

FEDERAL AUTHORIZATION OF A PROJECT

2/8/2023

Module 2 provides an overview by Project Resource Office (PRO) staff on various resources, reports and tools available to ADOT employees, including understanding the role of the Project Review Board (PRB), project expenditure reports and systems such as the Project Information Retrieval Tool (PIRT) and Workfront. Attendees will learn how a project is federally authorized by ADOT Financial Management Services (FMS) and Federal Highway Administration (FHWA). Accounts Receivable and Payable staff from FMS explain the steps to keep our contractors paid in a timely manner.

WELCOME AND INTRODUCTION

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

Cyndi Callahan, Academy Facilitator for Project Resource Office, Local Public Agency Section

PROJECT REVIEW BOARD (PRB)

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

Lee Makler, Transportation Engineering Specialist, Project Resource Office

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

8:30 am - 9:30 am (60 minutes)

Tom Deitering, Project Delivery Team Leader, FHWA
Roman Moreno, Finance Manager, FHWA
Ammon Heier, Area Engineer, FHWA

FEDERAL AUTHORIZATION

9:30 am - 10:00 am (30 minutes)

Elise Maza, Program/Project Funding Administrator, Financial Management Services
Alison Hart, Resource Administration Manager, Financial Management Services

BREAK

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

ACCOUNTS RECEIVABLE

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

Mary Cooper, Accounts Receivable

CONTRACTS PAYABLE

10:30 am - 10:50 am (20 minutes)

Michael Bruder, Contracts Payable Supervisor

PROJECT INFORMATION RETRIEVAL TOOL (PIRT) & WORKFRONT

10:50 am - 11:20 am (30 minutes)

Jeff Ross, Senior Lead Applications Developer, Project Resource Office
Phil Schaffer, Project Resource Office

CLOSING REMINDERS AND SURVEY

11:20 am - 11:30 pm (10 minutes)

Cyndi Callahan, Academy Facilitator for Project Resource Office, Local Public Agency Section

PROJECT EXPENDITURE REPORTS

(presentation available online)

Sue Landin, Budget Analyst, Project Resource Office