



THE DWP-MTA PROCESS – WHAT’S REQUIRED?

- It must be a “Plan of the Day” tool.
- It must be completed the day prior.
- The project team (PM, Supt or PE) must help to identify production goals/ allotments for the Crew Chief (Foremen) each day for the next day.
- It must balance “SSQP elements” equally without disclosing critical/sensitive information.
- It must contain an End of Day “After Action Review” (AAR) for feedback on progress.
- It would be preferred that the planning conversations occur in the work area (1-2-1 PM or Supt to Crew Chief) or in office if needed.
- The DWP-MTA process must create an agenda for conversation (e.g. tool for the Crew Chief to communicate to crew).
- The final tool must utilize technology (e.g. not paper).
- It must be simple (e.g. one page if possible).
- The process must include face to face (Crew Chief) interactions with the crew.
- It must have the right questions to facilitate thoughts and conversations.
- It must require the PM or Supt to provide feedback and sign off daily on the plan (e.g. a multistep process to drive team accountability). This can be an informal 1-2-1 conversation in the field or for larger projects a more structured daily afternoon meeting.
- It must come with the appropriate training to support the usage.
- It must provide adequate hazard recognition/mitigation to meet client/ OSHA expectations.
- It must be easy to revise during the day as the plan changes/new tasks/; are added.

DEFINITIONS

DWP-MTA

(Daily Work Plan - Mission Task Analysis) A tool that engages and communicates the desired Daily Work Plan and helps us to safely accomplish the mission.

WHY

More cubic yards per man minute safe and right the first time.

WHAT

A tool that engages and communicates the mission.

HOW

Focused SSQP (Safety, Schedule, Quality, Production)

CORE VALUES: PEOPLE, HONOR, GRIT

PEOPLE = Safety

Is more than not getting hurt, it is treating people with care and respect, it is making them better with the hope that it makes their loved ones better.

HONOR = Quality

Doing it correctly and doing it 1 time = delivering on what we said we were going to do.

GRIT = Schedule/Production

Making or beating schedule through planning with efficiency.



THE NEW DWP-MTA PROCESS

Champion: Superintendent

Person in charge: Foreman/Crew Chief

Tasks:

- Review today's DWP goals and discuss how foreman and the crew did achieving balanced SSQP
- Discuss tomorrow's plan and complete DWP for tomorrow's huddle

**END
OF DAY
CHECK IN**

**MORNING
HUDDLE**

Champion: Foreman/Crew Chief

Person in charge: All crew members

Tasks:

- Review today's plan & clearly communicate goals for the day
- Discuss and engage crew members to participate in revising and adding to the pre-populated DWP-MTA form

**NEW
DWP - MTA
PROCESS**

Champion: PM/Superintendent

Tasks:

- Provide weekly safety, quality, production and schedule goals to the Foreman/Crew Chief
- Foreman/Crew Chief uses this information to identify daily goals in order to achieve the plan for the week

**WEEKLY -
DURING SSQP
MEETINGS**

**DURING
WORK DAY**

Champion: Foreman/Crew Chief

Tasks:

- Check progress towards daily goals
- Update MTA and hazards based on the changes to the original plan