

 Streamline Right of Way Acquisition and Utility Accommodation Process (DO04)		Project Charter MLT Approved 10/4/2011		
SECTION 1: Project Summary				
Concept Definition	Expand streamlined Right-of-Way acquisition and Utility Accommodation process to reduce project delivery cycle time in support of TxDOT staff and property interest owners.			
Program	Department Operations	Project Lead(s)	Sheila Mills (N-RSC), John Zimmerman (ROW)	
Exec. Sponsor	John Barton	Sponsor	John Campbell	
SECTION 2: Vision Alignment				
Problem	Right of Way Acquisition and Utility Adjustments are not completed prior to construction letting dates.			
Goal	100% of the ROW process and utility accommodation completed that materially affect construction of the project prior to letting date. ** (Constructive Possession)		Measurable Benefit Target	25% reduction in average cycle time by YE2014.
Scope	Includes: Process Start: Project receives planning authority Process Stop: Constructive possession of ROW assets (assembly of required real estate; accommodation of affected utilities; relocation of displaced business & residences) - Funding, Planning, Appraisal, Review, Approval Process - ROW Acquisition by Negotiation, Donation, and Eminent Domain - Relocation Process - Removal of improvements - Utility accommodation process - 3rd-Party acquisition oversight (LPA) - Determine roles and responsibilities for District, Region & Division. - 23 CFR 635.309 Physical Construction Authorization, subpart C		Excludes: -FHWA Audit	
Associated Goals / Visions / Recommendations	Text			
	Council 662	Fully implement the streamlined acquisition practices throughout TxDOT's right of way acquisition and relocation process and work with the Federal Highway Administration to formalize these processes.		
SECTION 3: Execution Detail				
Related Efforts / Risks	Related Efforts: Regionalization, Design modernization, PDP12 business rules, ENV Process Review; Environmental Process Framework Project; Project Planning "Lock & Rock", Asset Inventory Initiative. Related Risks: substantive noncompliance identified after the fact; perceptions; decreased quality; loss of credibility.			
Tailoring	Tailoring Tier	Org Impact	Project Size	Complexity
		TBD	Medium	Low
Forecasted Milestone Schedule	Phase Completion Tollgate	Date	Approach Overview:	
	Concept Definition	10/1/2011	- Collect VOC	
	Concept Validation	11/1/2011	- Document current process for Right-of-Way Acquisition	
	Design	2/1/2012	- Define metrics and goals for Right-of-Way Acquisition process.	
	Build	5/1/2012	- Assess Right-of-Way Acquisition process to determine how well it meets the associated goals and processes.	
	Implement	6/1/2012	- Identify improvements to Right-of-Way acquisition process to achieve goals and metric targets. - Implement improvements.	
Team Members	Name	Role	Name	Role
	Sheila Mills	Team Lead	Buck Ritts	Attorney General Liaison
	John Zimmerman - ROW	Team Lead	Teri Morgan	Consultant Industry Liaison
	Don Toner, TTA	TTA	Latricia Good, FIN	Finance
	Charon Williams, ROW	ROW	Marsha Bayer	FHWA liaison
	Jack Foster, TPP	TPP	Tim Decker	Coach
	Martin Moses, FIN	Financa	Allan Osterman	Coach
	Mike Beitler, E-RSC	East RSC		
	John Wallis, W-RSC	W - RSC		
SECTION 4: Change Management Assessment				
Audience	Impact	Stakeholder	Concern(s)	