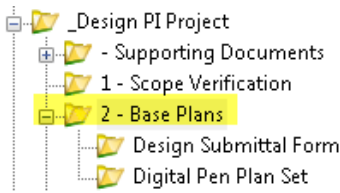
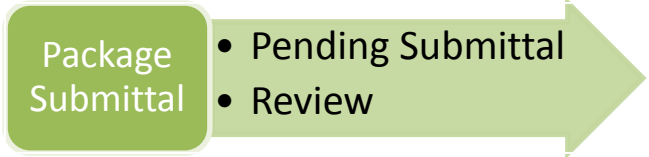


Base Plan Review ProjectWise Process

Folder:



Workflow:

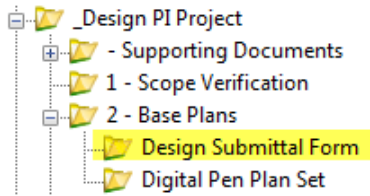


State:	Base Plan – Pending Submittal	
PPMS Task:	3360 – Prepare Base Plans	
Step	Action	
1	<p><i>Design Team</i> – Create PDF of:</p> <ul style="list-style-type: none"> Plan Set and name “JN_Road_Base.pdf”, “JN_Bridge_Base.pdf” Supporting Documents and name “JN_Supporting_Base.pdf” <p><i>NOTE: ROW must be included in Base Plan set.</i></p>	
2	<p><i>Design Team</i> – Add PDFs created in step 1 into the ‘2 – Base Plans’ folder.</p>	
3	<p><i>Design Team</i> – Are all Base Plan related files in the system? Yes, then:</p> <ul style="list-style-type: none"> Highlight all files located in the ‘2 – Base Plans’ folder. Then right click and select Change State. Select Next. 	
4	<p><i>Design Team</i> – Click on OK in the ‘Change Document to State’ window</p>	
5	<p><i>Design Team</i> – Add the Project Manger’s email address into the system generated email</p> <p><i>NOTE: Leave MDOT-Eproposal address in email.</i></p>	

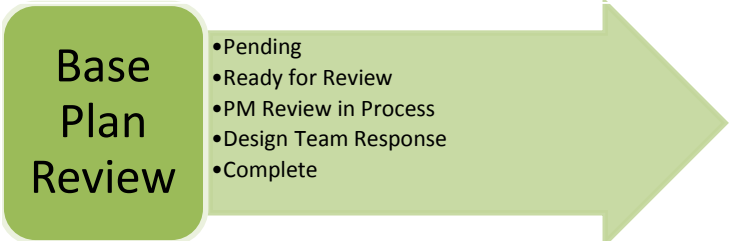
State:	Base Plan – Review	
PPMS Task:	3360 – Prepare Base Plans	
Step	Action	
1	<p><i>Project Manager</i> – Upon receipt of email, please review plans and supporting documents.</p>	
2	<p><i>Project Manager</i> – If plans are ready for review, create a Digital Pen Set.</p>	

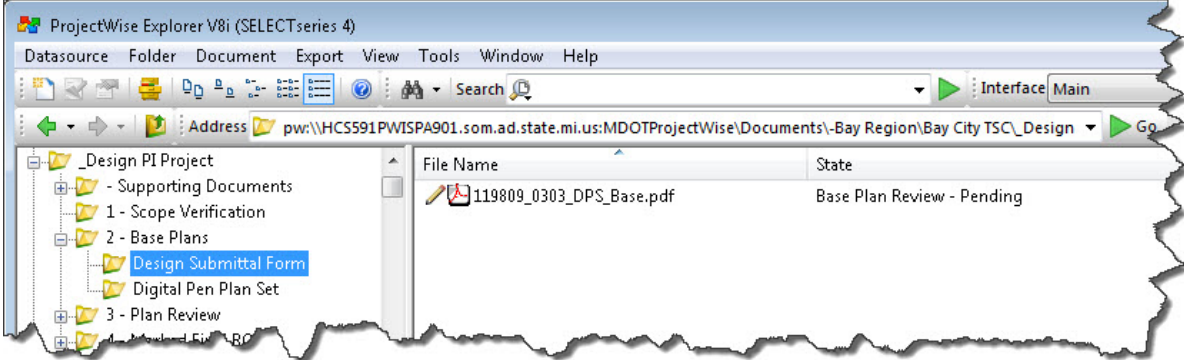
Base Plan Review ProjectWise Process

Folder:



Workflow:



State:	Base Plan Review – Pending
PPMS Task:	3360 – Prepare Base Plans
Step	Action
1	<p><i>Project Manager</i> – Update and Save the ‘JN_0303_DPS.pdf’ file, located in ‘- Supporting Documents’ folder.</p> <p><i>NOTE: This is a “living” form. The Project Manager will update this form at each milestone.</i></p>
2	<p><i>Project Manager</i> – Print ‘JN_0303_DPS.pdf’ to PDF and apply the naming convention of ‘JN_0303_DPS_Base.pdf’.</p>
3	<p><i>Project Manager</i> – Add file created in step 2 into the ‘Design Submittal Form’ Folder.</p>  <p><i>NOTE: This file will be used to trigger the rest of the Base Plan Review workflow process.</i></p>
4	<p><i>Project Manager</i> – Ready for Base Plans to be reviewed? Yes, then:</p> <ul style="list-style-type: none"> • Single Left click on the ‘0303_DPS_Base.pdf’ located in the ‘Design Submittal Form’ folder. • Then right click and select Change State. • Select Next.
5	<p><i>Project Manager</i> – Click on OK in the ‘Change Document to State’ window</p>
6	<p><i>Project Manager</i> – Please do the following to the system generated email:</p> <ul style="list-style-type: none"> • File > Save (this will save the email into your Drafts Outlook cabinet) • Close the system generated email • Go into your Outlook Drafts cabinet • Highlight ‘Base Plans ready for review’ email • Copy and Paste body of email into an newly created Meeting email <ul style="list-style-type: none"> ○ Add internal and external Base Plan meeting attendees <ul style="list-style-type: none"> ▪ Use the Contact List located in the ‘-Supporting Documents’ Reference Set. This list includes all Region and Central Office reviewers. <p><i>NOTE: Have ROW? Remember to invite ROW staff.</i></p>

o Review body of email and update all meeting specific information (see highlighted text below)

THE BASE PLAN MEETING ON: "ENTER MEETING DATE AND TIME HERE"

CS: "ENTER CN" JNs: "ENTER JNs HERE"; "ENTER LOCATION DESCRIPTION HERE".

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

The Base Plan 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".

For MDOT Staff: This project will be using the digital pen process for reviewing the plans. Please make sure plans are printed from the "SUPPLY LINK TO DIGITAL PEN PLAN SET FOLDER" in ProjectWise and that all plan comments are done using a digital pen.

For non-MDOT invitees: This project will be using Adobe commenting for reviewing the plans in MDOT's ProjectWise. For access into MDOT's ProjectWise, please notify the Project Manager.

All digital 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:

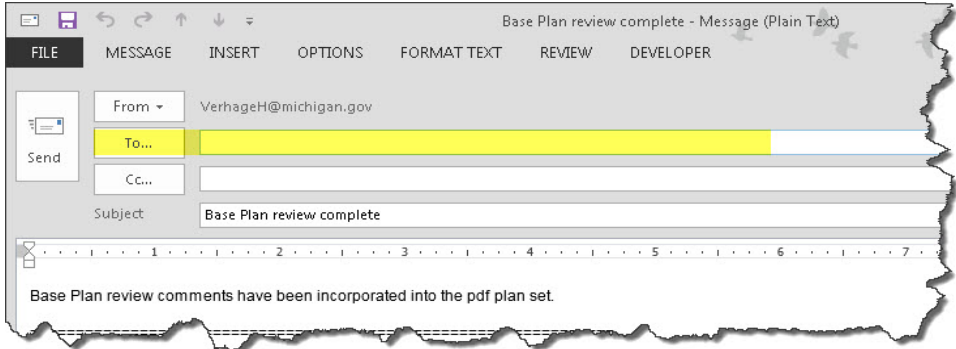
Document Link:
"ADD DIGITAL PEN PLAN SET LINK HERE"

Project Manager: "ENTER NAME HERE AND PHONE NUMBER"

If you have further comments or questions that require discussion, please contact me.

NOTE: Please allow 20 work days for Base Plan Review.

State:	Base Plan Review – Ready for Review
PPMS Task:	3380 – Review Base Plans (<i>NOTE: 20 work days for review</i>)
Step	Action
1	<p><i>Base Plan Reviewers</i> – Print dot matrix set and comment using the Digital Pen process or Adobe commenting.</p> <p><i>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.</i></p>
2	<p><i>Base Plan Reviewers</i> – Upload Digital Pen comments into ProjectWise.</p> <p><i>NOTE: Reviewers may want to dock the pen periodically during the review to update comment file.</i></p>
3	<p><i>Project Manager</i> – After the 20 work day review period,</p> <ul style="list-style-type: none"> • Single Left click on the '0303_DPS_Base.pdf' located in the 'Design Submittal Form' folder. • Then right click and select Change State. • Select Next.
4	<p><i>Project Manager</i> – Click on OK in the 'Change Document to State' window.</p> <p><i>NOTE: No email will be generated.</i></p>

State:	Base Plan Review – PM Review in Progress
PPMS Task:	3395 – Project Manager Base 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 Comments’ folder prior to reviewing the files.
2	<i>Project Manager</i> – Review and Compile comments on ALL digital pen comment files located under the JN’s ‘2 - Base Plan’ folder.
3	<i>Project Manager</i> – Once all comments have reviewed and compiled: <ul style="list-style-type: none"> • Single Left click on the ‘0303_DPS_Base.pdf’ located in the ‘Design Submittal Form’ folder. • Then right click and select Change State. • Select Next.
4	<i>Project Manager</i> – Click on OK in the ‘Change Document to State’ window.
5	<i>Project Manager</i> - Add all Reviewers’ email addresses into the system generated email. 

State:	Base Plan Review – Design Team Response
PPMS Task:	Design Team (5 work days for review)
Step	Action
1	<i>Design Team/Reviewers</i> – Review compiled comments. Reminder: contact Project Manager with any comments prior to the Base Plan Meeting.
2	<i>Project Manager</i> – Once the meeting has ocured: <ul style="list-style-type: none"> • Single Left click on the ‘0303_DPS_Base.pdf’ located in the ‘Design Submittal Form’ folder. • Then right click and select Change State. • Select Next.
3	<i>Project Manager</i> – Click on OK in the ‘Change Document to State’ window.
4	<i>Base Plan Review workflow process is now complete.</i>