Learning Objective 1: Effective Scoping Packages

Areas to Focus on . . .	Target Participants	Resources Available Today
Setting up for scoping activities, including: • The value and purpose of scoping • Timing for scoping activities • How to fund scoping The ODOT Federal Aid Project Scoping Checklist • How to use it • Common risks and issues in scope and cost estimates Roles and responsibilities in the scoping process • LPAs, MPOs, and ODOT LALs • Differences between MPO and ODOT projects	Program Manager Project Manager (Design) Project Manager (Construction) ODOT LALs	• LAG • LPA Scoping Checklist • Scoping Expectations Framework for ODOT-awarded projects • ODOT Project Scoping Notes

For Discussion

1. What are common issues or questions you have when scoping projects?

2. Do you use the Federal Aid Project Scoping Checklist as a resource? Why or why not?

3. What are your go-to resources when you need to scope projects?

Learning Objective 1: Effective Scoping Packages (cont'd)

Areas to Focus on . . .	Target Participants	Resources Available Today
Risk management • Risks specific to Federal-aid projects at the scoping stage • How to avoid common omissions and errors	Program Manager Project Manager (Design) Project Manager (Construction) ODOT LALs	
Handing off scoping to Design • Key steps for the hand-off • Timing of the hand-off in ODOT-delivered projects • Roles and responsibilities for LPAs and ODOT LALs		

For Discussion

1. What are examples of the kinds of challenges you have in the scoping stage?
   • *What are some of your "lessons learned" in avoiding or mitigating them?*

2. What is your process for handing scoping information off to the project manager for design?
   • *What works well, and what is challenging?*

Learning Objective 2: The Local Agency Technical Scope Sheet (TSS)

Areas to Focus on . . .	Target Participants	Resources Available Today
Accurate and timely completion • Timing for completing and submitting the TSS • How to determine level of detail needed • How to avoid common omissions and issues	Program Manager Project Manager (Design) Project Manager (Construction) ODOT LALs	• LAG • Local Agency Technical Scope Sheet • ODOT Project Scoping Notes
Roles and responsibilities for LPAs and ODOT LALs in the process		

For Discussion

1. Do the "Areas to Focus on" listed above address the most important training/guidance needs regarding the TSS?
   - *What is an example of the kind of challenges or issues you have had in completing a TSS and getting approval?*
   - *Are there things that could be improved in the process or the TSS itself that would address the Learning Objective?*

2. What are your go-to resources for information about completing a TSS?

Learning Objective 3: The Environmental Prospectus

Areas to Focus on . . .	Target Participants	Resources Available Today
Requirements for the Environmental Prospectus • What is needed for the Prospectus document • Documentation required for Scoping	Program Manager Project Manager (Design)	• LAG • NEPA Manual • ODOT NEPA Program Guidance Materials (CE/PCE Procedures in Chapter 420) • FHWA Federal Aid Essentials training videos – Environment • Environmental Prospectus Form • SOW Library • CE/PCE Forms • EIS Templates
How to work effectively with the ODOT Regional Environmental Coordinator • Roles and responsibilities for LPAs and ODOT RECs in the process • When to bring the ODOT REC into the process		

For Discussion

1. What are some of the questions or issues you have had regarding what is needed for an Environmental Prospectus?
   - *What resources have you used in the past to successfully resolve them?*

2. What is the typical process for you and your REC in project scoping?