

Project Delivery Academy Agenda

WEDNESDAY, AUGUST 14, 2024

MODULE 2 - FEDERAL AUTHORIZATION OF A PROJECT

MEETING PURPOSE:

MODULE 2: 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) and project expenditure reports. Attendees will learn how a project is federally authorized by ADOT Financial Management Services (FMS) and Federal Highway Administration (FHWA). Project Accounting and Payroll, Accounts Receivable, Contracts Payable staff from FMS explain the steps to keep our contractors paid in a timely manner.

GOOGLE MEET VIRTUAL TRAINING SESSION

WELCOME:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

8:00 am - 8:05 am (5 minutes)

PROJECT REVIEW BOARD (PRB):

Lee Makler, Transportation Engineering Specialist, Project Resource Office

8:05 am - 8:25 am (20 minutes)

FEDERAL HIGHWAY ADMINISTRATION (FHWA):

Tom Deitering, Project Delivery Team Leader, FHWA

Roman Moreno, Finance Manager, FHWA

8:25 am - 9:25 am (60 minutes)

FEDERAL AUTHORIZATION: Presentation time switched with Project Accounting/Payroll

Elise Maza, Program/Project Funding Administrator, Financial Management Services

9:25 am - 9:55 am (30 minutes)

Project Delivery Academy Agenda

BREAK:

9:55 am - 10:05 am (10 minutes)

PROJECT ACCOUNTING AND PAYROLL:

Sophia Kreutz, Project Accounting Manager, Financial Management Services

Gjergj Gjonaj, Payroll and Travel Services, Financial Management Services

Jessica Vasquez, Payroll and Travel Services, Financial Management Services

10:05 am - 10:35 am (30 minutes)

PROJECT EXPENDITURE REPORTS

Sue Landin, Contract Manager, Project Resource Office

10:35 am - 11:05 am (30 minutes)

ACCOUNTS RECEIVABLE:

Theresa Trevino, Accounts Receivable, Financial Management Services

11:05 am - 11:25 am (20 minutes)

CONTRACTS PAYABLE:

Natalia Calderon, Contracts Payable Supervisor, Financial Management Services

11:25 am - 11:45 am (20 minutes)

CLOSING REMARKS:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

11:45 am - 11:50 pm (5 minutes)