OEC Plans
ProjectWise Process

Folder:

Workflow:


Package Submittal
- Pending Submittal
- Review

State:	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.
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 address in email.* *Also, you only need to send one email (close out of the other ones).*

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
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Folder:
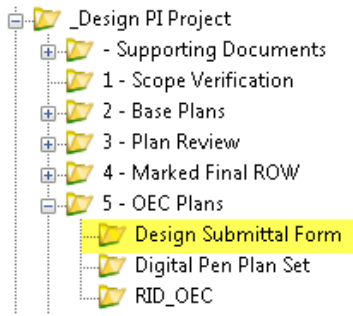
Workflow:

OEC Plan Review
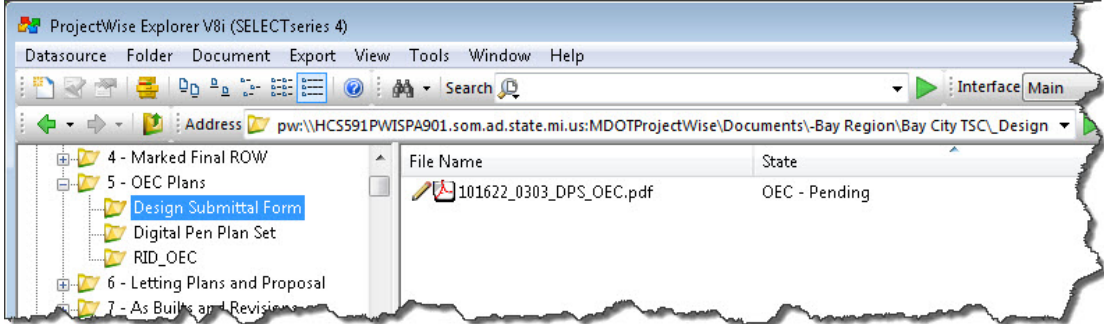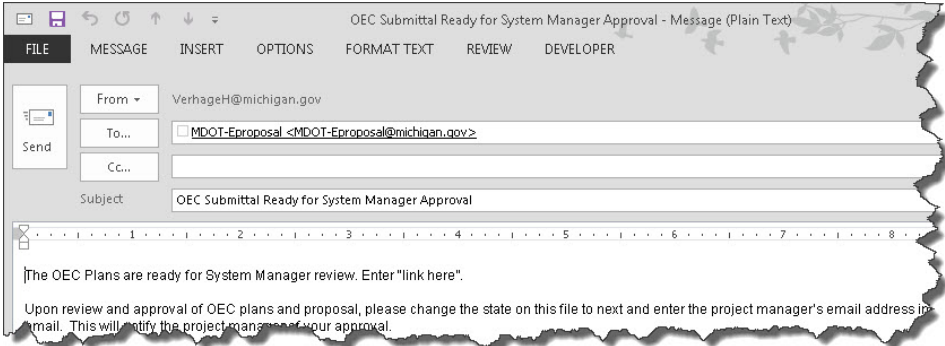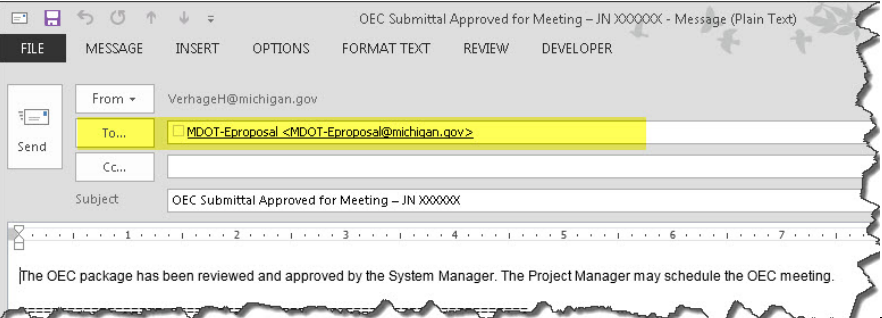
- Pending
- Ready for System Manager Review
- System Mgr Approved for Meeting
- Meeting Scheduled and Ready for Review
- PM Review in Process
- Ready for Meeting
- Design Team Response
- Complete

State:	OEC – Pending
PPMS Task:	

Step	Action
1	*Project Manager* – Update and Save the 'JN_0303_DPS.pdf file, located in '- Supporting Documents' folder. *NOTE: This is a "living" form. The Project Manager will update this form for each milestone.*
2	*Project Manager* – Print 'JN_0303_DPS.pdf' to PDF and apply the naming convention of 'JN_0303_DPS _OEC.pdf'.
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.*
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 Manager* – Click on OK in the 'Change Document to State' window
6	*Project Manager* – Add the System Manager's email address into the system generated email. *NOTE: Leave MDOT-Eproposal address in email.*

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 packages.
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 Manager* – Add the Project Manager's email address into the system generated email. *NOTE: Leave MDOT-Eproposal address in email.*
5	*Project Manager* – Upon System Manager approval, create a Digital Pen Set. Then proceed with scheduling OEC Meeting.

State:	OEC – System Manager Approved for Meeting
PPMS Task:	

Step	Action
2	*Project Manager* – Once digital pen set has been generated then proceed to initiativing meeting appointment: • 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	*Project Manager* – Click on OK in the 'Change Document to State' window

4	*Project Manager* – Please do the following to the system generated email:
	• File > Save (this will save the email into your Drafts Outlook cabinet)
	• Close the system generated email
	• Go into your Outlook Drafts cabinet
	• Highlight 'OEC Plans ready for review' email
	• Copy 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 MDOT-RIDSupport@michigan.gov.
	        NOTE: Have ROW? Remember to invite ROW staff.
	    o Review body of email and update all meeting specific information (see highlighted text below)

| | THE OEC MEETING ON: "ENTER ROUTE" CS: "ENTER CN" JNs: "ENTER JNs HERE"; "ENTER LOCATION DESCRIPTION HERE".

Work entails: "ENTER INFORMATION HERE" "*PLEASE NOTE THATCHANGES OR ADDITIONS TO THE SCOPE OF WORK WILL NOT BE CONSIDERED AT THIS MEETING."

The OEC Meeting on this project has been scheduled for "ENTER DATE HERE". "ENTER PROJECT MANAGER" will oversee this meeting and meet interested personnel at MDOT's "ENTER LOCATION HERE" at "ENTER TIME HERE".

MDOT Staff: This project will be using the pilot digital pen process for reviewing the plans. Please make sure plans are printed from the Digital Pen Plan Set folder (Digital Pen Plan Set) in ProjectWise and that all plan comments are done using a digital pen. See the attached file for additional instructions.

non-MDOT invitees: This project will be using Adobe commenting to review the plans which are located in MDOT's ProjectWise. For access into MDOT's ProjectWise system, please notify the Project Manager.

All digital pen comments need to be placed in ProjectWise by 4:00 pm, "ADD DATE HERE" for the "ENTER OFFICE NAME HERE" to do comment cleanup and redistribute a commented set of prints to all meeting attendees by "ADD DATE HERE" meeting.

Electronic plan and proposal documents can be viewed in MDOT's ProjectWise at the following location:

Document Link:
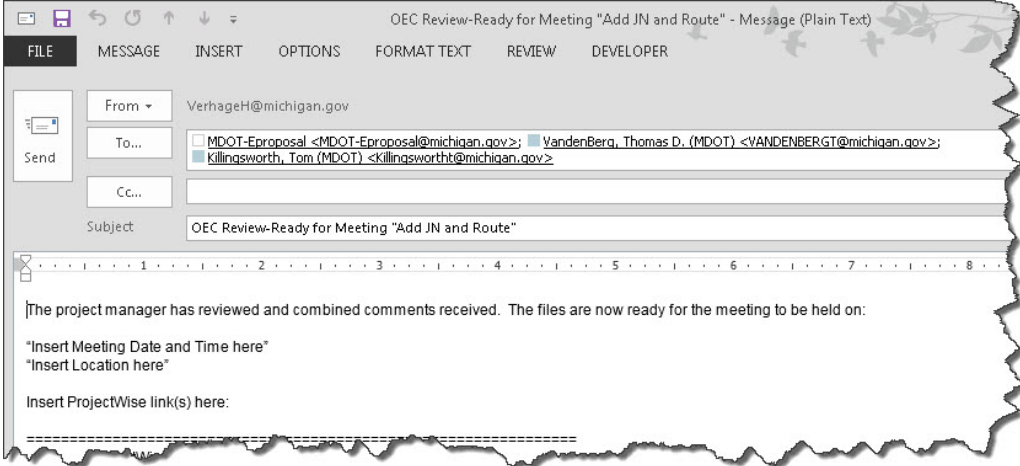"ADD DIGITAL PEN PLAN SEET LINK HERE"

Project Manager: "ENTER NAME HERE AND PHONE NUMBER"

If you have further comments or questions that require discussion, please contact me.
NOTE: Please allow 15 work days for OEC Plan Review. |

	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
1	*OEC Plan Reviewers* – Print dot matrix set and comment using the Digital Pen process or Adobe commenting.

NOTE: Reviewers in the same office can share the same dot matrix set and pen. Also, it is recommended that comments are not removed from the pens until after the review meeting. |
2	*OEC Plan Reviewers* – Upload Digital Pen comments into ProjectWise.
3	*Project Manager* – After the 15 work day review period: • 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.
4	*Project Manager* – 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	*Project Manager* – Copy ALL digital pen comment files to the 'Pre-Construction > Record Plan Set Review Comments' folder prior to reviewing the files.
2	*Project Manager* – Review and Compile comments on ALL digital pen comment files located under the JN's '5 - OEC Plan' folder.
3	*Project Manager* – Once all comments have reviewed and compiled: • 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.
4	*Project Manager* – Click on OK in the 'Change Document to State' window.
5	*Project Manager* - Add all Reviewers' email addresses into the system generated email. *NOTE: Please leave the three email addresses on the email.*

State:	OEC Design Team Response
PPMS Task:	Design Team *(5 work days for review)*
Step	Action
1	*Design Team/Reviewers* – Review compiled comments. Reminder: contact Project Manager with any comments prior to the OEC Plan Meeting.
2	*Project Manager* – Once the meeting has ocucred: • 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	*Project Manager* – Click on OK in the 'Change Document to State' window.
4	*OEC Plan Review workflow process is now complete.*