

Project Delivery Academy Agenda

WEDNESDAY, SEPTEMBER 11, 2024

MEETING PURPOSE:

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, an ADOT system for managing projects. The discussion continues with why consultants are selected for projects, vs. in-house work. A demonstration of the Task Order Assignment Schedule Tracker (TOAST) is shown during training. The manager from the ADOT Engineering Consultants Section (ECS) discusses their role with contracting consultants. Lastly, the Civil Rights Office (CRO) and the Business Engagement and Compliance Office (BECO) discuss federal requirements on a project.

GOOGLE MEET VIRTUAL TRAINING SESSION

WELCOME:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

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

EFFECTIVE PROJECT MANAGER COMMUNICATIONS

Derek Boland, P.E., Transportation Engineer Manager, Project Management Group

8:10 am - 8:40 am (30 minutes)

WORKFRONT

Isaac Canez, Business Process Analyst, Project Resource Office

8:40 am - 8:55 am (15 minutes)

PROJECT INFORMATION RETRIEVAL TOOL (PIRT)

Jeff Ross, Senior Lead Applications Developer, Project Resource Office

8:55 am - 9:10 am (15 minutes)

CONSULTANT VS. INHOUSE/TASK ORDER ASSIGNMENT SCHEDULE TRACKER (TOAST)

Brenda Contreras, Contract Manager, Project Resource Office

9:10 am - 9:30 am (20 minutes)

Project Delivery Academy Agenda

ENGINEERING CONSULTANTS SECTION (ECS)

Jennifer Moyzes, Assistant Manager, ECS

9:30 am - 10:15 am (45 minutes)

BREAK

10:15 am - 10:25 am (10 minutes)

CIVIL RIGHTS OFFICE (CRO)

Keely D'Amour-Toy, Civil Rights Specialist, CRO

Rebecca Aguirre, Civil Rights Specialist, CRO

Joanna Lucero - Title VI/EJ Program Manager, CRO

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Anurvys Fernandez-Blackwood, DBE & On the Job Training (OJT) Compliance Technician

Barrissa Gardner, DBE & OJT Compliance Technician

Nora Herrera, DBE & OJT Compliance Technician III (Lead)

11:10 am - 11:55 am (45 minutes)

CLOSING REMARKS:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

11:55 am - 12:00 pm (5 minutes)