ARIZONA DEPARTMENT OF TRANSPORTATION

Adobe Workfront

Presented by:
Isaac Canez
Project Resource Office

Topic:

- WORKFRONT!

What is Workfront?

Workfront Support is available at:
adotWFsupport@azdot.gov

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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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Our two keywords are:

"Standardization" and *"User Support"*

Our Workfront saying:

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

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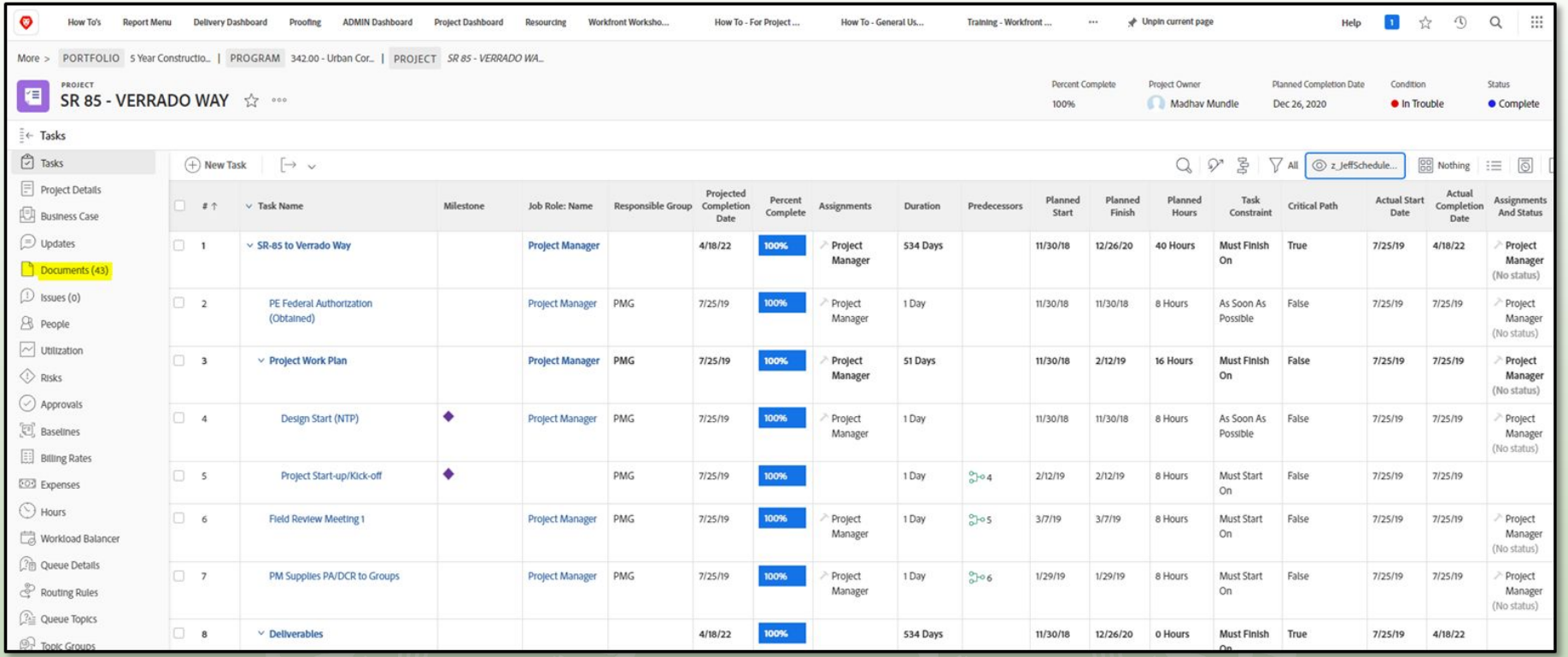

#	Task Name	Milestone	Job Role: Name	Responsible Group	Projected Completion Date	Percent Complete	Assignments	Duration	Predecessors	Planned Start	Planned Finish	Planned Hours	Task Constraint	Critical Path	Actual Start Date	Actual Completion Date	Assignments And Status
1	SR-85 to Verrado Way		Project 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)
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)
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)
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)
5	Project Start-up/Kick-off	◆		PMG	7/25/19	100%		1 Day	4	2/12/19	2/12/19	8 Hours	Must Start On	False	7/25/19	7/25/19	
6	Field Review Meeting 1		Project Manager	PMG	7/25/19	100%	Project Manager	1 Day	5	3/7/19	3/7/19	8 Hours	Must Start On	False	7/25/19	7/25/19	Project Manager (No status)
7	PM Supplies PA/DCR to Groups		Project Manager	PMG	7/25/19	100%	Project Manager	1 Day	6	1/29/19	1/29/19	8 Hours	Must Start On	False	7/25/19	7/25/19	Project Manager (No status)
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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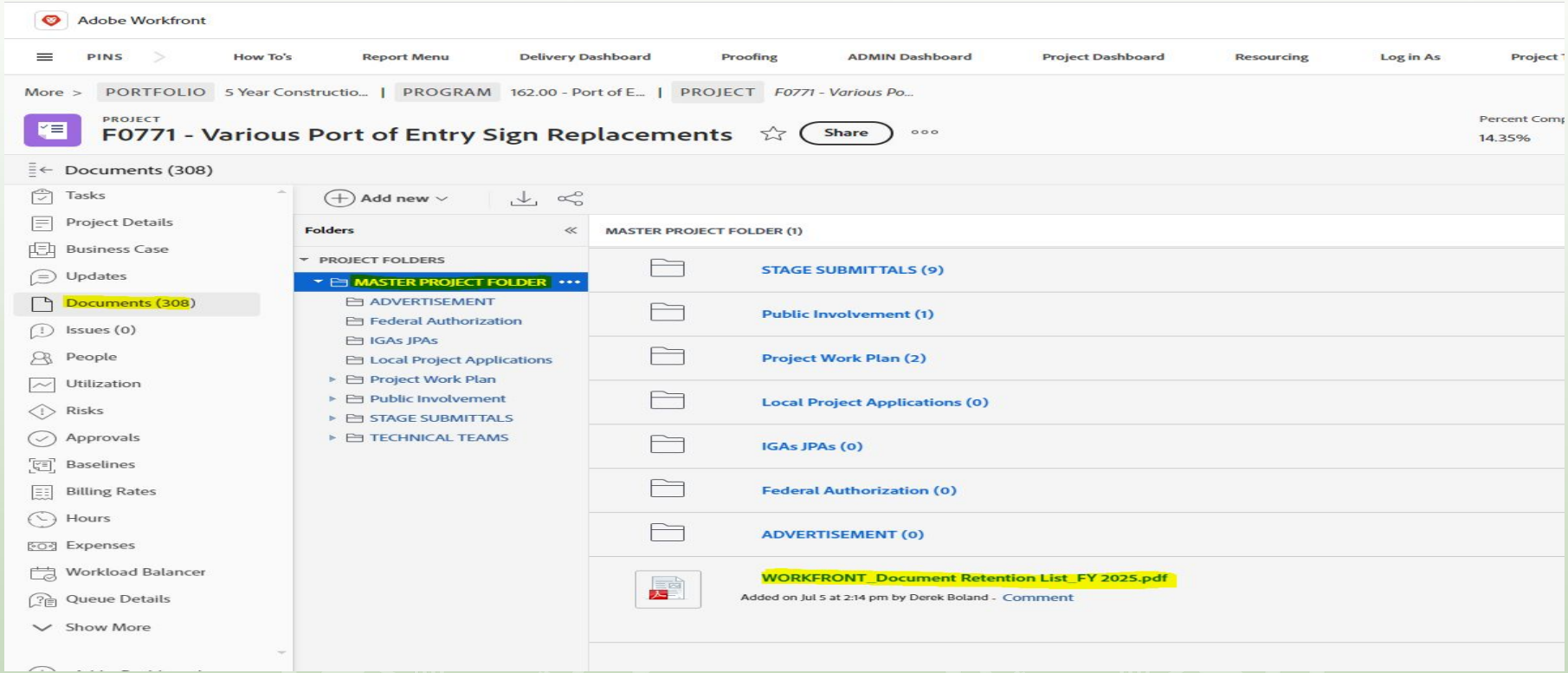

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WORKFRONT

ADOT workfront

DOCUMENT RETENTION LIST	
DOCUMENT	***FOLDER***
BRIDGE ENGINEER	
Initial Bridge Study	STAGE SUBMITTALS / Scoping
Structure / Wall Selection Report	STAGE SUBMITTALS
COMMUNICATIONS	
Public Involvement Plan	Public Involvement
Public Involvement Summaries	Public Involvement
Construction Phase Public Information	Public Involvement / Construction
CONTRACTS & SPECIFICATIONS	
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
DESIGN LEAD	
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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https://drive.google.com/file/d/1tDnSWgbYF0pNjgbFwVahdf-HJeL5Gjxg/view?usp=drive_link

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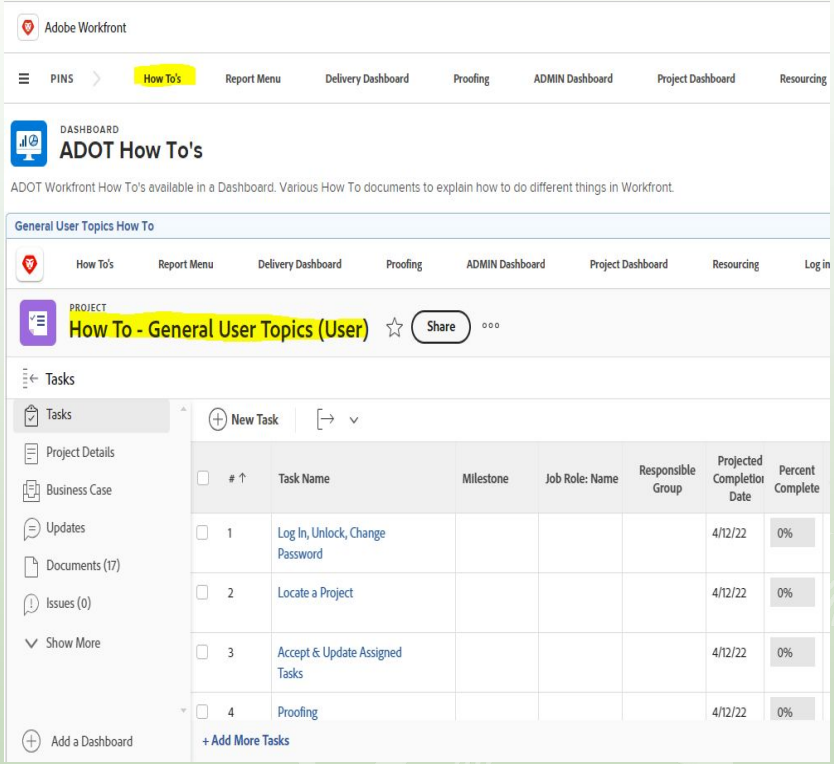

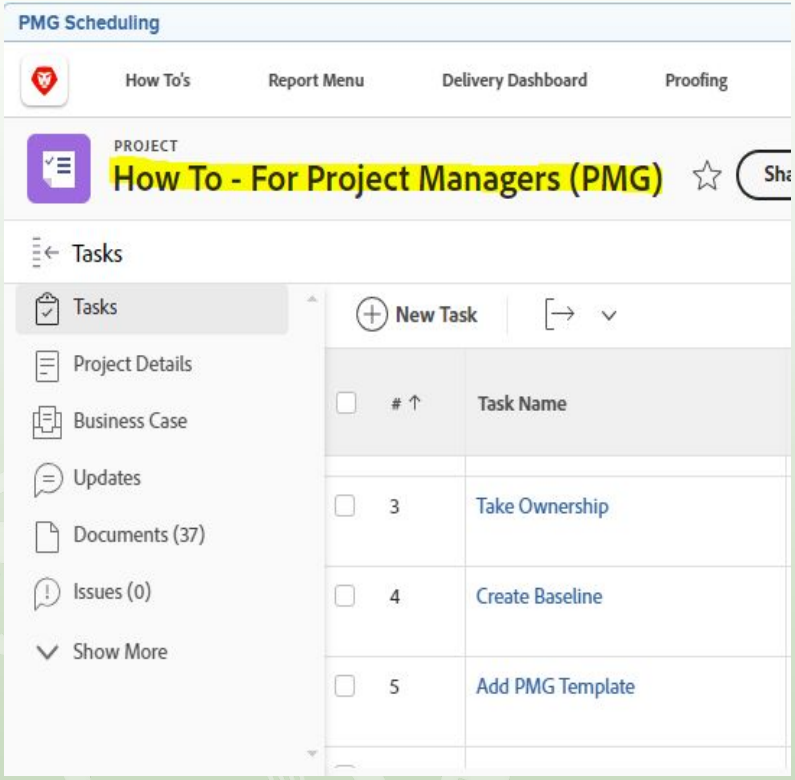

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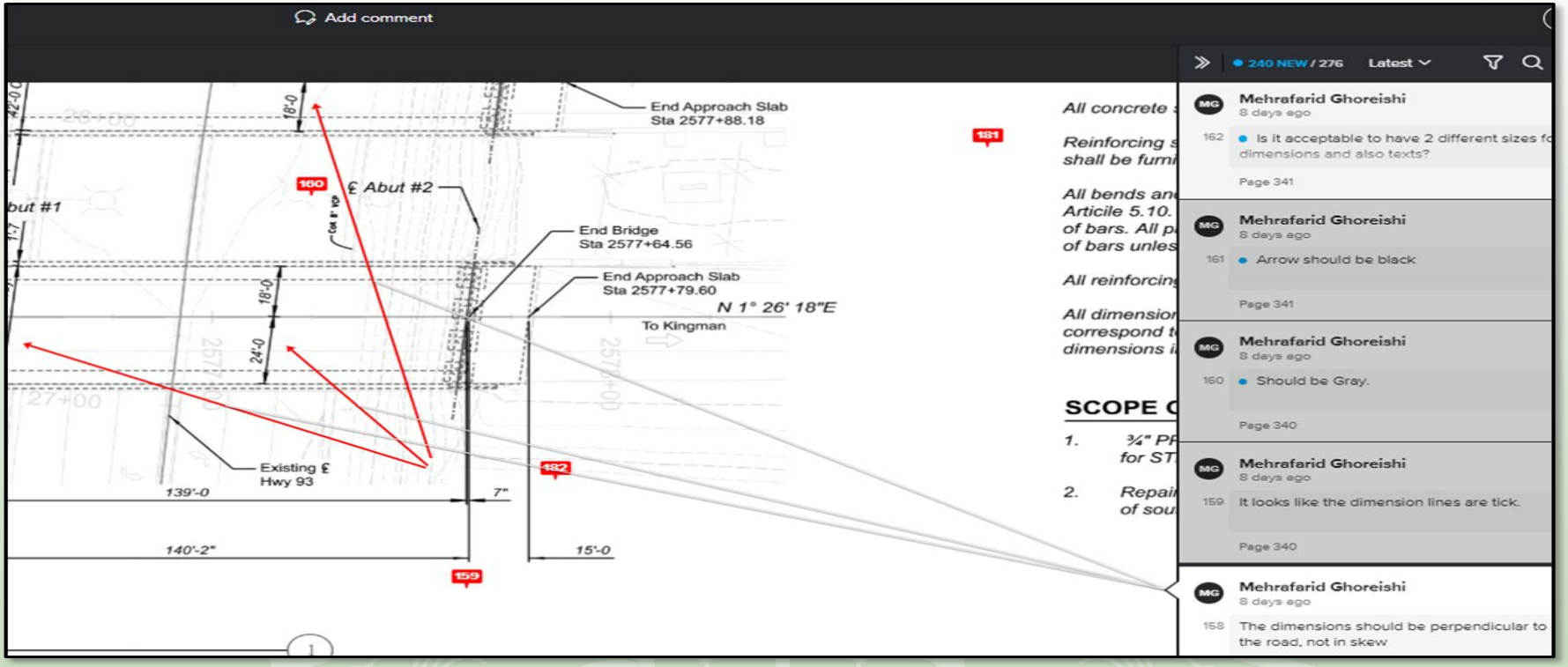

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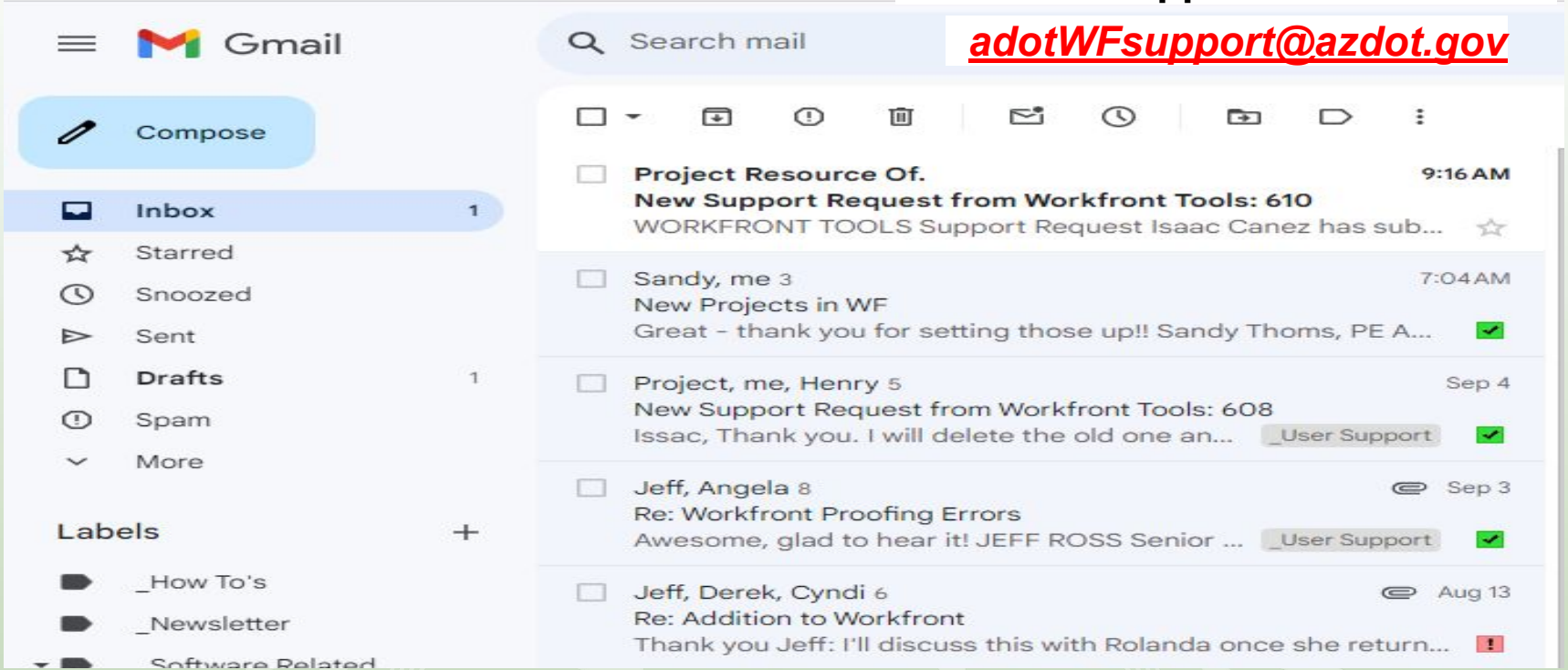

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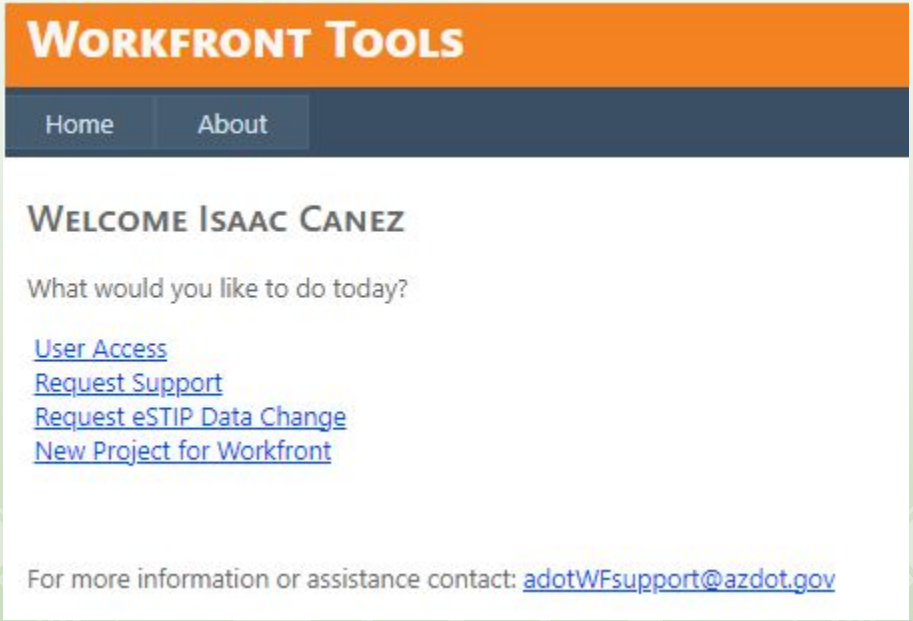
http://primaweb/workfronttools/



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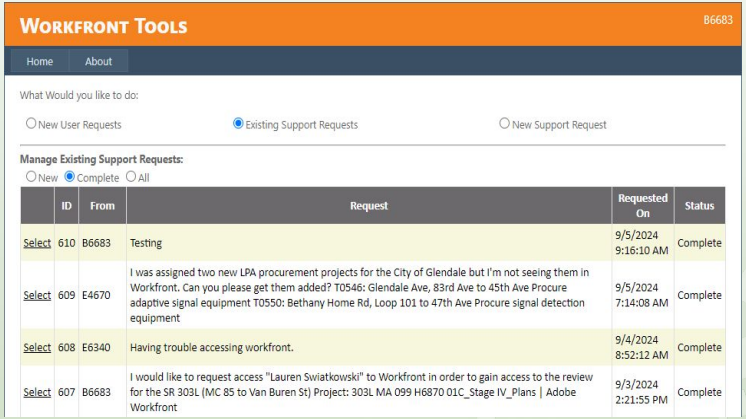

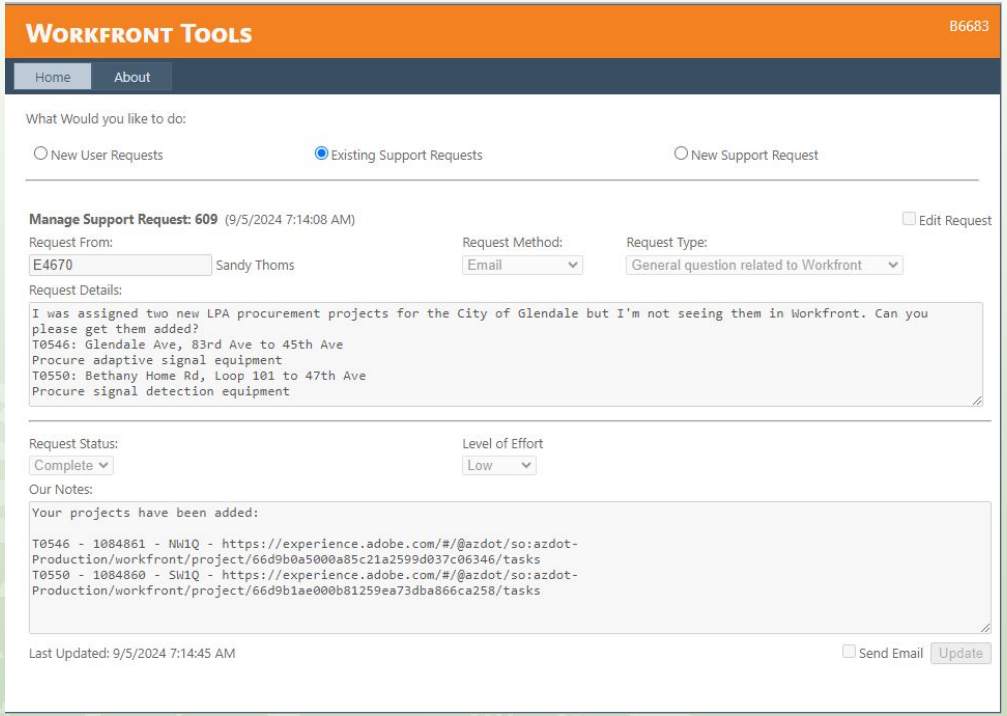

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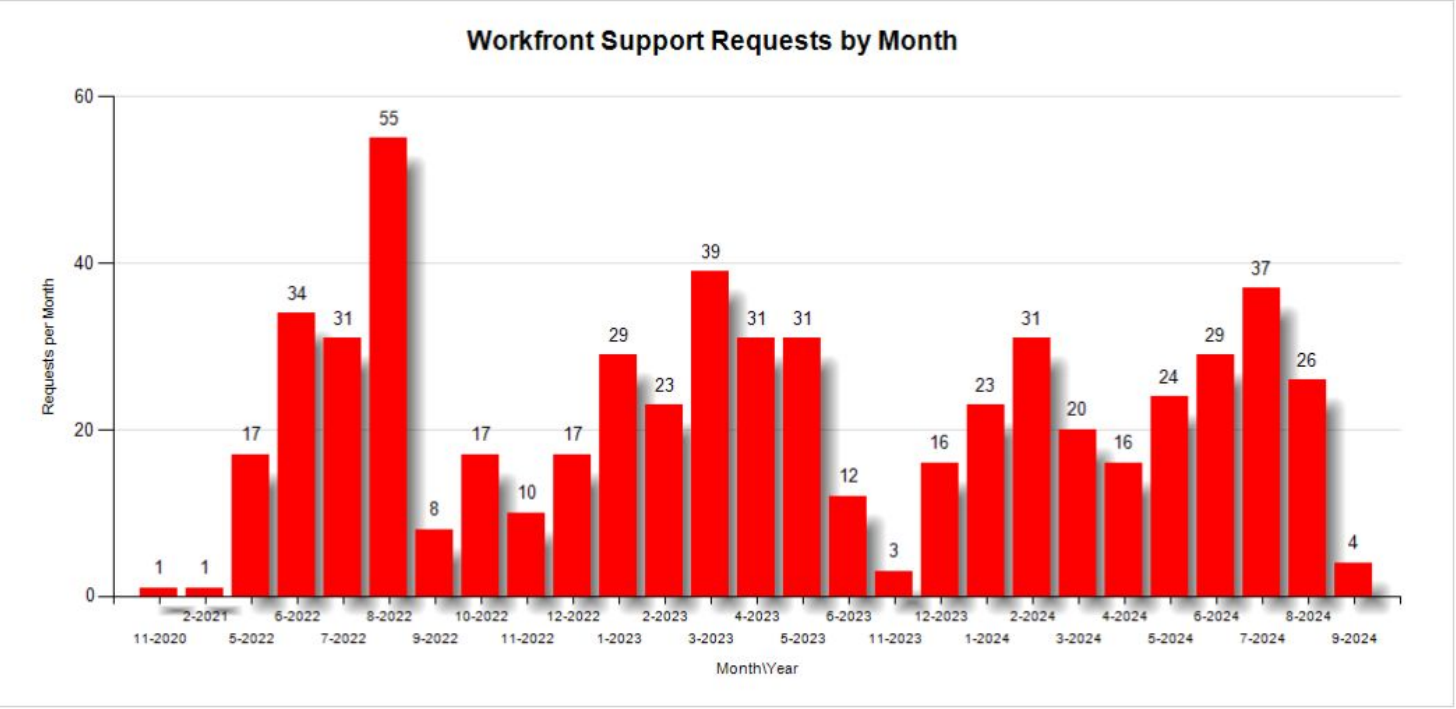

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