

TESTIMONIALS:

“Very helpful material covered.”

“The instructors were very open to questions and offers to help in the future.”

“It was great learning...Thank you!”

“I look forward to other modules.”

“Great class. Thank you!”

“The presenters were very knowledgeable.”



Training Attendance

Training modules are virtual.

To sign up for training, visit the **ADOT Learning/Development** portal.



For Project Delivery Academy questions, contact Jennifer Catapano at **602.712.4873**

ARIZONA
— DEPARTMENT OF —
TRANSPORTATION

LOCAL PUBLIC AGENCY SECTION

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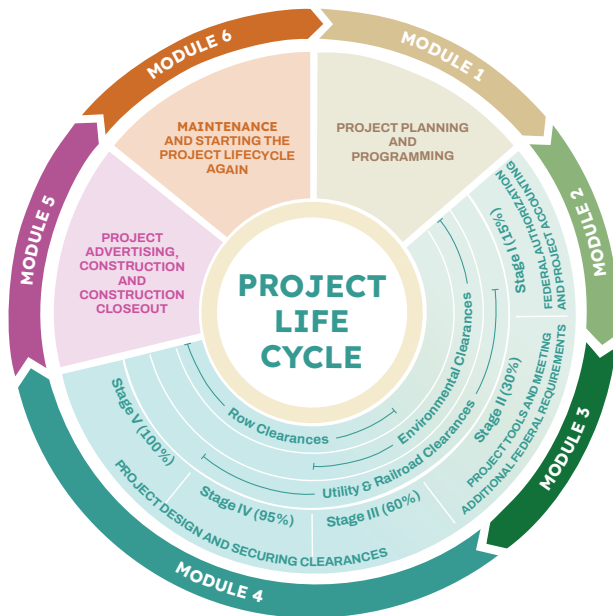
ARIZONA
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PROJECT DELIVERY ACADEMY

The Project Delivery Academy is an open forum discussion with key Arizona Department of Transportation (ADOT) subject matter experts, from numerous divisions and technical groups, who explain the current ADOT project lifecycle.



THE PROJECT LIFE CYCLE is a continuous process of transportation enhancements and preservation projects on our state roadways.



The following information explains the focus of each learning module. Attendees should be present at all modules, in sequential order, to best understand our project lifecycle.

■ ■ MODULE 1 - PROJECT PLANNING AND PROGRAMMING

Module 1 begins with an introduction from staff representing our State Engineer's Office (SEO). Attendees then become familiar with the Multimodal Planning Division (MPD) and their role in developing the Five-Year Transportation Facilities Construction Program as well as the corridor studies MPD oversees. A project manager with Project Management Group (PMG) will discuss initiating and scoping ADOT projects,

then the Local Public Agency (LPA) section manager provides attendees insight on the relationships ADOT has with cities, counties, towns and tribes around the state. Lastly, the Joint Project Agreement (JPA) section manager shares how agreements are developed with our transportation partners.

■ ■ MODULE 2 - FEDERAL AUTHORIZATION AND PROJECT ACCOUNTING

Module 2 provides an overview by Project Resource Office (PRO) staff on understanding the role of the Project Review Board (PRB) and project expenditure reports. Attendees then learn how a project is federally authorized by the Federal Highway Administration (FHWA) and ADOT Financial Management Services (FMS). The module continues with presentations by various project accounting staff as they explain the steps to keep our contractors and stakeholders paid in a timely manner.

■ ■ MODULE 3 - PROJECT TOOLS AND MEETING ADDITIONAL FEDERAL REQUIREMENTS

Module 3 offers attendees information on systems such as Workfront, the Project Information Retrieval Tool (PIRT) and the Task Order Assignment Schedule Tracker (TOAST). The discussion continues with why consultants are selected for projects, versus completing the project in-house at ADOT. A representative from ADOT Public Relations will speak on engaging the general public regarding transportation construction projects within our community. ADOT Engineering Consultants Section (ECS) staff discuss their role with contract consultants. Lastly, External Civil Rights and the Business Engagement and Compliance Office (BECO) explain federal requirements on a project

■ ■ MODULE 4 - PROJECT DESIGN AND SECURING CLEARANCES

Module 4 targets key components of the project development process, including project design and project clearances. An overview of roles is provided by

Roadway, Traffic and Bridge Groups. The discussion continues with representatives from Environmental Planning (EP), Right of Way (ROW) Group and Utility and Railroad (URR) Engineering as they inform attendees how clearances are secured before project advertising.

■ ■ MODULE 5 - PROJECT ADVERTISING, CONSTRUCTION AND CONSTRUCTION CLOSEOUT

Module 5 attendees will understand the function of our Contracts and Specifications (C&S) Group. Learn how ADOT Partnering staff mitigate issues that may arise



between ADOT and the construction contractors working on our transportation projects. A representative from the Prescott District Construction Office gives insight on working in

construction and managing projects in a timely manner. Attendees will then hear from ADOT Field Reports on how the Field Office Automation System (FAST) system allows ADOT staff to manage a construction project, cost and schedule. The final presentation covers the Repository of Online Archived Documents (ROAD) Portal, and showcases where completed project information is housed and stored.

■ ■ MODULE 6 - MAINTENANCE AND STARTING THE PROJECT LIFECYCLE AGAIN

In Module 6, Central and Rural Maintenance staff discuss their perspective on project delivery and critical issues that may impact a project. They describe scenarios in the field, so attendees better understand district coordination on a project. The final presentation recaps the Project Delivery Academy and explains how the project lifecycle may start again.

