

## Training Goals

The I-94 Advanced Bridges Small Business Enterprise (SBE) Training Program is designed to provide up to eight certified SBEs with design experience working in a collaborative project office environment to support future MDOT Service Prequalification in specific design service prequalification categories. Goals of the program include:

- Small Businesses meet or exceed 20% participation on the Advanced Bridges design.
- Increase the number of MDOT prequalified SBE consultants through the delivery of the I-94 Advanced Bridges Program.
- Increase the technical capacity of SBEs through project delivery experience gained in a mentoring environment.
- Enhance the business acumen of SBE owners through senior leadership training which focuses on project delivery, strategic planning, sales/marketing, business/operations and human resource management.

## Training Schedule

The I-94 Advanced Bridges SBE Training Program will be implemented over a 12-month design schedule, with the majority of the work performed within a dedicated project office. The schedule below outlines the critical training program activities to be led by MDOT and their Owner's Representative Consultant over the life of the Advanced Bridges design phase.

	2015		2016			
	Q3	Q4	Q1	Q2	Q3	Q4
	J	A	S	O	N	D
<b>Project Office</b>						
Temp. office (HNTB Detroit/MDOT DSC)						
Perm. office (Detroit One Center)						
<b>Small Business Development Training</b>						
<b>PROGRAM DEVELOPMENT</b>						
Develop training program materials						
SBE assessment/scope verification						
Development personal training program						
MDOT selection						
SBE contract authorization						
Train-the-Trainer Workshop						
<b>SMALL BUSINESS SENIOR LEADERSHIP TRAINING</b>						
Module I: Business Operations						
Module II: Marketing & Sales						
Module III: Business & Financial Mgmt						
Module IV: Human Resources Mgmt						
<b>SMALL BUSINESS TECHNICAL TRAINING</b>						
Module V: Core Skills						
ProjectWise, Blue Beam/Adobe Markup						
Microstation						
Geopak						
Module VI: MDOT PPMS/Work Planning						
Module VII: Plan Development & Packaging						
Module VIII: Specifications & Estimates						
Module IX: E-Proposal						
Module X: Design Assistance during Constr.						
<b>PROGRAM EVALUATIONS</b>						
<b>INTERIM EVALUATIONS</b>						
Monthly over-the-shoulder submittals						
Monthly Senior Leadership Meetings						
Base plan submittal						
Preliminary plan submittal						
OEC plan submittal						
<b>FINAL EVALUATION</b>						
<b>PROGRAM DOCUMENTATION</b>						

## Key Training Elements



A tailored training and mentoring program will be developed for each SBE participant with the content of the training program to include measurable performance goals. The program will focus on Group Senior Leadership Training and Technical Training and provide professional development credit hours as well as informal one-on-one mentoring sessions.

### Senior Leadership Training

One-on-one training sessions will be conducted monthly with each SBE owner to enhance their business skills. Additionally, at these training sessions MDOT will provide real-time feedback on SBE project performance.

### Technical Training

Technical training will include core skills to enhance SBE technical staff experience utilizing MDOT equipment and software needed to successfully complete their design responsibilities. The five remaining technical training modules focus on providing SBEs an understanding of the MDOT way of developing plans, specs, and estimates with the training to support just-in-time application on planned work activities.

## Program Evaluations

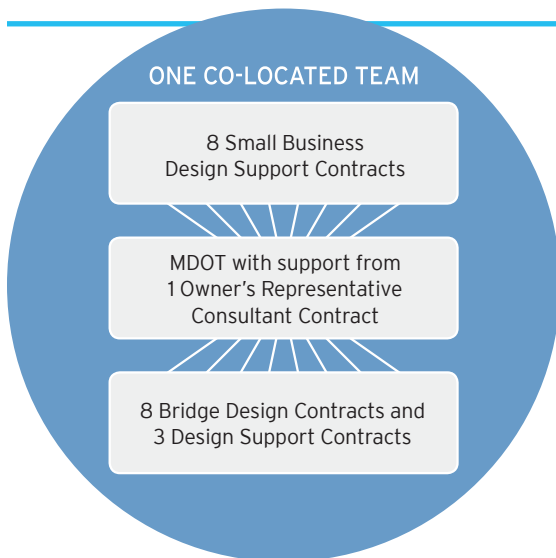
SBE performance will be monitored by MDOT and their Owner's Representative Consultant, with interim evaluations provided at each milestone design submittal review and for select monthly over-the-shoulder submittal reviews. These interim evaluations will provide SBEs a scorecard on performance metrics and identify focus areas of future on-the-job training opportunities. Final evaluations will be provided once the final plan/proposal packages have been submitted to MDOT. Additionally, SBEs will provide constructive feedback on MDOT's training program.

## Program Documentation

Documentation of the development, implementation and delivery of this SBE training program will be a key task on this pilot program. Thorough documentation of this program will support MDOT and potentially other agencies more quickly launch SBE training programs on upcoming infrastructure projects. Program documentation will capture program successes, best practices and lessons learned for application in the future.

Project documentation will include:

- Training Module Facilitator Guides
- SBE Training Workbooks
- Training Videos
- Training Journals
- Training Plans
- Evaluation Forms
- Training Presentations



## Project Team

The team consists of MDOT and their Owner's Representative Consultant along with MDOT's final design team. The final design team includes eight (8) small business design support consultants, eight (8) bridge design consultants and three (3) prequalified design support consultants. The small business design support consultants will gain technical experience in the following MDOT Service Prequalification categories:

- Roads and Streets
- Roadway Geotechnical Investigations
- Maintaining Traffic Plans
- Non-freeway Traffic Signing Plans
- Traffic Signal Design
- Freeway Traffic Signing Plans
- Municipal Utility Design
- Pavement Marking Plans
- Street/Freeway lighting

## Project Office

The project team will be co-located in a dedicated I-94 project office during most of the Advanced Bridges final design phase. Benefits of a project office include the following:

- Team collaboration and continuous communications to improve team productivity
- Mentoring environment to support SBE development with both formal group training sessions and one-on-one "over-the-shoulder" mentoring
- Equipment and software that enables MDOT's final design team to work off a single project file system
- Easy accessibility by project stakeholders who want to provide their input on the project to the project team
- Provides an SBE incubator for both SBE project participants and other interested SBEs who would like to participant in group training events



Local SBE firms participating in the I-94 Advanced Bridges Work Planning Workshop