



ODOT Close Out Summary

Initiative Name: LPLT 2015-02: Local Project Delivery Training
Chartered by: Local Program Leadership Team (LPLT)
Start Date: January 2015
End Date: February 2016
Contact Information for the work completed:

Cole Grisham, Local Public Agency Coordinator (Email: Nicholas.grisham@odot.state.or.us; Phone: 503.986.3531)

Problem/Opportunity Statement

ODOT lacks a clear and coordinated training program for Federal-aid local project delivery. Without a training program, ODOT risks inconsistent application of state and federal requirements and potential project delivery delays. Surveys of ODOT and LPA staff show a need for more training in environmental, federal funding, right of way, intergovernmental agreements, and project management. Surveys also show a need for 'soft skills' training, working through existing training sources, and making state and federal processes easier to understand.

Purpose & Goal Statement(s) (Expected Results)

Purpose of the work:

Develop coordinated guidance for LPA and ODOT federal-aid local project delivery training.

Specific goals of the work:

- Define training program structure
- Define training process
- Develop core competencies
- Identify resources
- Develop training evaluation mechanisms

Summary of the Work

Task or Goal	Status
Define Training Structure	Complete
Define Training Process	<i>In Progress (Review PDLT Initiative)</i>
Prepare Needs Assessment for LPLT Review & Approval	Complete
Develop Core Competencies	Complete
Develop Coordinated Training List	<i>In Progress (Defer and work with T2)</i>
Develop Region Workshop Guidance	<i>In Progress (At LPLT for review)</i>
Submit closeout report, storyboard, and guidance to LPLT	<i>In Progress (At LPLT for review; finalize May meeting)</i>

Results Achieved

- Creation of three-tiered structure for short-, mid-, and long-term training
- Establishment of region and HQ responsibilities for training
- Creation of broad federal-aid local project delivery core competencies
- Creation of region workshop guidance

Lessons Learned

The initiative was more complex than other LPLT tasks and followed a different model than other Change Framework initiatives.

- Training process
- Team size and structure
- Experience of team lead
- Sponsor, lead, facilitator, and communications roles
- Developing Coordinated Training List

Additional Information

Key documents from the initiative include:

- Final storyboard
- Training survey results
- Background research summary
- Training needs assessment
- Training process example
- “Federal-Aid Local Project Delivery: Training and Development Guide”

Next Steps and New Contact

A few tasks remain unfinished while others were intended to be complete post-initiative.

Task or Goal	Plan
Finalize guide and supporting documents	<ul style="list-style-type: none"> • LPLT members review and provide comments • LPLT finalize in May; post to website for use
Training process	<ul style="list-style-type: none"> • Combine with PDLT Initiative
Training resources	<ul style="list-style-type: none"> • Identify options with LPLT
Evaluation mechanisms	<ul style="list-style-type: none"> • Review competencies, guidance, and workshop feedback in 2017 • Revise training guide as necessary
Region workshop scheduling	<ul style="list-style-type: none"> • Discuss at April LPLT
Coordinated Training List	<ul style="list-style-type: none"> • Form small group to finish CTL • Work with T2 to finalize