Los Angeles Community College District
PROGRAM MANAGEMENT SERVICES

90-Day Progress Report

July 24, 2013
Board of Trustees Meeting
Scope of the Presentation

- Establishment of uniform policies and procedures
- Program Management Information System upgrades
- Quality program
- Risk management
- Finance, accounting and contracting performance
- Energy program management
- Program assessment
- Contract deliverables
Policy and Procedures Manual

- Four volumes cover entire scope of program activities
  1. General Administration
  2. Construction
  3. Design
  4. Project Management Information Systems

- Final review – Aug. 2013 (deliver in Sept.)
- Automated – Oct. 2013
Program Management Information System

• Captures project performance data from all colleges into single web-based system

• Simple yet comprehensive online workflows

• Real-time reporting comparing project budgets to estimates at completion

• Allows stakeholders to drill down to track progress, budget, cash flows

• 24/7 online, real-time reporting
Online Project Level Assessment
Online Project Level Assessment
Online Project Level Assessment

Building for tomorrow's leaders
ISO 9001 Quality Management System

• QMS Audits (Sept. 2013)
  – Mock audits to train CPMs on process
  – Continuous process improvement
  – Live audits to begin Oct. 2013

• Quality Council
  – Key stakeholders, CPM, Build team, district staff
  – Present best practices, lessons learned and areas of improvement
  – Prepare CPMs for next round of audits

• Focused Training (Aug. 2013)
  – KPI
  – Risk
  – PMIS
Risk Management

A methodology to identify and quantify specific risks to the project, determine consequence and develop mitigation strategies.

• Quality Council
  – Risk management plan
  – Risk identification
  – Risk assessment
  – Risk handling
  – Risk impact and control actions
  – Risk reporting and tracking

• Build on LACCD 2012 risk study

• System-wide training in Aug. 2013
Finance & Accounting

- No disruption in services
  - Dispensed over $42 million to vendors since April 4, 2013
  - Processed over 3,000 invoices since April 4, 2013
  - Reviewed about 90 stop notices, releases and waivers per month

- Implemented “Tiger Team” approach to correct $14 million financial management audit finding

- Updating DELTEK Accounting System Applications
Contracts Management

- No disruption in services
  - 1,920 invoices received and reviewed for processing
  - 159 contracts committed
  - 89 task orders issued @ $3.2 million
  - 31 purchase orders issued @ $594,000
  - 17 NOCs filed with the county
  - 15 certificates of substantial completion issued
  - $131 million in major procurements in progress
Energy Assessment

• Assessment of energy initiatives at the program level
  – Verify ROI of past projects
  – Pending energy projects
  – Implementation plan for remaining scope

• Program-wide central plant performance study
  – Reliability
  – Warranty and commissioning
  – Lessons learned

• Energy team activities
  – Staff reorganization
  – M&DR competition
Program Assessment

• Deloitte Financial Services
  • Establish baselines and validate reporting data
    – Validated 99% of bond funding
    – Analyzed 400+ projects and 1,700+ sub-projects
    – Determined the financial status of 435 accounts
    – Final report due Sept. 2013
    – Mid-September meetings at each college
## Contract Deliverables Submitted

<table>
<thead>
<tr>
<th>Category</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>PPM Vol. I Program Management Administration</td>
<td>Quality Training Plan</td>
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<tr>
<td>PPM Vol. IV Program Management Information System</td>
<td>Comprehensive Risk Management Plan</td>
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<td>Stakeholder Management Plan</td>
<td>WBS Training Plan</td>
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<td>Communications Plan</td>
<td>LACCD Bond Program Correspondence Manual and Board of Trustees Communications Manual</td>
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<td>Bond Program Website Plan</td>
<td>Program RACI Matrix</td>
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<td>Financial Baseline Report</td>
<td>Bond Program Partnering Plan</td>
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<tr>
<td>Quality Assurance/Quality Control Plan (Quality Plan) – Volume I Section 10 PPM</td>
<td>Comprehensive Workforce Outreach/Construction Management Apprenticeship/Workforce Development Plan</td>
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<td>Design Standards – Volume II PPM</td>
<td>ADA Program Compliance Plan - Volume II PPM</td>
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<td>LEED and Sustainability Plan - Volume II PPM</td>
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<td>Lease Lease-Back Delivery Method Guidance Document</td>
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<td>KPI Performance Indicators Process</td>
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<td>Document Control Plan (Volume 1, Section 4 PPM)</td>
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<td>Safety Management Plan</td>
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<td>Key Performance Indicators (KPI’s) Plan</td>
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<td>Project Roll Up Plan</td>
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Next 90 Days

• Implement web-based automated Policies and Procedures Manual
• Implement PMIS System
• Create Risk Baseline and implement Risk Management Strategies
• Complete first round of Quality Audits
• Commence bench contract re-competes
• Complete program assessment and validate college and program budgets
• Complete energy assessment and create an energy roadmap
• Institute KPIs and provide performance reporting