

Conference Call Information

Tracs Number: _____ Project Name: _____

Contractor: _____ Contractor PM: _____

ADOT RE: _____ ADOT PM: _____

Comm. Relations: _____ Designer: _____

Others on call:

Approximate # of Attendees: _____ Workshop Date/Time: _____

Food/Beverage at workshop: Yes No Who will coordinate: _____

Location: _____

Key Stakeholders to Invite to Workshop:

Project Discussion to include: project purpose, objectives, unique elements, critical items, specific challenges, design to construction handoff info, community concerns, traffic impact, businesses, schedule – quick or late start, team experience, involvement of stakeholders, submittals prior to precon, etc.

Project Discussion Notes:

Partnering Champions: ADOT _____

Issue Escalation Ladder:

Level	ADOT		Time
Field			
PM/RE			
Mgmt/DE			
SR. Mgmt/SEO			

