

WORK PLANNING STANDARD

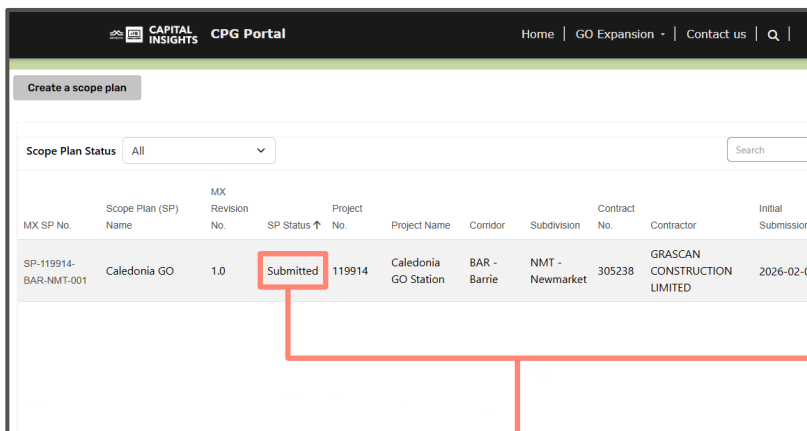
WORK PLAN OWNERS WPS APP WALKTHROUGH

This walkthrough is intended to guide Metrolinx Work Plan Owners (WPO) through the process of reviewing and managing the Scope and Work Plans submitted by Contractors for the Work Planning Standard through the WPS App.

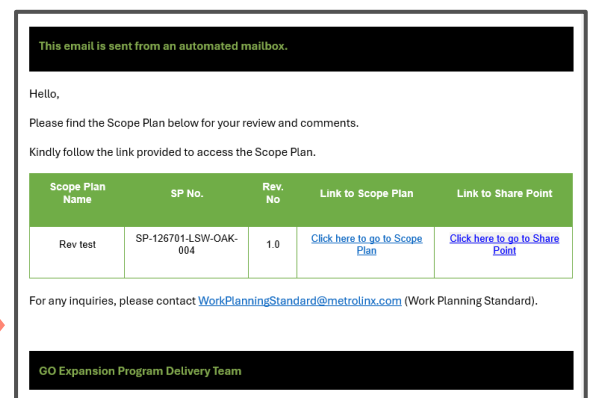
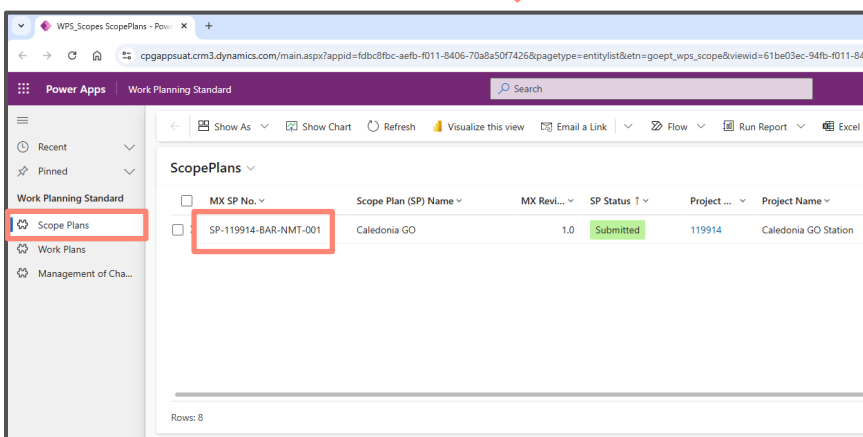
To gain access to Power Pages or to have projects assigned to your profile please contact **WorkPlanningStandard@metrolinx.com**

STEP 1 | SCOPE PLAN SUBMITTAL AND REVIEW

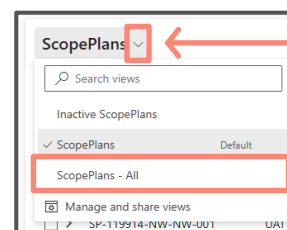
When a Contractor submits a Scope Plan through the CPG Portal, the Work Plan Owner will receive an auto-generated email notification, and it will now appear in the Work Planning Standards (WPS) App.



MX SP No.	Scope Plan (SP) Name	MX Revision No.	SP Status	Project No.	Project Name	Corridor	Subdivision	Contract No.	Contractor	Initial Submission
SP-119914-BAR-NMT-001	Caledonia GO	1.0	Submitted	119914	Caledonia GO Station	BAR - Barrie	NMT - Newmarket	305238	GRASCAN CONSTRUCTION LIMITED	2026-02-03

MX SP No.	Scope Plan (SP) Name	MX Rev...	SP Status	Project ...	Project Name
SP-119914-BAR-NMT-001	Caledonia GO	1.0	Submitted	119914	Caledonia GO Station



Note: If the Scope Plan is not visible in the Scope Plan home page, click the **dropdown beside the Scope Plan title** to adjust the view to **Scope Plans-All**.

Open the Scope Plan by either clicking the link to the Scope Plan in the email, or by clicking the Scope Plan number within the WPS App, within the **Scope Plan home page**.

Power Apps | Work Planning Standard

SP-166401-KIT-WES-001 - Saved

WPS_Scope

WPS Scope Plan

Checklist Provided ☒

Scope Plan Status

SP Status

Created On 7:40 PM Modified On

Section 1 - Project Information

MX SP No. MX Revision No.

Scope Plan (SP) Name Project Name

Project No. Contractor

Contract No. Subdivision

Corridor Metrolinx Construction Manager Contact Email

This email is sent from an automated mailbox.

Hello,

The Scope Plan listed below is in the Review Stage.

Kindly follow the link provided to access the Scope Plan.

Scope Plan Name	SP No.	Rev. No	Link to Scope Plan	Link to Share Point
Track Shift 1 A	SP-183101-LSE-KIN-001	2.0	Click here to go to Scope Plan	Click here to go to Share Point

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

Once the Scope Plan has been opened you have a series of buttons along the top. Click **Mark as In Review** to have the status of the Scope Plan update to **In Review** in both the CPG Portal and the WPS App. Once In Review, the WPO and the Contractor will receive an auto-generated email informing them of the status change, and the Contractor will no longer be able to make any edits to the Plan.

WPO Scope Plan Review

The Scope Plan is a high-level document, outlining information that will be provided in more detail later in the associated Work Plans. It is to help both Metrolinx and the Contractor know what is coming, like a forecast of the work to be done. The WPO uses the high-level information provided in the Scope Plan to develop the **Requirements Checklist**, which the Contractor requires to complete the associated Work Plans.

Power Apps | Work Planning Standard

SP-166401-KIT-WES-001 - Saved

WPS_Scope

WPS Scope Plan

Checklist Provided ☒

Scope Plan Status

SP Status

Created On 7:40 PM Modified On 3:21 PM

Section 1 - Project Information

MX SP No. MX Revision No.

Scope Plan (SP) Name Project Name

Project No. Contractor

Contract No. Subdivision

Corridor Metrolinx Construction Manager Contact Email

Initial Date of Submission Last Submission Date

Section 3 - List of Applicable Work Submittals

Section 3.1 - Work Submittals

Submittal Type	Submittal Name	Submittal No.	Revision No.	Submittal Date	Status
Technical Submittals	Health, Safety and Environment	SBMTR-00110	A	12/9/2025	Pending
Design Drawings	SOE Shop Drawings	TBD	TBD	11/11/2025	Pending
Plans and Procedures/SO...	Access Management Plan	294575-CSS002-TAT-D...	A	8/20/2025	Pending
Material Submittals	Concrete Mix Design	TBD	TBD	6/5/2026	Pending

Row: 5

Section 3.2 - List of Required Permits

Permit Type	Permit Name	Permit No.	Revision No.	Status
Third party Track Ownership work...	CPKC Construction Agreement	TBD	TBD	Pending
Third party Track Ownership work...	CPKC Crossing Agreement	TBD	TBD	Pending
Others	Ontario One Call	TBD	TBD	Pending

Row: 3

Section 2 - Scope Description

This scope involves excavating the South and North Tunnel, installing drainage and grouting of road slabs. Key activities include excavation of North Tunnel, excavation of South Tunnel and divert Metrolinx Track T2 into CPKC Track CP2.

For Activity 1 & 2: Excavation of North and South Tunnels

- Excavate South Tunnel Pie and Post Ground Penetration Radar
 - Begin excavation to required depth (6 meters). Excavate in lifts
 - Shore the excavated pit to eliminate the need for shoring
- Shore the Excavated Pit (No Shoring Required)
- Shore the walls of the excavation at an angle to stabilize the pit without shoring
- Remove Portion of Retaining Wall
 - Remove a section of the retaining wall where the tunnel passes along
- Install Drainage after Excavation
 - Once the excavation reaches a 6-meter depth, proceed with installing drainage systems as required
- Place Must Silt
 - Place a small silt at the base of the tunnel to stabilize and prepare for further construction
- Repeat the Process for North Tunnel
 - Follow the same process for the North Tunnel, including excavation, sloping, wall removal, drainage installation and grouting of the road slabs

Section 4 - List of Work Plans

Work Plan Details

MX Work Plan No.	MX SP No.	Work Plan Name	MX WP Rev...	WP Status	Work Start D...	Work End Date
WP-166401-KIT-WES-001	SP-166401-KIT-WES-0...	Excavation of North an...	0.0	Draft	6/10/2026	7/17/2026
WP-166401-KIT-WES-001	SP-166401-KIT-WES-0...	Diversion of MX T2 int...	0.0	Draft	1/1/2027	6/17/2027

Row: 2

Comments

Notes

Search timeline

Enter a note...

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Modified on: 2/3/2026 3:20 PM
Created By: # PowerPages Data Runtime: PROD
*WPET added what you wanted
2/3/2026 3:20 PM
View more

Modified on: 2/3/2026 3:17 PM
Created By: Bahaa Koradi
*WPET the record is not complete? Test
2/3/2026 3:17 PM
View more

STEP 2 | REQUIREMENT CHECKLISTS

A Requirements Checklist is a document created by the WPO outlining what information the Contractor will have to provide when submitting a Work Plan.

Section 4 - List of Work Plans								
Work Plan Details								
MX Work Plan No. ▾	MX SP No. ▾	Work Plan Name ▾	MX WP Revisio. ▾	WP Status ▾	Work Start Date ▾	Work End Date ▾	Submission Date ▾	Checklist ▾
☒ WP-166401-KIT-WES-001-...	SP-166401-KIT-WES-001	Excavation of North and S...	0.0	Draft	6/10/2026	7/17/2026		
☐ WP-166401-KIT-WES-001-...	SP-166401-KIT-WES-001	Division of MX T2 into C...	0.0	Draft	1/1/2027	6/17/2027		

Within the Scope Plan, under Section 4, the Contractor will list all expected Work Plans needed to complete their scope of work. The WPO then reviews each draft Work Plan and use the preliminary information the Contractor provided to develop the Requirements Checklist. **Note:** The WPO can consult projects stakeholder and Construction Managers if needed for specific guidance for requirements related to the Scope.

The WPO will need to provide the Contractor with a custom Requirements Checklist for each proposed Work Plan. The Contractor will then use the provided checklist to further develop the Work Plan.

In this example, Section 4 of the Scope Plan shows the Contractor is going to prepare 2 Work Plans, meaning the Contractor will need to be provided 2 separate **Requirement Checklists**. In the checklist column it will show the paperclip icon if the WPO has uploaded a checklist for that specific Work Plan. **Note:** If the checklist tab is not visible, the browser needs to be extended or scroll over, using the scroll bar at the bottom of the section.

2a. Creating a Requirements Checklist

Every Work Plan will have a customized **Requirements Checklist**, developed by the WPO using the **Requirements Toolkit** and their past experience. Developing and adding requirements from the Toolkit over to the Checklist is a manual process, where the WPO can filter the requirements from the toolkit based on the submitted Scope Plan and copy the filtered items into the Checklist template. This is completed by the WPO before uploading the finalized Checklist to the Work Plan.

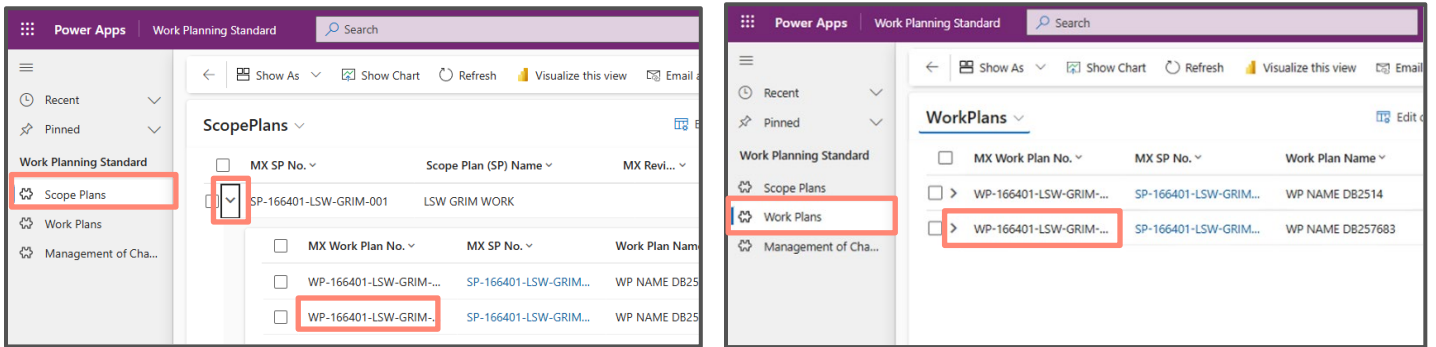
	A	B	C	D	E	F
	Requirement	Response (Yes/No, N/A)	Remark			
1	General					
2	Does the overhead cable removal procedure has been provided? Will the Overhead Conductors encroach within Transport Canada's Train Clearance Envelope (TC E-05) or come in contact with GO Transit / Metrolinx Tracks at any time during the proposed work?					
3	If Yes, positive track protection is required					
4	Work within 30ft from the nearest rail, under, over, GO Transit / Metrolinx Railway Right-of-Way shall be performed under Railway Flagging Protection.					
5	Confirm "Yes" that Contractor will adhere to this requirement or "N/A" if not applicable					
6	All Sections of the Work Plan Methodology Template (WPM) filled by the Contractor as applicable ☐ ☐ ☐					
7	Section 02 - Scope Description					
8	If sending pit, receiving pit, or open cut excavation is within the Theoretical Railway Loading Influence Zone or Bridge Loading Influence Zone; the Shoring drawings must be designed as per Part 6 – Section 2 of Metrolinx General Guidelines for Design of Railway Bridges and Structures and signed by a Professional Engineer licensed in the Province of Ontario. If applicable, appropriate shoring protection (calculations / plans with engineer stamp) is required for review and acceptance					

Sample Checklist

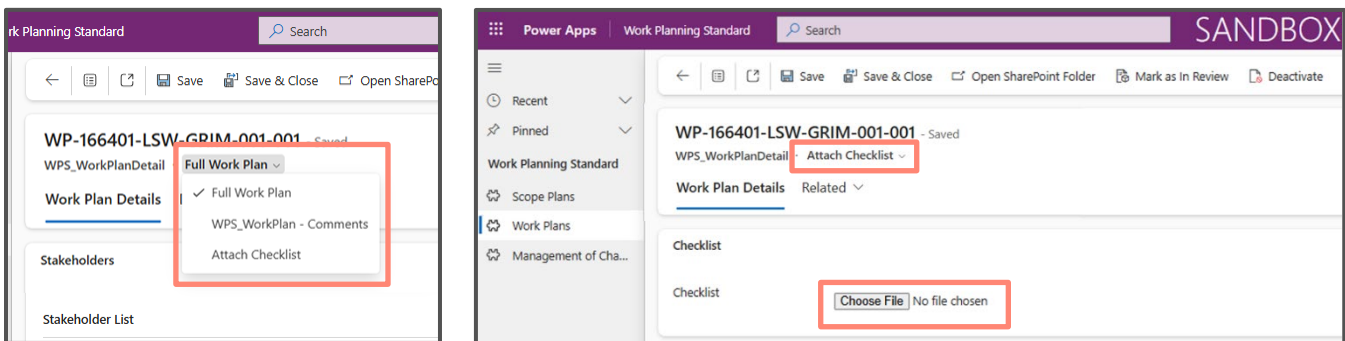
WPS Toolkit

	PARTICIPANT (Names)	Unique ID	Requirement	Business Unit	Group	Scope
90	Patricia Henriquez/Infante Corp	100	Identify any GBCs (General Bulletin Orders) required for the proposed work and confirm whether any CPOR rules will be triggered as a result of the planned activities, ensuring all operational and safety obligations are met.	CPG Rail Access Team	CPG	
91	Eric Bakajz	100	Identify and submit any required updates to the operating timetables resulting from the proposed work, including changes to infrastructure, additions or removals of special instructions, and any operating bulletin updates needed to reflect modifications within.	Section 05 - Operational Interface	Operating Practices	Safety Standards & Practices
100	Eric Bakajz	100	Identify and submit any required updates to the operating timetables resulting from the proposed work, including changes to infrastructure, additions or removals of special instructions, and any operating bulletin updates needed to reflect modifications within.	Section 05 - Operational Interface	Operating Practices	Safety Standards & Practices
101	Eric Bakajz	100	Train control system (TCS/RTCT) updates (in case software or new controlled signal(s)).	Section 05 - Operational Interface	Operating Practices	Safety Standards & Practices
102	Rob Andrews	290	If applicable, the Contractor shall develop and implement any required temporary operational procedures.	Section 11 - Supplemental Documents	Rail Operations	GO BLP Operations
103	Rob Andrews	290	If applicable, the Contractor shall identify whether a test train is required to validate any signal.	Section 05 - Operational Interface	Rail Operations	GO BLP Operations
104	Rob Andrews	290	The Contractor shall identify any impacts to Rail Operations, including impacts to TSD, PSD, or any required special instructions.	Section 05 - Operational Interface	Rail Operations	GO BLP Operations
105	Peter Murphy/Chris Pines-Green	300	The Contractor shall provide a complete list of machinery required for the work.	Section 05 - Operational Interface	Rail Operations	GO BLP Operations
106	Brendan Rehmann - Gary Skene	400	If applicable, the Contractor shall identify and document any major track closure concerns, including impacts to operations, including access, and coordination requirements.	Section 03 - Construction Task Sched	Customer Operations	Customer & Transit Operations
107	Karen Hillington/Theresa	400	If applicable, the Contractor shall ensure that customers receive a minimum of two week's notice.	Section 09 - Community Engagement	Customer Communications	Customer & Transit Operations
108	Karen Hillington/Theresa	400	If applicable, rail and bus schedules shall be finalized a minimum of eight weeks prior to the start of work.	Section 09 - Community Engagement	Customer Communications	Customer & Transit Operations
109	Kan Fusan	400	If applicable, the Contractor shall submit a detailed methodology for work performed around the work area.	Section 03 - Construction Task Sched	Track AM & M (Track CDE)	set Management & Maintenance AM&M
110	David Liles/Mark Austin	500	If applicable, the Contractor shall provide a complete list of machinery required for the work.	Section 04 - Rail Corridor Access Infor	Track AM & M (Track CDE)	set Management & Maintenance AM&M
111	David Liles/Mark Austin	500	If applicable, the Contractor shall provide a breakdown of equipment, labor, and workgroups required for execution.	Section 04 - Rail Corridor Access Infor	Track AM & M (Track CDE)	set Management & Maintenance AM&M
112	David Liles/Mark Austin	500	The Contractor shall identify the "point of no return" milestones within the schedule and provide a detailed directional drilling plan.	Section 11 - Supplemental Documents	Track AM & M (Track CDE)	set Management & Maintenance AM&M
113	David Liles/Mark Austin	500	The Contractor shall identify the "point of no return" milestones within the schedule and provide a detailed directional drilling plan.	Section 11 - Supplemental Documents	Track AM & M (Track CDE)	set Management & Maintenance AM&M
114	David Liles/Mark Austin	500	The Contractor shall specify the exact working distance from the nearest track for all activities.	Section 04 - Rail Corridor Access Infor	Track AM & M (Track CDE)	set Management & Maintenance AM&M
115	David Liles/Mark Austin	500	The Contractor shall identify underground utilities and provide detailed directional drilling procedures where applicable.	Section 02 - Scope Description	Track AM & M (Track CDE)	set Management & Maintenance AM&M
116	David Liles/Mark Austin	500	If applicable, the Contractor shall develop and implement a track monitoring plan suitable for the work.	Section 11 - Supplemental Documents	Track AM & M (Track CDE)	set Management & Maintenance AM&M
117	David Liles/Mark Austin	500	If applicable, the Contractor shall complete all required pre-work sign-offs, including condition of work area.	Section 06 - Asset Owner Requirement	Track AM & M (Track CDE)	set Management & Maintenance AM&M
118	David Liles/Mark Austin	500	If applicable, the Contractor shall submit a complete testing and commissioning plan for the work.	Section 06 - Asset Owner Requirement	Track AM & M (Track CDE)	set Management & Maintenance AM&M
119	David Liles/Mark Austin	500	The Contractor shall identify any work requiring Director Engineering Track (DET) approval, engineering exceptions, or standard deviations.	Section 06 - Asset Owner Requirement	Track AM & M (Track CDE)	set Management & Maintenance AM&M

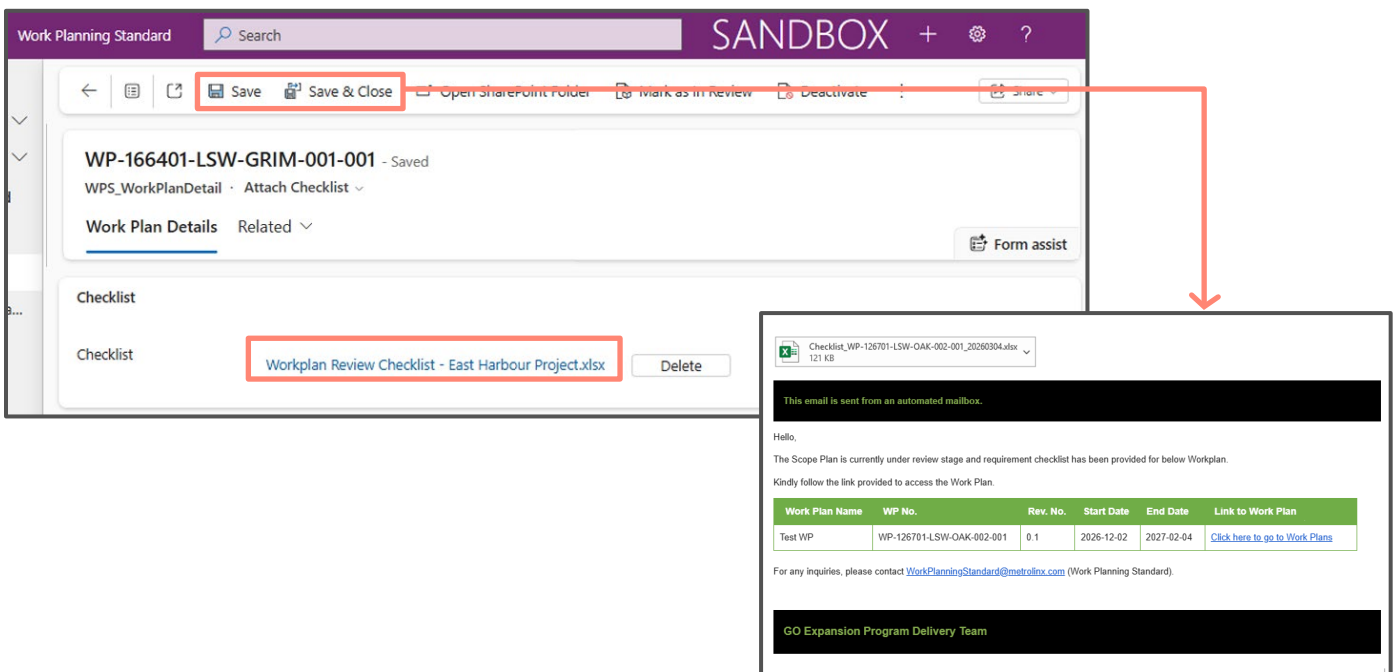
2b. Uploading a Requirements Checklist to a Work Plan



Access the desired Work Plan by either starting on the Scope Plan page and clicking the dropdown arrow beside a Scope Plan to see its associated Work Plans, or by clicking **Work Plans** from the left side menu. Double-click on the Work Plan name to see more detail.



Once the Work Plan is opened, ensure the view is set to **Attach Checklist** by clicking the **dropdown directly below the Work Plan name**. In the Attach Checklist view, you are given the option to upload a **Requirements Checklist**.



Once the Requirement Checklist has been uploaded click **Save** to continue with the Work Plan or **Save & Close** to return to the Scope Plan. **Note:** Uploading the Requirements Checklist will send an auto-generated email to the Contractor as well as WPO to inform them of its availability. This email can be forwarded to Stakeholders if needed.

Accessing the Contractors Requirements Checklist Sheet

When submitting a Work Plan, the Contactor will also submit the **Requirement Checklist** back to WPO with their comments and notes so that WPO can cross reference the Work Plan with the Checklist.

This updated Checklist can be viewed 2 ways:

1. **In the WPS App.** in the **Work Plan view Attach Work Plan**, or in the **Documents** tab. **Note:** If the documents tab does not appear under the Work Plan name, it can be added from the **Related drop-down menu**.

The first screenshot shows the 'Work Planning Standard' app interface. In the 'WP-166401-LSW-GRIM-001-001' view, the 'Attach Checklist' button is highlighted. The second screenshot shows the 'WP-183101-LSE-KIN-001-003' view, where the 'Documents' tab is highlighted. A third screenshot shows the 'Related - Common' dropdown menu with 'Documents' selected. The fourth screenshot shows the 'Document Associated Grid' with a 'Checklist' link highlighted. The fifth screenshot shows the 'Checklist' link in the 'Document Associated Grid' with a red arrow pointing to the 'Checklist' link in the 'Document Associated Grid'.

2. **The Work Plan SharePoint.** Follow the link to Work Plan's SharePoint, and the Checklist can be found in folder **2. Checklist**.

The first screenshot shows an email from 'GO Expansion Program Delivery Team' with a link to the Work Plan. The second screenshot shows the 'CPG_PowerPages_Dev' SharePoint site. The third screenshot shows the 'WP-1267...' folder view with the '2. Checklist' folder highlighted. The fourth screenshot shows the '2. Checklist' folder view with the 'Checklist_WP-126701-LSW-OAK-002-001...' document highlighted. The fifth screenshot shows the 'Checklist_WP-126701-LSW-OAK-002-001...' document view.

STEP 3 | WORK PLAN REVIEW

3a. WPO Work Plan Review

The Contractor will develop the necessary Work Plans using the provided Requirements Checklist, and once completed they will submit the Work Plans for WPO review.

This email is sent from an automated mailbox.

Hello,

Please find the Work Plan below for your review and comments. Kindly follow the link provided to access the Work Plan.

Link for Work Plan Owners:

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan	Link to Share Point
Existing Track Removal T3 and T4	WP-183101-LSE-KIN-001-001	1.1	2026-07-16	2026-11-05	Click here to go to Work Plan	Click here to go to Share Point

Link for Subject Matter Experts:

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Share Point
Existing Track Removal T3 and T4	WP-183101-LSE-KIN-001-001	1.1	2026-07-16	2026-11-05	Click here to go to Share Point

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

This email is sent from an automated mailbox.

Hello,

This email is to confirm that the Work Plan listed below has been submitted to the WP Owner for review. Kindly follow the link provided to access the Work Plan

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Work Plan

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

Lower Apps | Work Planning Standard | Search

SANDBOX

WorkPlans

MX Work Plan No.	MX SP No.	Work Plan Name	MX WP Revis...	WP Status
WP-166401-LSW-GRIM-...	SP-166401-LSW-GRIM...	WP NAME DB2514	0.1	In Review
WP-166401-LSW-GRIM-...	SP-166401-LSW-GRIM...	WP NAME DB257683	0.1	Submitted

Similar to the Scope Plan, once a Work Plan has been submitted, both the WPO and Contractor will receive an auto-generated email notification, and the status will be **Submitted** in the WPS App.

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SANDBOX

Recent | Pinned | Work Planning Standard

WP-166401-LSW-GRIM-001-001 - Saved

WPS_WorkPlanDetail - Full Work Plan

Mark as In Review | Deactivate | Refresh | Check Access

This email is sent from an automated mailbox.

Hello,

The Work Plan listed below has been sent back for revision. Please address the comments and resubmit. Kindly follow the link provided to access the Work Plan.

Link for Work Plan Owners:

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan	Link to Share Point
Testing	WP-126701-LSW-OAK-004-001	0.1	2027-01-08	2026-03-20	Click here to go to Work Plan	Click here to go to Share Point

Link for Subject Matter Experts:

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Share Point
Testing	WP-126701-LSW-OAK-004-001	0.1	2027-01-08	2026-03-20	Click here to go to Share Point

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

This email is sent from an automated mailbox.

Hello,

The Work Plan listed below is in the Review Stage. Kindly follow the link provided to access the Work Plan.

Link for Work Plan Owners:

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan	Link to Share Point
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Work Plan	Click here to go to Share Point

Link for Subject Matter Experts:

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Share Point
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Share Point

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

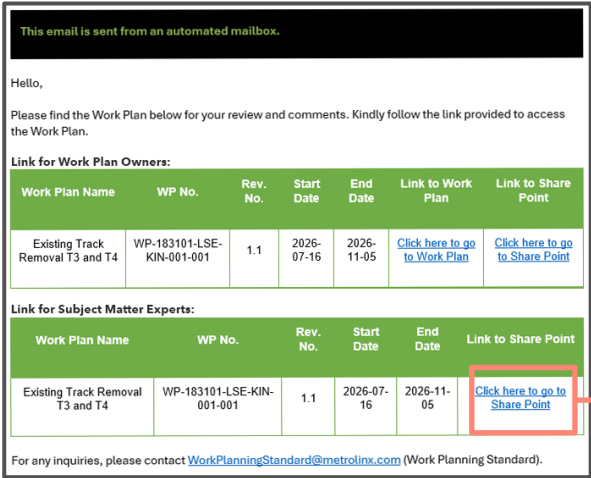
GO Expansion Program Delivery Team

To review a Work Plan, click **Mark as In Review**, to change the status of the Plan to **In Review** on both the WPS App and Contractor's CPG Portal. This will send an auto-generated email to both the WPO and Contractor and lock the Work Plan. The Contractor is unable to make any edits to the Plan while it is **In Review**.

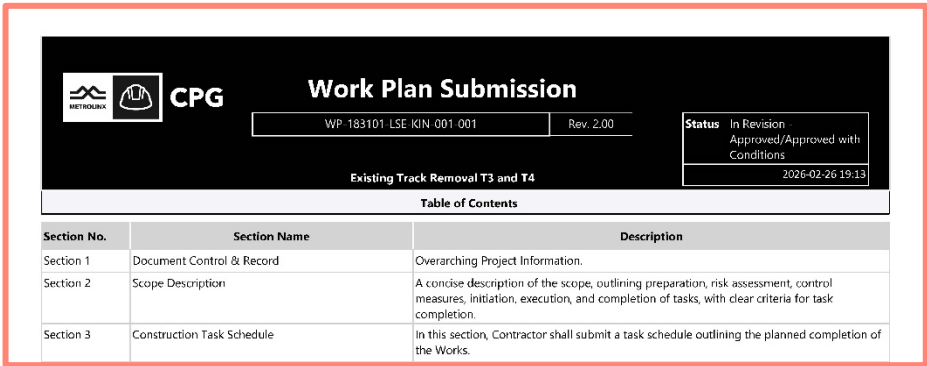
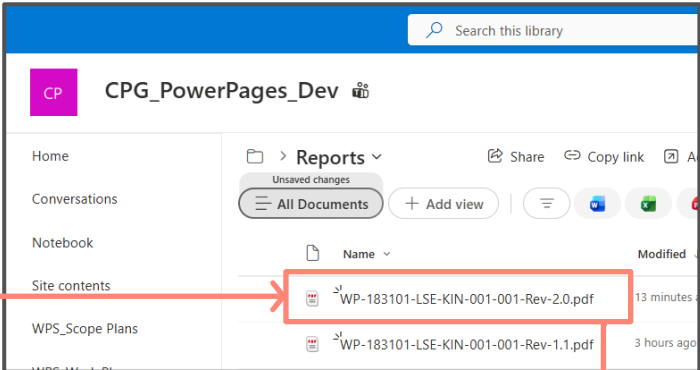
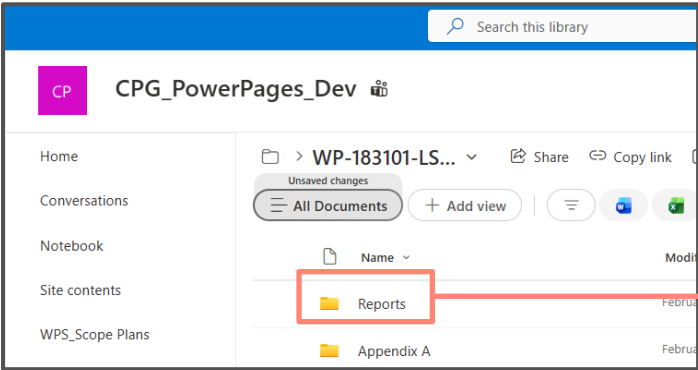
3b. SME Work Plan Review

Note: The WPS process is currently in Phase 1, **parts of this process will be updated in a later phase.**

For an SME to review a Work Plan, the WPO can either forward the auto-generated email to the SME containing a SharePoint link to the Plan or send the Plan’s PDF directly. The PDF is a paginated report that will be automatically generated and saved in the SharePoint folder when Contractor hits the submit button. Currently, SME’s do not have access to the WPS app, this will come at a later phase of the process.



To Access the Work Plan, the SME clicks the link provided in the auto-generated email which leads to that Work Plan’s SharePoint site. From there they click on the **Reports** folder which houses all generated Work Plan PDFs.



The SME can review the Work Plan using the PDF and utilize the **Work Plan Comments Sheet** to note any comments they might have.

Note: The **comments sheet** is also available for review in the Work Plan’s SharePoint in the **Comments** folder.

3c. Work Plan Comments Sheet

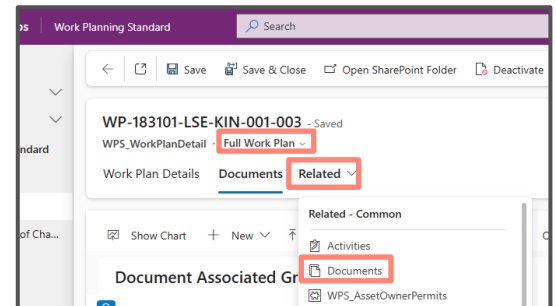
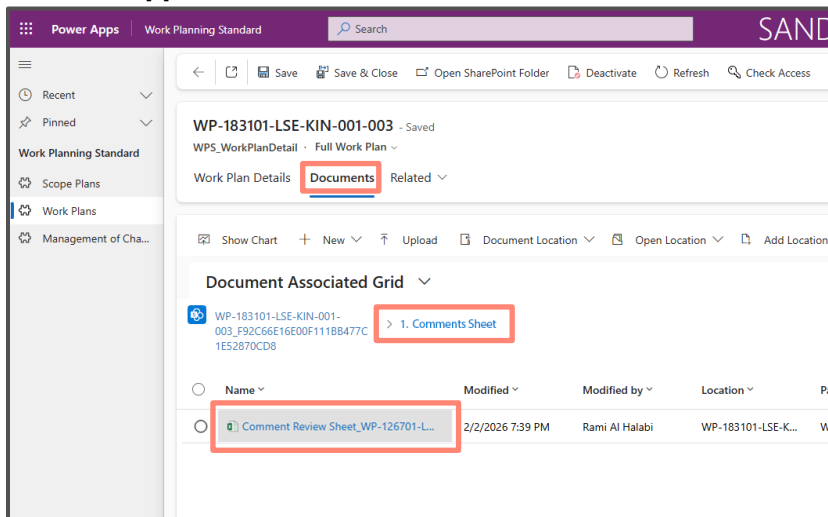
Note: The WPS process is currently in Phase 1, **parts of this process will be updated in a later phase.**

METROLINX Work Plan Comment Review Sheet						
Project Name:			Work Plan Name:			
Corridor:			Metrolinx WP No.:			
Review No.	Stakeholder Group (Select Date, Project and Location)	Reviewer Name (First and Last Name)	Description	Work Plan Section Number	Comment Last Issued	
1			Testing	1.0 - Document Control and Record	18-02-2026	Testing
2						
3						

The Work Plan Comments Sheet is a live Excel document where the WPO and Stakeholders can leave comments for the Contractor on the Work Plan they are reviewing.

The Comments Sheet can be accessed 2 different ways:

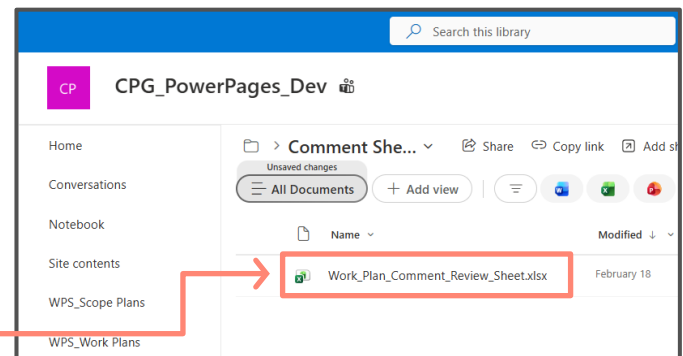
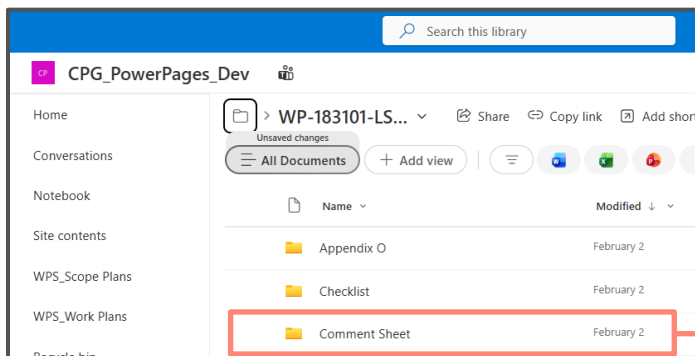
1. The **WPS App** view the Work Plan, and click the **Documents** tab.



Note: If the Documents is not visible make sure the view is set to **Full Work Plan** and click the **drop down beside Related** and choose **Documents**.

2. **Work Plans' SharePoint page**, in the **Comments Sheet** folder.

Note: Stakeholders can only access the Comments Sheet through SharePoint.



3d. Deemed Complete

Before a Work Plan can be sent for SME review, it must be **deemed complete**. This means the Contractor has submitted the Work Plan, including the checklist items, completing all mandatory requirements fields while providing status or planned completion dates of the outstanding information. Once the WPO has reviewed the quality of the Work Plan and deemed it a complete submission it can proceed with the internal and SME review.

If the Work Plan is **deemed incomplete**, the WPO will add comments about critical missing information and sent it back to the Contractor without SME review.

3e. Send for Revision

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Recent

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Work Planning Standard

WP-166401-LSW-GRIM-001-002 - Saved

WPS_WorkPlanDetail · Full Work Plan

Send for Revision

Send to Reviewers

Reject

Deactivate

This email is sent from an automated mailbox.

Hello,

The Work Plan listed below has been sent back for revision. Please address the comments and resubmit.

Kindly follow the link provided to access the Work Plan.

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Work Plan

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

This email is sent from an automated mailbox.

Hello,

The Work Plan listed below has been sent back for revision.

Kindly follow the link provided to access the Work Plan.

Link for Work Plan Owners :

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan	Link to Share Point
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Work Plan	Click here to go to Share Point

Link for Subject Matter Experts :

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Share Point
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Share Point

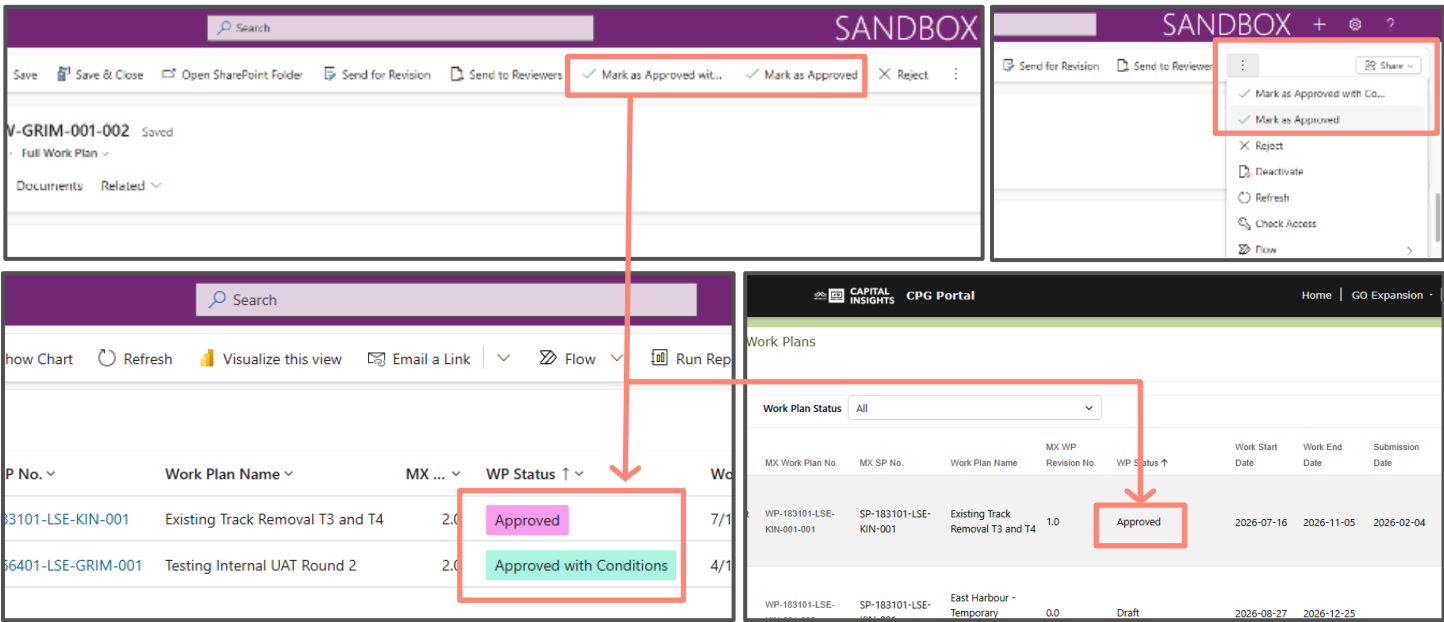
For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

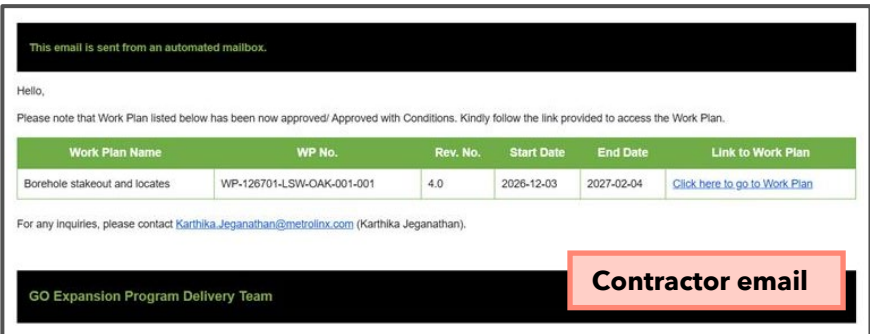
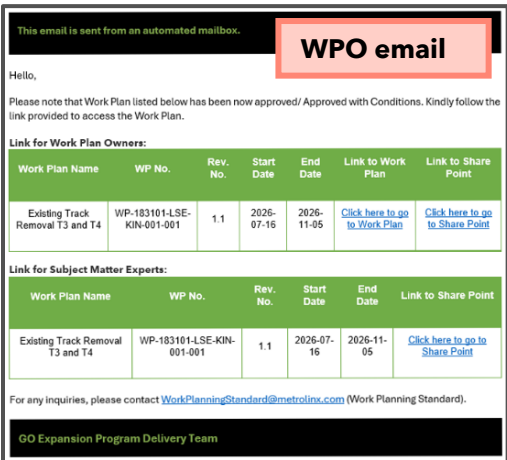
Once the Work Plan’s internal and SME review has been completed, and the Comments Sheet is ready and uploaded, the WPO clicks the **Send for Revision** button at the top of the Work Plan. This will change the Work Plan status to **In Revision**, unlock the Work Plan for the Contractor, and **send an auto-generated email to the Contractor and WPO** alerting everyone of the status change and availability of the Comments Sheet.

STEP 4 | APPROVING A WORK PLAN

This cycle of revising and resubmission continues within each Work Plan until all comments are closed.



Once the all the comments have been closed by the SMEs and the WPO, the WPO will select either **Mark as Approved** or **Mark as Approved with Conditions** from the top bar of the Work Plan’s page, this will change the status of the Work Plan to Approved or Approved with Conditions for both the WPO’s WPS App and the Contractors Portal. This will also generate paginated report of the Work Plan with the updated Approved status. **Note:** this option is only available if the Work Plan is marked as **In Review**. If the Approval buttons are not visible, extend the browser window, or click the 3 dots on the right-hand side to open a drop-down window.



Once the Work Plan is marked as approved the Contractor and WPO will receive an auto-generated email confirming the approval. The WPO can then forward the approval email to all relevant SME’s informing them that WP is now approved.

Approved vs. Approved with Conditions

Approved with Conditions is given to a Work Plan missing minor details (e.g. Equipment types not being listed) which could be provided in the coming weeks. When the final missing information is provided the Work Plan status can be changed from Approved with Conditions up to a full Approved status using MoC process.

STEP 5 | MANAGEMENT OF CHANGE (MOC)

Once a Work Plan has been approved (or conditionally approved), a Contractor can request a Management of Change.

The image shows an automated email on the left and the Power Apps 'Work Planning Standard' app on the right. The email contains a table with MoC details and links to access the MoC. The app interface shows the 'MoCs - All' list with columns for MoC No., MX Work Plan No., MoC Status, and Work Plan Name. The 'Management of Change' option is highlighted in the left-hand navigation pane.

MoC No.	Link to MoC	WP No.	Work Plan Name	Link to Work Plan	Link to Share Point
MoC-183101-LSE-KIN-001-02	Click here to go to MoC	WP-183101-LSE-KIN-001-001	Existing Track Removal T3 and T4	Click here to go to Work Plan	Click here to go to Share Point

MoC No.	WP No.	Work Plan Name	Link to Share Point
MoC-183101-LSE-KIN-001-02	WP-183101-LSE-KIN-001-001	Existing Track Removal T3 and T4	Click here to go to Share Point

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

When a MoC is submitted by the Contractor, the WPO will receive an auto-generated email alerting them to the submission, and it will be logged in the WPS app.

The image shows two screenshots of the Power Apps 'Work Planning Standard' app. The left screenshot shows the 'MoCs - All' list with columns for MoC No., MX Work Plan No., MoC Status, and Work Plan Name. The 'Management of Change' option is highlighted in the left-hand navigation pane. The right screenshot shows the 'WorkPlans - All' list with columns for MX Work Plan No., MX SP No., Work Plan Name, and MX WP Revis... The 'Work Plans' option is highlighted in the left-hand navigation pane.

The MoC can be viewed in the WPS App by clicking **Management of Change** on the Left-hand side, or by clicking the **arrow beside the associated Work Plan**.

Reviewing a MoC

The image shows the Power Apps 'Work Planning Standard' app interface on the left and two automated emails on the right. The app interface shows the 'MoC-166401-LSE-GRIM-001-01' - Saved. The 'Mark as In Review' button is highlighted in the top bar. The first email is a 'Contractor email' and the second is a 'WPO email'. Both emails contain a table with MoC details and links to access the MoC.

MoC-166401-LSE-GRIM-001-01 - Saved
WPS_MoC - MoC Form

Contractor email

WPO email

Double click the MoC to view its details. The first step to reviewing the MoC is to click the **Mark as in Review** button on the top bar, this will send both the WPO and Contractor an auto-generated email, change the status of the MoC, and lock the Work Plan for the Contractor.

Section 3 - Type of Change

Field Level Change? ☒ Administrative Level Change? ☐

Document Attachment ☐

Change Type * Is there an increase in risk or scope? *

Has risk assessment been done? * Has risk/scope increment document been attached? *

Explain Risk/Scope Increment Irrelevance *

Start Mileage * End Mileage *

Description of proposed changes *

In **Section 3 - Type of Change**, the Contractor gives the level of change requested. **For Moderate or Major changes, the MoC must go through SME review.** This is not needed for requests labeled as Minor.

Section 5 - MoC Approval

Name of Approver --- Approver Phone Number ---

Date of Approval --- WP Revision No

Section 5 - MoC Approval needs to be manually completed by the WPO.

Power Apps | Work Planning Standard | Search

MoC-166401-LSE-GRIM-001-01 - Saved

WPS_MoC : MoC - Comments

Overview

MoC No. MoC-166401-L... MoC Status Draft

MX Work Plan No. WP-166401-L... WP Status Approved with Co...

Comments

Notes

Search timeline

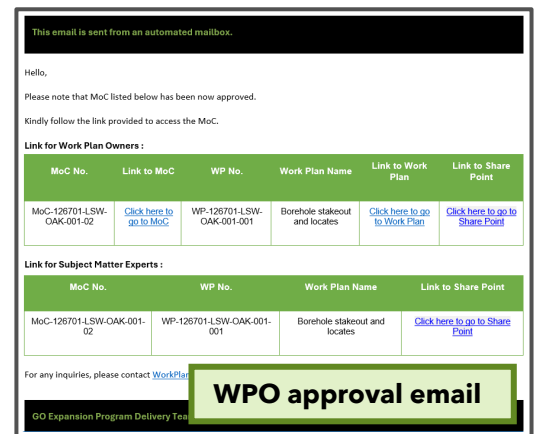
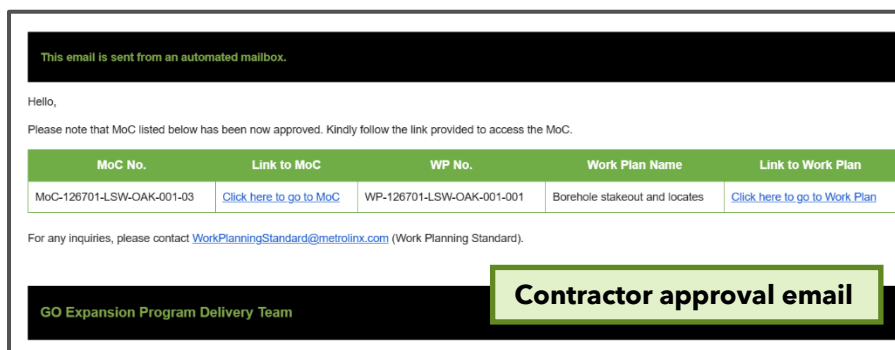
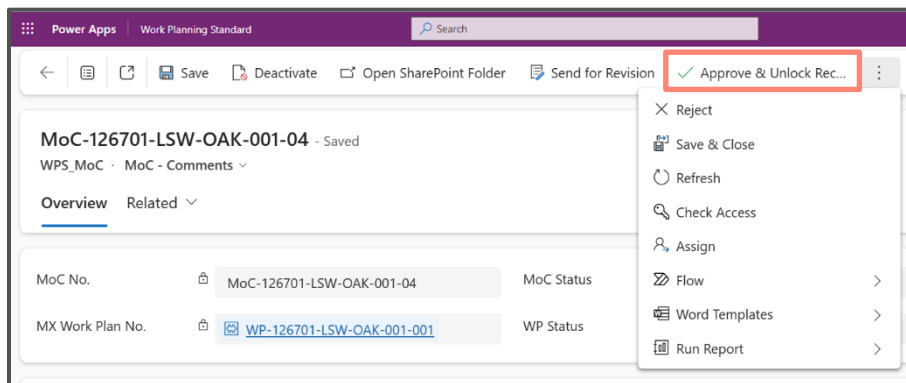
Enter a note...

The WPO can leave messages to the Contractor about the MoC in the **MoC Comments Section**. This section can be used to communicate with the Contractor.

MoC Approval or Rejection

A MoC can be either accepted or rejected by the WPO.

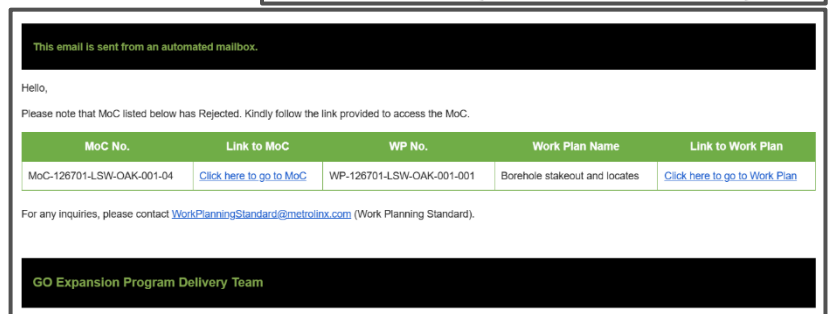
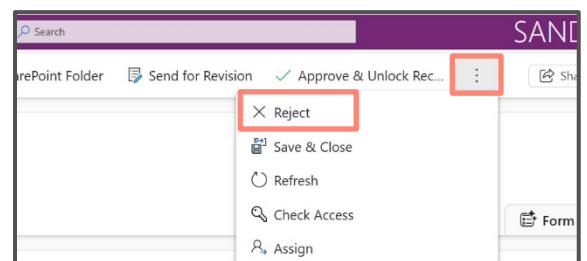
MOC APPROVAL



The WPO can approve the MoC by clicking **Approve & Unlock Record**, this will unlock the Work Plan for the Contractor and send an auto-generated email to both the WPO and Contractor alerting them to the approval. **The Contractor can then go into the Work Plan and update the document with the approved change and resubmit the Work Plan.** If additional information is needed, the WPO can request information or clarification from the Contractor in the Comments section of the MoC page.

MOC REJECTION

If the MOC needs significant adjustments, the WPO can reject the MoC by hitting the **Reject** button. This will send an auto-generated email to the Contractor that the MoC has been rejected. The Contractor will have to revise and resubmit the MoC. The WPO can clarify the reason for the rejected MoC in the **Comments** section. The Work Plan will not change and remain as it is previous Approved/Approved with conditions status.



If the **MoC is rejected**, the Contractor and the WPO can discuss the required updates, and the Contractor needs to resubmit a revised MoC for review.

ADDITIONAL INFORMATION

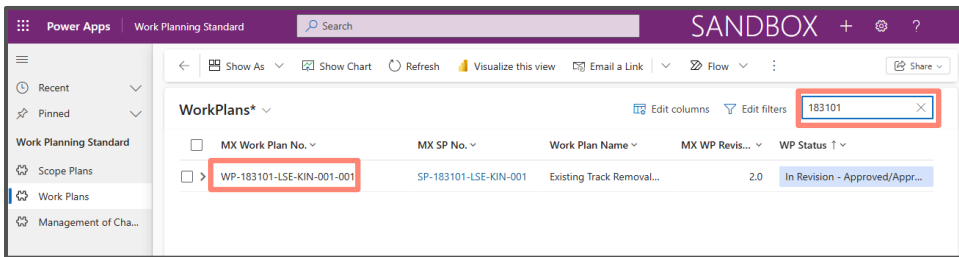
Multiple Work Plan Owners

If a project has multiple Work Plan Owners, within the app a single person needs to be assigned primary WPO for each Work Plan.

Searching and Filters

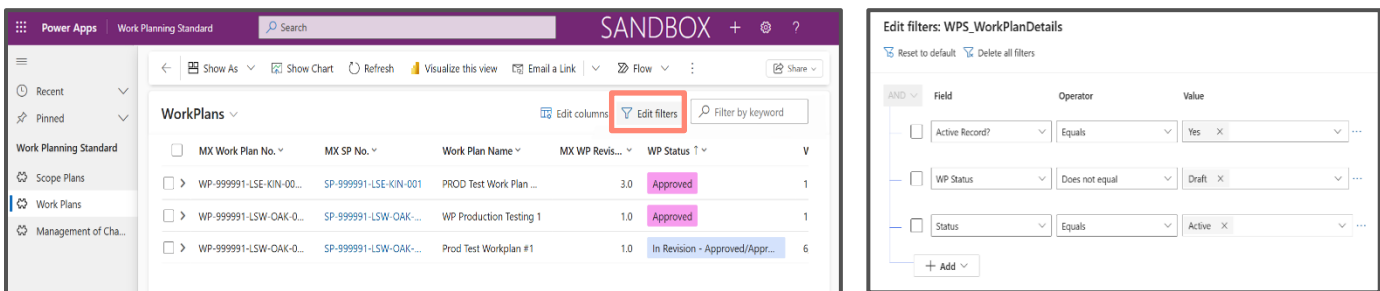
SEARCH BAR

WPOs can search for Work Plans using the home page search bar. Search for a Work Plan by number, name, project number, project name, corridor, contact number, contractor, or submitter.

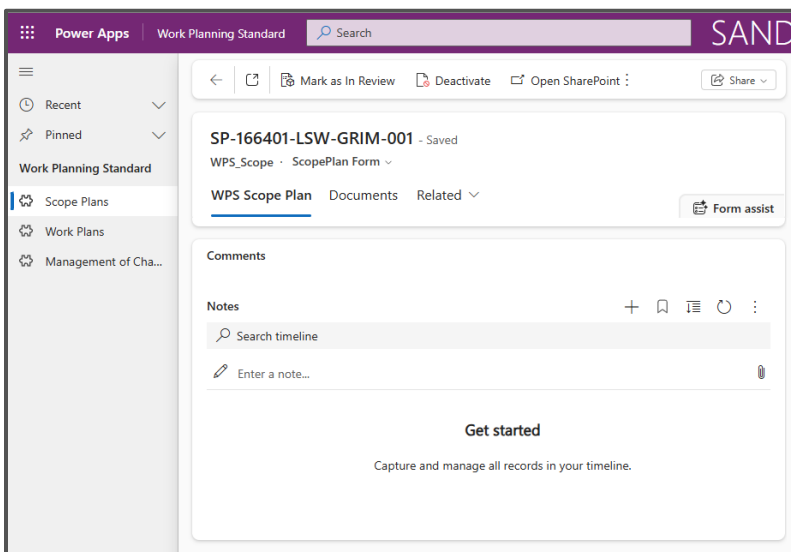


FILTERS

Filters is another way to refine your Work Plan list. You can filter your home page by Active Record, the Work Plan status and the overall Status.



Communication with the Contractor



An easy way to communicate with the Contractor is to use the **Comments section** at the bottom of the Work Plan. The Contractor and WPO can send and receive note to each other at any point of the WPS process, even when the Plan is locked.