

# PROJECT DELIVERY ACADEMY

## MODULE 3: Project Manager Responsibilities and Meeting Additional Federal Requirements



**Presented by:**

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**Project Resource Office**

## MODULE 3: Project Manager Responsibilities and Meeting Additional Federal Requirements



### Topic:

- *WORKFRONT!*

*What is Workfront?*

Workfront Support is available at:  
[adotWFsupport@azdot.gov](mailto:adotWFsupport@azdot.gov)

# PROJECT DELIVERY ACADEMY

## Workfront

- *Workfront has been around for about 6 years at ADOT (June, 2018)*
- *Workfront has over 1400 active users*
- *All of ADOT's projects that are in design are done in Workfront*
- *As of July 1, 2022 all review of design submittals should be done in Workfront using Proofing*
- *Workfront has "Custom" How-To's (designed specifically for ADOT) to show users how to use Workfront*

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## PROJECT DELIVERY ACADEMY

### Workfront

Our two keywords are:

"Standardization" and "User Support"



Our Workfront saying:

*"If it isn't in Workfront, it doesn't Exist!"*

# PROJECT DELIVERY ACADEMY

## Workfront

How To's

Report Menu

Delivery Dashboard

Proofing

ADMIN Dashboard

Project Dashboard

Resourcing

Workfront Worksho...

How To - For Project ...

How To - General Us...

Training - Workfront ...

Unpin current page

Help

1

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☰

More >

PORTFOLIO

5 Year Constructio...

PROGRAM

342.00 - Urban Cor...

PROJECT

SR 85 - VERRADO WA...

PROJECT

SR 85 - VERRADO WAY

☆

...

Percent Complete

100%

Project Owner

Madhav Mundle

Planned Completion Date

Dec 26, 2020

Condition

In Trouble

Status

Complete

Tasks

Tasks

Project Details

Business Case

Updates

Documents (43)

Issues (0)

People

Utilization

Risks

Approvals

Baselines

Billing Rates

Expenses

Hours

Workload Balancer

Queue Details

Routing Rules

Queue Topics

Topic Groups

+ New Task

[-> v

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🔍

All

z\_JeffSchedule...

Nothing

⋮

📄

<input type="checkbox"/>	# ↑	Task Name	Milestone	Job Role: Name	Responsible Group	Projected Completion Date	Percent Complete	Assignments	Duration	Predecessors	Planned Start	Planned Finish	Planned Hours	Task Constraint	Critical Path	Actual Start Date	Actual Completion Date	Assignments And Status
<input type="checkbox"/>	1	SR-85 to Verrado Way		Project Manager		4/18/22	100%	Project Manager	534 Days		11/30/18	12/26/20	40 Hours	Must Finish On	True	7/25/19	4/18/22	Project Manager (No status)
<input type="checkbox"/>	2	PE Federal Authorization (Obtained)		Project Manager	PMG	7/25/19	100%	Project Manager	1 Day		11/30/18	11/30/18	8 Hours	As Soon As Possible	False	7/25/19	7/25/19	Project Manager (No status)
<input type="checkbox"/>	3	Project Work Plan		Project Manager	PMG	7/25/19	100%	Project Manager	51 Days		11/30/18	2/12/19	16 Hours	Must Finish On	False	7/25/19	7/25/19	Project Manager (No status)
<input type="checkbox"/>	4	Design Start (NTP)	◆	Project Manager	PMG	7/25/19	100%	Project Manager	1 Day		11/30/18	11/30/18	8 Hours	As Soon As Possible	False	7/25/19	7/25/19	Project Manager (No status)
<input type="checkbox"/>	5	Project Start-up/Kick-off	◆		PMG	7/25/19	100%		1 Day	3:0 4	2/12/19	2/12/19	8 Hours	Must Start On	False	7/25/19	7/25/19	
<input type="checkbox"/>	6	Field Review Meeting 1		Project Manager	PMG	7/25/19	100%	Project Manager	1 Day	3:0 5	3/7/19	3/7/19	8 Hours	Must Start On	False	7/25/19	7/25/19	Project Manager (No status)
<input type="checkbox"/>	7	PM Supplies PA/DCR to Groups		Project Manager	PMG	7/25/19	100%	Project Manager	1 Day	3:0 6	1/29/19	1/29/19	8 Hours	Must Start On	False	7/25/19	7/25/19	Project Manager (No status)
<input type="checkbox"/>	8	Deliverables				4/18/22	100%		534 Days		11/30/18	12/26/20	0 Hours	Must Finish On	True	7/25/19	4/18/22	

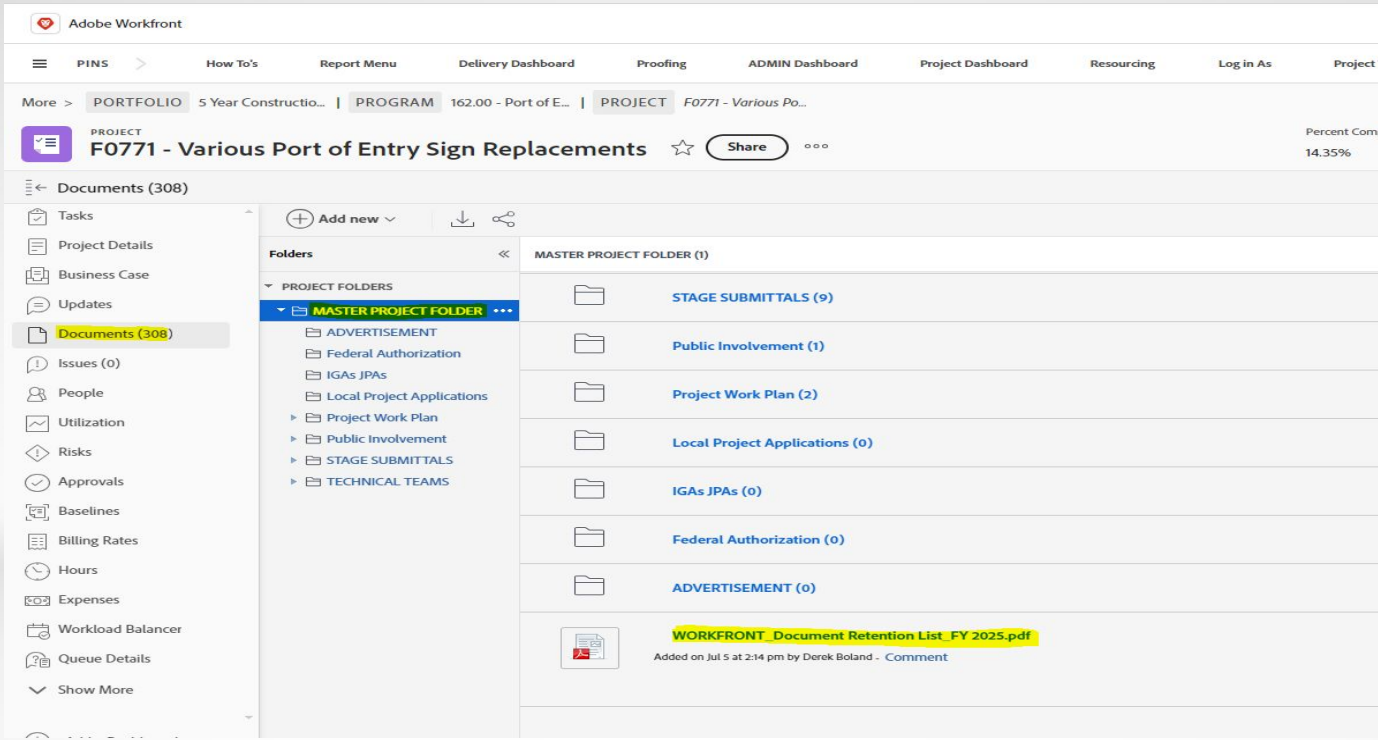
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# PROJECT DELIVERY ACADEMY

## Workfront



The screenshot displays the Adobe Workfront interface. At the top, there's a navigation bar with tabs like 'PINS', 'How To's', 'Report Menu', 'Delivery Dashboard', 'Proofing', 'ADMIN Dashboard', 'Project Dashboard', 'Resourcing', 'Log in As', and 'Project'. Below this, a breadcrumb trail shows 'More > PORTFOLIO 5 Year Construction... | PROGRAM 162.00 - Port of E... | PROJECT F0771 - Various Po...'. The main header area shows the project name 'F0771 - Various Port of Entry Sign Replacements' with a star icon and a 'Share' button. To the right, it indicates 'Percent Complete 14.35%'. On the left, a sidebar lists various project management tools: Documents (308), Tasks, Project Details, Business Case, Updates, Issues (0), People, Utilization, Risks, Approvals, Baselines, Billing Rates, Hours, Expenses, Workload Balancer, Queue Details, and Show More. The 'Documents (308)' section is expanded, showing a tree view of folders. The 'MASTER PROJECT FOLDER (1)' is selected, displaying a list of sub-folders: STAGE SUBMITTALS (9), Public Involvement (1), Project Work Plan (2), Local Project Applications (0), IGAs JPAs (0), Federal Authorization (0), ADVERTISEMENT (0), and a PDF document titled 'WORKFRONT\_Document Retention List\_FY 2025.pdf' added on Jul 5 at 2:14 pm by Derek Boland.

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# PROJECT DELIVERY ACADEMY

## Workfront

DOCUMENT RETENTION LIST	
DOCUMENT	FOLDER
<b>BRIDGE ENGINEER</b>	
Initial Bridge Study	STAGE SUBMITTALS / Scoping
Structure / Wall Selection Report	STAGE SUBMITTALS
<b>COMMUNICATIONS</b>	
Public Involvement Plan	Public Involvement
Public Involvement Summaries	Public Involvement
Construction Phase Public Information	Public Involvement / Construction
<b>CONTRACTS &amp; SPECIFICATIONS</b>	
Finalized Construction Schedule & Durations	STAGE SUBMITTALS/Bid Ready
Specifications (In-House Projects Only)	STAGE SUBMITTALS
Bid Package (Advertisement, Plans & Bid-Book)	ADVERTISEMENT
Addendums	ADVERTISEMENT
Information Memo	ADVERTISEMENT
Award Letter	CONTRACT DOCUMENTS
Bid Tabulations	CONTRACT DOCUMENTS
Executed Contract	CONTRACT DOCUMENTS
<b>DESIGN LEAD</b>	
Construction Schedule & Durations	STAGE SUBMITTALS
Specifications (When Consultant is Design Lead)	STAGE SUBMITTALS
Scoping Document (Project Assessment, DCR, Scoping Memo)	STAGE SUBMITTALS / Scoping
Change of Access Report (COAR)	STAGE SUBMITTALS / Scoping
ADA Compliance & Feasibility Report	STAGE SUBMITTALS / Scoping
AASHTO Controlling Design Criteria	STAGE SUBMITTALS / Scoping
AASHTO Design Exception Report	STAGE SUBMITTALS / AASHTO Design Exception Report
Project Footprint / KMZ	STAGE SUBMITTALS
Plans	STAGE SUBMITTALS
Estimate	STAGE SUBMITTALS

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# PROJECT DELIVERY ACADEMY

## Workfront

Adobe Workfront

PINS

How To's

Report Menu

Delivery Dashboard

Proofing

ADMIN Dashboard

Project Dashboard

Resourcing

DASHBOARD

ADOT How To's

ADOT Workfront How To's available in a Dashboard. Various How To documents to explain how to do different things in Workfront.

General User Topics How To

How To's

Report Menu

Delivery Dashboard

Proofing

ADMIN Dashboard

Project Dashboard

Resourcing

Log in

PROJECT

How To - General User Topics (User)

Share

...

Tasks

Tasks

Project Details

Business Case

Updates

Documents (17)

Issues (0)

Show More

Add a Dashboard

New Task

[→]

<input type="checkbox"/>	# ↑	Task Name	Milestone	Job Role: Name	Responsible Group	Projected Completion Date	Percent Complete
<input type="checkbox"/>	1	Log In, Unlock, Change Password				4/12/22	0%
<input type="checkbox"/>	2	Locate a Project				4/12/22	0%
<input type="checkbox"/>	3	Accept & Update Assigned Tasks				4/12/22	0%
<input type="checkbox"/>	4	Proofing				4/12/22	0%

Add More Tasks

PMG Scheduling

How To's

Report Menu

Delivery Dashboard

Proofing

PROJECT

How To - For Project Managers (PMG)

Share

Tasks

Tasks

Project Details

Business Case

Updates

Documents (37)

Issues (0)

Show More

New Task

[→]

<input type="checkbox"/>	# ↑	Task Name
<input type="checkbox"/>	3	Take Ownership
<input type="checkbox"/>	4	Create Baseline
<input type="checkbox"/>	5	Add PMG Template

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Add comment
240 NEW / 276 Latest

Engineering drawing showing bridge structure with labels: Abut #1, Abut #2, End Approach Slab Sta 2577+88.18, End Bridge Sta 2577+64.56, End Approach Slab Sta 2577+79.60, Existing E Hwy 93, To Kingman, N 1° 26' 18"E. Dimensions include 140'-2", 139'-0", 15'-0", 7", 24'-0", 18'-0", 8'-0".

**SCOPE C**

1. ¾" PP for ST
2. Repair of sou

**Comments:**

- 161:** All concrete shall be furnished with reinforcing bars. All bends and articile 5.10. of bars. All p of bars unless
- 162:** Is it acceptable to have 2 different sizes for dimensions and also texts? Page 341
- 161:** Arrow should be black. Page 341
- 160:** Should be Gray. Page 340
- 159:** It looks like the dimension lines are tick. Page 340
- 158:** The dimensions should be perpendicular to the road, not in skew

## PROOFING

Workfront Support is available at:

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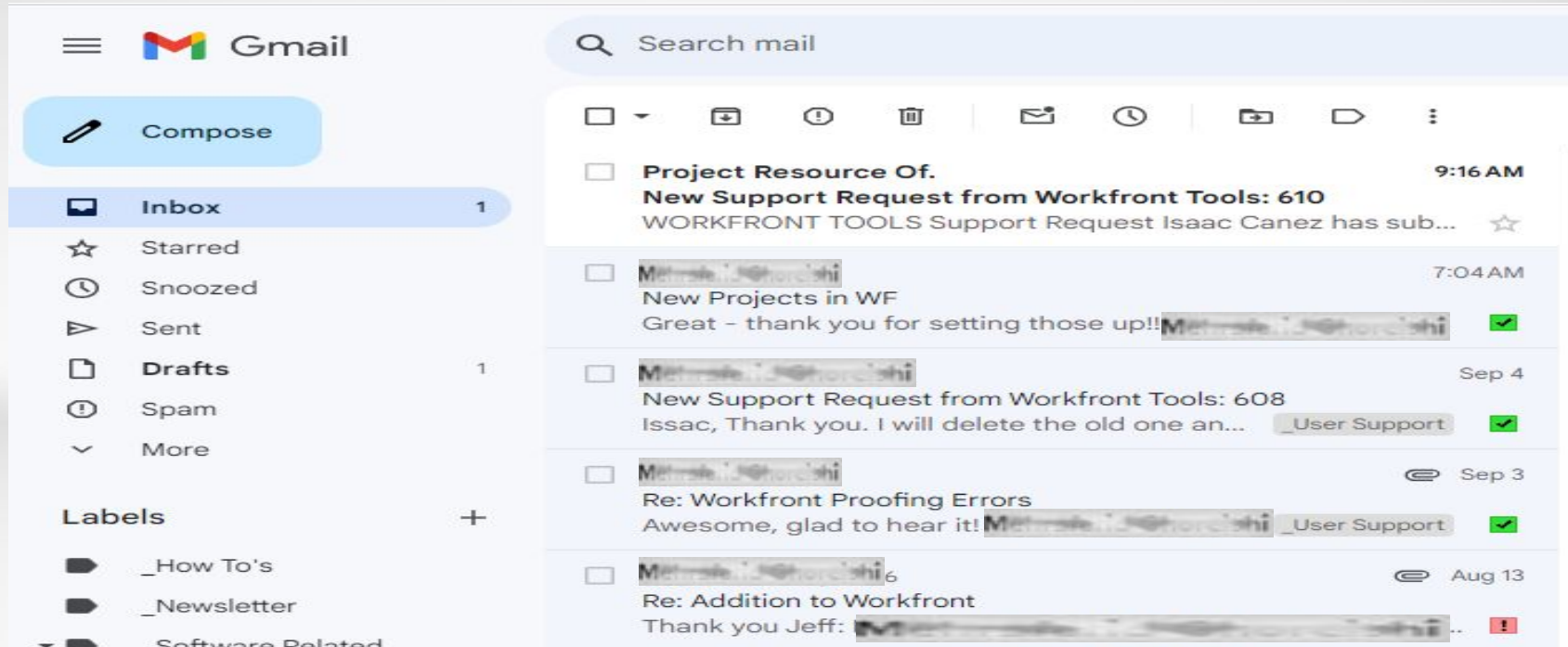


# PROJECT DELIVERY ACADEMY

## Workfront

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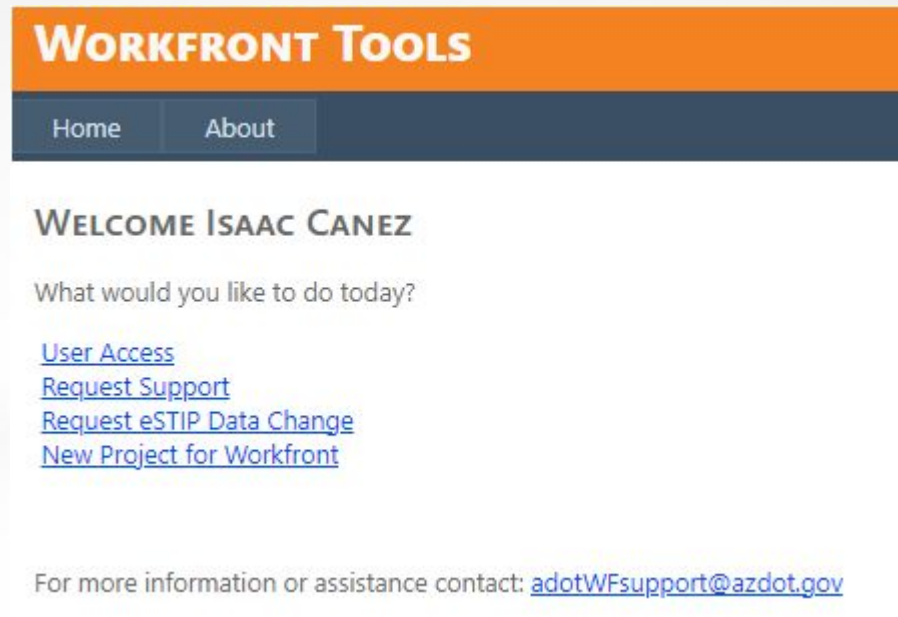
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# PROJECT DELIVERY ACADEMY

## Workfront

***<http://primaweb/workfronttools/>***



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# PROJECT DELIVERY ACADEMY

## Workfront

<http://primaweb/workfronttools/>

WORKFRONT TOOLS

B6683

Home About

What Would you like to do:

☐ New User Requests
 ☒ Existing Support Requests
 ☐ New Support Request

Manage Existing Support Requests:

☐ New
 ☒ Complete
 ☐ All

	ID	From	Request	Requested On	Status
Select	610		Testing	9/5/2024 9:16:10 AM	Complete
Select	609		I was assigned two new LPA procurement projects for the City of Glendale but I'm not seeing them in Workfront. Can you please get them added? T0546: Glendale Ave, 83rd Ave to 45th Ave Procure adaptive signal equipment T0550: Bethany Home Rd, Loop 101 to 47th Ave Procure signal detection equipment	9/5/2024 7:14:08 AM	Complete
Select	608		Having trouble accessing workfront.	9/4/2024 8:52:12 AM	Complete
Select	607		I would like to request access to Workfront in order to gain access to the review for the SR 303L (MC 85 to Van Buren St) Project: 303L MA 099 H6870 01C_Stage IV_Plans   Adobe Workfront	9/3/2024 2:21:55 PM	Complete

WORKFRONT TOOLS

B6683

Home About

What Would you like to do:

☐ New User Requests
 ☒ Existing Support Requests
 ☐ New Support Request

Manage Support Request: 609 (9/5/2024 7:14:08 AM)

☐ Edit Request

Request From:

Request Method:

Request Type:

Email

General question related to Workfront

Request Details:

I was assigned two new LPA procurement projects for the City of Glendale but I'm not seeing them in Workfront. Can you please get them added?

T0546: Glendale Ave, 83rd Ave to 45th Ave  
Procure adaptive signal equipment

T0550: Bethany Home Rd, Loop 101 to 47th Ave  
Procure signal detection equipment

Request Status:

Level of Effort

Complete

Low

Our Notes:

Your projects have been added:

T0546 - 1084861 - NW1Q - <https://experience.adobe.com/#/@azdot/so:azdot-Production/workfront/project/66d9b0a5000a85c21a259d037c06346/tasks>

T0550 - 1084860 - SW1Q - <https://experience.adobe.com/#/@azdot/so:azdot-Production/workfront/project/66d9b1ae000b81259ea73dba866ca258/tasks>

Last Updated: 9/5/2024 7:14:45 AM

☐ Send Email
 

Update

Workfront Support is available at:

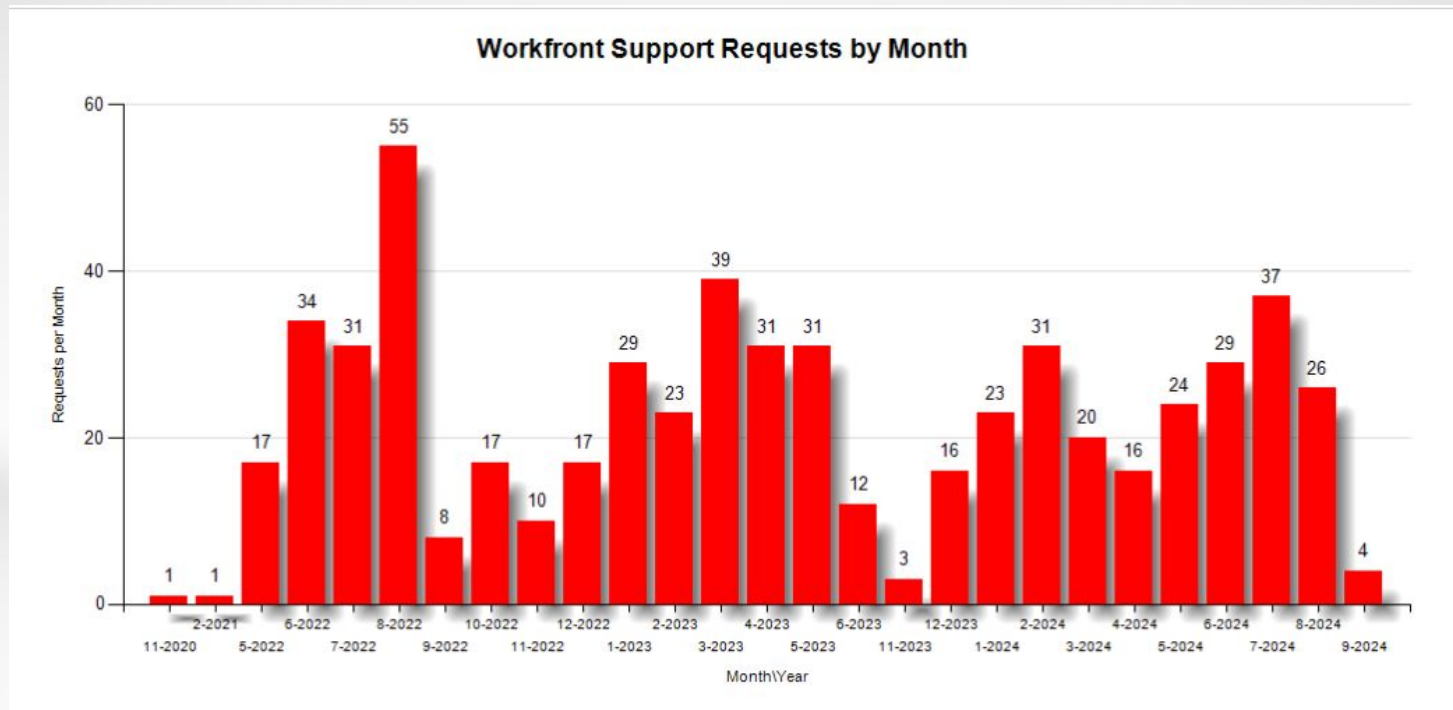
[azdotWFSupport@azdot.gov](mailto:azdotWFSupport@azdot.gov)



# PROJECT DELIVERY ACADEMY

## Workfront

<http://primaweb/workfronttools/>



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[adotWFsupport@azdot.gov](mailto:adotWFsupport@azdot.gov)

# Questions?

Workfront Support is available at:

[adotWFsupport@azdot.gov](mailto:adotWFsupport@azdot.gov)

&

<http://primaweb/workfronttools/>