2010 PARTNERING CONFERENCE

“Project Managers Toolbox”

August 10, 2010

Ron Rigney, P.E. & P.L.S.
Director
Division of Program Management
Overview of KYTC
“Project Managers Toolbox”
The following instructions are for accessing the KYTC Project Managers Toolbox:

1. Go to KYTC Internet home page
2. In the address bar highlight the address and type DOT
3. You will access the KYTC IntraNet home page, and under the “Resources” block select “Program Management”
4. This will take you to the Division of Program Management home page, and then select “Toolbox”
5. This will take you to the “Project Managers Toolbox” application
Our Mission

"To provide a safe, efficient, environmentally sound and fiscally responsible transportation system that delivers economic opportunity and enhances the quality of life in Kentucky."

The Kentucky Transportation Cabinet is an executive branch agency responsible for overseeing the development and maintenance of a safe, efficient multi-modal transportation system throughout the commonwealth.

The cabinet manages more than 27,000 miles of highways, including roughly 20,500 miles of secondary roads, 3,600 miles of primary roads, and more than 1,400 interstate and parkway miles. The cabinet also
Kentucky’s 2008 Highway Plan
As Approved by the 2009 General Assembly

“Transportation at a Crossroads:
Choosing the Right Path for Kentucky”

CONGESTION RELIEF

PAVEMENT REPAIR

BRIDGE REPLACEMENT

FUTURE ECONOMY

Steven L. Beshear
Governor
Commonwealth of Kentucky

Joseph W. Prather
Secretary
Kentucky Transportation Cabinet

June, 2009
# USER'S GUIDE

## Table of Contents

- **Introduction**  
- **Home Page**  
- **Highway Project Info Center**  
  - I. SYP Project Info  
  - II. Non-SYP Project Info  
  - III. Active SYP Project Maps  
  - IV. Active Construction  
  - V. Select SYP Project Information  
  - VI. Unscheduled Project Info  
  - VII. Pending  
  - VIII. Pending, Pending  
  - IX. EMARS  
- **EMARS SYP Budget Info**  
- **TC-10 Viewer (PAS)**  
- **Miscellaneous**  
  - A. Historic MARS Project Budget Expenditure Info  
  - B. Projected Expenditure Model Numbers  
  - C. Accelerated Construction Report  
  - D. Federal Aid Fund Report  
  - E. Tentative Project Review Schedule  
  - F. Project Development Academy - "Project Funding"  
  - G. "Overview of FHWA Issuance of Interim Major Project Guidance"  
  - H. Oracle SYP "COST ESCALATOR" User Manual  
  - I. Funding request and design phase funding certification forms  
  - J. June 2008 SYTC Retreat  
- **Toolbox Users Manual**  
- **Aviation**  

---

Appendix A: Description of eMARS Document Types  

(2017 Schedule of Yearly Payroll Period References by Fiscal Month)
The following applications are available in the Project Managers Toolbox:

- **SYP Project Information Center** - Access budget information by entering the PCN number, the TC-10 number, or the SYP Item number
- **Non-SYP Project Information Center** - Access budget information by entering the TC-10 number
- **Pending, Pending** - Access a list of funding requests that are waiting on TC-10s to be prepared
- **Pending** - Access a list of funding requests where the TC-10s have been prepared but not approved
- **Active SYP Projects** - Access information by selecting a county. A county map appears that identifies current active SYP projects within the corresponding county. Click on a yellow, orange, or blue box to access the current status information for the project and to “Zoom To” the project location on aerial photos
- **Active Construction** - Access a listing of active construction projects by county, and click on the PCN number to access the current status of each project
- **TC-10 Viewer (PAS)** - Access an electronic copy of a TC-10 by several means, including TC-10 number, SYP item number, county, and funding program code
- **Unscheduled Project Info** - Access the Division of Planning’s “Unscheduled Projects Information” data system by entering the KYTC district, county, project description, route number, and/or SYP item number
- **Select SYP Project Information** - Access awarded SYP projects or initial R/W phase funding authorizations
- **Miscellaneous** - Several informational type items are available for downloading electronic files or printing hard copies
THANK YOU.