

## PROJECT MANAGER RESPONSIBILITIES AND MEETING ADDITIONAL FEDERAL REQUIREMENTS

3/8/2023

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### KEY PRESENTATION POINTS – LEARNING GUIDE

#### EFFECTIVE PROJECT MANAGER COMMUNICATIONS

Organize your thoughts (What, whom and when do I want to communicate.)

Choose your words carefully. Be direct.

Many methods of communication (Face to face, phone, Google Meet, WebEx, email, letter, Instant message, text.) What form of communication works best for the person you are engaging with?

Be sure to listen and interpret what is being said.

#### PROJECT TRACKER

The Project Tracker is referred to as the Project Tracking Database report.

The report displays data from the scheduling system in the Project Resource Office, project planning data, and accounting data.

The report allows you to tailor data within a time frame you select to view specific information on projects.

#### CONSULTANT VS. INHOUSE/TOAST

Tool that measures the amount of time it takes between the assignment of a consultant to a design project and the Notice to Proceed (NTP)

Provides reports for project managers to monitor the progress of their task order with the consultant.

TOAST was conceived as a countermeasure to reduce the amount of time to get a consultant working on a design project. The time has been cut from 150 days to 50.

#### ENGINEERING CONSULTANTS SECTION (ECS)

ECS administers the processes and procedures for the fair and efficient advertisement, selection, negotiating, monitoring and management of professional services contract for ADOT.

Contract types – Project Specific Contract (Single and Multiphase) , On-Call Contract and Supplemental Services Contract

The contract lifecycle includes: Contract Initiation (initiation and selection), Contract Administration (negotiation, execute work, modifications, payment reports), and Contract Closeout (documentation).

#### CIVIL RIGHTS OFFICE (CRO)

CRO exists to ensure agency compliance with federal and state laws, and regulations.

CRO ensures no member of the public is excluded from participation, denied benefits, or subject to discrimination from any ADOT sponsored program or activity.

All allegations and complaints of discriminatory behavior should be immediately reported to CRO.

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

As a condition to receive federal funds ADOT is required to implement a DBE program.

The program ensures nondiscrimination, removes barriers and creates a level playing field.

Our ADOT DBE office has a small business resource center, offers networking events, business development program and DBE conferences.