

MDOT ProjectWise and External Access

2016 MDOT – Local Agency Partnering

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Overview

External ProjectWise

Local Agency Access to Projects

Consultant Access to Local Projects

ProjectWise Solution



Electronic Document Submission



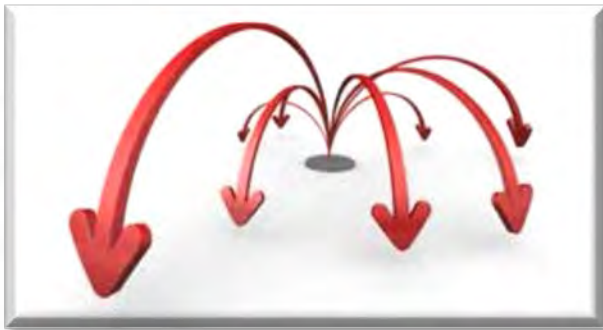
Workflows



Accessible



Secure Storage



Single Source of Truth

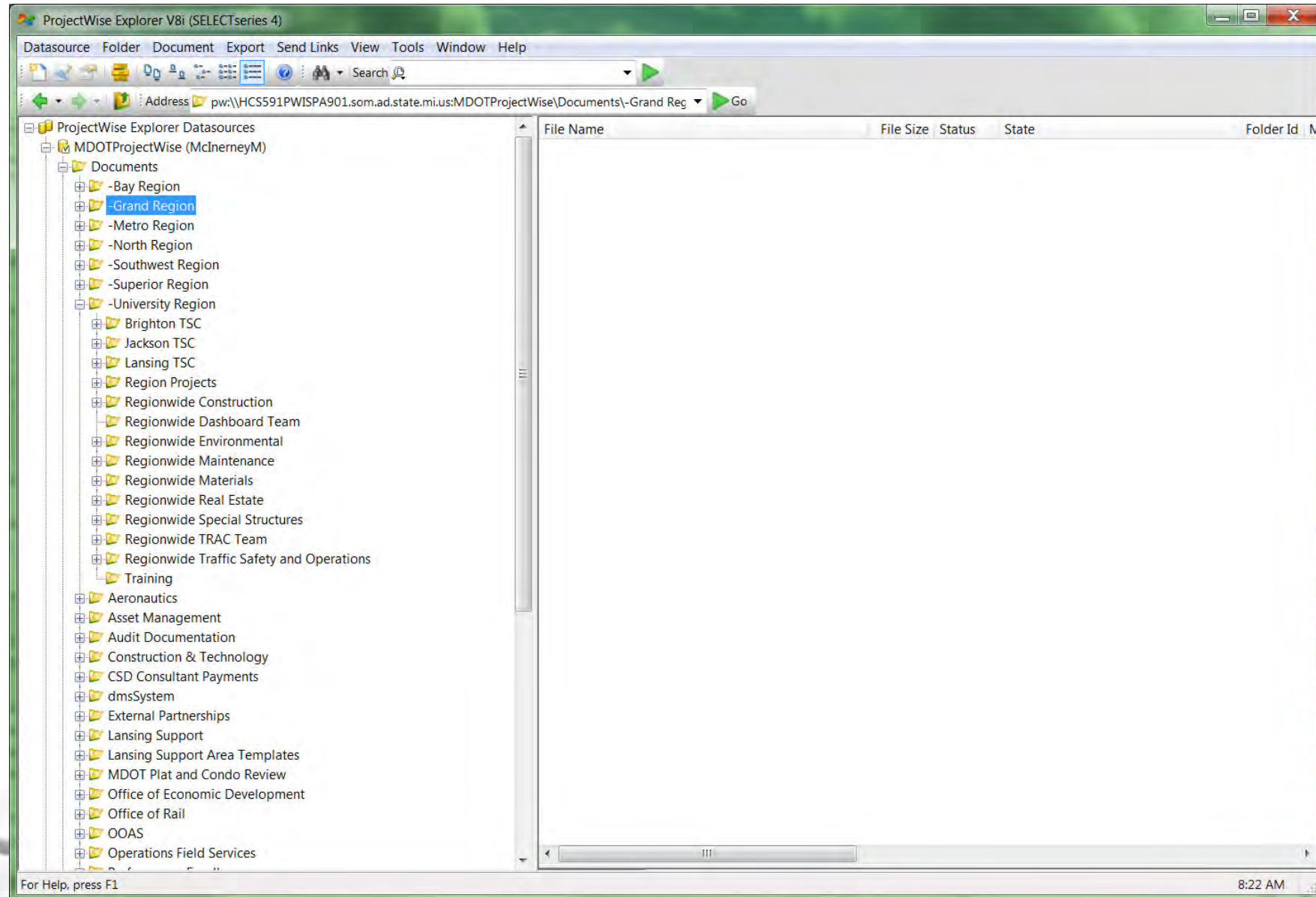


Transparent



Digitally Encrypted Electronic Signatures

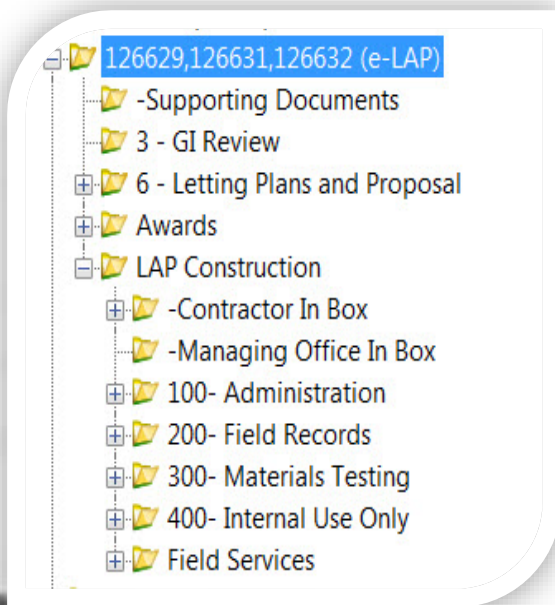
ProjectWise Explorer V8i



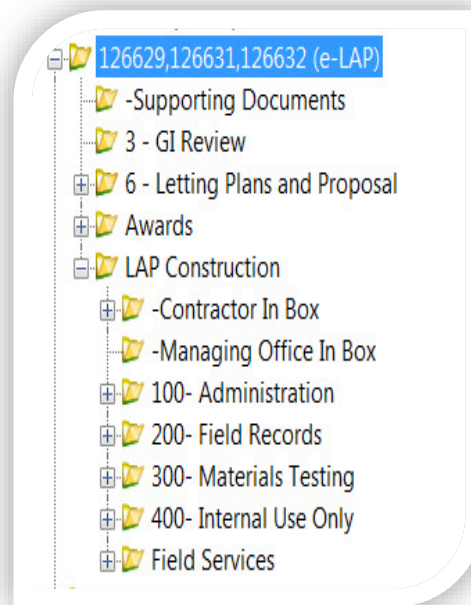
ProjectWise & e-LAP External Access

- 12 LAP Pilots
- Approximately 2000 External Users
 - 1041 Consultants to Date
- Security checks Run Daily
- Folder Permissions Set per Business Participation:

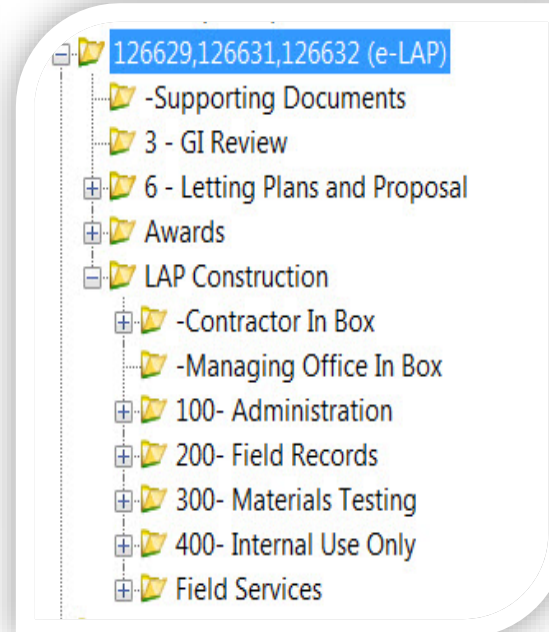
MDOT Employee



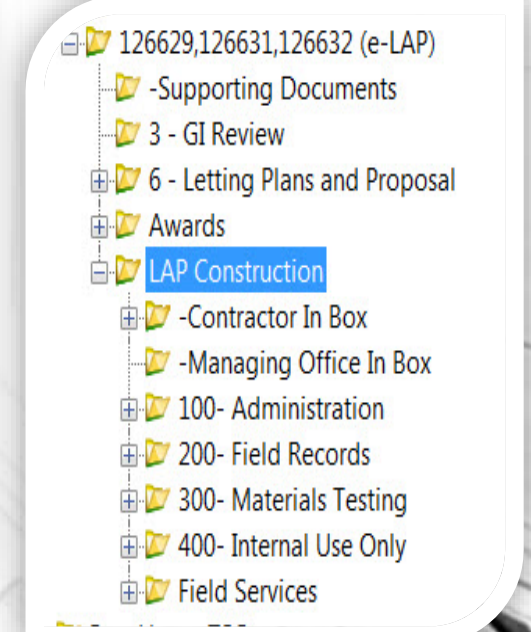
Local Agency



Consultant

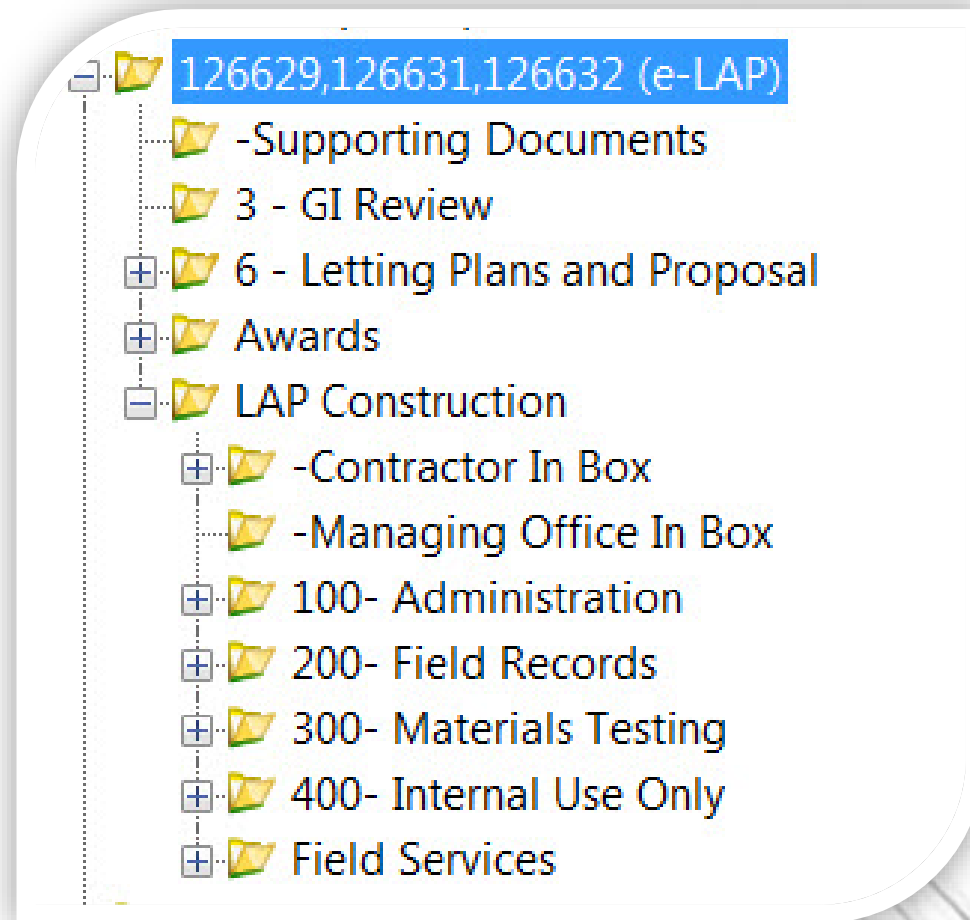


Contractor



ProjectWise e-LAP

- Folders
 - Security & Sharing
 - Business Processes
 - Document Retention
- Workflows
 - Auto-generated & Fillable e-Mails
- Documentation
 - Naming Conventions
 - Folder Template Map
 - Workflow Instructions
 - Web Page



Folder Template Map

- Folder Structure Breakdown
- Descriptions
- File Examples



LAP Folder Map and Contents

E-LAP Base Folder Template Map

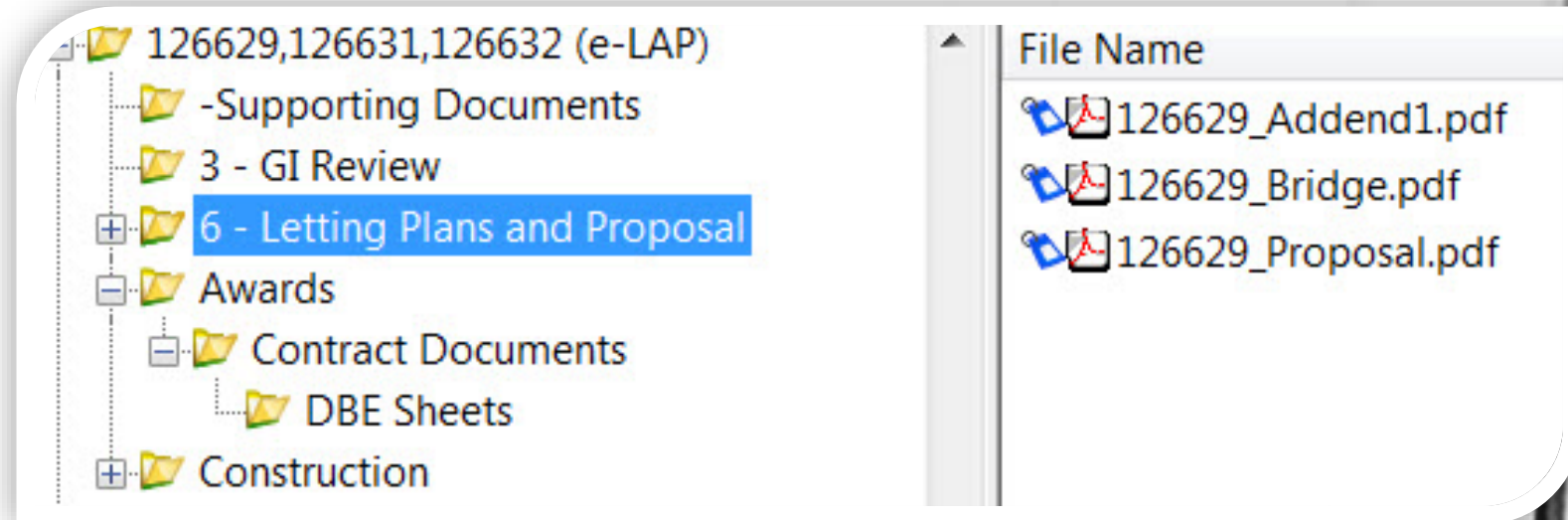
The purpose of this document is to show all of the Project folders located in the template and provide examples/directions of what types of files should go in each one.

Folder Name	Folder Descriptions or File Examples	
Supporting Documents	Advertising Sheet	
	Cost Summary by Proposal Report	
	Duplicate and Decimal Reports	
	SP, NTB and SS Checklists	
	MFOS Report	
	Cover Letter	
	LAP Submission of Plan	
	Notice of Advertisement	
	Schedule of Items	
	Design Exceptions	
	Crash Data Reports	
	Proposal Preparation	Progress Clause
		MOT
Premits		
Unique Special Provisions		
Log Title Sheet		
Log of Project		
Local Special Details		
RR Special Provisions		
Proposal Documents		

Revisions	Any Changes to Documents
	Plan Sheets
	Spec's
GI Review	GI Package
	Plan Set
	Proposal Documents
Letting Plans and Proposal	Complete Proposal
	Final Plan Set, Road and Bridge
Initiate Project	PES Project Record
	XML File, CSV File
	Cost Estimate Reports
NTB Inquiry	All Contractor Inquiries
Awards	Finance Staff
Contract Documents	Contracts and Finance Documents
DBE Sheets	DBE Forms
Construction	See Construction Template Map
	Construction in Box
	MDOT in Box
	100- Administration
	200- Field Records
	300- Materials Testing
400- Internal Use Only	

E-LAP Preconstruction Folders

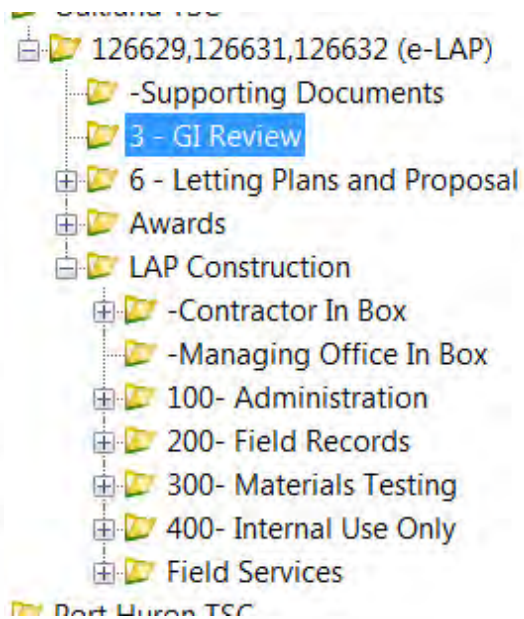
- 'PlanSet' Files
 - Folders by Discipline
 - Security at Folder Level
- PDF Plan Files & Proposal Files
- Ability to Add Sub-Folders



ProjectWise LAP GI Review Workflows

(Package Submittal)

LAP Workflows



**Milestone
Folder**

(Review)

- LAP Submittal
- LAP Staff Review and Approval

Construction Document Management FUSP

12SP-104E-01

MICHIGAN
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION
FOR
CONSTRUCTION DOCUMENT MANAGEMENT

CFS:CF

1 of 3

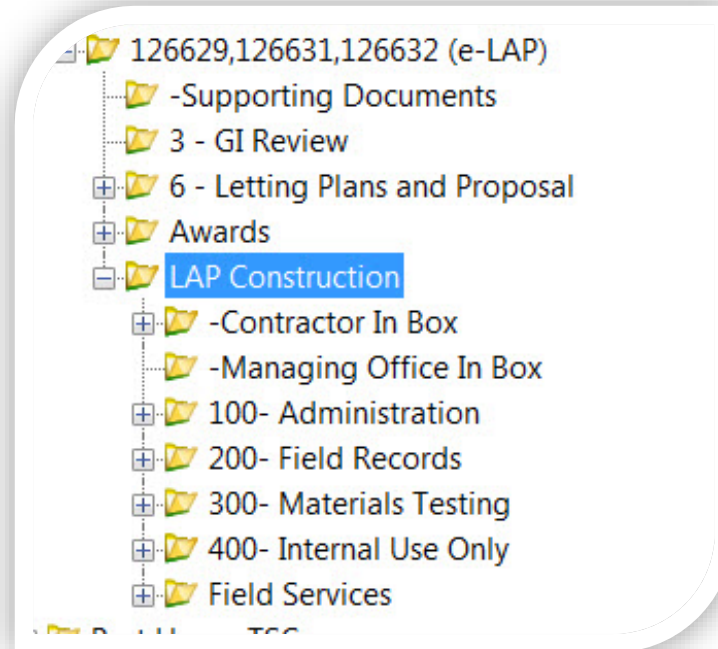
APPR:JJG:DBP:09-09-14
FHWA:APPR: 09-22-14

a. Description. This work consists of providing all materials, labor, and equipment necessary to meet MDOT's construction document management (CDM) system process. Submit all project documentation for this contract in electronic format and place it in MDOT's CDM system, unless otherwise noted in this special provision. No paper documents, faxes, e-mails or other methods/media are permitted except as allowed by this special provision or specifically approved by the Engineer. The Contractor is responsible for keeping all information in the CDM system up to date throughout the execution of the contract.

b. Digitally Encrypted Electronic Signatures. All documents utilized on the project that require signature authorizations must be signed using a validated by MDOT digitally encrypted electronic signature. Submit digitally encrypted signatures using Form 5600, Contractor

ProjectWise & e-LAP Construction

- LAP Projects - when?
- Contract Modifications Folder
- Contractor Claims and Force Account
- Work Orders



Implementation

- Scope of Services
- E-sign Validation Form
- Access and Install
 - No Cost at this time
 - MDOT Datasource
 - Need Admin Rights to Install
 - Sub-vendors
 - Access Request
- Implementation Date ?

Michigan Department
of Transportation
2920 (11/15)

EXTERNAL ACCESS REQUEST FORM PROJECTWISE ACCESS FOR LOCAL AGENCIES

INSTRUCTIONS:

The information on this form is required by MDOT to complete external ProjectWise access for Local Agencies. This form must be completed and supplied electronically, copies of handwritten forms will not be accepted. In order for MDOT to provide individual access to ProjectWise, this form must identify each individual user in your Agency that will be submitting for access to ProjectWise.

Your Agency has full responsibility for notifying MDOT when employee access to ProjectWise should be revoked.

Please submit completed form(s) to MDOT-ProjectWiseLocalAgency@michigan.gov

Company Name:

Federal Employer Identification Number:

Individual Access Request	
Employee Name	Employee E-Mail Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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Authorized Signer's Printed Name

Training

- Website: [www.Michigan.gov/MDOT/Doing Business/Vender Consultant Services/Design Services/MDOT ProjectWise Training](http://www.Michigan.gov/MDOT/Doing%20Business/Vender%20Consultant%20Services/Design%20Services/MDOT%20ProjectWise%20Training)
- Face-to-Face Training - dates and request form on website
- Training Webinars - dates posted on website
- Tips/Tricks Webinars



Summary

12SP-104E-01

- External ProjectWise Submittals
- Implementation
- Training

MICHIGAN
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SPECIAL PROVISION
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CFS:CF

1 of 3

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Questions?

Local Agency process PW questions:

MDOT-ProjectWiseLocalAgency@michigan.gov

