

2.0: PROJECT APPROACH AND METHODOLOGY

2.1 OVERVIEW

The FDOT Management Compensation study included 175 managerial and executive employees within the Central Office, the seven District offices, and the Turnpike Enterprise, comprising a total of 92 job classifications for evaluation (see **Appendix C** for full classification listings). To accomplish the study objectives and complete the key deliverables described in **Chapter 1.0** of this report, the Project Team developed 10 primary work tasks to guide project activities. The primary work tasks for this study included the following:

Work Tasks	
1.0	PROJECT INITIATION: Finalize project methodology, determine data needs, and conduct initial meetings.
2.0	Finalize timeline and communication strategies.
3.0	Gather and evaluate current job, salary, and classification data; conduct interviews.
4.0	Conduct employee communications and identify recruitment markets; prepare and begin salary survey data collection.
5.0	Conduct salary and benefits surveys; research elements of total compensation system and determine monetary value.
6.0	Validate data and evaluate current classification and compensation plan and compare to peers.
7.0	Evaluate Professional Engineering Training Program - Retention and Succession Planning.
8.0	Conduct preliminary assessment reviews and develop implementation strategies.
9.0	Provide Draft Report for review; provide Final Report.
10.0	Provide ongoing assistance.

To ensure the utmost quality data for this study's analyses, the Project Team utilized a variety of data collection approaches to gather comparative qualitative and quantitative information relative to total compensation within the transportation industry. Data collection methods used in this study included online surveys, phone interviews, in-person interviews, hard copy data gathering, and online research.

The Project Team and FTC/FDOT stakeholders held an initial meeting on June 6th, 2014, to discuss the study's objectives, methodology, deliverables, and timeline, and to finalize the study's approach and ensure clear goal-driven expectations for project milestones. The Project Team provided FTC/FDOT with an initial data request to gather employee data (titles, salaries, retirement option, etc.) and FDOT agency data, such as organizational charts, salary schedules, policies, employee-specific data, and other related information. Upon receipt, the Project Team conducted a thorough review of all data received in preparation for the study's next data collection activities. The Project Team maintained regular communication with the FTC Project Director during the course of the study via conference calls, in-person meetings, and email correspondence.