

New Jersey Department of Transportation  
**QUALITY IMPROVEMENT ADVISORY**

**QUALITY MANAGEMENT SERVICES**

Manager: Brian Strizki

Telephone: (609) 530-6363

QIA No. QIA018

Approved:  
Date:

**Process Affected:**

Scope  Design  Right of Way  Utilities  Environmental  Historic  Construction

**Bureaus Affected:** All CPM Units

**Procedure(s) Affected:** Project Management

**Route & Section:** NA

**County/Municipality:** NA

**Project Summary:** NA

**Nature of Problem(s):**

The FHWA has completed the first report on authorizations using the newly revised format.

The data collected from January through February 1999 (copy attached) indicates the following:

- Total number of authorized projects was **43**.
- The average time to process an authorization was **3.8** days. The high was 20 days and the low was the same day it was received.
- **Fourteen** out of 43 projects had some issues that needed to be resolved before the FHWA could authorize the project.

**Recommendation(s):**

The FHWA created the attached Authorization Checklist as a means of identifying key issues which are part of the authorization process.

Effective immediately, **Project Managers** are directed to ensure that each of the items in the checklist are addressed **prior** to submitting authorization requests to the FHWA. This will enable the occurrence of non-compliances to be minimized, and will result in a decrease in delays to project schedules.

**Implementation:** Effective Immediately

**Impact Assessment:**

Schedule  Quality  Cost  Scope

**Cost Impact:**