

# Tier 1 Checklist

## GDOT Project Delivery

GDOT Organization  
Project Delivery Team  
Project Information Resources  
Project Delivery

### GDOT ORGANIZATION

|  |  |  |
|--|--|--|
| Understands how GDOT offices and Districts are organized.                    | GDOT Organization  | <i>Enter Completion Date or List/Tally to Track Progress</i> |
|  | Review: " <a href="#">About GDOT</a> " Page. View the Georgia Department of Transportation Organizational Chart.   |  |
|  | Locate the Office of Environmental Services and follow the org chart up to the Commissioner Level.<br>Review: <a href="#">Georgia DOT District Map</a>   |  |
| Understands what offices are relevant to Ecology and their respective roles. | GDOT Offices   |  |
|  | Browse for the following offices. Review available resources. <ul style="list-style-type: none"> <li>Office of Program Delivery – Read: <a href="#">GDOT Project Management Handbook</a> (Chapter 1 – General Overview: “Office of Program Delivery – Goals and Objectives” section)</li> <li>Office of Bridge Design – Review: <a href="#">Responsibilities</a></li> <li>Office of Right of Way – Review: <a href="#">Responsibilities</a></li> <li>Office of Bridge Maintenance – Watch: <a href="#">Experience GDOT: Bridge Maintenance &amp; Inspection</a></li> <li>Office of Roadway Design – Review: <a href="#">Responsibilities</a></li> <li>Engineering Services – Review: <a href="#">Key Services</a></li> <li>Field Services – Review: <a href="#">Field Services Responsibilities</a></li> </ul> |  |

## EDP | GDOT Project Delivery Tier 1 Checklist

|   |   |  |
|---|---|--|
| Understands what offices are relevant to Ecology and their respective roles. (continued)                                | From the Field Services Home Page, select one of the seven Districts and locate the following information using the District Roster: <ul style="list-style-type: none"> <li>The total number of Area Offices in that District</li> <li>The Area Engineer for each Area Office and their contact information</li> <li>The District Construction Manager</li> </ul>   |  |
|   | With a mentor or manager, discuss how District and Area personnel are involved in a project: <ul style="list-style-type: none"> <li>Special Provision reviews and notices</li> <li>Constructability reviews and/or meetings</li> <li>Details on means and methods vs. project scope (to be discussed with Designer)</li> <li>Under Construction coordination (<i>Special Projects Team only</i>)</li> </ul> |  |
| Understands the organization of the GDOT Office of Environmental Services (OES) and what the roles of each section are. | OES Organization  |  |
|   | Review: <a href="#">OES Organizational Chart</a>  |  |
|   | <i>Internal Only:</i> Identify your position within the Ecology Section and the other ecologists on your team.  |  |
|   | Read: <a href="#">GDOT Roles &amp; Responsibilities Guidebook</a>   |  |
|   | Read: <a href="#">Environmental Program Manager Roles and Responsibilities</a>  |  |
|   | Review: <a href="#">EPM District Assignment Map</a>   |  |

### PROJECT DELIVERY TEAM

|   |  |  |
|---|--|--|
| Understands the roles of relevant members of the GDOT Project Team.               | Project Team   |  |
|   | Read: <a href="#">Project Manager Job Description</a>  |  |
|   | Read: <a href="#">GDOT Roles &amp; Responsibilities Guidebook</a> (Environmental Analyst, Historian, Archeologist, Air & Noise Specialist, and Ecologist sections)   |  |
|   | Watch: <a href="#">Office of Bridges and Structures</a> to understand the role of the Bridge Engineer  |  |
| Understands the difference between GDOT Ecologist and Consultant Ecologist Roles. | Role Differentiation   |  |
|   | Review: <a href="#">GDOT Project Delivery Roles and Responsibilities Matrix</a>  |  |
|   | For each activity and associated tasks, note which actions are assigned to the in-house (GDOT) team member and which are assigned to the consultant team member. In particular, locate the rows assigned to the Ecologist and various Environmental Subject Matter Experts (SMEs). |  |

PROJECT INFORMATION RESOURCES

|   |   |  |
|---|---|--|
| <p>Can use various GDOT tools and applications to identify important project information. Understands that multiple sources can be used to verify and access project information.</p>   | GeoPI   |  |
|   | Watch: <a href="#">GeoPI Training Videos</a> (videos 1, 2, 3, 8)  |  |
|   | <i>Alternative: Read: <a href="#">GeoPI Quick Reference Document</a></i>  |  |
|   | Using <a href="#">GeoPI</a> (or <a href="#">GeoPI</a> for external users), navigate to a project and locate the following project information: <ul style="list-style-type: none"> <li>• Project Description</li> <li>• Project Manager’s name</li> <li>• District</li> <li>• Project Type</li> <li>• Funding Type (<i>internal only</i>)</li> <li>• Let Date (<i>internal only</i>)</li> <li>• Major Schedule Milestone (<i>internal only</i>)</li> </ul>   |  |
|   | Using <a href="#">GeoPI</a> (or <a href="#">GeoPI</a> for external users), search for a project’s Preconstruction Status Report (PSR). Locate the following information: <ul style="list-style-type: none"> <li>• County</li> <li>• Project Manager’s name</li> <li>• Management (MGMT) Let date</li> <li>• Funding Type</li> <li>• Schedule Activities</li> <li>• Consultant (Design) and Environmental (ENV) Consultant (<i>internal only</i>)</li> <li>• Baseline Let date vs Management “MGMT” Let date (<i>internal only</i>)</li> </ul> |  |
|   | Using <a href="#">GeoPI</a> (or <a href="#">GeoPI</a> for external users), search for a project and locate the following information:<br>Structure ID for bridges and/or culverts within the ESB  |  |
|   | TPro<br><i>Internal Only (applicable for ecologists entering TPro comments)</i>   |  |
|   | Read: Plan Development Process (PDP) Manual<br><a href="#">Chapter 9: Project Management System (TPro) Scheduling Software (Primavera) [Introduction]</a>   |  |
| <i>Internal Only:</i> Search 5 projects on TPro and find the following information: <ul style="list-style-type: none"> <li>• Project Manager’s name</li> <li>• Environmental Analyst’s name</li> <li>• NEPA and EIS comments</li> </ul> |   |  |

# EDP | GDOT Project Delivery Tier 1 Checklist

|   |   |  |
|---|---|--|
| <p>Can use various GDOT tools and applications to identify important project information. Understands that multiple sources can be used to verify and access project information. (continued)</p> | <p>ProjectWise<br/><i>Internal Only (applicable for ecologists who use ProjectWise)</i></p>   |  |
|   | <p>Read: <a href="#">Why ProjectWise</a></p>  |  |
|   | <p>Watch: <a href="#">GDOT ProjectWise Training Videos</a></p> <ul style="list-style-type: none"> <li>Interface and Navigation</li> <li>Uploading and Extracting Files</li> <li>Document Setup and Organization</li> </ul>  |  |
|   | <p><i>Alternative:</i> <a href="#">ProjectWise Explorer Fundamentals</a></p>  |  |
|   | <p>Use ProjectWise to access previously transmitted ecology documentation for 5 projects.</p>   |  |
|   | <p>Use ProjectWise to access meeting minutes and design files (DGN or PDF) for 5 projects.</p>  |  |
|   | <p>With a mentor or manager, discuss how ProjectWise differs from Project Files and where files should be stored or edited within the GDOT environment.</p>   |  |
|   | <p>Primavera P6/P6 Team Member<br/><i>Internal Only (applicable for ecologists entering P6 dates)</i></p>   |  |
|   | <p>Read: <a href="#">GDOT Project Milestones Guidebook</a></p>  |  |
|   | <p>Read: <a href="#">GDOT OES P6 Team Member Guide</a> – Review the activities for NEPA/GEPA and Ecology. Note what actions trigger the beginning and end of each activity.</p>   |  |
|   | <p>Using P6 Team Member, enter dates for 10 P6 activities (dates can be entered across multiple projects).</p>  |  |
|   | <p>GDOT 411<br/><i>Internal Only (available to GDOT employees)</i></p>  |  |
|   | <p>Using <a href="#">GDOT411</a>, search for a project’s Preconstruction Status Report (PSR). Locate the following information:</p> <ul style="list-style-type: none"> <li>County</li> <li>Project Manager’s name</li> <li>Consultant (Design) and Environmental (ENV) Consultant</li> <li>Baseline Let date vs Management “MGMT” Let date</li> </ul> |  |
|   | <p>Using the <a href="#">OES Dashboard (also called Environmental 411 or OES 411)</a>, review the available queries. Specifically note the following:</p> <ul style="list-style-type: none"> <li>Staff ID Number Search <i>(for ecologists using ProjectWise)</i></li> <li>All Projects</li> <li>Departmental Let and ROW Status Meetings</li> </ul>  |  |

## PROJECT DELIVERY

|  |   |  |
|--|---|--|
| Is aware of the two main project delivery processes (Design-Bid-Build and Design-Build). | Program Types   |  |
|  | Read: <a href="#">GDOT Project Basics Guidebook</a> (Program Type Section)  |  |
| Understands the three main phases of the GDOT Plan Development Process (PDP).            | Plan Development Plan Overview  |  |
|  | Review: Plan Development Process (PDP) Manual<br><a href="#">Definitions</a> : Authorization of a Project, Baseline Schedule, Concept, Let Date, Phase I Preliminary Engineering, and Phase II Preliminary Engineering  |  |
|  | Read: Plan Development Process (PDP) Manual <ul style="list-style-type: none"> <li>• <a href="#">Chapter 3</a>: Overview of the PDP [Introduction]</li> <li>• <a href="#">Chapter 5</a>: Concept Stage [5.2, 5.8]</li> <li>• <a href="#">Chapter 6</a>: Preliminary Design [Introduction, 6.1, 6.4]</li> <li>• <a href="#">Chapter 7</a>: Final Design [7.3.1, 7.6, 7.9]</li> <li>• <a href="#">Chapter 8</a>: Construction [Introduction]</li> </ul> |  |
|  | Watch: <a href="#">Plan Development Process</a> Video   |  |
| Understands the role of OES during each of the three main phases of the PDP.             | Environmental Procedures Overview   |  |
|  | Read: <a href="#">GDOT Environmental Procedures Overview Guidebook</a><br><i>Optional: Pass the <a href="#">Environmental Procedures Overview Training Module</a></i>   |  |
|  | Read: <a href="#">GDOT Environmental Schedule Management Guidebook</a><br><i>Optional: Pass the <a href="#">Environmental Schedule Management Training Module</a></i>   |  |
|  | Read: <a href="#">GDOT Baseline Schedules Guidebook</a>   |  |
| Understands most common GDOT project types and programs.                                 | Common Project Types  |  |
|  | Read: <a href="#">Plan Development Process (PDP) Manual</a> <ul style="list-style-type: none"> <li>• <a href="#">Chapter 3</a>: Overview of the PDP [3.1, 3.3]</li> <li>• <a href="#">Chapter 4</a>: Project Programming and Scheduling</li> </ul>  |  |
|  | Read: <a href="#">GDOT Design Build Manual</a> (Section 1.3)  |  |
|  | Read: <a href="#">Project Manager Handbook</a> (Chapter 5)  |  |
|  | For 10 projects, locate the program type (“PROJ”) on the Preconstruction Status Report (PSR).   |  |
|  | For 10 projects, determine the project type using the PSR, GeoPI, or All Projects Spreadsheet.  |  |

# EDP | GDOT Project Delivery Tier 1 Checklist

|   |   |  |
|---|---|--|
| Understands how the project funding, program type, and lead federal agency impact the environmental schedule and process. | Funding Types   |  |
|   | Read: <a href="#">GDOT Project Basics Guidebook</a> (Project Funding and Lead Federal Agency Section)   |  |
|   | With a mentor or manager, discuss how the environmental approval process differs between projects using federal funds and projects using state funds.   |  |
|   | State Funded Projects   |  |
|   | Read: <a href="#">GDOT State-funded Environmental Process Guidebook</a>   |  |
|   | Read: Plan Development Processes (PDP) Manual ( <a href="#">Chapter 10</a> : State-Funded Projects)   |  |
|   | Low Impact Bridge Program   |  |
|   | Review: Low Impact Bridge Program (LIBP) Manual <ul style="list-style-type: none"> <li><a href="#">Chapter 1</a>: Overview</li> <li><a href="#">Chapter 4</a>: Initial Screening [Section 4: Environmental]</li> <li><a href="#">Chapter 5</a>: Selection Meeting</li> <li><a href="#">Chapter 6</a>: Field Scoping Meeting</li> <li><a href="#">Appendix E</a>: Flow Charts</li> </ul> |  |
|   | <i>Internal Only</i> : For 2 LIBP Projects, fill out LIBP Section III Forms (“Environmental Considerations” Section), found in Appendix C of the LIBP Manual  |  |
|   | <i>Internal Only</i> : Using the OES Dashboard (also called “Environmental or OES 411”), use the “Low Impact Bridges by Structure ID” to query an LIBP project.   |  |
|   | Quick Response Projects   |  |
|   | Review: <a href="#">Quick Response (QR) Procedures Policy</a>   |  |
|   | Watch: <a href="#">Tyler Peek Talks About Quick Response Projects</a>   |  |
|   | Local-Let Projects  |  |
|   | Review: <a href="#">GDOT Local Administered Projects (LAP) Manual</a> <ul style="list-style-type: none"> <li>Chapter 1: Overview of Local Administered Projects [Sections 1.5-1.13]</li> <li>Chapter 2: FHWA and GDOT Responsibilities</li> </ul>   |  |
|   | Design-Build Projects   |  |
| Review: <a href="#">GDOT Design-Build Guidebook</a>   |   |  |