

BART Agreement Number: 6M8146

Approval Date: 05/04/21

Work Plan No. C02-01-Paratransit Contactless Payment

2. SCOPE OF SERVICES

Task 1: Project Management

PROJECT COORDINATION AND PLANNING

The Contractor shall assist in the planning, managing, and executing of the project, which includes the following:

1. Lead meetings with key stakeholders and partners such as Stratagem,
2. Tracking project and technical risk items,
3. Prepare and maintain a detailed project schedule and staffing plan. This plan shall identify the critical development path. Incremental milestones are to be determined to allow for an objective measure of actual performance against the plan.
4. Preparing monthly project, budget, and task summary,
5. Consultant shall adhere to the BART Office of the CIO's Portfolio Project office processes & stage gates.

WORKING GROUP AND STATUS REPORT.

The Contractor shall conduct ongoing working group meetings. Each meeting or workshop shall be memorialized via meeting notes, updates to RAID, and overall status updates. Consultant shall adhere to the BART OCIO's PPMO process for all status reporting, project updates, and schedule management.

Prime: Parsons

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
TranSight	\$379,901	Y	Y

Total Work Plan Value: \$ 399,689