrence memo to document the Problem Screening recommendation for the Division of Project Management or maintenance. Once concurrence is received CIPD prepares a Capital Program Committee (CPC) Memo to obtain CPC approval. The concurrence Memo along with the Problem Screening Report is sent to the CPC for approval. The CPC reviews the Problem Screening Report recommendation and determines whether to advance the Problem Statement as a Concept Development Study or as a Maintenance Work Order. The CPC decision is documented in the CPC meeting minutes.

<u>Role Description</u>	
Responsible:	Capital Investment Planning and Development, Division of Project Management, Capital Program Committee
Consulted:	n/a
Informed:	Division of Project Management
Activity Predecessor:	1400
Activity Successor:	2000
Activity Duration:	25
Product Produced:	CPC Decision/Approvals
Related Guidance Document:	Problem Screening Guideline, Problem Statement Screening Report Template, Problem Screening Recommendation Concurrence Memo Example

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