

## INITIATING LOCAL PUBLIC AGENCY PROJECTS

5/20/2021

Module 2 provides attendees with a discussion by the Project Resource Office (PRO) Manager on how ADOT defines and measures success with project delivery. Attendees will then hear from ADOT Local Public Agency (LPA) Program section staff on how to project initiate an LPA project. The training continues with an overview on developing a scope, schedule and budget from a Project Management Group (PMG) Transportation Manager. Lastly, attendees will hear from the Joint Project Agreement (JPA) section manager on JPA guidance and deadlines.

## AGENDA

**WELCOME AND INTRODUCTION** 8:00 am-8:05 am (5 minutes)

Cyndi Callahan, Local Public Agency Liaison & Training Coordinator, ADOT  
Lisa Pounds, Project Resource Office & Local Public Agency Manager, ADOT

**MEASURING SUCCESS** 8:05 am-8:35 am (30 minutes)

Lisa Pounds, Project Resource Office & Local Public Agency Manager, ADOT

- Defining Success at ADOT.
- Applications, Project Initiations, Timeline.
- The COG and MPO role to achieve success.

**BREAK** 8:35 am-8:40 am (5 minutes)**PROJECT INITIATION** 8:40 am-9:40 am (60 minutes)

Mark Henige, Program Manager, Local Public Agency, ADOT  
Jennifer Henderson, Sr. Project Coordinator, Local Public Agency, ADOT

- Introduction to LPA/Program.
- Development Process.
- How to Initiate a Project and Project Timeline.

**BREAK** 9:40 am-9:50 am (10 minutes)**SCOPE/SCHEDULE/BUDGET** 9:50 am-10:35 am (45 minutes)

Derek Boland, Transportation Manager, Project Management Group, ADOT

- PRB, PPAC, Transportation Board – Timing.
- Role of Project Manager.
- PDA Fees.
- Develop Scope/Schedule/Budget for applications.
- High Level Overview of the Process.

**INITIATING LOCAL PUBLIC AGENCY PROJECTS****5/20/2021****AGENDA (Cont.)****BREAK**

10:35 am-10:40 am (5 minutes)

**JOINT PROJECT AGREEMENT**

10:40 am-11:10 am (30 minutes)

Korina Lopez, Joint Project Agreement Section Manager, ADOT

- Project initiation/Scope/Budget (pertaining to JPA).
- JPA Deadline.
- JPA and Maintenance Responsibilities.
- IGA Requirements – Tribal/BIA Agency Requirements.

**CLOSING REMARKS AND SURVEY**

11:10 am-11:15 am (5 minutes)

Rolanda Smedley, Local Public Agency Process Manager, ADOT

- Training survey.
- Module 3 – Federal Authorization of Local Public Agency Projects – June 9, 2021.