

PIMA COUNTY PROJECT MANAGEMENT & GATE PROCESS MANUAL
 GATE AGENDA/MINUTES



GATE AGENDA / MINUTES			
Meeting Date:		Gate Type / No.:	
Department:		Project Manager:	
Project ID:		Project Name:	
<i>Invitees, Attendees:</i> 			

Location/Site Map (include outline of polygon)	Has GPS Polygon changed from Project Charter? Yes <input type="checkbox"/> or No <input type="checkbox"/>



Project Scope	
Initial Project Charter Scope:	
New/Proposed Scope Modifications (If any):	
Construction Procurement Method:	Different from Project Charter? Yes <input type="checkbox"/> or No <input type="checkbox"/>

1. Update: Traffic
Mitigation Strategy:
Discussion/Action:

2. Update: Roadway
Mitigation Strategy:
Discussion/Action:

3. Update: Structures
Mitigation Strategy:
Discussion/Action:



4. Update: Drainage
Mitigation Strategy:
Discussion/Action:

5. Update: Right of way
Mitigation Strategy:
Discussion/Action:

6. Update: Environmental
Mitigation Strategy:
Discussion/Action:

7. Update: Cultural
Mitigation Strategy:
Discussion/Action:

8. Update: Community Outreach
Mitigation Strategy:



Discussion/Action:

9. Update: Utilities

Mitigation Strategy:

Discussion/Action:

10. Update: Construction Docs and Specs

Mitigation Strategy:

Discussion/Action:

11. Update: Public Art

Mitigation Strategy:

Discussion/Action:

12. Update: IGA's

Mitigation Strategy:

Discussion/Action:



13. Update: Funding

Mitigation Strategy:

Discussion/Action:

Lessons Learned to Date

Meeting Minutes of Discussion on Lessons Learned:

Review Project Schedule (Use Microsoft Project Schedule)

Meeting Minutes of Discussion on Schedule:

Review Project Cost Model (Use Cost Model)

Meeting Minutes of Discussion on Cost Model:

Additional Gate Minutes/Action Items

[project ID & Name]

[date]



Meeting Minutes of Discussion on Additional Items:

GATE APPROVAL FORM

Project Name: _____

Project ID: _____

Project Manager: _____

Meeting Date: _____

Gate Number: _____

Gate Decision:

- Project unconditionally approved - proceed to next Gate
- Project conditionally proceeds and must address open items.

Describe Conditions, using additional pages if necessary:

- Project is delayed, cancelled or denied. Explain:

Comments (Use additional pages if necessary):



NEXT GATE: _____

ESTIMATED DATE: _____

