Thank you to everyone who was able to come out and discuss project schedules! There were a lot of great questions that we were able to discuss and work out. Thank you for coming!

Here are a few keys notes.

- Be aware of the GDOT Project Schedules for each of your assigned projects.

- Project schedules can be supplied by the GDOT Contract Manager, GDOT Project Manager or GDOT Project Ecologist. Upon request, you will receive the Preconstruction Status Report that contains all project schedule dates. However, keep in mind that project schedules can change. In the next few weeks, I will create a data query that will contain schedules for all active projects. I will provide this list to you once a month, so that you are aware of any schedule changes.

- When assessing where the project is in the schedule, do not assume that past dates have been met. For example, if the project does not have an approved NEPA Document, the Baseline Environmental Approval Date has not been met (even if the scheduled date is in the past).

- If your project is behind schedule, let the GDOT Contract Manager, GDOT Project Manager and GDOT Project Ecologist know as soon as possible! The earlier we are aware, the more options we have to reconcile the situation.

- Please follow the naming protocol for all document, emails and folders. This will help us address your requests much more quickly.

- Please do not email pdf's as an attachment. All document should be uploaded to GDOT's File Exchange site (not your firm's ftp site, please).

- The "Date Due at Agency" data is the most important data to provide when submitting document for review. The procedure to determine this date is in the PowerPoint presentation as well as the handouts I provided following the GPTQ meeting. After looking through the guidance, if you are unclear on how to determine this date, please let me know.

The PowerPoint presentation that was discussed this afternoon can be found on the GDOT File Exchange website. It is labeled "Ecology Timelines 14AUG13." Documents are only available on this site for 60 days. Once we have our SharePoint site up and running, we will store it there for you to access.

Attached is a revised Ecology Document Routing Slip. The required information has not changed. Only some formatting mistakes have been revised.

We have shared a great deal of information over the past two weeks that changes our current procedures. Please take the time to read through everything and let me know if you have questions!

Thank you,
Meg

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