

## **APPENDIX C**

### **Forms for Project Description and Goals**

Project goals and project description have direct impact on delivery method selection. Chapter 4 of this guidebook provides details and examples. This appendix provides the reader with a checklist and a blank form to document the project description and project goals.

## Project Description Checklist

The following items should be included in the project description. The relevant documents should be added as appendices.

- Project Name
- Location
- Mode of Transportation
- Estimated Budget
- Estimated Project Delivery Period
- Required Delivery Date (if applicable)
- Source(s) of Project Funding
- Project Corridor
- Project Corridor Dimensions
- Major Features of Work (track, stations, parking structures, platforms, etc.)
- Ridership Forecast
- Rate of Return on Capital Investment/Payback Period (if applicable)
- Major Schedule Milestones
- Major Project Stakeholders
- Labor Union Status
- Major Challenges (as applicable)
  - With Right-of-Way, Utilities, and/or Environmental Approvals
  - During Construction Phase
  - During Operation and Maintenance
- Main Identified Sources of Risk
- Sustainable Design and Construction Requirements

Table C-1 - Project Goals and Objectives:

Generic Project Goals	
Schedule	Quality
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•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
Cost	Sustainability
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•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•