

Sec. 2.03 **Human Resources Planning System**

The Human Resources Planning System was established in 1972 to enable the Department to determine personnel costs and manpower requirements related to the development of highway projects. This system records the hours expended for each element and provides a record for the project of the hours expended. From these records, "norms" are developed in order that manpower can be projected for new projects.

The Survey Party Manager (Land Surveyor) shall become familiar with the system and properly educate his personnel regarding it. Time sheets should be reviewed carefully to assure that the element code is correct for the type of work performed and that the element is closed out when that element is completed.

The District Survey Manager shall have the responsibility of submitting budgets for projects and revising the budgets when necessary. [VDOT] Budgets compiled by the District Survey Manager will be submitted to the Project Manager for inclusion into the "Project Cost Estimating System" (PCES) and the "Integrated Project Manager" (IPM) system. The [VDOT] activities listed in the current edition of the "Project Tasks and Scheduling Guide" should be used when making a budget for a project. Any project changes, such as alignment miles and/or any other changes made due to additional data or change in the scope of the project are input directly into the "Project Cost Estimating System" (PCES) and the "Integrated Project Manager" (IPM) system after changes are approved[VDOT] by the Project Manager. The District Survey Manager should review all changes before they are submitted to ensure the completeness and accuracy. Any questions regarding the work elements or project numbers, which are being charged to, should be directed to the District Survey Manager.[◇]

[◇] March 2014