



CIP - Program Management Office

Town Council Meeting
May 22, 2024

Purpose



To present to Mayor and Council an introduction to the Program Management Office (PMO) and the newly implemented CIP Project and Construction Management Program designed to manage the upcoming peak in capital projects

Background



- 2023 CIP Community Survey Results
- Council Strategic Initiative(s)
- Capital Improvement Program Citizens Advisory Committee (CIPCAC) Recommendations
- Council Approval of expanded Capital Program to address significant Increase in Community and Infrastructure needs

PMO Goals



The Overall Goal of the Program Management Office is to provide quality and timely project delivery to improve the quality of life for Payson residents

Target areas

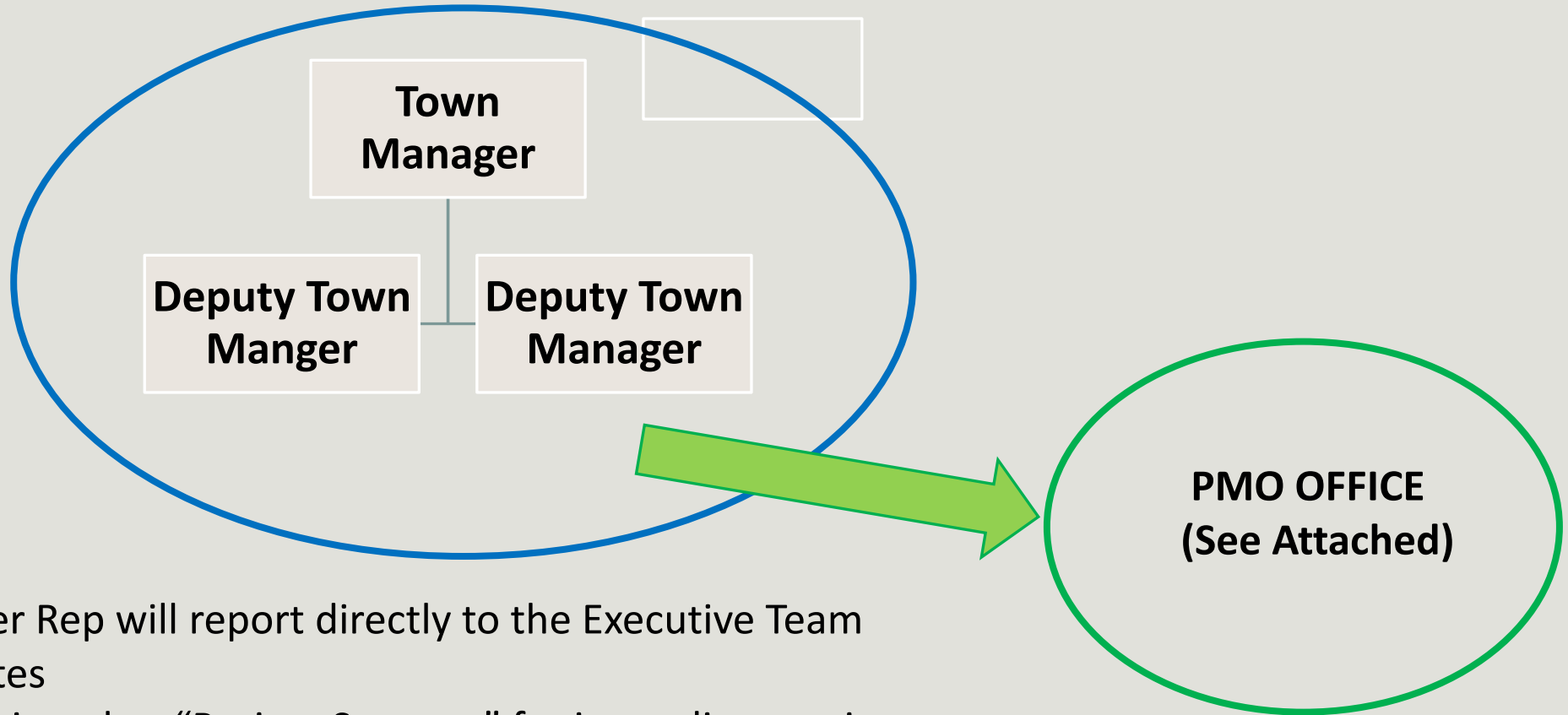
- Cost effective
- Provide a more comprehensive and organized project management approach
- Provide project delivery in a systematic fashion
- Help Town operating departments deliver quality services
- Address infrastructure needs
- Establish a temporary and scalable structure to manage current peak workload
- Develop and implement business process improvements and technology

Why A PMO Structure



- The magnitude of new projects requires Payson to seek additional resources to help successfully execute the projects (Project Planning, Design, Construction, Financial Oversight and Reporting).
- The PMO provides an ad hoc organizational change with the intention of creating a temporary structure for seamless and efficient project delivery.
- The structure will allow for the management of select projects as a single program.

Reporting



- PMO Office/Owner Rep will report directly to the Executive Team
 - Weekly updates
- An Executive is assigned as “Project Sponsor” for immediate project support

PMO (Program Management Office)



<u>Executive Team</u>
Program Manager & Finance Rep

<u>Project Group 1</u> Assigned Projects	<u>Project Group 2</u> Assigned Projects	<u>Project Group 3</u> (to transition to Engineering Team in the future as projects become more manageable)	<u>Project Group 4</u> Assigned Projects
Project Manager	Project Manager	Project Manager	Project Manager
Construction Manager	Construction Manager	Construction Manager	Construction Manager

Benefits



- Connects interdependencies between functions within projects, and interdependencies between projects

Recent Example:

One recent change to how we managed a communications platform saved the Town \$30,000

– (KH website example)

Benefits (Cont.)

- Manage project scope, contractor performance, budget, and timely project delivery
- Simplify project coordination
- Management of tight project critical paths
- Ensure consistency of reporting data
- Utilize project management tools to proactively identify potential issues
- Assists the Town's Engineering Department in managing on-going workload
- Includes the Town Engineer as the Town's Subject Matter Expert for all Projects

PMO – Next Steps



- **RFP Announcement**
- **Pre-Bid Meeting**
- **Bids Due**
- **Interview/Select Top Consultants/Firms**
- **Award Contract(s)**

- **ERP/Procurement Platform**
- **Establish On-Call List for Needed Disciplines**
- **Solicitations for PM/CM**
- **Identify new workflows/policies utilizing existing resources**
- **Identify and address organizational gaps**

Key Takeaways



- The PMO structure is temporary and will allow the Town to deliver projects in the most efficient and organized fashion.
- The PMO structure is scalable and modular, meaning consultants will only work when required.
- Once established, Council will receive regular updates as well as opportunities to provide feedback, input and direction.

