

March 2016 – P.L. 93-638 Construction Technical Assistance Guide
Errata 2
Summary of Revisions

Appendix II – Title I Forms – Project Leadership Team – revise/correct as follows:

- Pages 3 and 4 of 59 are hereby deleted and replaced in their entirety with the attached Project Leadership Team Memo dated March 1, 2016.



Date: March 1, 2016
To: Area OEHE Directors
From: Director, Division of Engineering Services
Subject: Project Leadership Team (PLT)
IHS Health Care Facilities New Construction Program

This memorandum supersedes the Project Coordination memorandum issued by James Waskiewicz dated November 8, 1993, which established the Project Leadership Team to coordinate communication between project team members for IHS health care facilities new construction projects (see attached). Close coordination among the project stakeholders is essential for successful on-time project delivery and assurance that all program requirements have been met. To facilitate this coordination a Project Leadership Team (PLT) shall be established prior to the commencement of the design phase for all major IHS health care facility new construction direct federal projects. The PLT should include the following stakeholders at a minimum:

| Appointing Office/Stakeholder | Position |
|--|-------------|
| Headquarters: | |
| DES Project Manager/Contracting Officer's Representative | Chairperson |
| DFPC Program Manager | Member |
| DES Contracting Officer | Member |
| Area Office: | |
| Facilities Project Engineer | Member |
| Equipment/Biomedical Officer | Member |
| Information Technology Officer | Member |
| Service Unit: | |
| Chief Executive Officer | Member |
| Facility Manager | Member |
| Tribe: | |
| Tribal Representative | Member |

The Director, Division of Engineering Services (DES) will distribute a letter with the names of those who will serve on the PLT for each health care facilities new construction project, along with specific responsibilities.

Establishment of the PLT for Health Care Facilities New Construction Projects

In general, the PLT Chairperson is responsible to:

1. Solicit, prepare, and distribute the meeting agenda.
2. Schedule and conduct periodic meetings as needed, which are typically once per month or more often as needed.
3. Keep the PLT updated on the project status (i.e., schedule, budget, % complete).
4. Prepare and distribute the meeting minutes.
5. Maintain a tracking system of completed and outstanding issues with assigned responsible stakeholder.
6. Foster a cooperative work environment where diverse opinions are solicited and discussed to achieve a group consensus.
7. Ensure compliance with the Program of Requirements and contract documents.

Members are responsible to:

1. Submit agenda items prior to the meeting.
2. Participate in discussions and to assist in the development of resolutions, as appropriate.
3. Acknowledge the contents of the Program of Requirements and the contract documents.

If you have questions regarding the Project Leadership Team or have suggestions, please contact me at (206) 615-2460 or email me at Michael.Weaver@ihs.gov.

/Michael R. Weaver/
Michael R. Weaver, P.E., BCEE

Attachment: Superseded 1993 PLT Memo

cc:
Director, OEHE
Director, DFPC
Deputy Director for Project Management, DES
Deputy Director for Architecture and Engineering, DES