



**ODOT DAP EXCEPTION REQUEST:**

ODOT Design Acceptance Phase (DAP) Exception Request is a deliverable required at Design Acceptance Phase when any of the required DAP checklist deliverables are outstanding (missing or incomplete) at DAP. The DAP Exception Request provides a description of the outstanding DAP deliverables and a plan for completion.

The Project Lead is responsible for completing this form in collaboration with project development team members (PDT), Technical Center Manager, and Area Manager. By signing the DAP Exception Request the Region Manager confirms his/her acceptance of the plan for mitigating the outstanding DAP phase gate deliverables.

Final DAP documents will be housed in Project Wise within the DAP folder and the template is posted on the [Project Delivery Guide site](#) and also in the [ProjectWise template folder](#).

[ODOT DAP Exception Request Process Map](#)

Section	Description
<b>Signatures</b>	<p><b>Statewide Project Delivery Manager</b> By signing this DAP Exception request the Statewide Project Delivery Manager indicates his/her concurrence or non-concurrence with the region’s plan for mitigating the outstanding DAP phase gate deliverables.</p> <p><b>Region Manager</b> By signing the DAP Exception Request the Region Manager confirms his/her acceptance of the plan for mitigating the outstanding DAP phase gate deliverables.</p>
<b>DAP Due Date</b>	This is the date when Design Acceptance Phase is expected to be completed with all required deliverables. This date is assigned to the project when the project schedule is baselined at Project Initiation.
<b>Project description</b>	Use the project description from the Charter. May include other details necessary to support this request.
<b>Description of outstanding risk item(s) from the DAP Certification Memo and plan for mitigation</b>	What is the name of the outstanding item and plan for mitigation?
<b>Anticipated completion date</b>	Provide a specified date, or assign to a project milestone.
<b>What will happen if the risk is not removed/addressed by the anticipated completion date</b>	<i>E.g., If ROW legal descriptions are not completed by April 1, 2020 ROW will become critical path and project schedule will be impacted. This project is currently scheduled to let on September 14, 2020. Any slip in schedule will move the FFY obligation to 2020.</i>

<b>Person responsible for completion of the outstanding item</b>	<i>Name and contact information of responsible person.</i>
<b>Concurrence</b>	<p><b>Concur</b> Signifies that the Statewide Project Delivery Manager concurs with the recommended risk mitigation plan for the outstanding DAP phase gate deliverables provided by the region.</p> <p><b>Do Not Concur</b> Signifies that the Statewide Project Delivery Manager does not concur with the recommended risk mitigation plan for the outstanding DAP phase gate deliverables provided by the region.</p> <p><b>Comments</b> Provide any additional comments as needed.</p>