

PROJECT DELIVERY ACADEMY

MODULE 3: Project Manager Responsibilities and Meeting Additional Federal Requirements



Adobe Workfront

Presented by:

Isaac Canez

Project Resource Office

Topic:

- **WORKFRONT!**

What is Workfront?

Workfront Support is available at:
adotWFsupport@azdot.gov

- *Workfront has been around for about 8 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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How To's Report Menu Delivery Dashboard Profiling ADMIN Dashboard Project Dashboard Resourcing Workfront Worksho... How To - For Project... How To - General Us... Training - Workfront ... Login current page Help 1 ☆ ⌚ 🔍 ☰

More > PORTFOLIO 5 Year Constructio... | PROGRAM 342.00 - Urban Cor... | PROJECT SR 85 - VERRADO WAY

PROJECT SR 85 - VERRADO WAY ☆ ***

Percent Complete 100% Project Owner Madhav Mundle Planned Completion Date Dec 26, 2020 Condition In Trouble Status Complete

Tasks

+ New Task →

# ↑	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	3=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	3=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	3=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	

Documents (43)

Issues (0)

People

Utilization

Risks

Approvals

Baselines

Billing Rates

Expenses

Hours

Workload Balancer

Queue Details

Routing Rules

Queue Topics

Topic Groups

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Adobe Workfront

PINS > How To's Report Menu Delivery Dashboard Proofing ADMIN Dashboard Project Dashboard Resourcing Log in As Project T

More > PORTFOLIO 5 Year Constructio... | PROGRAM 162.00 - Port of E... | PROJECT F0771 - Various Po...

PROJECT **F0771 - Various Port of Entry Sign Replacements** ☆ Share ... Percent Comp 14.35%

Documents (308)

- Tasks
- Project Details
- Business Case
- Updates
- Documents (308)**
- Issues (0)
- People
- Utilization
- Risks
- Approvals
- Baselines
- Billing Rates
- Hours
- Expenses
- Workload Balancer
- Queue Details
- Show More

+ Add new ▾

Folders << MASTER PROJECT FOLDER (1)

PROJECT FOLDERS

- MASTER PROJECT FOLDER** ...
 - ADVERTISEMENT
 - Federal Authorization
 - IGAs JPAs
 - Local Project Applications
 - Project Work Plan
 - Public Involvement
 - STAGE SUBMITTALS
 - TECHNICAL TEAMS

Folder Icon	Folder Name	Count
Folder Icon	STAGE SUBMITTALS	(9)
Folder Icon	Public Involvement	(1)
Folder Icon	Project Work Plan	(2)
Folder Icon	Local Project Applications	(0)
Folder Icon	IGAs JPAs	(0)
Folder Icon	Federal Authorization	(0)
Folder Icon	ADVERTISEMENT	(0)
Document Icon	WORKFRONT Document Retention List_FY 2025.pdf	
	Added on Jul 5 at 2:14 pm by Derek Boland - Comment	

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PROJECT DELIVERY ACADEMY

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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Adobe Workfront

PINS > **How To's** Report Menu Delivery Dashboard Proofing ADMIN Dashboard Project Dashboard Resourcing

DASHBOARD
ADOT How To's

ADOT Workfront How To's available in a Dashboard. Various How To documents to explain how to do different things in Workfront.

General User Topics How To

How To's Report Menu Delivery Dashboard Proofing ADMIN Dashboard Project Dashboard Resourcing Log in

PROJECT
How To - General User Topics (User) ☆ Share ...

Tasks

+ New Task [→] v

☐	# ↑	Task Name	Milestone	Job Role: Name	Responsible Group	Projected Completion Date	Percent Complete
☐	1	Log In, Unlock, Change Password				4/12/22	0%
☐	2	Locate a Project				4/12/22	0%
☐	3	Accept & Update Assigned Tasks				4/12/22	0%
☐	4	Proofing				4/12/22	0%

+ Add More Tasks

+ Add a Dashboard

PMG Scheduling

How To's Report Menu Delivery Dashboard Proofing

PROJECT
How To - For Project Managers (PMG) ☆ Share

Tasks

+ New Task [→] v

☐	# ↑	Task Name
☐	3	Take Ownership
☐	4	Create Baseline
☐	5	Add PMG Template

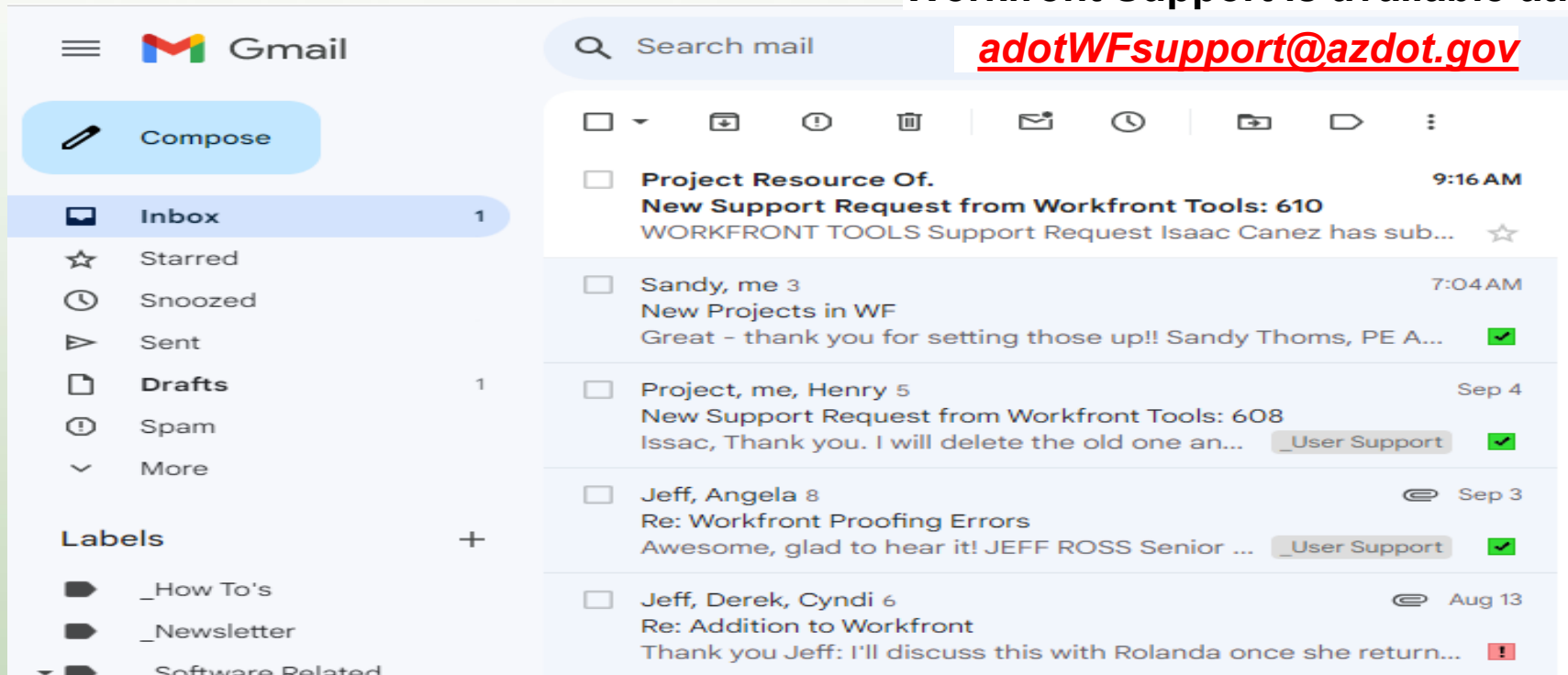
Project Details
Business Case
Updates
Documents (37)
Issues (0)
Show More

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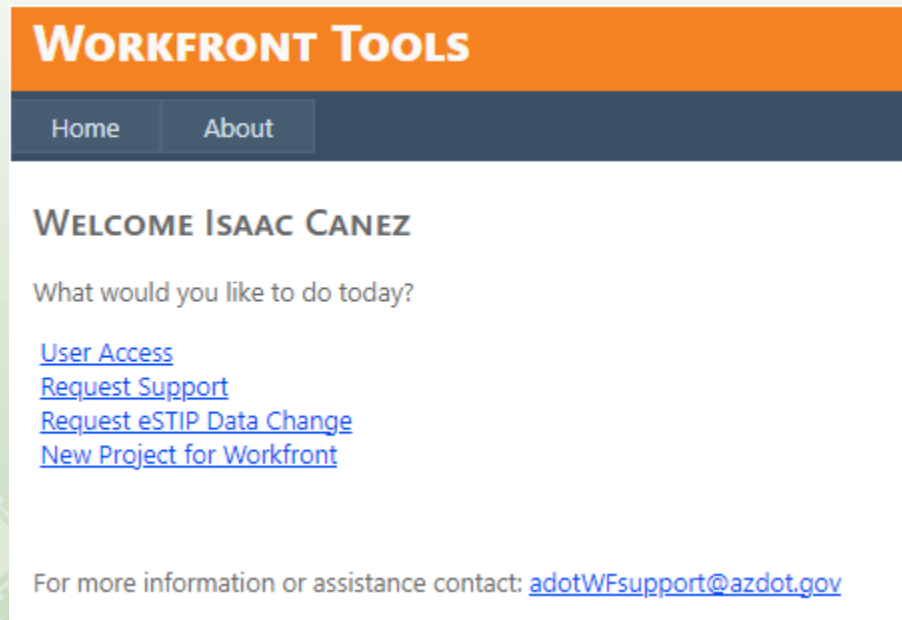


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<http://primaweb/workfronttools/>



The screenshot shows the 'WORKFRONT TOOLS' web application. It has an orange header with the title 'WORKFRONT TOOLS' in white. Below the header is a dark blue navigation bar with two buttons: 'Home' and 'About'. The main content area is white and displays a personalized welcome message: 'WELCOME ISAAC CANEZ'. Below this, it asks 'What would you like to do today?' and lists four blue underlined links: 'User Access', 'Request Support', 'Request eSTIP Data Change', and 'New Project for Workfront'. At the bottom, it provides contact information: 'For more information or assistance contact: adotWFsupport@azdot.gov'.

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<http://primaweb/workfronttools/>

WORKFRONT TOOLS

B6683

Home

About

What Would you like to do:

☐ New User Requests
 ☒ Existing Support Requests
 ☐ New Support Request

Manage Existing Support Requests:

☐ New
 ☒ Complete
 ☐ All

	ID	From	Request	Requested On	Status
Select	610	B6683	Testing	9/5/2024 9:16:10 AM	Complete
Select	609	E4670	I was assigned two new LPA procurement projects for the City of Glendale but I'm not seeing them in Workfront. Can you please get them added? T0546: Glendale Ave, 83rd Ave to 45th Ave Procure adaptive signal equipment T0550: Bethany Home Rd, Loop 101 to 47th Ave Procure signal detection equipment	9/5/2024 7:14:08 AM	Complete
Select	608	E6340	Having trouble accessing workfront.	9/4/2024 8:52:12 AM	Complete
Select	607	B6683	I would like to request access "Lauren Swiatkowski" to Workfront in order to gain access to the review for the SR 303L (MC 85 to Van Buren St) Project: 303L MA 099 H6870 01C_Stage IV_Plans Adobe Workfront	9/3/2024 2:21:55 PM	Complete

WORKFRONT TOOLS

B6683

Home

About

What Would you like to do:

☐ New User Requests
 ☒ Existing Support Requests
 ☐ New Support Request

Manage Support Request: 609 (9/5/2024 7:14:08 AM) ☐ Edit Request

Request From: Sandy Thoms Request Method: Request Type:

Request Details:

I was assigned two new LPA procurement projects for the City of Glendale but I'm not seeing them in Workfront. Can you please get them added?
 T0546: Glendale Ave, 83rd Ave to 45th Ave
 Procure adaptive signal equipment
 T0550: Bethany Home Rd, Loop 101 to 47th Ave
 Procure signal detection equipment

Request Status: Level of Effort:

Our Notes:

Your projects have been added:

T0546 - 1084861 - NW1Q - <https://experience.adobe.com/#/@azdot/so:azdot-Production/workfront/project/66d9b0a5000a85c21a2599d037c06346/tasks>
 T0550 - 1084860 - SW1Q - <https://experience.adobe.com/#/@azdot/so:azdot-Production/workfront/project/66d9b1ae000b81259ea73dba866ca258/tasks>

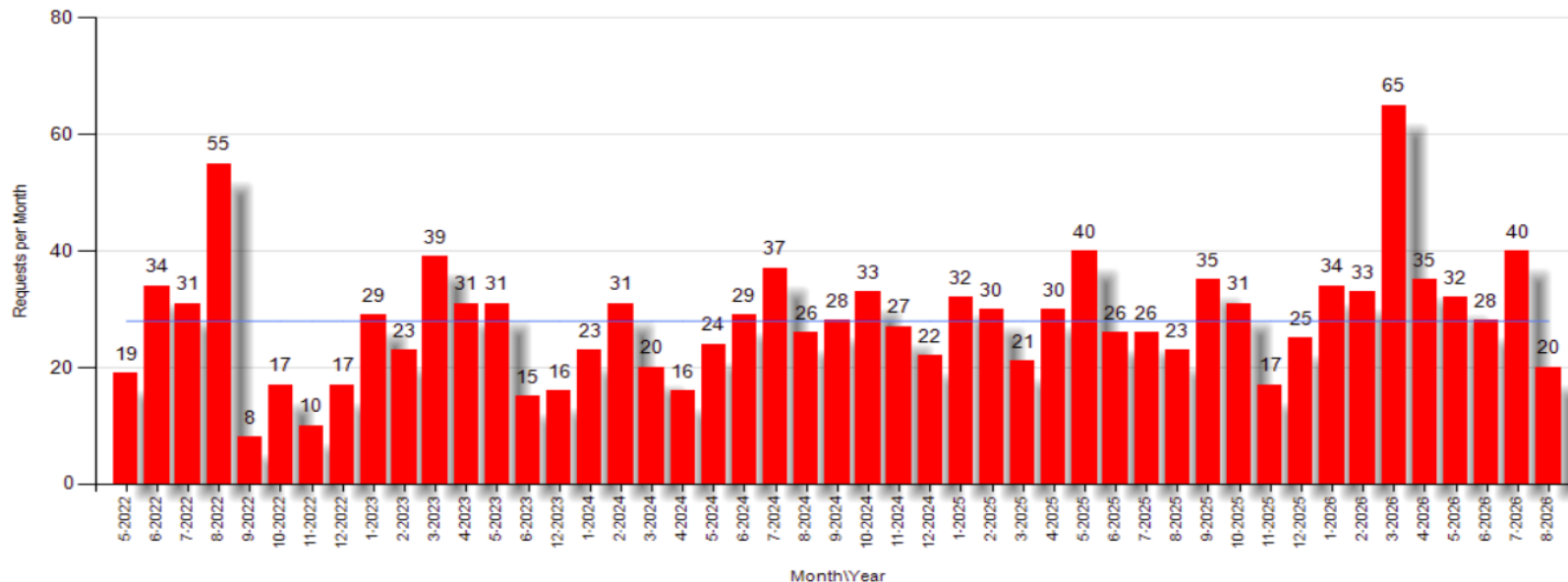
Last Updated: 9/5/2024 7:14:45 AM ☐ Send Email

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Workfront Support Requests by Month



Workfront Support is available at:

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Adobe Workfront

Questions?

Workfront Support is available at:

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&

<http://primaweb/workfronttools/>