New Jersey Department of Transportation **QUALITY IMPROVEMENT ADVISORY** QUALITY MANAGEMENT SERVICES Manager: Brian Strizki Telephone: (609) 530-6363	QIA No. QIA026 ——————————— Approved: B. Strizki Date: 7/2/2001

Subject: Use of Project Identification

Process Affected:

☒Scope   ☒Design   ☐Right of Way ☐Utilities   ☐Environmental ☐Historic ☐Construction

Bureaus Affected: All CPM Units	**Procedure(s) Affected:** Project Delivery Process

Nature of Problem(s):

There has been a reported instance where a form AD-12 (Department Action Slip) was circulated for authorization to advertise a project and did not contain any project identifier such as Universal Project Code (UPC) number or a contract number. In addition, the Award Report for that time period listed a project by the same route number but listed a different project description than what was used on the Department Action Slip. Even though the information contained in both documents in fact referred to the same project, the inconsistencies made it difficult for staff to correlate this information and properly identify the specific project.

Recommendation(s):

The UPC number is a project identifier and is established when a new project is created. The contract number is also a project identifier, consisting of the project beginning milepost and the UPC number, and it is used for project identification replacing the previously used section designation. The contract number and an official project description are assigned to a project at the beginning of the Scope Development phase.

Before the establishment of the contract number and the official project description, the project's UPC number should be used on all project related correspondence. Once a contract number and official project description are established, it is essential that all project related correspondence contain this information so that projects can be accurately identified. If a project has not been assigned a contract number, then a section designation along with the official project description should continue to be used.

Implementation: Immediately

Impact Assessment: ☐Schedule ☒Quality ☐Cost ☐Scope	**Cost Impact:** N/A