

This webinar is intended for Design Team Leaders, Project Engineers and Engineering Managers involved in project development, including development of the Project Summary.

a. Webinar Registration – Acceptance of the meeting request for the Webinar is participant registration.

b. Preparation for the Webinar - Prior to the webinar, attendees should review and become familiar with the PDMSG document, terminology and resources (i.e. Selection Checklist and Matrix) available on this website. Prior to the Webinar, print out the PDMSG and Appendices to reference during the presentations. Also, module note pages are provided for note taking.

c. Equipment Requirements - Lync should be loaded and active on participants' computers, and either speakers or a headset and needed to listen to the audio. Participants will not use microphones. There will be no conference dial-in.

d. How to link to the Webinar- A meeting request for the Webinar was sent out with a Lync “link”. Click on the link to connect to the Webinar through Lync. Participants should choose the “full audio/video option” and turn off web cameras once in Lync.

e. Using Lync – Microphones must be muted. Type any questions into the Lync window. There are schedule pauses for questions during and at the end of each training module.

f. Group participation -To insure that the Lync connection for the webinar is not overburdened; offices with multiple participants are encouraged to view the webinar together in a conference room.

g. Posted Training Modules - For WSDOT staff unable to participate in the Webinar six training modules used in the Webinar will be made available on this website at a later date.