◭ ARCADIS

Improving quality of life.

PROPOSED WORK PLAN

The 2018-2019 proposed work plan for the Project Management Information System (PMIS) Support Services for the City of Columbus is detailed below. Note this is not a definitive scope of work but is a list of project goals to be completed and / or updated over the life of the project. Detailed scope of work tasks will be identified and approved by the Public Utilities Data Management Coordinator and the PMIS Steering Team):

1. **Modernized CIP Program Interface and Reporting**
   a. User friendly Program creation process
   b. Ability to create "Master Programs" that include previously created "Sub Programs" within them
   c. Work with Section Managers to see what new information would be useful to gather in Programs
   d. Capability to have exportable reports from Program data
2. **Standardized Cancellation Process via PMIS Reporting**
   a. Comparison of PMIS Cancellation Report vs. Melinda's manual cancellation output report
   b. Possible automated workflow from PMs > Section Managers > Fiscal for cancellations nominations/suggestions
   c. Ability to display cancellation transactions in project Contract and Invoice Screens in PMIS
3. **Improved and expanded KPI output and analysis**
   a. Clearing out of erroneous or outlier data that impacts overall KPI averages
   b. Year to Year Analysis of Construction and Engineering Bid Process
   c. Development of new KPIs as directed by Section Managers, Administrators, and the Director's Office
4. **Reports and Dashboard Widget creation for Contract/Invoice Utilization**
   a. Detailed reporting that can provide Department, Division, Section, Project, Vendor, and Minority Designation type
   b. Dashboard Widget creation that will allow Fiscal PMs to easily track status of in-process invoices and contracts
   c. Possible Dashboard KPI for Administrators displaying real time utilization breakdown by Department
5. **Amend CIB/Fiscal Planning Screen Implementation**
   a. Utilizing Excel Add-ins to allow DPU to continue tracking their Amend CIB in Excel while synchronizing it and displaying it in PMIS
   b. Report development in regards to Amend CIB output
6. **Schedule, Budget, and Monthly Status Report Screen Revisions (in conjunction with Long Beach CA project)**
   a. Modernizing and making the Schedule Screen more user friendly
   b. Tracking Funding Source by each individual Cost Category on the Budget Screen
   c. Removing Actual End Date element from the Monthly Status Reports and reapplying them on the Schedule Screen
   d. Allowing Status Report timing to be more easily tied to each vendor's Design Report updates
7. **Arcadis Passport User Training and Updated Notification System**
   a. Update user manuals and on-screen help videos
   b. Acknowledgeable tips/updates notifications at Log-in
   c. Tracking of user trainings and acknowledged updates
   d. Centralization of all training videos and materials for easy user access
8. PMIS Rollout (Beyond DPU / DPS)
   a. Develop new screens, reports, system rules, etc.
   b. Enhancements and adjustments to existing screens
   c. Training and rollout assistance

Fee Schedule

1. **2018-2019 : $500,000**
2. **Future modifications: One modification annually for that year's operating budget.**