



PROJECT DELIVERY ACADEMY

MODULE 2: FEDERAL AUTHORIZATION OF A PROJECT AND PROJECT ACCOUNTING

PROJECT REVIEW BOARD (PRB)

Presented by: Laura Thames
Senior Project Coordinator
Project Resource Office

PROJECT DELIVERY ACADEMY**MODULE 2: FEDERAL AUTHORIZATION OF A PROJECT AND PROJECT ACCOUNTING**

What is PRB?

The Project Review Board or PRB, is an internal meeting held to review new ADOT projects and/or changes to current ADOT projects, in the Five Year Construction Program. PRB is the first step in the ADOT Project Change Control System.

There are three possible outcomes at PRB: either it is considered a PRB only action item, the request needs further approval, or is denied/withdrawn. If the request needs further approval, the next two steps in the Change Control System are PPAC (Priority Planning Advisory Committee) and the STB (State Transportation Board).

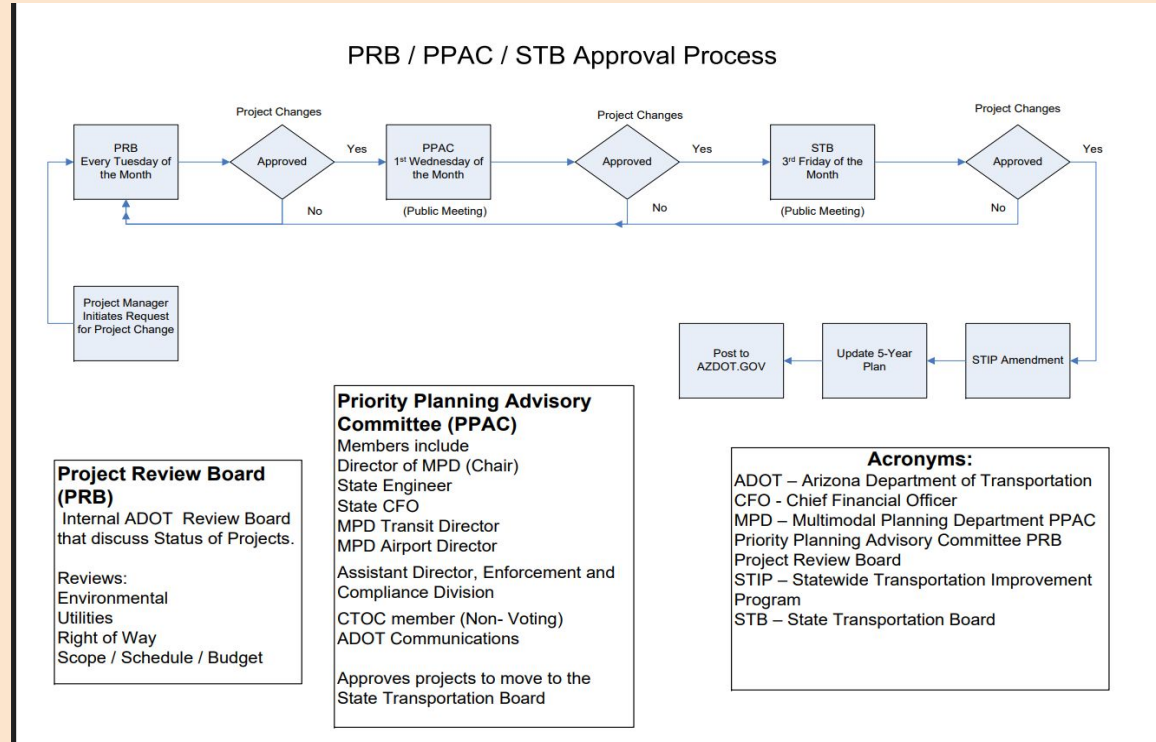
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PRB is an internal meeting.

PPAC is a public meeting.

An example of a request needing additional approval past PRB, is if the budget increase request exceeds \$200,000 for the life of the project. It would come to PRB first and then go to PPAC and STB for further review and final approval.



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Questions and Deliberation at PRB Meetings

The ultimate goal is
transparency and
documentation.



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When Does A Project Need To Go To PRB?

- Establish a new project.
- Increase or decrease the programmed budget.
- Change project information, such as scope.
- Move quarters and/or fiscal year.
- Delete a project from the program.

Why do I have to go to PRB if my project is in the 5 Year Program?

- The 5 Year Program is an estimate. PRB approves definite numbers, scope and timelines.

Link to PRB Guidelines:

https://primaweb/PRBDocs/CurrentPRB/Archive/Documentation/PRB_Guidelines_2016_09.pdf

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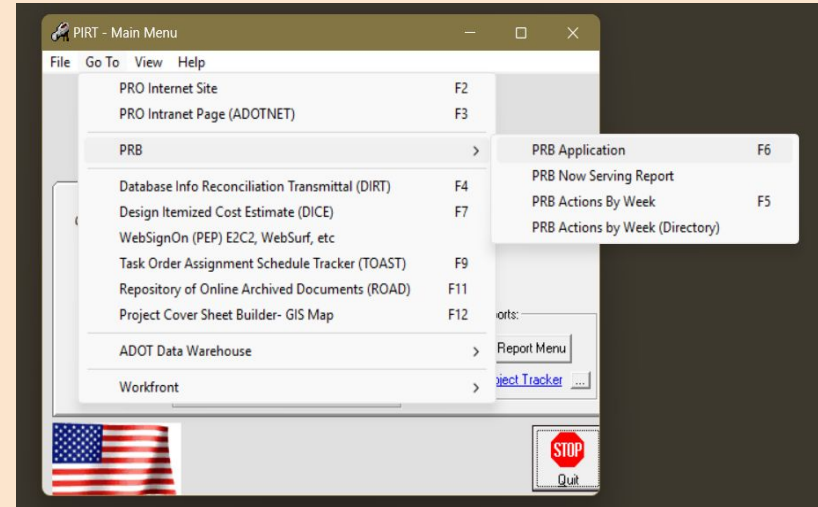
Accessing the PRB Application

From PIRT - Click “Go To” and in the drop down menu, select “PRB” and then “PRB Application.”

Or

<https://primaweb/WebPRB/>

(from there, save to
bookmarks)

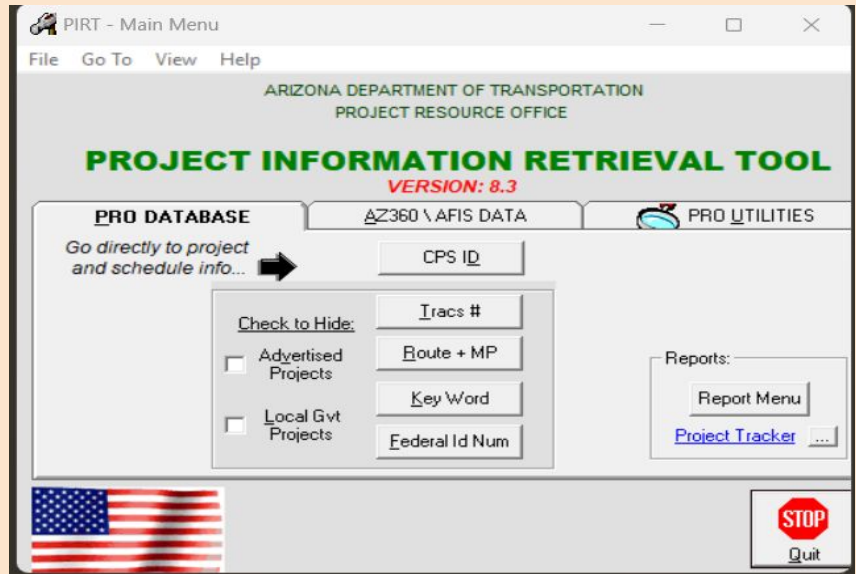


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Tips for filling out a PRB form (applicable if the project is already in PIRT):

- Project Number
- Route + MP
- Keyword- such as the project name
- Type of Request
- Description of Request
- JPA Box



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PRB Request Form v.3.2.1 Current Date: 8/3/2026 3:01:25 PM

Please specify Request Type:

☒ Modify Existing Project
 ☐ Delete Existing Project
☐ Establish New Project
 ☐ FYI Only/Need Guidance from PRB

1. Request to be on PRB Meeting Date Agenda: 08-11-2026, requests due at noon 08-05-2026
 2. Request to be on PPAC Agenda on: Not Applicable
 3. Remote Presentation? ☒ No (Normal) ☐ Video Conference ☐ Telephone Conference :

4. Project Manager / Presenter: **5. Request Created By:**

Laura Thames Laura Thames - E9794
 1739 W JACKSON ST., 613E 1739 W JACKSON ST., 613E
 (0) (0)
 4985 PROJECT RESOURCE OFFICE 4985 PROJECT RESOURCE OFFICE

PROJECT INFORMATION

6. Project Location/Name 7. Type of Work
 9. District 10. Route 11. County 12. BegMP 14. Len(mi.) 15. Fed ID #

BUDGET/FUNDING SOURCE INFORMATION

17. Original Program Item Number (5 YR Program) :
 18. Current Program Budget(\$000) : 18a. (+/-) Budget Request(\$000): 0 (0 %)
 18b. Total Budget After Request(\$000) :

☐ By checking this box I certify that I have received approval for ALL Funding Sources listed above

☐ By checking this box I certify that I have received approval for ALL Funding Sources listed above

20. JPA #s: JPA(s) Signed? ☐ YES ADOT Will Advertise? ☐ YES

CURRENTLY APPROVED SCHEDULE **CHANGE REQ/NEW PROJECT SCHEDULE**

21. Current Fiscal Year: 21a. Request Fiscal Year to:
 22. Current Bid Pkg Ready Date: 22a. Request Bid Pkg Ready Date to:
 23. Current Bid Adv Date: TBC 23a. Request Bid Adv Date to: TBC

ADDITIONAL DETAILS

24a. SCOPE HAS CHANGED? YES ☐ NO ☒
 24b. PROJECT NAME/LOCATION HAS CHANGED? YES ☐ NO ☒
 24c. TYPE OF WORK HAS CHANGED? YES ☐ NO ☒
 24d. THIS PROJECT IS CURRENTLY AT: PRE-STG II ☐ STG II ☐ STG III ☐ POST-STG IV ☐
 24e. HAVE ENVIRONMENTAL CLEARANCE? YES ☐ NO ☒ Not Applicable ☐
 HAVE U&R CLEARANCE? YES ☐ NO ☒ Not Applicable ☐
 HAVE R/W CLEARANCE? YES ☐ NO ☒ Not Applicable ☐
 HAVE MATERIALS MEMO? YES ☐ NO ☒ Not Applicable ☐
 HAVE C&S APPROVAL? YES ☐ NO ☒ Not Applicable ☐
 HAVE CUSTOMIZED SCHEDULE? YES ☐ NO ☒ Not Applicable ☐
 SCOPING DOCUMENT COMPLETED? YES ☐ NO ☒ Not Applicable ☐

25. DESCRIPTION OF REQUEST:

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Example of a complete form:

Please specify Request Type:

☒ Modify Existing Project ☐ Delete Existing Project
☒ Establish New Project ☐ FYI Only/Need Guidance from PRB

1. Request to be on PRB Meeting Date Agenda: 06-23-2026

2. Request to be on PPAC Agenda on: Not Applicable

3. Remote Presentation? ☒ No (Normal) ☐ Video Conference ☐ Telephone Conference :

4. Project Manager / Presenter:

Olivier Mirza

4983 PROJECT MANAGEMENT

5. Request Created By:

Olivier Mirza - E2465

4983 PROJECT MANAGEMENT

PROJECT INFORMATION

6. Project Location/Name: Schulze Ranch Rd - Allred Canyon

7. Type of Work: Drainage Improvements DL1R

9. District: G-Globe 10. Route: 60 11. County: GI-Gila 12. BegMP: 241.0 14. Len(mi.): 1 15. Fed ID #:

BUDGET/FUNDING SOURCE INFORMATION

7. Original Program Item Number(5 YR Program) : 105963

8. Current Program Budget(\$000) : 750 18a. (+/-) Budget Request(\$000): 1400 (186 %)

18b. Total Budget After Request(\$000): 2150

Define the Currently Approved Funding List (19. CURREN

19. Current Approved	Amount(\$000)	Comments	FY	Fund	Resc	Description	Type of Work		
72226	250		0	.	0	.	.	Edit	Remove
72226	500		0	.	0	.	.	Edit	Remove

Define the New/Request Funding List (19a. REQUEST)

19a. New / Request	Amount(\$000)	Comments	FY	Fund	Resc	Description	Type of Work		
72726	1400		0	.	0	.	.	Edit	Remove

ADDITIONAL DETAILS

24a. SCOPE HAS CHANGED? YES ☐ NO ☒

24b. PROJECT NAME/LOCATION HAS CHANGED? YES ☐ NO ☒

24c. TYPE OF WORK HAS CHANGED? YES ☐ NO ☒

24d. THIS PROJECT IS CURRENTLY AT: PRE-STG II ☒ STG II ☐ STG III ☐ STG IV ☐ POST-STG IV ☐ Not Applicable ☐

24e. HAVE ENVIRONMENTAL CLEARANCE? YES ☐ NO ☒
HAVE U&RR CLEARANCE? YES ☐ NO ☒
HAVE R/W CLEARANCE? YES ☐ NO ☒
HAVE MATERIALS MEMO? YES ☐ NO ☒
HAVE C4S APPROVAL? YES ☐ NO ☒
HAVE CUSTOMIZED SCHEDULE? YES ☒ NO ☐
SCOPING DOCUMENT COMPLETED? YES ☐ NO ☒

25. DESCRIPTION OF REQUEST: Increase Budget.

26. JUSTIFICATION: This project will develop permanent drainage restoration and enhancement designs along US 60 that will protect roadway embankment from larger offsite flows. The budget increase will cover the Consultant final design estimate. The final Emergency Declaration was issued on 12/5/2025.

Staff: \$0K
Consultant: \$1.319 Mil
ICAP: \$81K

27. CONCERNS OF THE PROJECT TEAM REGARDING THE REQUEST

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Standard Work Examples

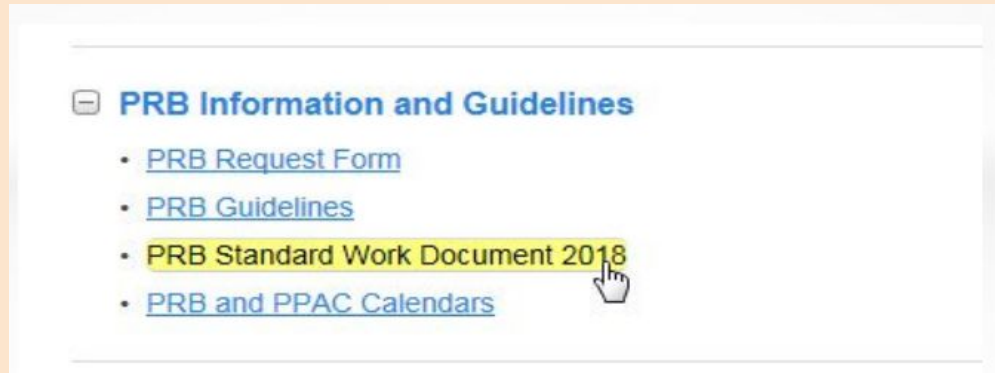
There is a link to the PRB Standard Work Document on the Project Resource Office ADOTNet page:

[Project Resource Office Page](#)

[Standard Work Examples](#)

Some takeaways-

- PRB is every Tuesday at 9:00am, excluding when there is a Holiday the previous Monday.
- The Agenda closes every Wednesday at noon.
- PPAC is on the first Wednesday of every month (with some exceptions).



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Who attends PRB?

This is an internal review board - ADOT employees only

Barry Crockett - Deputy State Engineer - Makes final recommendation

Elise Maza - Assistant Deputy Director for FMS

PRO/LPA Office - Laura Thames presents

MPD - Multimodal Planning Division

C&S - Contracts and Specifications

PMG - Project Management Group

Person presenting request.

PRB Resources

<https://adotnet.az.gov/our-agency/intermodal-transportation/project-resource-office-pro>

At the PRO/LPA Intranet page you will find:

- Link to the PRB Request Form
- PRB Guidelines
- PRB Form Standard Work Examples
- PRB and PPAC Calendars
- Project Authorization Flow Chart



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Project Review Board (PRB) Questions?