

GROUP EXERCISE INSTRUCTIONS

The Lesson 4 hands-on utility conflict management exercise consists of approximately 70 minutes of group activity followed by 20 minutes discussion of the results. To ensure success of the lesson, the instructor must prepare a set of handouts for workshop participants before the start of the lesson.

Required Activities before Start of the Workshop

Before the day of the workshop, the instructor must print several sets of design sheets and handouts. One set of documents is necessary for each group, and each group should consist of no more than five participants. As a result, if there are 20 expected workshop participants, the instructor should prepare 4 set of documents.

The folder “Handouts” in the folder “Instructional Materials” on the companion CD contains seven files with materials for this lesson:

- Lesson 4 Group Assignment.pdf
- Lesson 4 Group 1 Exercise Materials.pdf
- Lesson 4 Group 2 Exercise Materials.pdf
- Lesson 4 Group 3 Exercise Materials.pdf
- Lesson 4 Group 4 Exercise Materials.pdf
- Lesson 4 Test Hole Reports.pdf
- Lesson 4 Utility Conflict Solution Sheet.pdf

The exercise uses design sheets from a Georgia DOT project that are shown in the file Lesson 4 group exercise materials. The Lesson 4 group assignment file provides an overview to the instructor of four focus areas, one for each of the four groups. The content of the group exercise material files is essentially the same except that each group is assigned a different focus area. Each file includes 13 design sheets as follows:

- Utility Plans: Legend
- Utility Plans: Utility Pole Data
- Typical Sections
- Utility Plans
- Mainline Plan: Stage 1 Construction
- Mainline Plan: Stage 2 Construction
- Mainline Plan: Stage 3 Construction
- Earthwork Cross Sections (5 sheets)
- Drainage Profiles

One copy of each group exercise material file should be printed on Arch D-size (24x36 inch) paper, which should allow sufficient detail for participants to determine conflicts. If needed, the instructor could print additional pages of the Utility Plans Sheet and Main Plan Sheets that provide a zoom-in of the group focus area. Additionally, the instructor should print

for each group one copy of the file “Lesson 4 Test Hole Reports” (5 pages) in letter size, and one copy of the file “Lesson 4 Utility Conflict Solution Sheet” in Arch D size.

Required Activities during the Workshop

At the beginning of the lesson, the instructor should ask workshop participants to form groups of 4-5 individuals and assign each group a number of 1 through 4. It is not a problem if there are multiple groups with the same number. The exercise is split into three parts as follows:

- Part A: Identify all “potential” conflicts using QLB data (30 min)
- Part B: Evaluate utility conflicts using QLA test hole data sheets (20 min)
- Part C: Prepare alternative and cost analysis for one or more utility conflicts (20 min)

The purpose of Part A is to identify all potential conflicts using QLB data. Each group should receive a set of plan sheets printed on Arch D-size (24x36 inch) paper and should open page 369 in the participant’s binder. This page, continued on page 371, provides a blank utility conflict matrix that should be filled out during the exercise. Participants should fill out the utility conflict matrix up to the column that identifies the type of utility investigation needed. Participants should then determine for each conflict whether there is a need for QLA data. The instructor should tell the audience that at the conclusion of the exercise, each group should give a short (1-2 minutes) presentation of their results and findings. If questions or issues arise during the exercise, the instructor might use zoom-in views provided in the Lesson 4 presentation to discuss these questions. At the conclusion of Part A, provide each group with the “solution” plan sheet that shows all the conflicts identified for the project.

The purpose of Part B is to evaluate conflicts using QLA test hole data sheets. For this part, hand out a copy of the test hole reports to each group. Participants should use this information to confirm or reject potential utility conflicts discovered in Part A of this exercise.

The purpose of Part C is to analyze resolution strategies for one or more utility conflicts. Realistically, the time available is enough for one or two utility conflicts. Participants should use the table provided on page 373 in the participant’s binder. The analysis should also include developing a cost analysis for the alternatives considered. Each group should come up with their own set of alternatives on how to resolve the conflict. After completing Part C, ask each group to give a short presentation describing their results and findings.