OEC Plans ProjectWise Process

Folder:	 Design PI Project Design Submittal Form 	Workflow:	Package Submittal	Pending SubmittalReview	

State: OEC – P		OEC – Pending Submittal		
PPMS Task:				
Step	Action			
1	 Design Team – Create PDF of: Plan Set and name "JN_Road_OEC.pdf" or "JN_Bridge_OEC.pdf" Proposal and name "JN_Proposal_OEC.pdf" Supporting Documents and name "JN_Supporting_OEC.pdf" NOTE: ROW must be included in plan set 			
2	Design Team – Add PDFs created in step 1 into the '5 – OEC Plans' folder. Digital Pen Plan Set Image: Number of the image of the plan Set Image			
3	 Design Team – Are all OEC Plan related files in the system? Yes, then: Highlight all files located in the '5 – OEC Plans' folder. Then right click and select Change State. Select Next. 			
4	Design Team – Click on OK in the 'Change Document to State' window			
5	Design Team - Add the Project Manger's email address into the system generated email. NOTE: Leave MDOT-Eproposal MDOT-Eproposal address in email. Note: Leave MDOT-Eproposal MDOT-Eproposal Composed for MDOT project manager review. Project Manager - upon review of plans and proposal, please fill out the 0303_Combined Form.pdf located in the '-Supporting Documents in the 'DesignSubmittal Form' folder,' ated under's-OC Plans' (ou will the onage the state on this file to seed out the review otics' Also, you, only poord to seed on a amagil (close out of the other onage)			

State:		OEC – Review	
PPMS Task:			
Step	Action		
1	Project Manager – Upon receipt of email, please review proposal, plans and supporting document		
	packages. If ready, proceed to the next step of initiating the OEC Plan Review.		
2	Project Manager – If files are ready for review, create a Digital Pen Set.		

OEC Plans ProjectWise Process

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Folder:		n PI Project upporting Docume Scope Verification Base Plans Plan Review Marked Final ROW OEC Plans Design Submittal F Digital Pen Plan Se RID_OEC	nts •orm •t	orkflow:	OEC Plan Review	 Pending Ready for System Manager Review System Mgr Approved for Meeting Meeting Scheduled and Ready for Review PM Review in Process Ready for Meeting Design Team Response Complete
State:		OEC – Pend	ing			
PPMS Ta	sk:					
Step					Action	
1	Project Ma Document: NOTE: Thi	<i>inager</i> – Upda s' folder. s is a <i>"livina"</i>	ate and Save	e the 'JN_0 Proiect Mar	303_DPS.pdf fil	e, located in '- Supporting
2	Project Ma	<i>inager</i> – Print	; 'JN_0303_D f'	DPS.pdf' to	PDF and apply	the naming convention of
3	Project Manager – Add file created in step 2 into the 'Design Submittal Form' Folder. NOTE: This file will be used to trigger the rest of the OEC Plan Review workflow process. ProjectWise Explorer V8i (SELECTseries 4) Datasource Folder Document Export View Tools Window Help Datasource Folder Document Export View Tools Window Help Address provide Public Provide Public Provide Public Provide Public Provide Public Public Provide Public P					
4	 Project Manager – Ready for OEC Plans to be reviewed by Region System Manager? Yes, then: Single Left click on the '0303_DPS_OEC.pdf' located in the 'Design Submittal Form' folder. Then right click and select Change State. Select Next. 					
5	Project Ma	<i>inager</i> – Click	on OK in the	e 'Change I	Document to St	ate' window
	Project Ma Add the Sy Manager's address int	inager – stem email to the	FILE MESSAGE	↓ ÷ INSERT OPTION VerhageH@michigan.: MDOT-Eproposal <n< th=""><th>OEC Submittal Ready for IS FORMAT TEXT REVIE 300 DOT-Eproposal@michigan.gov ></th><th>System Manager Approval - Message (Plain Text) W DEVELOPER</th></n<>	OEC Submittal Ready for IS FORMAT TEXT REVIE 300 DOT-Eproposal@michigan.gov >	System Manager Approval - Message (Plain Text) W DEVELOPER

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State:		OEC – Ready for System Manager Approval (5 work days for review)		
PPMS Task:				
Step	Action			
1	System Manager – Upon receipt of email, review Proposal, Plans and Supporting Documents			
2	 System Manager – If approved for OEC review/meeting, then: Single Left click on the '0303_DPS_OEC.pdf' located in the 'Design Submittal Form' folder. Then right click and select Change State. Select Next. 			
3	System Manager – Click on OK in the 'Change Document to State' window			
4	System Ma the Project email addr system ger NOTE: Leav	nager – Add Manager's ess into the erated email. re MDOT- Subject OEC Submittal Approved for Meeting – JN X00000 - Message (Plain Text) Send Send OEC Submittal Approved for Meeting – JN X00000 - Message (Plain Text) FILE MESSAGE INSERT OPTIONS Form - VerhageH@michigan.gov Send Cc Subject OEC Submittal Approved for Meeting – JN X00000 - Message (Plain Text)		
	email.	TOUTESS III The OEC package has been reviewed and approved by the System Manager. The Project Manager may schedule the OEC meeting.		
5	Project Ma scheduling	nager – Upon System Manager approval, create a Digital Pen Set. Then proceed with OEC Meeting.		

State:		OEC – System Manager Approved for Meeting			
PPMS Task:					
Step		Action			
2	Project Ma appointme • Sing • The • Sele	<i>nager</i> – Once digital pen set has been generated then proceed to initiativing meeting ent: gle Left click on the '0303_DPS_OEC.pdf' located in the 'Design Submittal Form' folder. en right click and select Change State. ect Next.			
3	Project Ma	nager – Click on OK in the 'Change Document to State' window			
4	Project Ma • File • Clo • Go • Hig • Cop	 <i>nager</i> – Please do the following to the system generated email: Save (this will save the email into your Drafts Outlook cabinet) se the system generated email into your Outlook Drafts cabinet hlight 'OEC Plans ready for review' email oy and Paste body of email into an newly created Meeting email o Add internal and external Base Plan meeting attendees Use the Contact List located in the '-Supporting Documents' Reference Set. This list includes all Region and Central Office reviewers as well as <u>MDOT-RIDSupport@michigan.gov</u>. <i>NOTE: Have ROW? Remember to invite ROW staff.</i> o Review body of email and update all meeting specific information (see highlighted text below) 			

THE OEC MEETING ON: " <mark>ENTER ROUTE</mark> " CS: " <mark>ENTER CN</mark> " JNs: " <mark>ENTER JNs HERE</mark> ", DESCRIPTION HERE".	; " <mark>ENTER LOCATION</mark>
Work entails: " <mark>ENTER INFORMATION HERE</mark> " "*PLEASE NOTE THATCHANGES OR / OF WORK WILL NOT BE CONSIDERED AT THIS MEETING."	ADDITIONS TO THE SCOPE
The OEC Meeting on this project has been scheduled for "ENTER DATE HERE". " will oversee this meeting and meet interested personnel at MDOT's "ENTER LOCA TIME HERE".	ENTER PROJECT MANAGER" ATION HERE" at " <mark>ENTER</mark>
MDOT Staff: This project will be using the pilot digital pen process for reviewing plans are printed from the Digital Pen Plan Set folder (Digital Pen Plan Set) in Process for reviewing a digital pen. See the attached file for additional instru-	the plans. Please make sure jectWise and that all plan uctions.
non-MDOT invitees: This project will be using Adobe commenting to review the MDOT's ProjectWise. For access into MDOT's ProjectWise system, please notify	plans which are located in the Project Manager.
All digital pen comments need to be placed in ProjectWise by 4:00 pm, " <mark>ADD DA"</mark> OFFICE NAME HERE" to do comment cleanup and redistribute a commented set attendees by " <mark>ADD DATE HERE</mark> " meeting.	<mark>FE HERE</mark> " for the " <mark>ENTER</mark> of prints to all meeting
Electronic plan and proposal documents can be viewed in MDOT's ProjectWise a	t the following location:
Document Link: " <mark>ADD DIGITAL PEN PLAN SEET LINK HERE"</mark>	
Project Manager: "ENTER NAME HERE AND PHONE NUMBER"	
If you have further comments or questions that require discussion, please contact NOTE: Please allow 15 work days for OEC Plan Review.	ct me.



REMINDER: Update RID Checklist then copy it into RID_OEC folder along with other RID files for review. Highlight all files than change state to next to submit to RID Review staff.

State:		OEC – Meeting Scheduled and Ready for Review		
PPMS Task:		3870 – OEC Plan Review (NOTE: 15 work days for review)		
Step		Action		
	OEC Plan R	eviewers – Print dot matrix set and comment using the Digital Pen process or Adobe		
	commentir	ng.		
1				
	NOTE: Reviewers in the same office can share the same dot matrix set and pen. Also, it is			
	recommen	ded that comments are not removed from the pens until after the review meeting.		
2	OEC Plan Reviewers – Upload Digital Pen comments into ProjectWise.			
	Project Ma	nager – After the 15 work day review period:		
2	 Sing 	gle Left click on the '0303_DPS_OEC.pdf' located in the 'Design Submittal Form' folder.		
5	• The	n right click and select Change State.		
	• Sele	ect Next.		
4	Project Ma	nager – Click on OK in the 'Change Document to State' window.		
	NOTE: No	email will be generated.		

State:		OEC – PM Review in Progress			
PPMS Task:		3885 – Project Manager OEC Plan Review (5 work days for review)			
Step		Action			
1	<i>Project Manager</i> – Copy ALL digital pen comment files to the 'Pre-Construction > Record Plan Set				
	Review Cor	mments' folder prior to reviewing the files.			
2	<i>Project Ma</i> the JN's '5	<i>nager</i> – Review and Compile comments on ALL digital pen comment files located under - OEC Plan' folder.			
	Project Ma	nager – Once all comments have reviewed and compiled:			
2	• Sing	gle Left click on the '0303_DPS_OEC.pdf' located in the 'Design Submittal Form' folder.			
5	Then right click and select Change State.				
	• Sele	ect Next.			
4	Project Ma	nager – Click on OK in the 'Change Document to State' window.			
5	Project Ma Add all Rev email addr into the sys generated NOTE: Plea the three e addresses o email.	Imager - risewers's esses esses stem email. see leaver mail on the Imager - risewers' Imager - risewers' esses stem email. VerhageH@michigan.gov Imager - risewers' Send Imager - risewers' Send Imager - risewers' Send Imager - risewers' Send Imager - risewers' Send Imager - risewers' Imager -			

State:		OEC Design Team Response		
PPMS Task:		Design Team (5 work days for review)		
Step		Action		
1	Design Tea	m/Reviewers – Review compiled comments. Reminder: contact Project Manager with		
1	any comments prior to the OEC Plan Meeting.			
	Project Manager – Once the meeting has ocucred:			
2	• Sin	gle Left click on the '0303_DPS_OEC.pdf' located in the 'Design Submittal Form' folder.		
2	• The	en right click and select Change State.		
	Sel	ect Next.		
3	Project Manager – Click on OK in the 'Change Document to State' window.			
4	OEC Plan Review workflow process is now complete.			