

CHAPTER I
GENERAL INFORMATION



MEMORANDUM
Missouri Department of Transportation
Project Development
District 00

TO: (Director of Project Development)

FROM: Your Name
Transportation Project Manager

DATE: April 15, 2004

SUBJECT: Route __, _____ County
Job No.
Draft Project Scoping Memorandum

(Review Section 1-02.7 of the PDM for instructions on completing the Draft Project Scoping Memorandum)

(The information provided in the draft project scoping memorandum should be detailed enough to allow someone unfamiliar with the project details to gain a general understanding of the recommended actions that will be taken to address the need.)

NEED: *(This should include a description of the deficient items that indicated the initial need for the project. In addition any other deficient items or safety needs that are identified through the initial stage of the project scoping process should be included.)*

An actual example was not available at the time of publication. As more experience is gained with this process and more examples become available this figure will be revised to include sample language.

SCOPE: *(The description of the project's scope should be as complete as possible at this early stage of the project development process. However, it is reasonable to assume that level of detail that is available will be limited to describing broad concepts and general details of the project.)*

An actual example was not available at the time of publication. As more experience is gained with this process and more examples become available this figure will be revised to include sample language.

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BUDGET:

Grading & Drainage +	Base & Surface +	Bridges +	Misc. +	Estimated Contract Total =	
\$0	\$0	\$0	\$0	\$0	
				Construction Contingency (est. @ 3% of contract total)	Contract Total+ Construction Contingency =
				+	\$0
				+	Utilites
					\$0
				+	Non Contractual Items
					Total Construction Cost =
					\$0
				+	R/W Acquisition
					\$0
R/W Incidentals +	Preliminary Engineering Incidentals +	Construction Engineering (est. @ 7% of contract total) +		+	Total Incidentals
\$0	\$0	\$0			\$0
				+	Construction Incentives / Contract Acceleration
					\$0
					Program Estimated Total =
					\$0

(The level of detail available at this stage of development may only allow for the inclusion of an Initial Estimate or Planning Estimate as described in Sections 1-02.5 and 1-02.12.)

SCHEDULE:

Milestone	Schedule
Initial Concept Approval	
Environmental Document Approval	
Preliminary Plans Approval	
Project Scoping Memorandum Approval	

IMPLEMENTATION PLAN: (The implementation plan should include a discussion of how development of the project will proceed beyond this stage. This should include the

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time frame for developing the project to enough detail to allow completion of the project scoping memorandum. Any other pertinent information related to implementation of the project should also be included. Projection of the project schedule beyond the project scoping memorandum will not be possible at this point in the process since the project prioritizations process will be used to determine priority for the fully scoped project.)

An actual example was not available at the time of publication. As more experience is gained with this process and more examples become available this figure will be revised to include sample language.

I have reviewed the scope of this project and offer the following comments:

(Design Technical Support Engineer)

I recommend proceeding with the development of this project subject to the following comments:

(District Engineer)

Approved subject to the following comments:

(Director of Project Development)

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Approved subject to the following comments:

(Transportation Planning Director)