

	Project to Centralize and Improve HUB, DBE and SBE Functions (A03)	Project Charter <Charter Date and Status>
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(A)

Concept Definition	Combine HUB, DBE and SBE functions into one office and establish polices, procedures, roles and responsibilities etc. to better serve the needs of TxDOT HUB/DBE/SBE stakeholders.		
Program	Admin	Project Lead(s)	Tamela Saldana/Hilda Correa
Exec. Sponsor	Dee Porter	Sponsor	George Ebert

SECTION 2: Vision Alignment

Problem	It is important to ensure compliance with legal statues regarding HUBs, DBEs and SBEs. Furthermore, the Department's reputation could suffer if external stakeholders perceive a lack of diversity in contract awardees.		
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Goal	Develop an organization and associated polices, procedures and governance to ensure HUB/DBE/SBE legal compliance and to maximize diversity of contract recipients.	Measurable Benefit	
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Scope	Includes: -Centralize HUB with SBE/DBE functions -Define Roles, Responsibilities and Organizational structure. -Establish HUB/DBE/SBE program objectives and performance measures with Stakeholder input. -Establish HUB/DBE/SBE program policies and procedures. -Establish appropriate oversight on HUB/DBE/SBE contractors.	Excludes:
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Associated Goals / Visions / Recommendations	Source / ID#	Text
	GT / 168	Establish a central HUB/DBE/SBE program management office to organize HUB/DBE/SBE functions.
	GT / 169	Establish HUB/DBE/SBE program objectives, roles and responsibilities, policies and procedures and performance measure that will help manage program priorities and resources.
	GT / 167	Improve HUB/DBE/SBE oversight on prime contractor use of HUB/DBE/SBE subcontracts to improve "good faith effort" controls to be sure that the contractors are meeting their stated goals,

SECTION 3: Execution Detail

Approach Overview					
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Related Efforts / Risks					
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Tailoring	Tailoring Tier	Org Impact	Project Size	Complexity	Execution Risk Rating

Forecasted Milestone Schedule	Phase Completion Tollgate	Date	Team Members	Name	Roles	
	Concept Definition				Glenn Hagler	
	Concept Validation				Ken Barnett	
	Design				Becky Blewett	
	Build				Coby Chase	
	Implement	4Q2011			Donna Roberts	
					Dan Neal	
					Autumn Harrison	
					Ed Rodriguez	
					Lavonia Horne Williams	
					Trena Brand	

SECTION 4: Change Management Assessment

Audience	Impact	Stakeholder	Concern(s)