

Course Title	Course Description	Learning Objectives
Communication & Escalation	The purpose of this training is to reinforce that an important responsibility of a PM is to communicate.	(1) Why is communication important (2) Communication methods and tools used by a PM (3) Difference between an escalation memo and escalation of an issue
Cost Estimate Training	The purpose of this training is understand how to fill out a cost estimate and follow policy 3A-9 (issued on 2/24/25).	( 1) Understand how to fill out the form for updating the cost estimate. (2) How to properly write a justification statement that explains any cost changes. (3) How to upload the updated cost estimate to the tracker for signature.
GDOT PM 101	The purpose of this training is to provide an overview of the role & responsibilities of the GDOT PM.	(1) Explain what is a GDOT project manager (2) Identify the responsibilities of a GDOT PM (3) Provide the best practices that a superior PM does
GDOT PM Basics	The purpose of this training is to provide foundational level knowledge that all PMs must know. The training focuses on the understanding of Fiscal Yr, STIP/TIP, CWP, MPO, PM metrics, and Basic Design Phases.	(1) be able to list the PDP phases of a project. (2) be able to list the PM's milestones (3) Understand what is a fiscal year and know what fiscal year a date is occurring (4) know the time frames associated with various planning documents (5) Know the minimum population requirement for an MPO (6) be able to list the 11 metrics that a PM is evaluated on
GDOT Procurement Process	The focus of this training is to understand the basics of procurement.	(1) Understand the various types of contracts that GDOT uses to hire consultants (2) Understand the basic steps and PM responsibilities for developing the scope of a contract (3) Understand the basics of preparing a procurement package for submission to the Office of Procurement
GDOT Structure - Part 1	The purpose of this training is to understand the GDOT executive management structure, how GDOT is organized in each office, and communication protocols within GDOT.	(1) Understand the organization of GDOT executive management (2) Understand the basic organization structure of each GDOT office. (3) Understand the organization structure of the Office of Program Delivery. (4) Understand the basics of navigating a GDOT Office's website. (5) Understand the communication hierarchy within GDOT.
GDOT Structure - Part 2	The purpose of this training is to understand the District office organization and how the District's responsibilities vary from the State office.	(1) Understand the function of a GDOT District (2) Navigate the District's website (3) Know the basic responsibilities of the various offices at the District (4) Know the difference between a GDOT District, State Office, and a District Area (5) Understand the external communication procedure
Legal Documentation & Coordination	The focus of this training is to familiarize the PM with documents or process that may be involved with legal matters.	The training covers: (1) Open Records Requests (2) Lawsuits (3) Depositions (4) Legal Documents
Local Sponsored Projects & Agreements - Part 1	This training will focus on the various legal agreements that are in place with the Federal Highway Administration and federal laws that GDOT must oversee when federal funds are used by a local government.	(1) Understand the governing documents that set the policy for various types of agreements/contracts (2) Understand the various types of agreements and when to use each one
Local Sponsored Projects & Agreements - Part 2	This training will focus on the various legal agreements that are in place with the Federal Highway Administration and federal laws that GDOT must oversee when federal funds are used by a local government.	(1) Review the types of agreements between GDOT and local government agencies (2) Provide guidance on filling out some of the agreements
NEPA 101 - Part 1	The focus of this training is to understand the basics of the special studies and NEPA process for environmental work for federally funded projects. Part 1 focuses on special studies: resource ID & technical studies.	(1) PM will learn how to determine if NEPA is required. (2) PM will be able to list the 3 levels of NEPA documentation. (3) PM will be able to list the 5 special studies disciplines, and the environmental process associated with each of the special studies.
NEPA 101 - Part 2	The focus of this training is to understand the basics of the special studies and NEPA process for environmental work for federally funded projects. Part 2 focuses on NEPA, re-evaluations, Public Involvement, & Permitting.	(1) PM will learn the overview of the components needed for the NEPA document. (2) PM will understand why the environmental process is critical path for ROW authorization and Let. (3) PM will understand the PDP process related to the environmental permits.
OPD Trackers	The focus of this training is to properly fill out the OPD trackers and understand which tracker to use.	(1) PM will understand that 3 different types of trackers that are used by OPD. (2) PM will learn when it is appropriate to use each of the trackers. (3) PM will learn how to upload the updated cost estimate to the tracker for signature.
P6 Compliance	The purpose of this training is to understand how to be compliant with maintaining the P6 information.	(1) PM will understand the relationship of some of the OPD metrics with P6 (2) PM will understand the basic components of a GDOT Schedule (3) PM will understand why P6 information being accurate is important. (4) PM will understand how to determine who is responsible for updating P6. (5) PM will understand how to check that P6 is being maintained and compliant.
PDP #1 PTIP Process	The purpose of this training is to understand the PDP process for the Project Team Initiation Process (PTIP).	(1) PM will learn where the PTIP fits into the Plan Development Process. (2) PM will understand the purpose of PTIP. (3) PM will learn the key aspects of what it does—and does not—cover. (4) PM will understand the role of Government Estimator Consultants in the process.

PDP #2 Scope to CR Submission	The purpose of this training is to understand the PDP process between scoping and concept report approval (concept design phase). In addition, the training will discuss the common templates that may be required during this portion of the PDP process.	<ul style="list-style-type: none"> <li>(1) The learning objective is to understand what is a concept report and why it is important.</li> <li>(2) The learning objective is to learn the 5 basic design steps of the concept phase.</li> <li>(3) The learning objective is to understand how to reference a Preconstruction Status Report (PSR) and/or Primavera P6 activities for information that is needed to fill out the template documents.</li> <li>(4) The learning objective is to be familiar with some of the common templates that are used during the Concept Phase.</li> </ul>
PDP #3 CR Approval to PFPR	The purpose of this training is to understand the PDP process between CR approval to PFPR request (preliminary design phase). In addition, the training will discuss the common templates that may be required during this portion of the PDP process.	<ul style="list-style-type: none"> <li>(1) PM will learn what is a preliminary design phase and why it is important</li> <li>(2) PM will learn to identify the critical path activities to request PFPR on time</li> <li>(3) PM will learn how to reference a PSR and/or P6 activities for information for the templates</li> <li>(4) PM will learn to where locate the templates that a PM will need during the preliminary design phase</li> </ul>
PDP #4 PFPR to ROW Authorization	The purpose of this training is to understand the PDP process between PFPR inspection to ROW Authorization (preliminary/final design phase). In addition, the training will discuss the common templates that may be required during this portion of the PDP process.	<ul style="list-style-type: none"> <li>(1) PM will be able to explain PFPR report approval process</li> <li>(2) PM will understand the environmental process for ROW Authorization &amp; why it is critical path</li> <li>(3) PM will learn the ROW plan development process</li> <li>(4) PM will learn how to reference a PSR and/or P6 activities for information for the templates</li> <li>(5) PM will learn where to locate the templates that a PM will need during the preliminary design phase</li> </ul>
PDP #5 ROW Authorization to Let	The purpose of this training is to understand the PDP process between ROW Authorization to Let (final design phase). In addition, the training will discuss the common templates that may be required during this portion of the PDP process.	<ul style="list-style-type: none"> <li>(1) PM will be able to explain FFPR report approval process</li> <li>(2) PM learn to identify the 3 versions of the final plans</li> <li>(3) PM will learn the 3 certifications required for Let</li> <li>(4) PM will learn the 5 items needed to authorize construction funds</li> <li>(5) PM will learn the 3 types of plan changes after final plans are submitted</li> </ul>
Plan Reading Basics	The focus of this training is to provide a foundation level understanding of how to read a plan. This will help the PM be able to communicate with the project team and check the pdfs/dgn files for plan submissions. It is intended for staff without a roadway design background.	<p>PM will learn how to read:</p> <ul style="list-style-type: none"> <li>(1) the coversheet information</li> <li>(2) plan sheet legend</li> <li>(3) environmental resources and their boundaries</li> <li>(4) roadway centerline and station numbers</li> <li>(5) the plan sheet numbering and how it relates to the index sheet</li> </ul>
Preconstruction Status Report	The purpose of this training is to develop/reinforce how to interpret and fill out a Preconstruction Status Report (PSR).	<ul style="list-style-type: none"> <li>(1) PM will learn who the PSR's audience is.</li> <li>(2) PM will learn the purpose of the PSR.</li> <li>(3) PM will learn what information on the PSR is the PM's responsibility.</li> <li>(4) PM will learn how to check the PSR for accuracy.</li> </ul>
Primavera P6 Scheduling Basics	The purpose of the training is to understand the basics of using Primavera P6 for the project's schedule.	<ul style="list-style-type: none"> <li>(1) PM will learn some of the basic schedule terminology.</li> <li>(2) PM will learn what is project scheduling and the purpose of project scheduling.</li> <li>(3) PM will learn the benefits of having a schedule for the project.</li> </ul>
Project Status Update Sheet Guidance	The focus of this training is on how to properly fill out a Project Status Update (PSU) sheet and when it must be updated.	<ul style="list-style-type: none"> <li>(1) PM will learn who is the audience for the PSU</li> <li>(2) PM will learn when the PSU must be updated</li> <li>(3) PM will learn how to properly fill out the PSU form</li> </ul>
ProjectWise Basics	The purpose of this training is to understanding what information is located in the various sections of folders on ProjectWise (PW) and where documents are to be saved.	<ul style="list-style-type: none"> <li>(1) PM will learn what is ProjectWise &amp; its purpose.</li> <li>(2) PM will learn what documentation should be saved to ProjectWise.</li> <li>(3) PM will learn the importance of properly using ProjectWise.</li> </ul>
Schedule Development Process & Changes	The purpose of the training is to understand the process of how schedules are developed and how to make changes to an approved schedule.	<ul style="list-style-type: none"> <li>(1) PM will learn what their responsibilities are related to the schedule.</li> <li>(2) PM will understand the basic steps of the schedule development process.</li> <li>(3) PM will understand the 4 types of schedule changes.</li> <li>(4) PM will understand how to access the OPC documents related to the schedule development or modification process.</li> </ul>
TPro Basics	The purpose of this training is understand the PM's responsibilities of updating and maintaining information is the software program called TPro.	<ul style="list-style-type: none"> <li>(1) PM will learn what is TPro</li> <li>(2) PM will learn how to navigate the sections within TPro</li> <li>(3) PM will learn what information is required to be updated by the PM</li> <li>(4) PM will learn how TPro and the PSR interact</li> <li>(5) PM will learn that this is a PM metric for compliance</li> </ul>