Project Delivery Academy Learning Guide

Wednesday, September 11, 2024

Module 3 - Project Manager Responsibilities and Meeting Additional Federal Requirements

Webinar

Learning Guide:

Effective Project Manager Communications
- Organize your thoughts (what, whom and when do I want to communicate?)
- Choose your words carefully and be direct.
- Many methods of communication (face to face, phone, web chat, Google Meet, WebEx, email, letter, text) what form of communication works best for the person and situation. Listen and interpret what is said.

Workfront
- Implemented in June 2018, the software houses design projects. It has 1,400 active users. Project Information Retrieval Tool (PIRT)
- Workfront has "Custom" How-To's (designed specifically for ADOT) to show users
- how to use Workfront.

Project Information Retrieval Tool (PIRT)
- Desktop application that displays ADOT design project information from multiple core systems like: eSTIP, AZ360\AFIS, Workfront, FAST, PRB, CARR, etc.
- Used since 2001 by more than 2,400 different employees.
- A ServiceNow ticket is required to get PIRT installed on your workstation.

Consultant vs. Inhouse and Task Order Assignment Schedule Tracker (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 is responsible for the advertisement, selection, negotiation, execution, and administration of professional services contracts which are exempt from the State Procurement Code (ARS 41-2501).
- Contract types - Project Specific (Single and Multiphase), On-Call, Supplemental Services.
- The Advertisement Process includes: Initiation of the process, Advertisement and Submittals, Selection Panel and Kickoff Meeting, Evaluation and Scoring, Selection Meeting, Negotiation and Schedule.

Civil Rights Office (CRO)
- Civil Rights ensures agency compliance with Federal and State laws & regulations, ADOT policies and procedures that govern how ADOT provides services to our employees, customers, stakeholders and the general Arizona population.
- 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.

Business Engagement and Compliance Office (BECO) and the Disadvantaged Business Enterprise (DBE) Program.
- DBE program objectives include ensuring non-discrimination and to create a level playing field.
- As a condition to receive federal funds ADOT is required to implement a DBE program.
- Our ADOT DBE resources include AZ UTRACS registration and ADOT DBE and On the Job (OJT) training reporting system,