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

Process: PMIS Standard 2: Correspondence. Record of a letter, fax, phone call or in person communication. All states are derived from state type Draft.

- Draft
- On Hold
- Response Required
- Responded
- No Response Required
- Cancelled

Notes:
- Administrator and Document Manager Role can move all “End of Workflow” states back to Draft state.
- Distribution to other parties is via Ad-Hoc Workflow.
- Initiating / Receiving Companies do not work on this document type for distribution (ttrc/hcc)
- Initiating / Receiving Companies do not work on this document type for Edit and Enter State Roles
- All parties have may edit and move the document to the next state.
- Once in an End of Workflow state the document cannot be edited or changed to another state, except by the Project Document Manager and Administrator.

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AECOM
Online Project Level Assessment

COMPARES Estimate At Completion to Current Budget
GREEN - EAC less than 90% Current Budget
YELLOW - EAC between 90% & 100% Current Budget
RED - EAC is greater than Current Budget
No Budget = RED

Project Health KPI’s
- Budget Health
- Cost Health
- Schedule Health

Project Financial Summary
- Budget Cost Summary
  - Original Budget
  - Current Budget
  - EAC

Contract Summary
- Approved
- Pending Approval

Project Document Summary
- RFIs
- Submittals
- Drawings
- Cost Events
- Variation/Change Orders
- Invoices

RFI Status
- Current State
- Submitted for Answer
- Pending Question
- Question Submitted
- Answer Submitted

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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>Deliverables</th>
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<tbody>
<tr>
<td>PPM Vol. I Program Management</td>
<td>• Quality Training Plan</td>
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<tr>
<td>Administration</td>
<td>• Design Standards – Volume II PPM</td>
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<tr>
<td>PPM Vol. II Design/Pre</td>
<td>• Contract Administration Management Plan and Procedures</td>
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<tr>
<td>Construction Policies and</td>
<td>• ADA Program Compliance Plan - Volume II PPM</td>
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<td>Procedures</td>
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<td>PPM Vol. III Construction Policies</td>
<td>• Claims and Mandatory Dispute Resolution Support Plan (in PPM Vol III)</td>
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<td>and Procedures</td>
<td>• LEED and Sustainability Plan - Volume II PPM</td>
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<td>PPM Vol. IV Program Management</td>
<td>• Comprehensive Risk Management Plan</td>
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<tr>
<td>Information System</td>
<td>• Lease Lease-Back Delivery Method Guidance Document</td>
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<tr>
<td>Stakeholder Management Plan</td>
<td>• WBS Training Plan</td>
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<td>Communications Plan</td>
<td>• KPI Performance Indicators Process</td>
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<td>Bond Program Website Plan</td>
<td>• LACCD Bond Program Correspondence Manual and Board of Trustees Communications Manual</td>
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<td>Financial Baseline Report</td>
<td>• Document Control Plan (Volume 1, Section 4 PPM)</td>
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<td>Quality Assurance/Quality Control</td>
<td>• Program RACI Matrix</td>
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<tr>
<td>Plan (Quality Plan) – Volume I</td>
<td>• Safety Management Plan</td>
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<td>Section 10 PPM</td>
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<tr>
<td>Project Roll Up Plan</td>
<td>• Key Performance Indicators (KPI’s) 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