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MANUAL 500-2

SECTION 01.1

DEVELOPING AND REVISING PROCEDURES

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BUREAU OF MANAGEMENT ANALYSIS AND PROJECTS

## **1. Purpose**

This procedure describes the process that will be followed when new real property transaction related procedures are needed or existing procedures need modification or deletion.

## **2. Applicable Law and/or Guidance**

Administrative Services Bulletin entitled BMAP Clearance Process

Thruway Real Property Management Policy (25-6-02)

## **3. Introduction**

The Bureau of Management Analysis and Projects (BMAP) is responsible for coordinating the preparation, clearance and dissemination of official New York State Thruway Authority (Authority) policies, procedures, publications and forms. This procedure describes the process that will be followed when real property procedure changes are needed, including development and revision of procedures.

## **4. Procedure**

4.1. A need for a procedure change (e.g., creation, modification, obsolescence) may be identified by the Division or Headquarters personnel involved with real property transactions:

- Through recommendations or suggestions by Authority employees, the Authority Board or others;
- As the result of an internal or external audit;
- As the result of a root cause analysis review; or
- Through periodic procedure and policy reviews.

4.2. BMAP will seek approval from the Chief Financial Officer and the Director of Maintenance and Operations prior to creating any new or making modifications to existing procedures. BMAP will coordinate the procedure process, including development or revision, reviews, approvals and distribution. BMAP will also act as the repository for the most current procedures.

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Some of the sample letters labeled as Exhibits in the SOPs are available on an Authority file share for Division access. These letter templates allow Divisions to fill in the blanks with transaction-specific information. BMAP will update/revise letters and post updated copies to the file share when appropriate.

- 4.3. Division and Headquarters personnel will be contacted as needed by BMAP to provide information such as flowcharts, narratives or summaries for the procedure changes needed.

## **5. Responsibilities**

BMAP will coordinate the preparation, approval and distribution of procedures.