



**VE SETUP CHECKLIST**

<b>Project Name:</b>	
<b>Project Number:</b>	
<b>Project Manager:</b>	<b>Date:</b>
<b>Project Manager Signature:</b>	

<b>Project Description:</b>
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|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Obtain verification that a Value Engineering (VE) Study is needed from the Project Team and the Transportation Systems Management Division Manager |
| <input type="checkbox"/> | Obtain input on the VE Team and VE Team Leader selection from the Project Management Branch Manager                                                |
| <input type="checkbox"/> | Select the VE Team Leader                                                                                                                          |
| <input type="checkbox"/> | Select the members of the VE Team with input from the VE Team Leader                                                                               |
| <input type="checkbox"/> | Oversee the preparation of the Study Plan by the VE Team Leader                                                                                    |
| <input type="checkbox"/> | Oversee the preparation of the VE Analysis Packet by the Design Team                                                                               |
| <input type="checkbox"/> | Approve additional scope items, if required                                                                                                        |
| <input type="checkbox"/> | Approve additional VE contracts, if required                                                                                                       |
| <input type="checkbox"/> | Determine the schedule of the VE Study; communicate to all involved groups                                                                         |
| <input type="checkbox"/> | Secure a location for the VE Analysis                                                                                                              |
| <input type="checkbox"/> | Determine who will conduct the Design Team Presentation and communicate this decision                                                              |
| <input type="checkbox"/> | Schedule the Design Team Presentation                                                                                                              |
| <input type="checkbox"/> | Communicate the schedule (including the Design Team Presentation) to all groups involved in the VE Study                                           |
| <input type="checkbox"/> | Attend the Design Team Presentation                                                                                                                |
| <input type="checkbox"/> | Ensure that the VE Team has everything needed for the VE Analysis                                                                                  |