PROJECT TRACKING REPORT

Presented by:

Lee Makler

Transportation Engineering Specialist Project Resource Office



PROJECT DELIVERY ACADEMY

MODULE 3: PROJECT MANAGER RESPONSIBILITIES AND

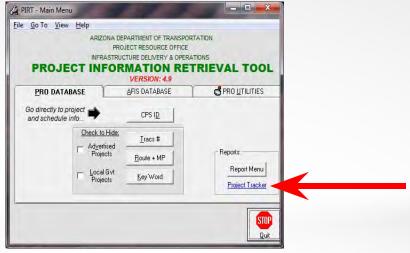


Project Tracking Report, also referred to as the Project Tracking Database Report.

The project tracking report displays scheduling data from Workfront combined with project planning data and accounting data to give a quick glance at design project status.



There are several ways to get to the Project Tracking Report.

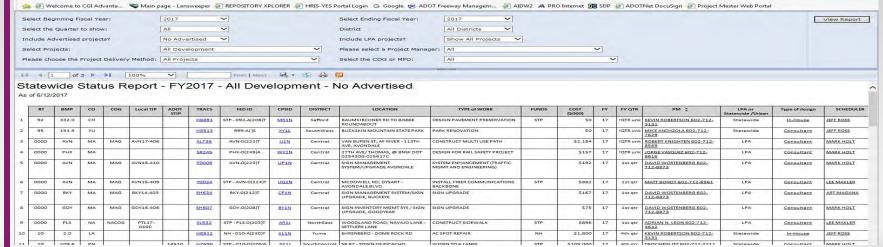


One way is to click on the link in PIRT that will take you straight to it.



PROJECT DELIVERY ACADEMY

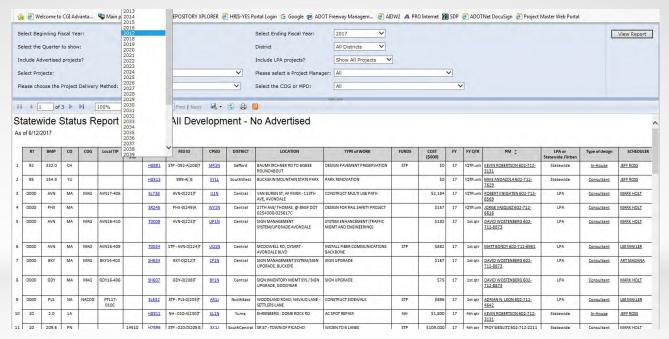
MODULE 3: PROJECT MANAGER RESPONSIBILITIES AND MEETING ADDITIONAL FEDERAL REQUIREMENTS



The link will take you to the report where you can select projects using Fiscal Year ranges and include all projects within a specific time frame or you can filter the information to a specific quarter, district, Project Manager, etc.

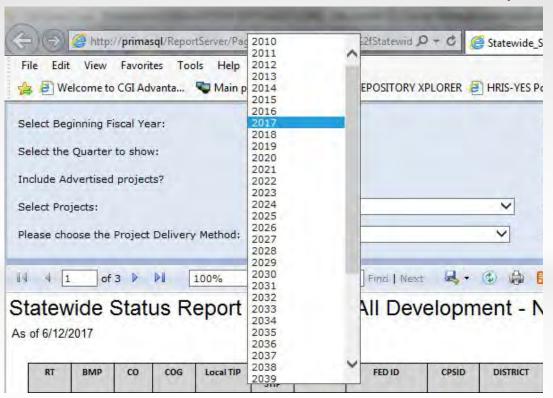
By Default it is set to report ALL projects of ALL types in ALL districts in the current Fiscal Year.





The first step is to select the beginning Fiscal Year from the drop down menu

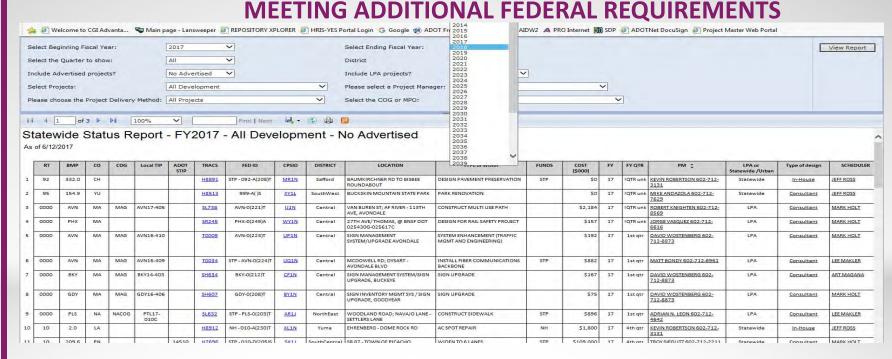






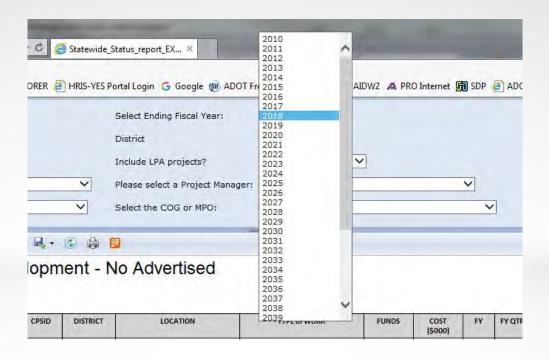
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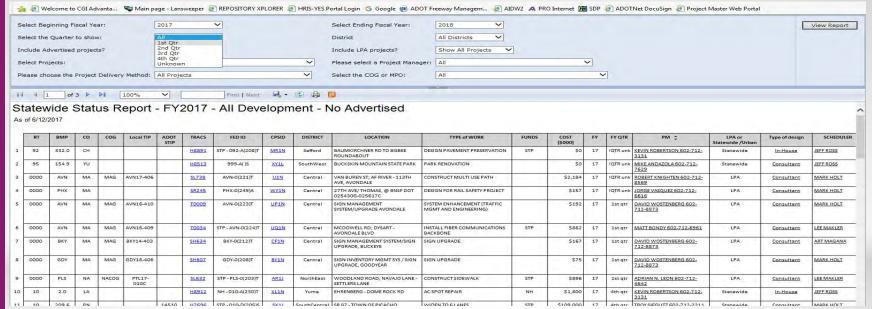


The next step is to choose the ending Fiscal Year for the report



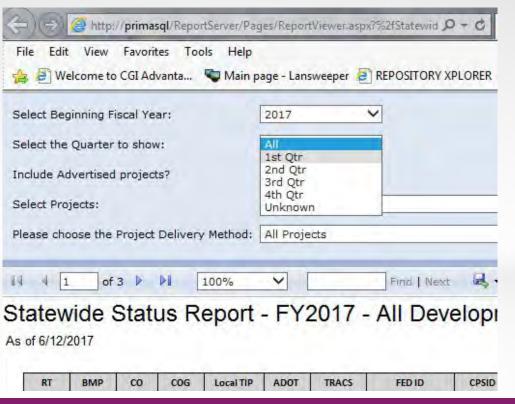






Then select the quarter of the Fiscal Year to display. You can narrow the results down to just the quarter you want or you can select all quarters.



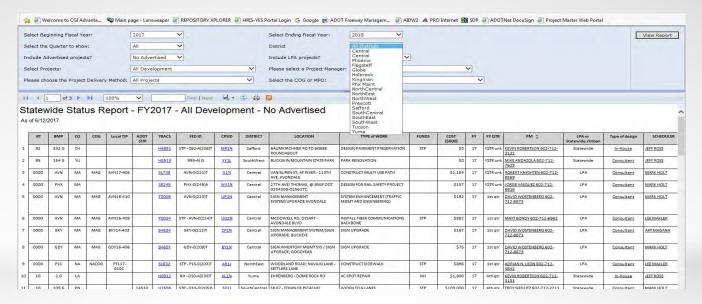




FY QTR 1 July – September FY QTR 2 October - December FY QTR 3 January – March FY QTR 4 April – June

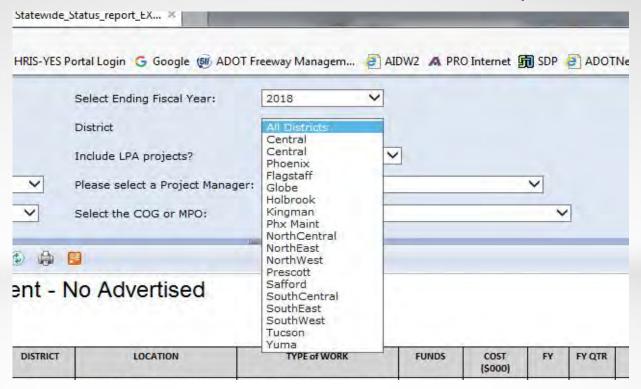
Fiscal Years start in July and go through June of the next calendar year.



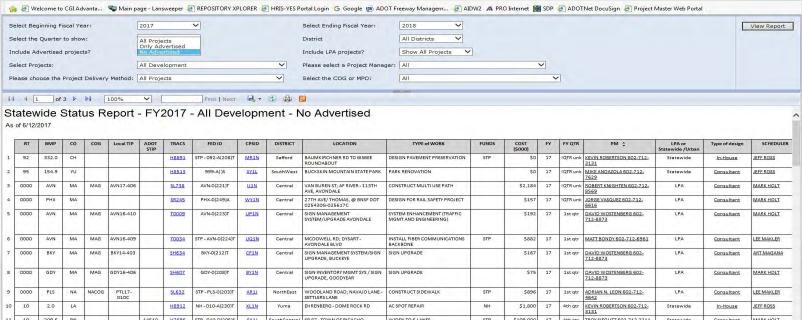


Next you can select a specific district to show or use "ALL Districts" to see projects all over the state.



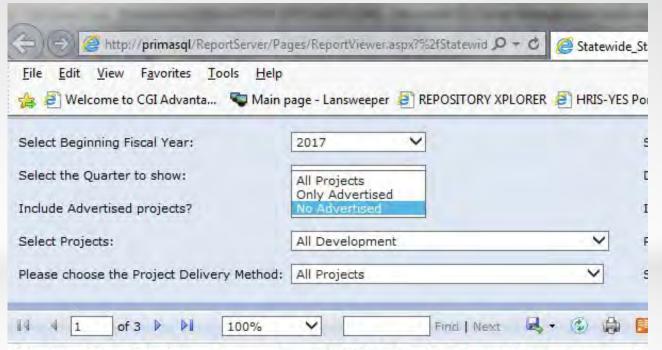






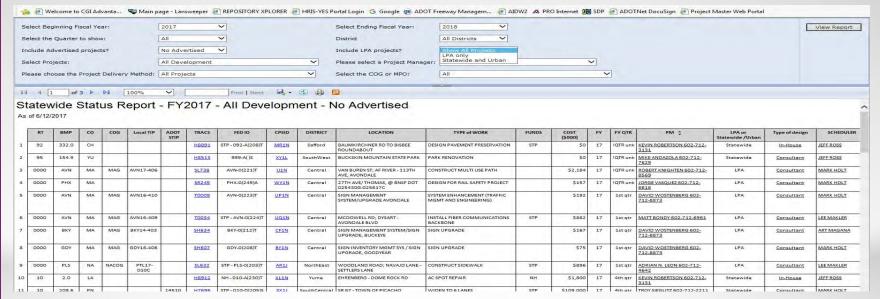
Then choose to see all projects, only advertised projects or projects that have yet to advertise.





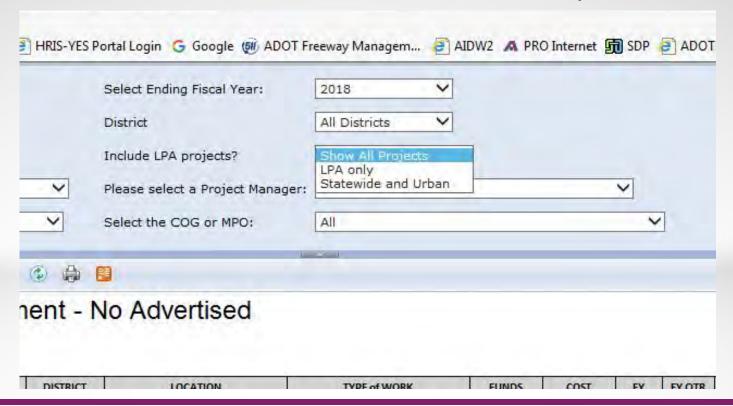
Statewide Status Report - FY2017 - All Development - N



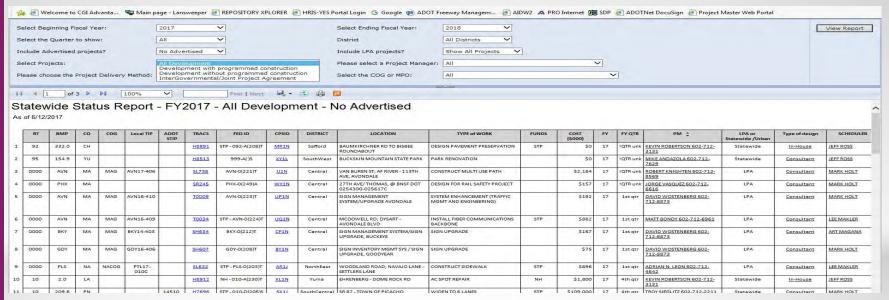


Do you want to see All projects including Local Government Projects? Or do you want to see only Local Government Projects? Or do you want to see State and Urban Projects?





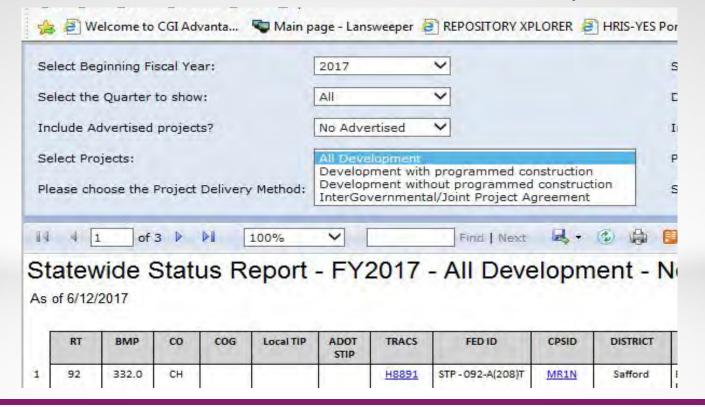




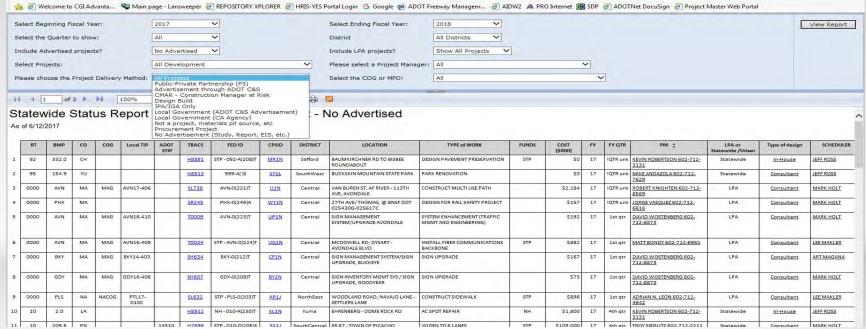
Select project development type.

- All projects in Development
 - Developed with funds programmed for Construction
- Developed without funds programmed for Construction
 - Intergovernmental/Joint Project Agreements.



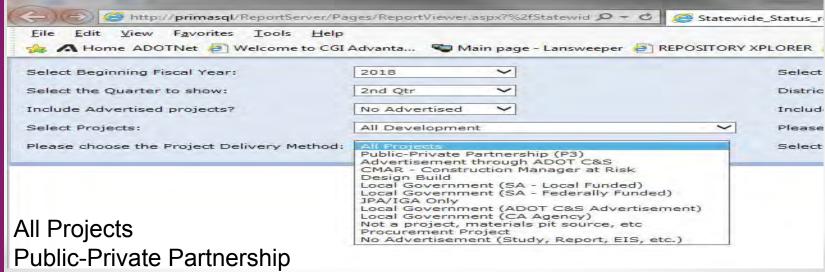






Project Delivery Method: By default it shows all methods or you can choose a specific method





Advertise via C&S or Procurement

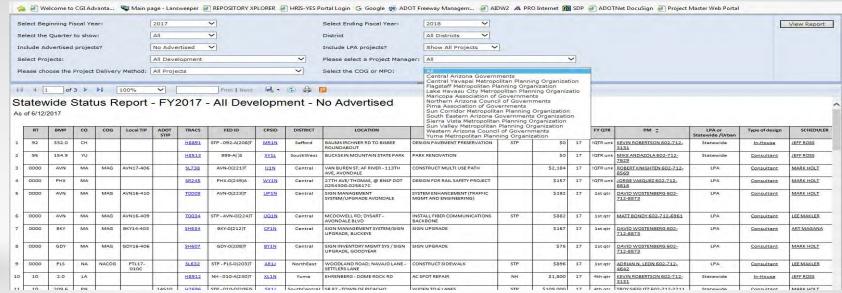
CMAR

Local Government CA or SA funded locally or federally or studies that will never advertise.



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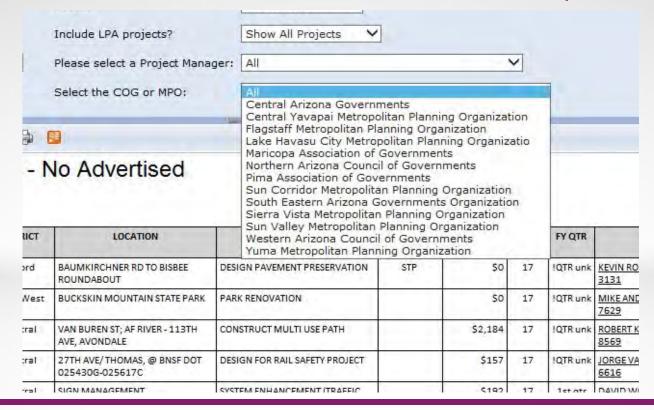
MODULE 3: PROJECT MANAGER RESPONSIBILITIES AND MEETING ADDITIONAL FEDERAL REQUIREMENTS



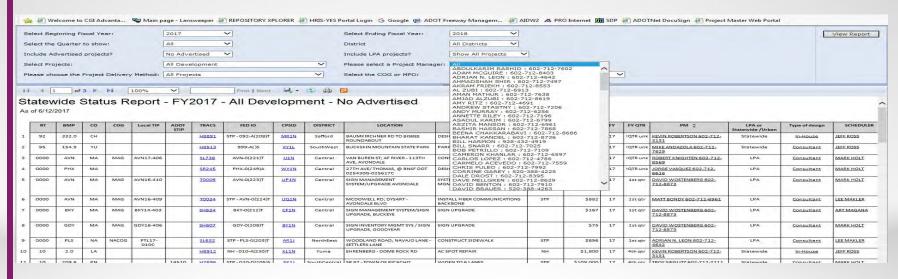
Choose a COG or MPO.

- Defaults to ALL COG and MPOs.
 - Similar to choosing a district by choosing a Counsel of Government (COG) or Metropolitan Planning Organization (MPO) you can filter the report to a geographic region represented by the COG/MPO





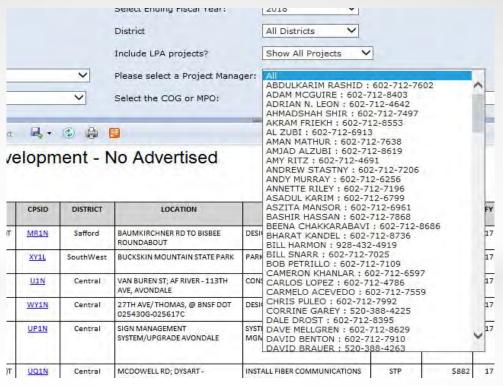




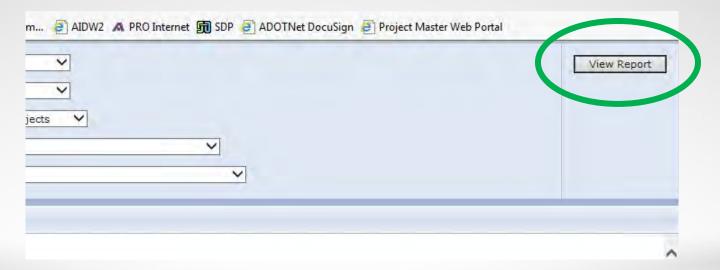
Choose to see projects for just one Project Manager. It is suggested that if you want to see all the projects managed by one person you change the rest of the filters to ALL.

All the other filters still apply so it is possible to choose filters where the project manager doesn't have any projects.





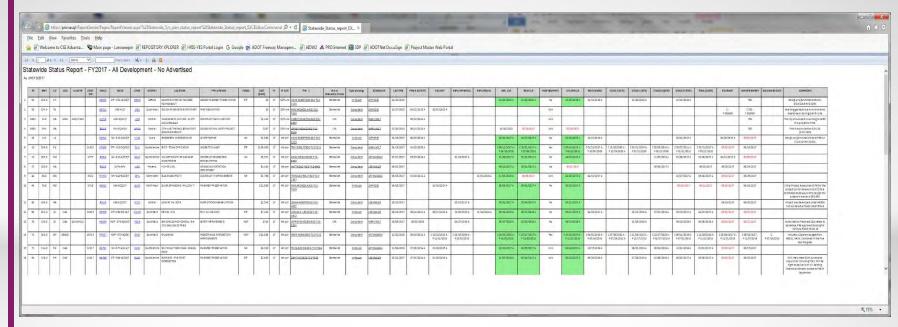




When you have the criteria selected you want then you select the "View Report" button.

Any time you change the filters you need to click on the "View Report" button.





Project Tracking Report loads as a big wide spreadsheet Export to a format to edit it



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Export Button

- Reports can be exported into several formats.
- Click on the arrow to the right of the Disk icon to pull down a menu of export choices.
- ADOBE PDF locks the information.
- EXCEL Page Header export the data to a spreadsheet putting the Report Header into the EXCEL header section.
- The EXCEL only export format puts the report header in the first row.



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MODULE 3: PROJECT MANAGER RESPONSIBILITIES AND

MEETING ADDITIONAL FEDERAL REQUIREMENTS

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	tew 6/13/2		Stat	us R	eport	- FY2	2017	- All Deve	elopn	nent - N	lo Advertised									
	RT	ВМР	со	cog	Local TIP	ADOT STIP	TRACS	FED ID	CPSID	DISTRICT	LOCATION	TYPE of WORK	FUNDS	COST (\$000)	FY	FY QTR	PM ‡	LPA or Statewide /Urban	Type of design	SCHEDULER
Ī	92	332.0	СН				H8891	STP - 092-A(208)T	MRIN	Safford	BAUMKIRCHNER RD TO BISBEE ROUNDABOUT	DESIGN PAVEMENT PRESERVATION	STP	50	17	!QTR unk	KEVIN ROBERTSON 602-712- 3131	Statewide	In-House	JEFF ROSS
Γ	95	154.9	YU				H8513	999-A()S	XY1L	SouthWest	BUCKSKIN MOUNTAIN STATE PARK	PARK RENOVATION		\$0	17	!QTR unk	MIKE ANDAZOLA 602-712- 7629	Statewide	Consultant	JEFF ROSS
2	0000	AVN	MA	MAG	AVN17-406		SL738	AVN-0(221)T	<u>IJ1N</u>	Central	VAN BUREN ST; AF RIVER - 113TH AVE, AVONDALE	CONSTRUCT MULTI USE PATH		52,184	17	IQTR unk	ROBERT KNIGHTEN 602-712- 8569	LPA	Consultant	MARK HOLT
10	0000	PHX	MA				SR245	PHX-0(249)A	WYIN	Central	27TH AVE/THOMAS, @ BNSF DOT 025430G-025617C	DESIGN FOR RAIL SAFETY PROJECT		\$157	17	!QTR unk	JORGE VASQUEZ 602-712- 6616	LPA	Consultant	MARK HOLT
	10	2.0	LA				H8912	NH -010-A(230)T	XL1N	Yuma	EHRENBERG - DOME ROCK RD	AC SPOT REPAIR	NH	\$1,800	17	4th qtr	KEVIN ROBERTSON 602-712- 3131	Statewide	In-House	JEFF ROSS
	10	209.6	PN			14510	H7696	STP - 010-D(205)S	SX1J	SouthCentral	SR 87 - TOWN OF PICACHO	WIDEN TO 6 LANES	STP	\$109,000	17	4th qtr	TROY SIEGLITZ 602-712-2211	Statewide	Consultant	MARK HOLT
	10	267.0	PM		1	4777	F0063	NH - 010-A(355)T	BA10	SouthCentral	WILMOT ROAD TI OP AND EARP WASH TRIB BR	CONSTRUCT BRIDGE DECK REHABILITATION	NH	\$5,371	17	4th qtr	ADAM MCGUIRE 602-712- 8403	Statewide	Consultant	ART MAGANA
Γ	17	200.5	MA				F0133	017-A-NFA	<u>IA10</u>	Phoenix	I-10 - SR 101L	WRONG WAY DETECTION DEPLOYMENT		\$4,100	17	4th qtr	MATT BONDY 602-712-6961	Statewide	Consultant	LEE MAKLER
	40	66.0	МО			5322	H7513	NH - 040-B(208)T	QP1J	NorthWest	BLAKE RANCH RD TI	CONSTRUCT TI IMPROVEMENTS	NH	\$1,768	17	4th qtr	THOMAS O'REILLY 602-712- 2587	Statewide	Consultant	ART MAGANA
	40	79.0	МО			6719	H8932	040-B(225)T	QL1N	NorthWest	SILVER SPRINGS RD - WILLOW TI	PAVEMENT PRESERVATION		\$12,000	17	4th qtr	MIKE ANDAZOLA 602-712- 7629	Statewide	In-House	JEFF ROSS
t	60	184.0	MA				F0148	060-C(215)T	KC10	Central	US 60 AT VAL VISTA	PUMP STATION REHABILITATION		\$2,540	17	4th qtr	JOSIAH ROBERTS 602-712- 4032	Statewide	Consultant	LEE MAKLER
	60	302.0	GI	CAG		13615	H8599	STP - 060-E(214)T	CW1M	SouthEast	MP 302 - 311	RR 3" AC + AR-ACFC	STP	\$7,200	17	4th qtr	ADRIAN N. LEON 602-712- 4642	Statewide	In-House	LEE MAKLER
	70	270.0	GI	CAG	SCA-16-01C		H8859	HSIP - 070-A(216)T	KO1N	SouthEast	SAN CARLOS HIGH SCHOOL - BIA 170, SAN CARLOS TRIBE	SAFETY IMPROVEMENTS	HSIP	5724	17	4th qtr	JEFFREY DAVIDSON 602-712- 8534	LPA	Consultant	MARK HOLT
	70	293.0	GH	SEAGO		26714	<u>H7637</u>	HSIP - 070-A(209) A	GNIJ	SouthEast	BYLAS AREA	PEDESTRIAN & INTERSECTION IMPROVEMENTS	HSIP	\$11,505	17	4th qtr	MARK HENIGE 602-712-7132	Statewide	Consultant	ART MAGANA
t	77	114.0	PN	CAG		12217	<u>H8791</u>	NH - 077-A(214)T	EV1N	SouthCentral	SOUTH OLD TIGER ROAD - MIGUEL ROAD	PAVEMENT PRESERVATION	NH	\$6,100	17	4th qtr	TRICIA BROWN 602-712-7046	Statewide	In-House	ART MAGANA
-	84	176.0	PN	CAG		12417	H8790	STP - 084-A(204)T	EU1N	SouthCentral	BURRIS RD - FIVE POINT	PAVEMENT PRESERVATION	STP	\$2,600	17	4th qtr	ZAHIT KATZ 602-712-7030	Statewide	In-House	LEE MAKLER

The Project Tracking Report shows the basic project information like Route, County, Milepost, District, COG/MPO, TRACS, Project Name and Type of Work. It also shows who is the PM, the Scheduler, in-house or Consultant design and programmed funding amounts.

All of this information comes from AFIS, the Project Master and updated at PRB.



Select Begini Fiscal Year:	ning 20	017			Select Ending Fiscal Year:	2017	~			View Report	
Select the Qu show:	uarter to 4t	h Qtr			District	All District	s V				
Include Adve projects?	rtised	Advertised			Include LPA projects?	Show All F	Projects 🗸				
Select Projec	ets: Al	l Development		~	Please select a Project Manag				~		
Please choos Project Deliv Method:		l Projects		~	Select the CO	G All			~		
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SCHEDULER	of 1	FHWA AUTH PE	KICK-OFF	Find Ne	NEPA REEVAL	ENV. CLR	ROW CLR	ROW REQMNTS	UTIL/RR CLR	MATL MEMO	
SCHEDULER							ROW CLR 12/02/2016 A	ROW REQMNTS	UTIL/RR CLR 12/01/2016 A	MATL MEMO 11/14/2016 A	
SCHEDULER F ROSS	LAST PRB					ENV. CLR	3.3.1.3.1.1.1.1			40000000000	
	LAST PRB 04/14/2015	FHWA AUTH PE	KICK-OFF			ENV. CLR	3.3.1.3.1.1.1.1	No		40000000000	

The Project Tracker shows data from the Scheduling system to report when important project design tasks are estimated to be completed and when they actually were completed.

The Last PRB date is always an Actual date, all the rest are estimated dates unless there is an A after the date. The Environmental Clearance actually happened on 12/16/2016.



Select Beginn Fiscal Year:	ing 2017	~			Select Ending Fiscal Year:	2017	~		View Report
Select the Qua show:	arter to 4th Q	tr 💙			District	All Districts	~		
Include Adver	tised No Ad	lvertised 🗸			Include LPA projects?	Show All Proj	jects 🗸		
Select Project	s: All De	evelopment		~	Please select a Project Manager:	All			$\overline{}$
Please choose Project Delive Method:		ojects		~	Select the COG or MPO:	All			~
14 4 1	of 1 ♭ ♭ii	100%	<u> </u>	Find Next	4. ⊕ ⊜	1 🖽			
MATL MEMO	STAGE I (15%)	STAGE II (30%)	STAGE III (60%)	STAGE IV (95%)	FINAL (100%)	BID READY	ADVERTISEMENT	BID AWARD DATE	COMMENTS
11/14/2016 A		10/20/2016 A		11/29/2016 A			TBD		Design project established on: 4/14/2015 for \$100K.
					1	C: P DESIGN	C TBD : P DESIGN		Awaiting geotechnical environment clearance on boring plan for site.
							TBD		The city of Avondale is working to def
									this project to FY19.

We get minor data from other systems like Materials, Right of Way and Utilities. Occasionally comments from those groups can been seen in the comments box.

Dates for the clearances come directly from Workfront.



QUESTIONS?



THANK YOU

