

PROJECT MANAGER RESPONSIBILITIES AND MEETING ADDITIONAL FEDERAL REQUIREMENTS

3/8/2023

Module 3 offers communications guidance from Project Management Group (PMG) on interpersonal communication, social skills and problem solving. Attendees will learn about the project tracker, a system ADOT staff uses when managing projects. The discussion continues with why consultants are selected for projects, versus in-house work. A demonstration of the Task Order Assignment Schedule Tracker (TOAST) is shown during training. The manager from our ADOT Engineering Consultants Section (ECS) discusses their role with contracting consultants. Lastly, the Civil Rights Office (CRO) and Business Engagement and Compliance Office (BECO) talk about federal requirements to be met on a project.

WELCOME AND INTRODUCTION

8:00 am - 8:10 am (10 minutes)

Cyndi Callahan, Academy Facilitator, Project Resource Office

EFFECTIVE PROJECT MANAGER COMMUNICATIONS

8:10 am - 8:30 am (20 minutes)

Kirstin Huston, P.E., Senior Project Manager, Project Management Group

PROJECT TRACKER

8:30 am - 8:45 am (15 minutes)

Lee Makler, Transportation Engineering Specialist

CONSULTANT VS. INHOUSE/TOAST

8:45 am - 9:00 am (15 minutes)

Brenda Contreras, Contract Manager, Project Resource Office

ENGINEERING CONSULTANTS SECTION (ECS)

9:00 am - 9:45 am (45 minutes)

Korina Lopez, ECS Manager, Engineering Consultants Section

BREAK

9:45 am - 9:55 am (10 minutes)

CIVIL RIGHTS OFFICE (CRO)

9:55 am - 10:40 am (45 minutes)

Jesus Zaragoza, Title VI, Environmental Justice FHWA Program Manager

Keely D'Amour-Toy, Civil Rights Specialist

Stephanie Ortiz, EO Contractor Compliance Program Manager

DISADVANTAGED BUSINESS ENTERPRISE (DBE) – OVERSEEN BY THE BUSINESS ENGAGEMENT AND COMPLIANCE OFFICE (BECO)

10:40 am - 11:25 am (45 minutes)

Gabriel Demarbiex, Contractor and Field Compliance Manager, Business Engagement and Compliance Office

Crispina Mata, DBE Compliance Program Manager

Alma Lozano, Contract Compliance and Training Officer

Sharon Bova, DBE & OJT Compliance Technician

CLOSING REMINDERS AND SURVEY

11:25 am – 11:35 pm (10 minutes)

Cyndi Callahan, Academy Facilitator, Project Resource Office