

**PROJECT LEADER & CONSULTANT PROJECT MANAGER
OPD INTAKE CHECKLIST**

The OPD – Process Improvement & Training Program will provide an orientation to the new employee on project delivery from a statewide prospective. Once the hiring manager notifies OPD, OPD will complete the following tasks to orient the new employee:

ORIENTATION TASKS	COMPLETED	DATE
1. Add new employee to appropriate ODOT email list upon notice of hire and send welcome email.	<input type="checkbox"/>	
2. Arrange a date and time to meet with the new employee within the first four weeks of start date.	<input type="checkbox"/>	
3. Conduct the orientation – Review the following: ★	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Project Delivery System (provide booklet) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • PD-01 (Roles, Responsibilities, Leadership Teams) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • OPDs website. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • OPDs organizational structure. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • OPD organizational chart and contact list. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Relevant team Operating Guidelines, work plans, culture, meeting schedule, etc. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Relevant team standing committees, current initiatives and opportunities to participate. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Commonly used manuals, policies and other guidelines and where they are located (i.e. Operational Notices, PD Guidebook, TS Manuals, etc.). 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Commonly used ODOT email lists, who maintains them, who can send information on them, how to use them, etc. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Oregon State Library email lists (who maintains them, who can send information on them, how to create one, and how to sign-up for them). 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • List of OPDs information systems. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • List of other information systems. 	<input type="checkbox"/>	
4. Review individual development plan (IDP) with the new employee to assess training/skills possessed and what may be needed.	<input type="checkbox"/>	
5. Create draft IDP with the new employee and forward to manager for review/discussion/finalization.	<input type="checkbox"/>	

★ See page 2 for more details on what items to review and where they are located.

PROJECT LEADER & CONSULTANT PROJECT MANAGER OPD INTAKE CHECKLIST

GUIDELINES	LOCATION
<input type="checkbox"/> Project Delivery Guidebook	http://www.oregon.gov/ODOT/HWY/OPD/PDguidebook.shtml
<input type="checkbox"/> Operational Notices	http://www.oregon.gov/ODOT/HWY/OPD/PoliciesGuides.shtml#Operational_Notices
<input type="checkbox"/> Scoping Guidebook	http://intranet.odot.state.or.us/opd/ProjectScoping.htm
<input type="checkbox"/> CS ³ Guidebook	http://www.obdp.org/partner/cs3/
<input type="checkbox"/> Highway Mobility Manual	http://intranet.odot.state.or.us/home/mobility.htm
<input type="checkbox"/> Technical Services Manuals	http://www.oregon.gov/ODOT/HWY/TECHSERV/alphamanuals.shtml

LEADERSHIP TEAMS	LOCATION
<input type="checkbox"/> Project Delivery Leadership Team	http://intranet.odot.state.or.us/opd/PDLT.htm
<input type="checkbox"/> Area Managers Leadership Team	http://intranet.odot.state.or.us/opd/AMLT.htm
<input type="checkbox"/> Project Leaders (operating guidelines, work plan, sub-teams, etc.)	http://intranet.odot.state.or.us/opd/project_leaders.htm http://s-salemrev-52/sites/ProjectLeaders/default.aspx
<input type="checkbox"/> Consultant Project Managers (operating guidelines, work plan, sub-teams, etc.)	http://intranet.odot.state.or.us/opd/CPMs.htm
<input type="checkbox"/> Technical Leadership Team	http://www.oregon.gov/ODOT/HWY/TECHSERV/techleadershipteam.shtml
<input type="checkbox"/> Discipline Leadership Teams	http://www.oregon.gov/ODOT/HWY/TECHSERV/leadershipteams.shtml

EMAIL LISTS	LOCATION
<input type="checkbox"/> Project Leaders	ODOTProjectLeaders@odot.state.or.us
<input type="checkbox"/> Consultant Project Managers	ODOTCPMs@odot.state.or.us
<input type="checkbox"/> Project Managers	ODOTProjectManagers@odot.state.or.us
<input type="checkbox"/> Area Managers	ODOTAreaManagers@odot.state.or.us
<input type="checkbox"/> Oregon State Library	http://library.state.or.us/services/lists/

INFORMATION SYTEMS	LOCATION
<input type="checkbox"/> PCS	http://intranet.odot.state.or.us/opd/PCS.htm
<input type="checkbox"/> PDWP	http://intranet.odot.state.or.us/opd/PDWP.htm
<input type="checkbox"/> Project Scheduling	http://intranet.odot.state.or.us/opd/ProjectScheduling.htm
<input type="checkbox"/> Project Tracking Tool	http://intranet.odot.state.or.us/opd/ProjectTrackingTool.htm
<input type="checkbox"/> OTMS	http://intranet.odot.state.or.us/otms/
<input type="checkbox"/> Oregon Mileage Report	http://intranet.odot.state.or.us/transview/highwayreports/omr.cfm
<input type="checkbox"/> CHAMPS	http://intranet.odot.state.or.us/cf/champs/index.cfm
<input type="checkbox"/> State Highway Inventory Reports	http://intranet.odot.state.or.us/TransView/highwayreports/index.cfm
<input type="checkbox"/> Digital Video Log	http://intranet.odot.state.or.us/cf/dvl/index.cfm
<input type="checkbox"/> Trns port Estimator	http://www.oregon.gov/ODOT/HWY/ESTIMATING/estimator.shtml
<input type="checkbox"/> Property Management Inventory	http://www.oregon.gov/ODOT/HWY/ROW/data_management.shtml
<input type="checkbox"/> Mobility Tracking System	http://www2.odot.state.or.us/mcad/mobility/
<input type="checkbox"/> TransGIS	http://s-salemmill-1/Main/Index.htm