

ODOT Project Manager Annual Meeting

Hot Topics Table Discussion

Your table will discuss and share out on one of the six questions below

NOTES: ESSENTIAL PERSONNEL, NON-ROTATING, CONSISTANT, CHECK-IN

VOLUNTEER,
2) ENOUGH STAFF

1. Quality Control on PS&E Packages by PM Staff
2. Project Schedule
3. Consistency across PM Offices
4. Night Inspection Work
5. Electronic Files for PM Projects
6. What is your office doing to encourage DBE Contracted work?

Bonus Table Question: List your Top 5 Main Issues related to your work (fill out on back of the handout sheet and submit anonymously to the Front Table. The back of the handout sheet has 5 lines with blanks that start with "In order to help me with my job, I really wish that").

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NOTES: 1 - Avoid Night Insp. where possible

- Essential Personnel
- Keep on same staff
- Employee Assistance Support
- Share Projects, Balance (over)
- Consider Employee Time Life

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NOTES: *Essential personnel*

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NOTES: *A/E Contracts → Schedule meet greet w/ firms. Encourage Full service firms through selection criteria as part of project solicitations. Develop training sessions for DBE firms to understand ODOT contracting processes. Meet w/ DBE subcontractors to discuss upcoming work & services needed. DBE requirements are known advertised as part of RFPs. Review @ monthly @ invoices*

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NOTES:

Standard folder conversion

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NOTES:

- Standard folder conversion

- Sequence

- photos in different locations

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NOTES: essential personnel

#1 check-in w/ workers to ensure they are OK & that they have everything
balance work amongst all PM offices

#2 police enforcement, examine traffic control plans, partner w/ adjacent
projects, VMS coordination,

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NOTES:

Avoid freq. shift changes → keep shift consistency
Vary work tasks thru the shift - keep alert
Stagger shifts if possible to limit overall shift length
Work w/ contractor on dev/implement ITCP's.
Discuss as safety topic - provide orientation to new people onsite
IHAs - use, review - talk about vehicle parking, where its safe to talk on phone
Notify Dispatch / traffic Ops Center
Consider having Emergency Services notification
*PPE - good ~~flashlight~~ flashlight/headlamp
ANSI class III + gator/pants

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NOTES: a) Avoid shift changes
b) Keep busy - change inspection items - Power → generator
develop shift work
c) understand traffic control within project limits
d)

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NOTES: switch inspection focus points or times
minimize # of access points keep up awareness discussions & meetings
Good lighting (flashlight) pants or gators speak up when you see issues

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NOTES: ^{Construction} Schedule depends on various ^{outside} factors (material supply & delivery being most important)
→ ODOT should not commit on any material supply to the contractor
→ ODOT bidding & letting should be at time appropriate to the work involved
→ cannot & should not take out the material supply & delivery times out of the schedule
→ Try to consider all outside & inside factors when working on a proj. schedule
external & internal

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NOTES: SHIFTS CHANGING; A UP ACTIVITIES; SAVING SHIFTS
INTERNAL TCP(S), orientation of projects; IT not
in place; identifying dispatcher

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Tony Coleman develops, PM & APMS provide input & commentary
Feedback & commentary on realism & build

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NOTES: TONY COLEMAN, PROVIDE INPUT COMMENT ON IT

- A
- B Feedback & commentary, Having completion date to be constructable
- C Yes, on MORE THAN ONE PROJECT - GOOD TO HELP MONITOR PROGRESS, GOOD FOR
- D MAJOR THINGS THAT HAPPEN EARLY, NOT SO HELPFUL WHEN SOMETHING NEW COMES UP
- D BID PROJECTS AT ALL TIME APPROPRIATE FOR THE WORK, DON'T COMMIT TO

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THIRD PARTY OR STATE SUPPLIED MATERIAL
DELIVERY DATES.
COMMUNICATION w/
Accurate & Achievable schedule

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PM Meetings - share experience - ask advice
Contract Admin Workshops
Peers to Peers communication
Clear, up-to-date, easy to find guidelines
Mentor - Protege arrangements

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Feedback (ID of differences)
IN some manner

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NOTES:

a) Limited Personnel only

n)

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