



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

DAVID S. EKERN, P.E.
COMMISSIONER

October 6, 2008

To: City/Town Managers and County Administrators

Subject: Training Opportunities

Over the past several years, localities across the Commonwealth have taken increased responsibility for administering transportation projects and programs. Earlier this year, the Commissioner issued a Department Policy Memorandum on the Delivery of Locally Administered Programs and Projects which emphasized the importance of VDOT's partnership with local governments. One of the key VDOT responsibilities outlined in this policy was the commitment to making innovative training opportunities available to our local partners. I want to inform you of upcoming training that we are able to open to our local partners through affiliations both within and outside of the Department.

Project Management Development Program

VDOT believes in the value of project management skills and offers the Project Management Development Program (PMDP) to ensure our employees have the skills needed to successfully manage projects. Content for the Program is reviewed and approved by George Washington University and the training is delivered through a contract with ESI, a professional training company.

Through VDOT's contract with ESI, we are able to offer you, our partners, discounted pricing for the PMDP classes. These discounts offer significant savings off the ESI publicly offered courses. You will also be taking classes with VDOT project managers, which will help to continue to strengthen our working relationship. We are excited to extend this opportunity to you.

Associate's Level Courses – These courses are targeted to project managers of projects requiring no project plans or minimum project plans which are small in nature and have a short duration of a single season or less. Courses for the associate's level include: Managing Projects; Project Leadership, Management, and Communications; Scheduling and Cost Control; and Risk Management.

Master's Level Courses – These courses are targeted to project managers of projects requiring full construction plans which are complex in nature and have a duration which spans multiple seasons. Courses for the Masters level include: Contract Management Principles and Practices; Negotiation Skills for Project Managers; Financial Management for Project and Contract Managers; and Project Management Applications.

City/Town Managers and County Administrators
October 6, 2008
Page Two

Virginia Local Technical Assistance Program

The Virginia Local Technical Assistance Program (Virginia LTAP) located at the University of Virginia's Center for Transportation Studies, offers low cost workshops targeted to the technical training needs of Virginia's localities. A complete listing of their offerings can be found at: <http://ltap.cts.virginia.edu/>.

Other Training Opportunities

Training is also available through the National Highway Institute (NHI) on a variety of topics related to delivery of federally funded transportation projects. Additional information on NHI courses is available at: <http://www.nhi.fhwa.dot.gov/home.aspx>. The NHI is actively working to make more courses available in a web-based format and recently released a short version of their "Federal Aid 101" online.

It is our goal to continue to provide you with relevant and informative training opportunities to support you in your management and delivery of transportation projects. The Local Partnership Team is planning a new series of workshops in 2009 for outreach on the new Guide for Local Administration of VDOT Projects and the Commissioner's Policy on the Delivery of Locally Administered Programs and Projects.

For the most up-to-date information on available training and resources, please visit our webpage at: <http://www.virginiadot.org/business/local-assistance-lpt.asp>. We will post a schedule of the upcoming Project Management Development Program courses, VDOT training, and a link to the LTAP schedule on this webpage and will provide regular updates through your local VDOT contacts.

As always, if you have questions or need assistance, please contact me or a member of our staff. I can be reached at (804) 786-2745.

Sincerely,



Michael A. Estes, P.E.
Director, Local Assistance Division

cc: Virginia Municipal League
Virginia Association of Counties
Urban Program Managers
Residency Administrators