

**Project Delivery Academy MODULE 6**

**CONSTRUCTION CLOSEOUT AND MAINTENANCE**

**6/16/2021**

**KEY PRESENTATION POINTS – LEARNING GUIDE**

PROJECT TRACKER:

* The Project Tracker is referred to as the Project Tracking Database report.
* The report displays data from the scheduling system in the Project Resource Office, project planning data, and accounting data.
* The report allows you to tailor data within a time frame you select to view specific information on projects.

RECORD DRAWINGS and the REPOSITORY OF ONLINE ARCHIVED DOCUMENTS (ROAD) PORTAL:

* Record Drawings are formally known as As-Builts and are a full set of As-Bid engineering plans that show all of the filed changes that occurred during construction.
* Record Drawings can be submitted via ADOT Sharefile, by an FTP site and via email.
* The ROAD Portal houses state and local projects administered by ADOT. The Record Drawings note field observations, design changes and red line corrections and are approved by the Resident Engineer.

PROJECT CLOSEOUT:

* Project Master – A system where project information is entered. Project numbers are generated through an automated process in a sequential order.
* AFIS – Statewide accounting system used to track expenditures, charges, revenues and budgets on projects.
* Project Accounting and Final Voucher is responsible for billing FHWA. – Average 60 million a month.
* The Project Dashboard is a newly released system to track details of a project. Information can be extracted into Excel. It shows program phases, budget (available and total), among other details.

URBAN MAINTENANCE:

* Central District serves two counties, 26 incorporated communities and 2,016 maintenance lane miles.
* The District maintains the roadways, structures and drainage systems. They react to weather hazards.

RURAL MAINTENANCE:

* Southeast District serves portions of six counties, 14 incorporated communities and 1,028 centerline miles.
* Southeast District coordinates and responds to routine maintenance and traffic incidents.

**ACRONYMS**

Accounts Payable (AP) Notice to Proceed (NTP)

Accounts Receivable (AR) Plans, Specifications and Estimate (PS&E)

Attorney General's Office (AG) Preliminary Engineering (PE)

Federal Highway Administration (FHWA) Project Information Retrieval Tool (PIRT)

Financial Management Services (FMS) Project Management Group (PMG)

Highway Fund (HWY) Project Planning Advisory Committee (PPAC)

Local Agency Deposit Fund (LAD) Project Resource Board (PRB)

National Environmental Policy Act (NEPA) Transportation Accounting System (TRACS)