

SC Technical Team Work Plan and Resource Budget

1. The intent of the [Technical Team Work Plan](#) is to plan, schedule, and track deliverables for the Technical Team:
 - a. Deliverables are input into the Work Plan and programmed into one of the three fiscal years based on their priority ranking as determined by the Team Sponsor and Team Chair.
 - b. The Team Sponsor and Team Chair estimate the time to complete each deliverable and assign Technical Team members accordingly.
 - c. Resources (hours) are allocated to the deliverables for the next three years.
2. The Work Plan must be updated at least annually by the Team Sponsor and Team Chair:
 - a. The best time to fully update the Work Plan is when Division of Engineering Services (DES) Cap-Corp Task resource estimates are requested. This usually occurs during the month of April preceding the next fiscal year.
 - b. Each Technical Team's Work Plan is rolled up into the DES Cap-Corp Task 6TTSC (Technical Teams - Structure Construction (SC)) resource request, thus the Team Sponsor should discuss any proposed changes to the Work Plan format and columns with the SC Task Manager for DES Cap-Corp Task 6TTSC.
3. Revisions may be required if an unexpected task is assigned to the Team. In such an event, the Team Sponsor and Team Chair will review the Work Plan and revise as necessary.
4. The minimum work breakdown for each Technical Team is:
 - a. Technical Support: These are resources for specific tasks in support of DES operations:
 - i. Internal to Caltrans.
 - ii. Federal, other State and local agencies.
 - iii. Industry engagement.

Specific tasks regarding development of inspection aids, training materials, research proposals, response to interested parties, external contacts and innovation are resourced here.
 - b. Standards, Policies, and Guidance Material: These are resources for development of standards, policies, guidance materials, and tools:

- i. Development of Process Development Diagrams (PDD) in support of Bridge Construction Memos (BCMs) in *Bridge Construction Records & Procedures*, Volume II, are resourced as policies.
- ii. Development of SC Technical manuals are resourced as guidance materials.
- iii. Development of software in support of SC corporate tasks are resourced as tools.

Structure Construction reviews of products owned by others are resourced by the other DES subdivisions that own the products. An example of this is when DES Specification Development requests SC to review a draft specification. The resources for the review are provided by DES Specification Development.

Review of SC products by other DES subdivisions are accounted for and resourced in this section. An example of this is a PDD that requires input or review from another DES subdivision. The resources for the review are provided by SC in our Work Plan.

- c. Other: These are resources for special products and services that do not fit the other categories. Currently, SC Technical Teams are not providing any products or services in this category.
5. As SC products are developed, confirm that the resources expended are within the allocated amount.
 6. The Work Plan is coordinated with the [SC 3-Year Technical Manual Revision Plan](#).