******

Project NameTRACS Number

ADOT Insert name Districtand insert company name

Month date, yearWorkshop Location

City, Arizona

Submitted by:

Name of facilitator, FacilitatorADOT Office of Partnering

206 S. 17th Avenue Room 171Phoenix, AZ 85007Telephone number of facilitator

Email address of facilitator Prepared on:Month date, year

**Partnering Workshop Summary**

**Project Overview**

Insert the project description on this page.

Other pertinent information discussed in the workshop may be added here at the discretion of the facilitator.

**Team Charter**

Insert the Mission and Goals for this team on this page.

**Partnering Evaluation Program (PEP)**

**Partnering Champions**

**ADOT:** Enter name of ADOT Champion

**Contractor:** Enter name of Contractor Champion

**Partnering Evaluation Program Goals**

**Quality**

* Enter Subgoals here
* Subgoal
* Subgoal

**Communication**

* Enter Subgoals here
* Subgoal
* Subgoal

**Issue Resolution**

* Enter Subgoals here
* Subgoal
* Subgoal

**Teamwork**

* Enter Subgoals here
* Subgoal
* Subgoal

**Schedule**

* Enter Subgoals here
* Subgoal
* Subgoal

**Notify the Partnering Facilitator or Partnering Office of any stop work periods or changes to the Partnering Champions and the PEP database will be updated with current information.**

**Link to Partnering Evaluation Program Information:** (Copy and paste link into a browser.)

<https://azdot.gov/business/programs-and-partnerships/partnering/partnering-evaluation-program-(pep)>

**Issue Escalation Ladder**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **ADOT** | **Contractor Name** | **\*Time** |
| **Field** |  |  |  |
| **Engineer/**  **Project Manager** |  |  |  |
| **Management** |  |  |  |
| **Senior Management** |  |  |  |

\*Time starts when both parties have all the information necessary to make a decision.

**Steps to Issue Resolution**

1. Identify and clarify the issue

2. Gather the facts

3. Determine who needs to be involved

4. Assure uninterrupted time

5. Communicate the issue to and ask input from those involved

6. Brainstorm resolutions and prioritize

7. Decide on resolution at the operations level

8. Record agreements and action items

9. Use the issue resolution ladder as needed

10. Bring the final decision(s) back to all those involved

**Issues and Actions Plans**

|  |  |
| --- | --- |
| **Topic / Issue** | **Status / Resolution** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Attendees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Organization** | **Phone** | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Not In Attendance – Contact Information Only | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |