

**PROJECT MANAGER RESPONSIBILITIES AND MEETING
ADDITIONAL FEDERAL REQUIREMENTS****9/14/2022**

Module 3 offers communications guidance from Project Management Group (PMG) on interpersonal communication, social skills and problem solving. Attendees will learn about the project tracker, a system ADOT staff uses when managing projects. The discussion continues with why consultants are selected for projects, versus in-house work. A demonstration of the Task Order Assignment Schedule Tracker (TOAST) is shown during training. The manager from our ADOT Engineering Consultants Section (ECS) discusses their role with contracting consultants. Lastly, the Civil Rights Office (CRO) and Business Engagement and Compliance Office (BECO) talk about federal requirements to be met on a project.

WELCOME AND INTRODUCTION

8:00 am - 8:10 am (10 minutes)

Cyndi Callahan, Academy Facilitator, Project Resource Office

EFFECTIVE PROJECT MANAGER COMMUNICATIONS

8:10 am - 8:30 am (20 minutes)

Kirstin Huston, P.E., Senior Project Manager, Project Management Group

PROJECT TRACKER

(presentation available online)

Lee Makler, Transportation Engineering Specialist

CONSULTANT VS. INHOUSE/TOAST

8:30 am - 8:45 am (15 minutes)

Brenda Contreras, Contract Manager, Project Resource Office

ENGINEERING CONSULTANTS SECTION (ECS)

8:45 am - 9:30 am (45 minutes)

Greg Wristen, Manager (Former), Engineering Consultants Section

BREAK

9:30 am - 9:40 am (10 minutes)

CIVIL RIGHTS OFFICE (CRO)

9:40 am - 10:25 am (45 minutes)

Keely D'Amour-Toy, Civil Rights Specialist
Stephanie Ortiz, EO Contractor Compliance Program Manager
Brandi Hall Environmental Justice Program Manager**DISADVANTAGED BUSINESS ENTERPRISE (DBE) – OVERSEEN BY THE BUSINESS ENGAGEMENT AND
COMPLIANCE OFFICE (BECO)**

10:25 am - 11:10 am (45 minutes)

Gabriel Demarbiex, Contractor and Field Compliance Manager, Business Engagement and Compliance Office

CLOSING REMINDERS AND SURVEY

11:10 am – 11:20 pm (10 minutes)

Cyndi Callahan, Academy Facilitator, Project Resource Office