	On-Boarding	Description
1	Life of a Project	This module provides an overview of the Planning, Project Development and Environment (PD&E), Design, Right of Way (R/W), Construction, and Maintenance phases that make up the life of a project. Includes discussion on the sequence and interrelation between these phases.
2	Role of FDOT Project Managers	This module provides a basic understanding of project/program management roles relating to contract administration, coordination, and communication. Includes discussion on FDOT CORE Values and team building.
3	Intro to Project Schedule	This module provides a general overview on the creation and management of project schedules. Includes discussion on critical path, milestones, float, identifying potential "risks", and available resources.
4	Project Delivery Applications	This module provides an overview of Project Suite Enterprise Edition (PSEE), Statewide Environmental Project Tracker (SWEPT), and ProjectSolve SharePoint (PSSP). Includes a discussion on levels of access, application structure, and primary uses by PD&E, Design, and Construction offices.
5	Project Management Resources	This module provides an overview of available tools for managing projects, and where to find needed information on critical topics. Includes an exploration of Department web pages and the options for requesting support or assistance. Also includes a brief overview of the Disbursement Handbook.
6	Procurement Process Overview	This module provides a basic understanding of the sequential steps in the FDOT procurement process. Includes discussion of governing state laws and rules that assure fair and open competition when selecting a service provider.
7	QA/QC	This module provides an overview of the Quality Assurance (QA) and Quality Control (QC) processes for the development of FDOT deliverables. Includes discussion of performance measures for accuracy and completeness, role of the Department and consultants, and QA/QC Management Plan.
8	ERC (Electronic Review Comments) & Document Review	This module presents a comprehensive overview of ERC system. Includes discussion on the submittal creation process, user roles and permissions, comment workflow, and critical dates within the system.
9	Providing Meaningful and Constructive Feedback	This module conveys how to give meaningful and constructive feedback, gaining consensus, and working with others.
10	Consultant Accountability & Evaluation	This module provides a basic summary of consultant's responsibilities and performance regarding quality deliverables and services, meeting milestone dates, and staying within budget. Includes discussion on consultant grades, and Errors & Omissions procedures.
11	Project Coordination & Communication	This module outlines the elements of an effective project coordination and communication plan. Includes discussion of effective communication with internal and external team members, local agencies and public stakeholders, and FDOT management.
12	Technical Writing and Email Etiquette	This module provides best practices used for effective written communication, including reports, memorandums, plan notes, emails, etc. Includes discussion of proper format and salutations for formal communication, Federal Plain Language Guidelines for everyday use, and the basics of email etiquette.
13	Work Program & Project Type	This module provides a basic overview of the FDOT Five-Year Work Program and the types of FDOT projects. Includes discussion of Work Program development, funding categories and allocation, and federal aid.
14	Scope, Staff Hours and Negotiations	This module provides an overview of the negotiations component of the acquisition process. Includes discussion of the development of Scope of Services and Staff Hour estimates, method of compensation, and final determination of fee.
15	Types of Contracts	This module provides an overview of the different types of contracts the FDOT enters with consultants and contractors. Includes discussion of the commonly used contracts for Planning, Design, Right of Way, Construction and Maintenance.