**WisDOT Real Estate All In-House Developed Training/Orientation Materials**

Most presentations are available in either a PowerPoint or PDF format.

Contact BTS-RE/Attn: [Sherry Miner](mailto:sherry.miner@dot.wi.gov) 608-266-2370 with questions.

Access issues

Access valuation and appraisal

Acquisition process - a flowchart

Advanced acquisitions

Appraisal formats, theory and application of law

WisDOT RE In-House Developed Training/Orientation Materials

Appraisal inspection and signatures

Appraisal Master Contracting Process

Appraisal methods, qualitative analysis

Assembling the team

Blitz, how to prepare

Business moves

Clearing a parcel

Compensable vs. non-compensable

Consultant services, tips for project managers

Controlling access, Trans 233 and beyond

Cost estimating - on dotnet, in ShareDocs / 2009 folder, then to ‘CostEstimatingProcedures’ file

Current issues in billboard leases - audio CD and manual

Data sheets, 'best practices'

Engineer licensing - requirements effective 08/01/12

Improvement program controls

Intro to Real Estate master contracts and work order process

Life of a highway project - also long winding road flowchart

Litigation issues

LPA RE Seminar 2010 - get individual presentations, or entire 80 page presentation

1. Roles, responsibilities and resources
2. Plat, relocation orders and interests
3. The letting process
4. Acquisition procedures and forms
5. Contracts, qualifications, hiring process and approvals
6. Message from Federal Highways
7. How to determine offering prices, nominal process appraisals
8. Where does real estate acquisition fit in project schedule?, including Flowchart
9. Utility coordination on local projects
10. Reimbursement
11. Real estate certification and file documentation
12. Important odds and ends - railroads, relocations, foreclosures, contaminated properties, airports, litigation, remnants and what’s a blitz

LPA toolbox - review of LPA acquisition process

Negotiating with Indian tribes - contact Kathy Curren for more discussion, also see

* WisDOT's tribal affairs
* Environmental services
* FHWA's Tribal transportation
* US Department of Interior Division of Transportation - Indian Affairs

New agent intro to FHWA

New Real Estate specific employee help

Offering price/administrative revision

Outdoor advertising w/sign flowchart

Overview of appraisal process

PC tips and tricks - all inclusive, or see individual topics…

* Adobe Acrobat 8 for review appraisers
* Apex software tutorial
* Appraisal prep tips - use w/Appraisal Report (Standard Format Before & After), also see compressing appraisal images and READS Esubmit directions
* Change your web homepage - ‘how to’
* [Connecting WisDOT laptops to internet without VPN](file://dotnetdocsp/docs/dtsd/technical/realestate/training/connect-laptop.doc) - includes log on instructions
* Consultant extranet access - log on instructions (same ‘extranet access’
* Create a PDF signature stamp
* DTDView help - ‘how to’ find Real Estate right of way plats
* ESubmit appraisals
* Extranet access – log on instructions (same as ‘Consultant extranet instructions’)
* Extranet web tour - intro to what’s available and accessible to consultants from Real Estate extranet
* Finding key words - help for key words on a web page, in a PDF and/or Word doc
* How to turn off security alert popups
* ImageResizer - application and instructions
* IT services - a ‘how to’ get IT services w/special instructions for access to READS for new staff. Supervisors must complete and submit WisDOT 'Logon ID user access request'
* Optimize scanned PDFS
* Phone features - help for WisDOT staff in using internal phone features
* Protecting (locking)/Unprotecting (unlocking) Word docs
* READS desktop shortcut - ‘how to’ create one
* Search - 'how to search' w/Windows Explorer and save to or view meeting notes, docs, etc. in 'ShareDocs' folders
* Sign flowchart w/outdoor advertising
* Unlock and lock instructions - ‘how to’
* Web conferencing - ‘how to’ host a web conference and share your computer screen
* Web running slow
* Webcast presentations via internet
* WisDOT resources – an intro to Real Estate and key resources available for new staff (refresher for others)

[Planning and project development 1 of 2](file://dotnetdocsp/docs/dtsd/technical/realestate/training/planpd1specialist.ppt), and [2 of 2](file://dotnetdocsp/docs/dtsd/technical/realestate/training/pd2specialist.ppt)

Plat review

[Plats and plans 1 of 2](file://dotnetdocsp/docs/dtsd/technical/realestate/training/platsplans1.ppt), and [2 of 2](file://dotnetdocsp/docs/dtsd/technical/realestate/training/platsplans2.ppt)

Plats and plans: Negotiating Prep, also see updated TPP Basics

Preparing to negotiate - an agency must offer "just compensation"

Presenting the appraisal

Property titles

Purpose of project data book

Razing and removal

[READS training and reference manual](http://dotnet/dtid_real_estate/repm/reads/READS-Training-Reference.pdf) (new READS)

READS training and reference manual (old READS, 2008)

Real Estate awareness for non-Real Estate staff

Real Estate Extranet Web Tour

Reasonable access determinations

Retail gas properties article

Review appraisal purpose - overview

Review appraiser - detailed

Scope of work w/appraisal scope of work

Severance damages

Spiegelberg vs. WisDOT, w/Spiegelberg guidance

Staffing matrix and parcel type definitions

Statutes and regulations

Successful relocations

TPP basics

Uniform Act overview

[WisDOT Consultant & LPA Training](http://www.dot.wisconsin.gov/business/extranet/training.htm) (external staff only)

[WisDOT Learn Center](https://federated.dot.state.wi.us/adfs/ls/IdpInitiatedSignOn.aspx?loginToRp=CornerStone) (internal staff only)

WisDOT Resources

Working effectively