

# MEMORANDUM

## **Missouri Department of Transportation**

**Right of Way- Central Office**

**Design Division**

**TO:**

District Right of Way Manager – \_\_\_\_\_\_\_ District

**FROM:**

QAR Team Lead

**DATE:**

**SUBJECT:** Right of Way – Quality Assurance Results – \_\_\_\_\_\_\_ District

Date of Review – Review began Month/Year

Recommendation Review – In person or By Microsoft Teams Meeting

Central office right of way is required by the Federal Partnering Agreement to conduct annual quality process reviews on the district right of way functions. The scope of the review was shared with the Right of Way Managers who were given the opportunity to ask questions and provide feedback. The districts were notified on \_\_\_\_\_\_\_\_\_ of the scope and projects which will be reviewed.

**Scope:**

The purpose of the review is ­­­­\_\_\_\_\_\_\_\_\_\_\_.

**Specific areas of focus include:**

**Limitations:**

**Review Team:**

**Review Plan:**

* The QAR will be completed \_\_\_\_\_\_\_\_\_\_\_\_.

**District Results:**

**Conclusion and Recommendation:**

Please return an executed copy of this page indicating one of the following:

Report accepted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In this case, the report is considered final.)

Exception taken to report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In this case, attach brief summary of the items to which exception is taken.)

Comments: