



B A S M A A

Policy and Procedure #11

Title: Project Management and Project Deliverable Approval

The purpose of this policy and procedure is to establish authorities, and roles and duties of BASMAA project officers and standing or ad hoc committee members overseeing projects. Related policies and procedures are:

- *#1 Budgeting and Work Planning* – establishes BASMAA’s policy and procedure for all aspects of developing and approving BASMAA’s budgets and work plans, including schedule, project selection criteria, and decision-making.
- *#4 Consultant Selection and Contracting* – establishes guidelines for implementing a selection process to hire consultants to conduct BASMAA projects, including implementation of grant and loan funded projects.
- *#7 Financial* – establishes BASMAA’s accounting policies and procedures.
- *#8 Funding and Accounting for BASMAA Efforts* – defines and specifies financial elements of regional efforts conducted by BASMAA.
- *#9 Grant Administration* – establishes BASMAA’s policy and procedure for meeting the administrative requirements of federal or state grants received by BASMAA, which include administrative requirements above-and-beyond those already addressed by BASMAA’s other policies and procedures and/or that are specific to a particular grant.
- *#10 Grant Proposal Development* – defines how BASMAA addresses grant proposal development, including the use and standing of consultants involved in proposal development.

Authority

BASMAA’s annual budget funds projects and other expenditures. The management of BASMAA funds is the responsibility of the Board of Directors. Consistent with Bylaws Section 4.01 – Powers and Responsibilities, the BASMAA Board of Directors may delegate management of BASMAA activities, including project management, to the Executive Director or committees. Consistent with its Bylaws, the Board may delegate project management and administration decisions, except approval of a project as complete, to the Executive Director or committees.

Project Officer

Every BASMAA project must have a Project Officer. The Project Officer shall be the Executive Director of BASMAA, or a designee. The Board of Directors may select a designee. The role and duties of that designee will be documented in a written agreement between the designee and BASMAA (see attached template). The Board may replace the Project Officer as needed or requested. The Project Officer is responsible for representing BASMAA’s interests in the project, including:

- day-to-day oversight of the project or services being provided
- adherence to contract requirements and provisions, project scope, task orders, and schedule(s)
- review and approval of project deliverables

Effective Date: October 2017

Supersedes: July 2017

- Communications
 - facilitate efficient and effective communication among the Board, or standing or ad hoc committee members, as well as between contractor(s) and the Board, or standing or ad hoc committee;
 - at the beginning of a project and as needed during a project, review the project management structure and lines of communication with the consultant(s) and any oversight group (e.g., project management team (PMT));
 - maintain an up-to-date Project Profile using the Project Profile template (see attached);
 - provide timely written or verbal responses to comments provided by the Board, or standing or ad hoc committee members;
 - take, or recruit a person to take, meeting summaries and distribute those to all Board, or standing or ad hoc committee members; and
 - keep the appropriate oversight group (e.g., Board) informed of the standing or ad hoc committee activities.
- Contract management
 - bring back to the Board of Directors for review and approval contracts, addenda, or work orders for more than \$25,000;
 - bring back to the Board of Directors for review and approval contracts, addenda, or work orders in which increases in budget or scope beyond that already approved by the Board of Directors are requested by the consultant;
 - ensure that contract provisions are adhered to and requirements met;
 - work with the Board, or standing or ad hoc committee and contractor(s) to implement the agreed-to scope or task orders, and deliver products on time and on budget;
 - for on-call contracts, work with the Board, or standing or ad hoc committee, contractor(s), and BASMAA Executive Director (if different than BASMAA Project Officer) to develop agreed-to task orders — task orders up to \$5,000 may be approved in writing only (e.g., e-mail) while task orders of \$5,000 or more require signature approval of the Project Officer and countersignature approval of the BASMAA Chair, Vice-Chair, or Executive Director (if different than BASMAA Project Officer); and
 - review contractor invoices and forward to the BASMAA Executive Director (if different than BASMAA Project Officer) for final approval/payment.
- Project deliverable approval
 - submit BASMAA identified significant deliverable(s) to the Board for approval; and
 - for final project deliverables, make recommendations to the Board regarding approval of the project as complete.

Board, or standing or ad hoc committee members – The role of each Board, or standing or ad hoc committee member is to represent his/her interests in accordance with the BASMAA Bylaws and Policies and Procedures, and to work with other members to carry out BASMAA's mission. The duties of the Board, or standing or ad hoc committee members include:

- review meeting materials distributed before Board, or standing or ad hoc committee meetings,
- attend Board, or standing or ad hoc committee meetings,

- provide written or verbal comments on project items,
- communicate information on BASMAA projects, programs, and activities to their respective organizations, including co-permittees.

Review and approval of BASMAA identified significant deliverables

The following procedure will be used:

1. The draft deliverable(s) is sent to the Board, or committee members for review and subsequent revisions, as determined necessary by the committee.
2. If in committee, once the committee determines that the draft deliverable(s) is ready for higher-level review and approval, the final draft deliverable(s) is sent to the BASMAA Chair and Executive Director.
3. The BASMAA Chair and Executive Director ensure the final draft deliverable(s) is provided to the Board of Directors.
4. The Board of Directors reviews and considers approval of the final draft deliverable(s), and in the case of final project deliverables, considers approval of the project as complete.



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Project Profile

Title:

Project ID:

Committee task ID:

Proposal ID:

Description:

FY: One-time_____ Multi-FY_____

Permit reference: Compliance date:_____/_____/_____

Project Officer: Profile last updated on: ____/____/_____

Oversight group:

Board of Directors Development Committee Monitoring / POCs Committee_____

MuniOps Committee Phase II Committee P/I/P Committee Trash Committee_____

Budget:

Project Status:

Funding source(s): BASMAA BACWA State Water Board EPA DPR_____

ACCWP CCCWP FSURMP MCSTOPPP NCSPPP SMCWPPP_____

SCVURPPP SCWA VSFCD_____

Contracting Agency(s): BASMAA Other_____

Contract Start: _____ **Stop:** _____

Contractor(s): _____

Deliverable(s) (significant deliverables in bold):	Due	Done