

Appendix Q

Subcontract Management Plan Template

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Title Page
Document Control Panel
Table of Contents
List of Acronyms
Definitions

1. Overview

The Subcontract Management Plan (SMP) describes the process used by the FDOT to select qualified ITS subcontractors and manage them efficiently. The SMP combines the concerns of requirements management, project planning, project tracking, and project oversight for basic management control, along with necessary coordination of quality assurance (QA) and configuration management (CM), and applies this control to the subcontractor as appropriate.

1.1 Scope

The SMP sets forth the processes for managing and integrating project activities, and provides methods and guidance for the selection and management of subcontractors using proven processes and methods that assure successful program execution. The SMP shall be updated annually or as required to reflect changes in subcontractor management functions and/or processes.

The scope of the SMP begins at the preproposal stage and continues through subcontract execution, performance management, and closeout. It provides guidance for subcontract management activities, including:

- Organization, roles, and responsibilities
- Methods and processes for subcontractor management
- Management oversight for all subcontractors to minimize program impacts due to cost, schedule, or technical performance
- Distribution of work
- Subcontract task work order (TWO) allocation
- Quality assurance of deliverables/products

- Status reporting and invoice procedures
- Ongoing communications

2. Organization and Responsibilities

This section describes the organization and responsibilities associated with the subcontract management process, including:

- Project management
- Business management
- Contracts and subcontract administration
- Engineering
- Environmental; health and safety; and security
- Quality assurance

3. Subcontracting Plan / Subcontractor Work Distribution

This section describes the allocation/distribution of work among the project's subcontractor team.

4. Task Work Order Management Process

This section provides the management process for TWO responsibilities, including:

- Subcontractor TWO management:
- Task work order staffing process

5. Quality Assurance

This section describes the key areas that may be utilized for measuring teammate performance, including the staffing, financial, technical, and management areas.

6. Staffing

This section describes staffing performance and how it is measured. The performance may be measured by performing an analysis of the open/filled ratio, and the timeframe required to fill open or vacant positions.

7. Financial

This section describes the key financial elements that are monitored for ongoing analysis.

8. Technical

This section describes the key factors monitored for subcontractor technical performance, including:

- Delivery of excellent performance
- Customer support

9. Management

9.1 Risk Management

This section describes the process where performance problems are reported to the project management. It further establishes the process in which the project manager responds to problems and develops an action plan to ensure problem resolution.

9.2 Change Management

This section describes the control and exercise of all subcontract change or modification actions.

9.3 Subcontract Closeout Management

This section describes the procedure for how closeout of the subcontract will be managed.

10. Invoice and Financial Status Reporting

10.1 Receipt

This section describes the process for receipt of services and how invoices are processed for payment.

11. Communications and Problem Resolution

This section establishes the key methods for subcontractor communications and how all issues/concerns are resolved when they arise.

12. Acronyms and Notes

This section contains any general information that aids in understanding this document. This section will contain an alphabetical listing of all acronyms and abbreviations, along with their meanings as used in the document, and a list of any terms and definitions needed to understand this document.