

Session 26

Joe Santos

FL. Dept. of Transportation

Project Management Handbook and Training

Topic Description

Overview and update of the FDOT Project Management Handbook and Training. The 2006 update to the handbook included the addition of 2 chapters, Ethics, and Context Sensitive Solutions. Training for the handbook will include Computer Based Training and future workshops.

Speaker Biography

FDOT employee of 14 years with experience in Construction, Planning, and Project Management. Received BSCE from FSU. Registered PE in Florida.



And Improved !!!

Project Management Handbook for FDOT

...including 2006 update and overview of
Computer Based Training

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Design Conference
July 2006



Project Management Handbook

Purpose

- Not a “Cookbook”, but a Guide to Steps that Should be Followed; Allow Flexibility
- Reference Specific Technical Requirements – Do Not Duplicate Materials
- Identify Best Practices



Project Management Handbook



Format

- Part 1-Issues
Common to all
Project Managers
- Part 2-Phase
Specific Project
Management Issues

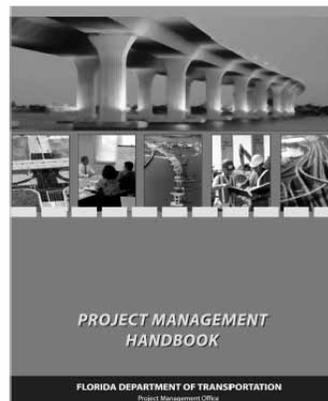


Project Management Handbook

2006 Update



- 3 new Chapters
 - Ethics
 - Context Sensitive Solutions
 - Additional R/W Chapter
- Minor rewrite.
 - Incorporate new terms/practices (ETDM, utilities, etc.)

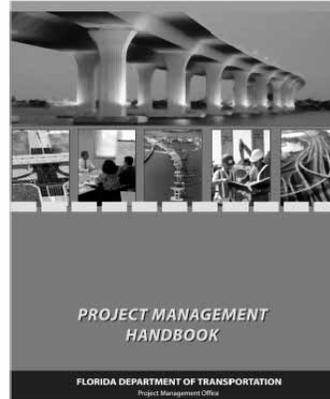


Project Management Handbook



Next Steps

- Implement Training and Development (Late Fall 2006)
- Update Annually or as needed
- "Future Activities" PMO envisions Handbook to feature PMBOK concepts



Project Management Handbook



Training

- Computer Based Training (CBT)
Part 1 required to attend future workshop training
- Workshops
Focus on Part 1 of the Handbook.



Project Management Handbook

Florida Department of Transportation
Project Management
Chapter 1 Elements of Successful Project Management Page 1 of 2

Home
Learning Objectives
Introduction
Leadership and Mgmt
Partnering
Time Management
Communication
Experience and Training
Conclusion

Chapter 1
Elements of Successful
Project Management

Project Management Handbook

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Chapter 1
Elements of Successful
Project Management

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Reference Materials

Internet references cited in the chapter can be found below.

Partnering Facilitators Manual

1. www.dot.state.fl.us/
2. Doing Business With the DOT
3. Project Management Office
4. Partnering
5. Becoming a Partnering Facilitator

Title X, Chapter 112, Part III, Florida Statutes

1. www.flsenate.gov
2. Statutes and Constitution
3. View Statutes
4. Title X
5. Chapter 112
6. Part III
7. 112.313 - Standards of Conduct

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Job Aids

Click on the link below to download the document.

[20 Leadership Fundamentals.pdf](#)

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“Click” on the screen above to start the CBT Video Example of Typical Chapter Format

Project Management Handbook



Questions



Project Management Handbook



Web Address:

<http://www.dot.state.fl.us/projectmanagementoffice/PMhandbook.htm>

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