Resources for Program Managers

- Programs
  - ProjectWise
  - PrimaVera
  - P2S
  - Integrated Transportation Management System (ITMS)
  - e-STIP
- On-Line Training – Learning Management System (LMS)
  - Professional Services
    - Procurement and Administration of Professional Services Contracting
    - Contracting Types and Methods of Payment
    - Contract Ethics
    - Contracting Types/Methods of Payment
    - Request for Professional Services/Package A
    - Consultant Selection
    - Contract Negotiation
    - Contract Administration – Overview
    - Contract Administration – Invoicing and Payment
    - Contract Administration – Contract Modifications
    - Contract Administration – Contract Closeout
  - SC State Employee Code of Conduct and Workplace Ethics
  - SCDOT Operations FHWA
  - Time Management
- Courses Available
  - Introducing Highway Federal-Aid (web-based) (NHI 310115)
  - Federal-Aid Highways 101 (NHI 310110)
  - Contract Administration Core Curriculum (NHI 134077)
  - NEPA and the Transportation Decision Making Process (NHI 142005)
  - Applying Section 4(f): Putting Policy into Practice (NHI 142073)
  - Fundamentals of Environmental Justice (NHI 142042)
  - Performance-based Planning and Programming (NHI 138007)
  - Planning & Designing for Pedestrian Safety (NHI 380091)
  - Roadway Safety Design (NHI 380032A)
  - Public Involvement in the Transportation Decision Making Process (NHI 142036)
  - Microstation V8i SS3 Level 1 Training (register in LMS)
  - ITMS 100 - Introduction to ITMS (register in LMS)
  - Preconstruction Training
    - Local Public Agency Academy
    - Public Rights of Way Accessibility Guidelines
    - Utility Coordination Training
    - Effective Presentation Skills
    - Risk Management Class (under development)
- Professional Development Courses
  - Writing Skills for Transportation Professionals (T3S – register in LMS)
  - Microsoft One Note (register in LMS)
  - Microsoft Access, Excel, Outlook, PowerPoint, Word (register in ITS Training Center)
  - Seven Habits of Highly Effective People (register in LMS)
  - Dealing with Difficult People (T3S – register in LMS)
  - Customer Service Leadership (register in LMS)
  - Essence of Leadership (register in LMS)
  - Fundamentals of Human Resource Management (register in LMS)
- Written Guidance
  - Manual for Procurement, Management, and Administration of Engineering and Design Related Services (PM&A Manual) http://info2.scdot.org/professionalserv/HostDocs/PSCO-Manual-5-1-2018.pdf and Departmental Directive 41 (DD41) http://iwww.dot.state.sc.us/pdf/departmental_directives/DD41.pdf
  - SCDOT Contract Manager Training Manual
  - Transportation Planning Process (http://iwww.dot.state.sc.us/planning/pdfs/TransportationPlanningProcess.pdf)
  - Guideshare Process Directive (http://iwww.dot.state.sc.us/planning/pdfs/Guideshare_Process_Directive.pdf)
  - Statewide Transporation Improvement Program (STIP) (http://www.scdot.org/inside/planning-stip.aspx)
  - STIP Administration and Coordination Process (http://iwww.dot.state.sc.us/planning/pdfs/Stip_process.pdf)
  - SC Multimodal Transporation Plan (http://www.scdot.org/Multimodal/default.aspx)

- Applying Risk Analysis, Value Engineering, and Other Innovative Solutions for Project Delivery (http://www.trb.org/main/blurbs/176394.aspx)
- Master List of Design Documents (http://www.scdot.org/business/pdf/Design%20References.pdf)
- Local Public Agency (LPA) Administration: https://www.scdot.org/business/lpa.aspx
- "C"- Program: https://www.scdot.org/projects/c-program.aspx
- Transportation Alternative Program (TAP) https://www.scdot.org/projects/community-transportation-alternatives.aspx
- SCDOT Utility Coordination Training http://iwww.dot.state.sc.us/RightofWay/documents/SCDOTUtilityClass.pdf (goes with the 3 day class available once a year)