

**Texas Department of Transportation
Technical Provisions
IH 635 Managed Lanes Project
Attachment 1 – Project Management Plan
Contents**

Attachment 1 – Project Management Plan Contents

The Project Management Plan - Contents and Schedule for provision of the component parts

Legend

A= NTP2

B= Service Commencement

| Part | Ref | Section | Contents | Required by |
|----------------------------------|-----|------------------------|--|-------------|
| 1. Project Administration | | | | |
| | 1.1 | Organization | Organizational diagram | A |
| | 1.2 | Personnel | Names and contact details, titles, and job roles | A |
| | 1.3 | Contractors | Procedures to establish how the Developer will manage Contractors | A |
| | 1.4 | Schedule | Project Baseline Schedule in accordance with the Technical Provisions Section 2 | A |
| | 1.5 | Quality Control | Procedures to establish and encourage continuous improvement | A |
| | 1.6 | Audit | Procedures to facilitate review and audit by TxDOT and/or the Independent Engineer | A |
| | | | Auditing and management review of Developer's own activities under the Project Management Plan (PMP) | A |
| | | | Auditing and management review of Contractor's activities and management procedures | A |
| | 1.7 | PMP Update | Procedures for preparation of amendments and submission of amendments to any part of the PMP | A |

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| 1. Project Administration | | | | |
| | 1.8 | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |
| | | | Document management procedures in compliance with the Technical Provisions Section 2 | A |
| | | | Procedures for documenting all required Plans not specifically stated in parts 2 to 8 inclusive of the PMP, including but not limited to: Acceptance Test Plan, ITS Implementation Plan, Haul Route Plan, Handback Plan, Residual Life Methodology Plan | A |

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| 2. Quality Management | | | | |
| 2A. Design Quality Management | | | | |
| | 2A.1 | Organization | Developer's main contractual arrangements | A |
| | | | Organizational structure covering the activities to be performed in accordance with the CDA Documents | A |
| 2A.2 | | Personnel | Resource Plan for the Developer and its subcontractors | A |
| | | | Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel | A |
| | | | Names and contact details, titles, job roles and specific experience required for the Key Personnel and for other principal personnel during the period of Design Work | A |
| | | | Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate activities | A |
| | 2A.3 | Offices and equipment | Description of the necessary offices and office equipment to be provided by Developer during the period of Design Work | A |
| | 2A.4 | Contractors | Overall control procedures for Contractors, including consultants and subconsultants | A |
| | | | Responsibility of Contractors and Affiliates | A |
| | | | Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts | A |
| 2A.5 | | Interfaces | Interfacing between the Developer, Contractors and the Independent Engineer during the period of Design Work | A |
| | | | Coordination with Utility Owners | A |
| | | Environmental | Integration of the interface between environmental requirements (including landscaping) and the design of the Project | A |
| 2A.6 | 2A.7 | Procedures | Procedures describing how the principal activities will be performed during the design stage: to include geotechnical site investigation, surveys and mapping, environmental management, safety audit, structural audit, and checking | A |

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| 2. Quality Management | | | | |
| 2A. Design Quality Management (con't.) | | | | |
| | 2A.7 | Procedures | Aesthetics and Landscaping Plan | A |
| | 2A.8 | Quality Control | Quality Management Plan, including control procedures including a resource table for monitoring and auditing all design services, design review and certification, and verification of plans | A |
| | | | Procedures for environmental compliance | A |
| | | | Procedures to establish Developer's hold points in the design process at which checking and review will take place | A |
| | | | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties. | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | 2A.9 | Audit | Name of Developer's representative(s) with defined authority for establishing, maintaining, auditing and reporting on the PMP | A |
| | | | Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority | A |
| | 2A.10 | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |
| | | | Document management procedures in compliance with the Technical Provisions Section 2 | A |
| | | | Identify environmental documentation and reporting requirements, including Environmental Permits, Issues and Commitments (EPIC) sheets | A |
| 2B. Construction Quality Management | | | | |
| | 2B.1 | Organization | Developer's main contractual arrangements | A |
| | | | Organizational structure covering the activities to be performed in accordance with the CDA Documents | A |
| | 2B.2 | Personnel | Resource Plan for the Developer and its Contractors | A |

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| 2. Quality Management | | | | |
| 2B. Construction Quality Management (con't.) | | | | |
| | 2B.2 | Personnel | Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel | A |
| | | | Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to construction | A |
| | | | Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate his activities | A |
| | | | Procedures for implementation of the Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4 | A |
| | 2B.3 | Offices and equipment | Description of the necessary offices and office equipment to be provided by Developer during construction | A |
| | 2B.4 | Contractors | Overall control procedures for Contractors, including consultants and subconsultants | A |
| | | | Responsibility of Contractors and affiliates | A |
| | | | Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts | A |
| | | | Procedures for implementation of Environmental Protection Training Plan (EPTP) for employees of subcontractors in accordance with the Technical Provisions Section 4 | A |
| | 2B.5 | Interfaces | Interfacing between the Developer, Contractors, including any testing contractor, and the Independent Engineer during construction | A |
| | 2B.6 | Procedures | List of Project specific construction procedures | A |
| | | | Construction detailed procedure for each major activity whether directly undertaken or subcontracted to include pavement, structures, drainage, communications | A |
| | | | Traffic Management Plan | A |
| 2B.7 | | Quality Control | Construction Quality Management Plan | A |
| | | | Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into construction quality management | A |

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| 2. Quality Management | | | | |
| 2B. Construction Quality Management (con't.) | | | | |
| | 2B.7 | Quality Control | Control, identification and traceability of materials, including any material or samples temporarily or otherwise removed from site for testing or other reasons. | A |
| | | | Examinations and audit of Construction Work, review of examination and audit, issue of certificates | A |
| | | | Observation and reporting of all tests in compliance with the Technical Provisions Section 2 | A |
| | | | Procedures for tests and inspections for the purpose of the Contractor certifying that prior to burying, each part of the Works is complete and conforms to the CDA Documents. | A |
| | | | Quality control procedures including a resource table for monitoring and auditing during construction any work and testing undertaken by Contractors and Suppliers both on and off Site | A |
| | | | Procedures to establish Developer's hold points in construction | A |
| | | | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | 2B.8 | Audit | Inspection and test plans that identify the proforma and/or databases to be used for recording the inspection and test results | A |
| | | | Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP | A |
| | | | Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority | A |
| 2B.9 | | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |
| | | | Document management procedures in compliance with the Technical Provisions Section 2 | A |
| 2C & 2D. Maintenance Management Plan and Operations Management Plan | | | | |
| | 2C.1 & 2D.1 | Organization | Developer's main contractual arrangements | A |

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| 2. Quality Management | | | | |
| 2C & 2D. Maintenance Management Plan and Operations Management Plan (con't) | | | | |
| | 2C.1 & 2D.1 | Organization | Organizational structure covering the activities to be performed in accordance with the CDA Documents | A |
| | 2C.2 & 2D.2 | Personnel | Resource Plan for the Developer and its Contractors | A |
| | | | Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel | A |
| | | | Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate its activities | A |
| | | | Names and contact details, titles, job roles of Key Personnel | A |
| | | | Procedures for implementation of the Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4 | A |
| | 2C.3 & 2D.3 | Procurement | Procedures for procurement of services, materials and products including methods to ensure best value | A |
| | 2C.4 & 2D.4 | Offices and equipment | Description of the necessary offices and office equipment to be provided by Developer during the Operating Period | A |
| | 2C.5 & 2D.5 | Contractors | Overall control procedures for Contractors, including consultants and subconsultants | A |
| | | | Responsibility of Contractors and Affiliates | A |
| | | | Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts | A |
| | | | Procedures for implementation of the Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4 | A |
| | 2C.6 & 2D.6 | Interfaces | Interfacing between the Developer, Contractors and the Independent Engineer during the Operating Period | A |
| | | | Coordination with Utility Owners | A |
| | | | Procedures to minimize the impact of the Project's operations on neighboring facilities | A |
| | | | Procedures to ensure enforcement (permitting) of overloaded/oversized vehicles | A |

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| 2. Quality Management | | | | |
| 2C & 2D. Maintenance Management Plan and Operations Management Plan (con't) | | | | |
| | 2C.7 & 2D.7 | Environmental | Coordination of the interface between environmental requirements and the operation and maintenance of the Project | A |
| | | | Procedures to implement Storm Water Pollution Prevention Plans (SW3P) | A |
| | | | Procedures for the Spill Prevention and Countermeasures Plan (SPCC) and the Hazardous Materials Management Plan (HMMP) in accordance with the Technical Provisions Section 4 | A |
| | | | Detailed procedures to implement the Pollution Prevention Plan (P2 Plan), recycling program and waste management in accordance with the Technical Provisions Section 4 | A |
| | 2C.8 & 2D.8 | Schedule | Renewal Work Schedule | B |
| | 2C.9 & 2D.9 | Complaints | Procedures to respond to comments and/or complaints received from Users and others | A |
| | 2C.10 & 2D.10 | Equipment | Equipment servicing requirements | A |
| | | | Procedures to ensure performance, condition and availability of equipment (including communication equipment, data recording equipment, Project signage and fare collection, tolling and electronic measurement equipment) | A |
| | 2C.11 & 2D.11 | Traffic and Ridership | Procedures to collect and verify traffic and ridership data | A |
| | 2C.12 & 2D.12 | Procedures | Procedures describing how the principal activities will be performed during the Operating Period: to include routine maintenance, Renewal Work, traffic management, inspections regime, main operational requirements and toll operations | A |
| | | | Traffic Management Plan | A |
| | 2C.13 | Quality Control | Maintenance Management Plan (MMP) | A |
| | | | Examinations and audit of O&M Work, review of examination and audit, issue of certificates of compliance | A |
| | | | Observation and reporting of all tests in compliance with the Technical Provisions Section 2 | A |
| | | | Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into construction quality management | A |

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| 2. Quality Management | | | | |
| 2C & 2D. Maintenance Management Plan and Operations Management Plan (con't) | | | | |
| | 2C.13 | Quality Control | Quality control procedures including a resource table for monitoring and auditing all O&M Work | A |
| | | | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | 2D.13 | Quality Control | Operations Management Plan (OMP) | A |
| | | | Examinations and audit of O&M Work, review of examination and audit, issue of certificates of compliance | A |
| | | | Observation and reporting of all tests in compliance with the Technical Provisions Section 2 | A |
| | | | Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into construction quality management | A |
| | | | Quality control procedures including a resource table for monitoring and auditing all O&M Work | A |
| | | | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | 2C.14 & 2D.14 | Audit | Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP | A |
| | | | Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority | A |
| | 2C.15 & 2D.15 | Performance standards | Procedures to be followed by Developer pursuant to the Technical Provisions Section 19 to comply with all maintenance requirements. | A |
| | 2C.16 & 2D.16 | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |
| | | | Document management procedures in compliance with the Technical Provisions Section 2 | A |

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| 2. Quality Management | | | | |
| 2C & 2D. Maintenance Management Plan and Operations Management Plan (con't) | | | | |
| | 2C.17 & 2D.17 | Response to maintenance | Procedures setting out Developer's response to maintenance issues that impair use, reliability or availability of the Project in a timely manner | A |
| | 2C.18 & 2D.18 | User satisfaction | Procedures to collect and track User satisfaction | A |
| | 2C.19 & 2D.19 | Emergency Response | Incident Management Plan | A |
| | | | Procedures setting out how Developer will respond to accidents and Incidents on the Project | A |
| | | | Procedures to establish protocols with Emergency Services and others in Emergency | A |
| | 2C.20 & 2D.20 | Toll Operations | Electronic Toll Collection System (ETCS) Plan | B |

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| 3. Environmental Management | | | | |
| | | Organization | Developer's main contractual arrangements | A |
| | | | Organizational structure covering the activities to be performed in accordance with the CDA Documents | A |
| 3.1 | 3.2 | Personnel | Resource Plan for the Developer and its Contractors | A |
| | | | Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel | A |
| | | | Names and contact details, titles, job roles and specific experience required for Key Personnel and for other environmental personnel | A |
| | | | Implement Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4 | A |
| | 3.3 | Contractors | Overall control procedures for Contractors, including consultants and subconsultants | A |
| | | | Responsibility of Contractors and Affiliates | A |
| | | | Implement Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4 | |
| | 3.4 | Environmental | Establishment of the component parts of the Comprehensive Environmental Mitigation Program (CEPP), Tunnel Emissions Mitigation Plan (if applicable) and Noise Mitigation and Abatement Plan | A |
| | 3.5 | Quality Control | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | | | Procedures for environmental compliance | A |
| | 3.6 | Audit | Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority | A |
| | 3.7 | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |

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| 3. Environmental Management | | | | |
| | 3.7 | Document Management | Identify environmental documentation and reporting requirements | A |

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| 4. Public Information and Communications | | | | |
| | 4.1 | Organization | Developer's main contractual arrangements | A |
| | | | Organizational structure covering the activities to be performed in accordance with the CDA Documents | A |
| | 4.2 | Personnel | Resource Plan for the Developer and its Contractors | A |
| | | | Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including colocation of Key Personnel and description of approach to coordinating work of off-site personnel | A |
| | | | Names and contact details, titles, job roles and specific experience required for Key Personnel and for other principal personnel | A |
| | | | Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate his activities | A |
| | 4.3 | Offices and equipment | Description of the necessary offices and office equipment to be provided by Developer during design | A |
| | 4.4 | Contractors | Overall control procedures for Contractors, including consultants and subconsultants | A |
| | | | Responsibility of Contractors and Affiliates | A |
| | | | Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts | A |
| | | | Procedures for implementation of Environmental Protection Training Plan (EPTP) for employees of Contractors | A |
| | 4.5 | Interfaces | Procedures for liaison with the public, the media and other Customer Groups in accordance with the Technical Provisions Section 3 and the press media policy of TxDOT | A |
| | | | Procedures to coordinate with Project Stakeholders such as Governmental Entities and other Customer Groups | A |

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| 4. Public Information and Communications | | | | |
| | 4.6 | Procedures | Procedures describing how the principal activities will be performed | A |
| | 4.7 | Quality Control | Quality control procedures including a resource table for monitoring and auditing all public information and communication services | A |
| | | | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and Customer Groups | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | 4.8 | Audit | Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP | A |
| | | | Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority | A |
| | 4.9 | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |
| | | | Document management procedures in compliance with the Technical Provisions Section 2 | A |

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| 5. Safety | | | | |
| | 5.1 | | Policies, plans, training programs, Work Site controls, and Incident response plans to ensure the health and safety of personnel involved in the Project and the general public affected by the Project | A |
| | 5.2 | | Procedures for notifying TxDOT of Incidents arising out of or in connection with the performance of the Work | A |

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| 6. Communications Management | | | | |
| | | | Processes and procedures for communication of Project information between the Developer's organization and TxDOT. | A |

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| 7. ROW Acquisition Management | | | | |
| | 7.1 | Organization | Developer's main contractual arrangements | A |
| | | | Organizational structure covering the activities to be performed in accordance with the CDA Documents | A |
| | 7.2 | Personnel | Resource Plan for the Developer and its Contractors | A |
| | | | Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel | A |
| | | | Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to ROW acquisition and Utility Adjustment activities. | A |
| | | | Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate activities | A |
| 7.3 | | Contractors | Overall control procedures for Contractors, including consultants and subconsultants | A |
| | | | Responsibility of Contractors and Affiliates | A |
| | | | Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts | A |
| | | | Procedures for implementation of the Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4 | A |
| | 7.4 | Interfaces | Interfacing between the Developer, Contractors and the Independent Engineer during Project ROW acquisition, including the interfaces between Project ROW acquisition, Project design, and quality review processes | A |
| | | | Coordination with Utility Owners | A |
| | | | Procedures for establishing Utility Adjustment Concept Plans and Utility Adjustment Plans | A |
| | | Relocation | Relocation Plan | A |

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| 7. ROW Acquisition Management | | | | |
| | | Demolition | Demolition and Abandonment Plan | A |
| 7.6 7.7 | | Environmental | Integration of the interface between environmental requirements (including Hazardous Materials and demolition) and Project ROW acquisition activities | A |
| | | | Applicable procedures for the Hazardous Materials Management Plan (HMMP) in accordance with the Technical Provisions Section 4 | A |
| | | | Applicable procedures to implement the Stormwater Pollution Prevention Plan, recycling program and waste management in accordance with the Technical Provisions Section 4 | A |
| | | | Address Comprehensive Environmental Protection Plan (CEPP) requirements | A |
| | 7.8 | Schedule | Logic linked ROW acquisition activities on a parcel-by-parcel basis as part of the Project Baseline Schedule, including adequate time periods for TxDOT review and condemnation activities in accordance with the Technical Provisions Section 7 | A |
| | 7.9 | Procedures | Procedures describing how the principal activities will be performed during the Project ROW acquisition, whether directly undertaken or subcontracted | A |
| | 7.10 | Quality Control | Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and Governmental Entities | A |
| | | | Procedures to establish and encourage continuous improvement | A |
| | | | Quality control procedures and quality review standards for Project ROW acquisition in accordance with the Technical Provisions Section 7 | A |
| | | | Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into ROW acquisition management | A |
| | 7.11 | Audit | Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority | A |
| | 7.12 | Document Management | The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use | A |
| | | | Document management procedures in compliance with the Technical Provisions Section 2 | A |

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| | | | Identify environmental documentation and reporting requirements | A |

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| 8. Cost Management | | | | |
| | | | Procedures for cost management and reporting as required by financial institutions and agencies involved in the Project | A |

8.1