

Partnering Workshop Facilitator Checklist

Project Name:

TRACS #:

Facilitator:

Workshop Date:

Planning for the workshop

<input type="checkbox"/>	Collect background information for the project, construction work unit and contractor (history, number of jobs together, PEP evaluations).
<input type="checkbox"/>	Use the Workshop Kickoff Team Checklist to determine details of the workshop.
<input type="checkbox"/>	Include other stakeholders as dictated by the project.
<input type="checkbox"/>	If possible, drive through the project with the RE and contractor to understand the scope.
<input type="checkbox"/>	Confirm logistics of the workshop such as the date, duration, time, stakeholder list and location.
<input type="checkbox"/>	Determine if a partnering tip would be applicable for the workshop/project and their partnering experience.
<input type="checkbox"/>	Create agenda and sign-in sheets for workshop or class.

Facilitating the workshop

<input type="checkbox"/>	*Provide name tags or name tents and markers.
<input type="checkbox"/>	*Provide a handout for each participant that includes an agenda and a Participant Workshop Evaluation form.
<input type="checkbox"/>	*Provide a sign in sheet that includes contact information (name, company, phone, email).
<input type="checkbox"/>	*Provide the Class Sign-in Sheet for "Introduction to Partnering Part II" for ADOT employees.
<input type="checkbox"/>	*Provide flip charts, markers, projector, computer and other equipment as required.
<input type="checkbox"/>	

Post Workshop requirements

<input type="checkbox"/>	**Complete a customized Partnering Workshop Report, Evaluation Summary and Attendance List.
<input type="checkbox"/>	Inform the RE and the contractor project manager that a "Facilitator Performance Evaluation" form is available.
<input type="checkbox"/>	Send the Workshop Report (PDF), PEP form with the subgoals (fillable PDF) and Action Plan (Word) to the project team within seven calendar days.
<input type="checkbox"/>	Return the ADOT Class Sign-In Sheet to Partneringinfo@azdot.gov.
<input type="checkbox"/>	*Enter the PEP subgoals into the PEP system.
<input type="checkbox"/>	*Send an email to the Partnering PEP Administrator requesting champion rights for the project champions.
<input type="checkbox"/>	*Scan the workshop evaluations and save them in the project folder.
<input type="checkbox"/>	*Scan the sign-in sheets and save them in the project folder.
<input type="checkbox"/>	*Copy all email addresses to the Master List.
<input type="checkbox"/>	*Add the pertinent information to the Partnering Services Database (evaluation data, partnering tip data, report in the G drive check box, Champion pilot checkbox, completed date, fees and facility data, pertinent comments).
<input type="checkbox"/>	Follow the QC protocol for what information is maintained in the construction folder on the share drive. Delete items that are not required to be housed in the construction folder or save them to a personal folder.
<input type="checkbox"/>	Check PEP periodically throughout the project.
<input type="checkbox"/>	Consultants and APFN members are to provide follow up, additional consultation or facilitation during the project if requested by the Partnering Office.

*Task will be completed by facilitator support staff when possible.

**Facilitator drafts Workshop Report and sends to facilitator support staff. Facilitator support staff adds the Evaluation Summary and Attendee List to the Workshop Report and returns to facilitator. Facilitator reviews information using "Track Changes" to highlight any errors in the information and returns Workshop Report to facilitator support staff. Facilitator finalizes the Workshop Report and sends to Project Manager for review and approval. Facilitator sends approved final Workshop Report to project team and facilitator support staff. Facilitator support staff enters PEP and database information.

