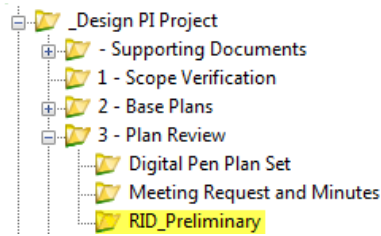
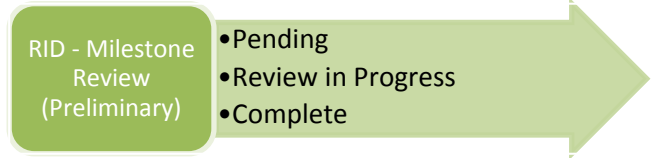


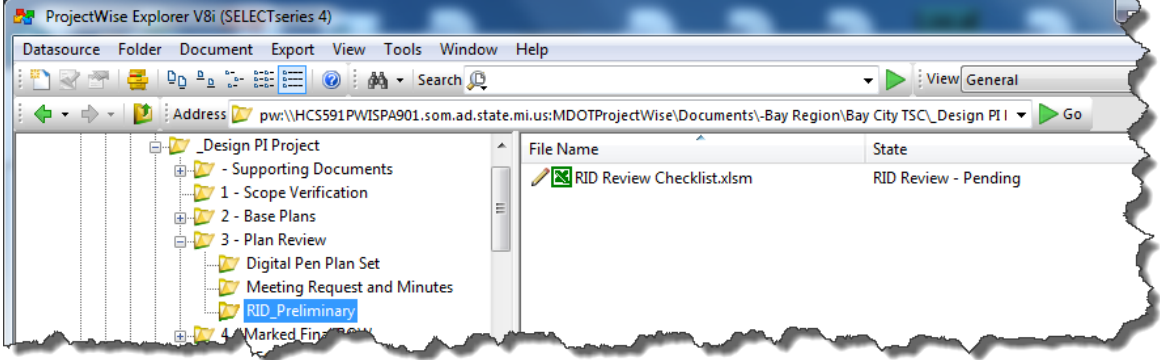
RID Preliminary- Milestone Review ProjectWise Process

Folder:



Workflow:



State:	RID Review – Pending
PPMS Task:	3580 – Develop Preliminary Plans
Step	Action
1	<p><i>Design Team</i> – Create RID Submittal during The Plan Review – Pending Submittal State:</p> <ul style="list-style-type: none"> Place RID files in the ‘RID-Preliminary’ folder per Chapter 5 - RID Process Copy the latest version of the RID Review Checklist.xlsm into the ‘- Supporting Documents’ folder. Complete the preliminary column of the RID Review Checklist.xlsm. If files or categories that are identified with an “R” in the Project Data Requirements Table.pdf are not included please document the reason in the Preliminary Comments Column of the RID Review Checklist.xlsm.
2	<p><i>Project Manager</i> – Copy the RID Review Checklist.xlsm file, located in ‘- Supporting Documents’ folder to ‘RID_Preliminary’ folder.</p> <p><i>NOTE: This is a “living” form. The Project Manager will update this form at each milestone.</i></p> 
3	<p><i>Project Manager</i> – Make sure the RID files are ready for review prior to completing The Plan Review - Pending State.</p>
4	<p><i>Project Manager</i> – Once you ready to initiate the meeting appointment during The Plan Review – Scheduling and Distribution State:</p> <ul style="list-style-type: none"> Single Left click on the files in located in the ‘RID-Preliminary’ 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>

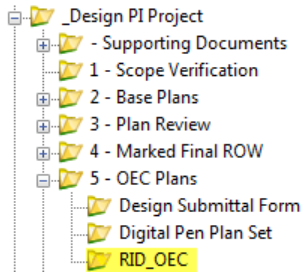
6	<i>Project Manager</i> – Include MDOT-RIDSupport@michigan.gov on the email generated during the state change from The Plan Review – Scheduling and Distribution to The Plan Review-Ready for Review.
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State:	RID Review – Review in Progress
PPMS Task:	3590 – The Plan Review (<i>NOTE: 20 work days for review</i>)
Step	Action
1	<p><i>MDOT-RIDSupport Reviewers</i> – Perform review of the RID files and document comments in the RID Review Checklist.xlsm. Reference saved views in the Preliminary Comments column.</p> <p><i>NOTE: During this state the ‘RID-Preliminary’ folder will be locked for MDOT-RIDSupport review.</i></p>
2	<p><i>MDOT-RIDSupport Reviewers</i> – Copy the RID Review Checklist.xlsm file, located in ‘RID_Preliminary’ folder to ‘- Supporting Documents’ folder. Then add the date to end of the RID Review Checklist.xlsm in the ‘RID_Preliminary’ folder.</p>
3	<p><i>MDOT-RIDSupport Reviewers</i> – After the 20 work day review period:</p> <ul style="list-style-type: none"> • Single Left click on the files in located in the ‘RID-Preliminary’ folder. • Then right click and select Change State. • Select Next.
4	<p><i>MDOT-RIDSupport Reviewers</i> – Click on OK in the ‘Change Document to State’ window.</p> <p><i>NOTE: No email will be generated.</i></p>

State:	RID Review – Complete
PPMS Task:	
Step	Action
1	The files in the ‘RID-Preliminary’ folder will be locked as a time stamp of the submittal and review. Responses from the Design Team or Project Manager should be placed in the Preliminary Comments column of the RID Review Checklist.xlsm which is now in the ‘- Supporting Documents’ folder. The RID files can be copied from the ‘RID-Preliminary’ folder if necessary for discussion.
2	The files can be viewed by the Project Manager and Design Team during the Plan Review – PM Comment Review and Plan Review – Ready for Meeting States.

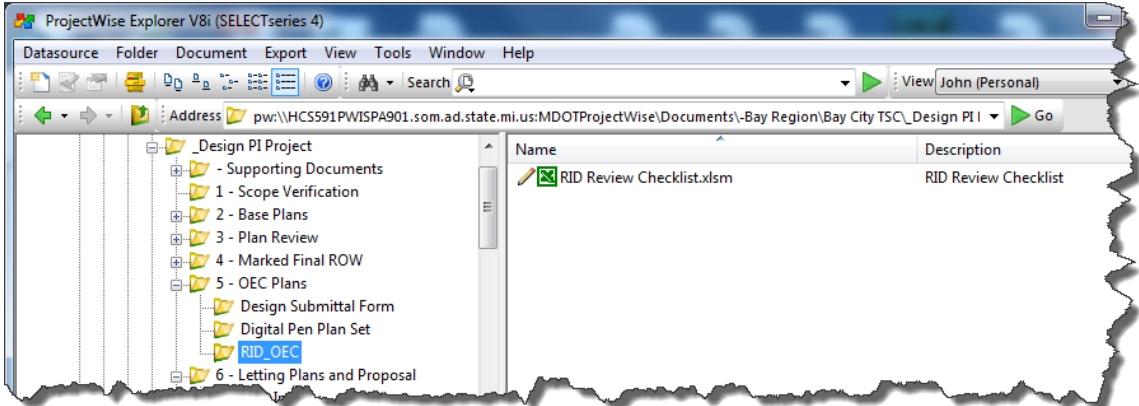
RID OEC- Milestone Review ProjectWise Process

Folder:



Workflow:



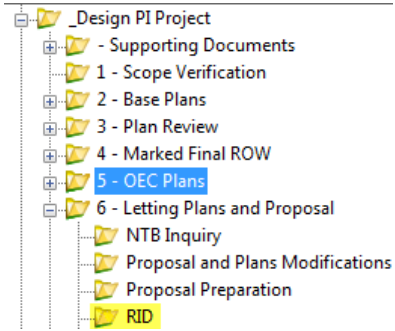
State:	RID Review – Pending
PPMS Task:	
Step	Action
1	<p><i>Design Team</i> – Create RID Submittal during the OEC – Pending Submittal State:</p> <ul style="list-style-type: none"> Place RID files in the ‘RID-OEC’ folder per Chapter 5 - RID Process Respond to comments in the RID Review Checklist.xlsm located in the ‘- Supporting Documents’ folder. Complete the OEC column of the RID Review Checklist.xlsm.
2	<p><i>Project Manager</i> – Copy the RID Review Checklist.xlsm file, located in ‘- Supporting Documents’ folder to ‘RID_OEC’ folder.</p> <p><i>NOTE: This is a “living” form. The Project Manager will update this form at each milestone.</i></p> 
3	<p><i>Project Manager</i> – Make sure the RID files are ready for review prior to completing the OEC - Pending State.</p>
4	<p><i>Project Manager</i> – Once you ready to initiate the meeting appointment during OEC – System Manager Approved for Meeting State:</p> <ul style="list-style-type: none"> Single Left click on the files in located in the ‘RID-OEC’ 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> – Include MDOT-RIDSupport@michigan.gov on the email generated during the state change from OEC – System Manager Approved for Meeting to OEC- Meeting Scheduled and Ready for Review.</p>

State:	RID Review – Review in Progress
PPMS Task:	3870 – OEC Plan Review (<i>NOTE: 15 work days for review</i>)
Step	Action
1	<p><i>MDOT-RIDSupport Reviewers</i> – Perform review of the RID files and document comments in the RID Review Checklist.xlsm. Reference saved views in the OEC Comments column.</p> <p><i>NOTE: During this state the ‘RID-OEC’ folder will be locked for MDOT-RIDSupport review.</i></p>
2	<p><i>MDOT-RIDSupport Reviewers</i> – Copy the RID Review Checklist.xlsm file, located in ‘RID_OEC’ folder to ‘- Supporting Documents’ folder. Then add the date to end of the RID Review Checklist.xlsm in the ‘RID_OEC’ folder.</p>
3	<p><i>MDOT-RIDSupport Reviewers</i> – After the 15 work day review period:</p> <ul style="list-style-type: none"> • Single Left click on the files in located in the ‘RID-OEC’ folder. • Then right click and select Change State. • Select Next.
4	<p><i>MDOT-RIDSupport Reviewers</i> – Click on OK in the ‘Change Document to State’ window.</p> <p><i>NOTE: No email will be generated.</i></p>

State:	RID Review – Complete
PPMS Task:	
Step	Action
1	<p>The files in the ‘RID-OEC’ folder will be locked as a time stamp of the submittal and review. Responses from the Design Team or Project Manager should be placed in the RID OEC Comments column of the RID Review Checklist.xlsm which is now in the ‘- Supporting Documents’ folder. The RID files can be copied from the ‘RID-OEC’ folder if necessary for discussion.</p>
2	<p>The files can be viewed by the Project Manager and Design Team during the OEC – PM Review in Process and OEC – Design Team Response States.</p>

RID E-Proposal- Milestone Review ProjectWise Process

Folder:



Workflow:



State:		E-Proposal RID Pending
PPMS Task:		
Step	Action	
1	<p><i>Design Team</i> – Create RID Submittal during the E-Proposal Complete State:</p> <ul style="list-style-type: none"> Place RID files in the 'RID' folder per Chapter 5 - RID Process Respond to comments in the RID Review Checklist.xlsm located in the '- Supporting Documents' folder. Complete the RID column of the RID Review Checklist.xlsm. 	
2	<p><i>Project Manager</i> – Make sure the RID files are ready for review prior to completing the E-Prop Initiate Final Project Review State.</p>	
3	<p><i>Project Manager</i> – Include MDOT-RIDSupport@michigan.gov on the email generated during the E-Prop Initiate Final Project Review State.</p>	

State:		E-Proposal RID Complete
PPMS Task:		
Step	Action	
1	<p><i>MDOT-RIDSupport Reviewers</i> – Perform review of the RID files and document comments in the RID Review Checklist.xlsm. Reference saved views in the RID Comments column.</p> <p><i>NOTE: During this state the 'RID' folder will remain accessible for easy corrections of RID files during the MDOT-RIDSupport review.</i></p>	
2	<p><i>MDOT-RIDSupport Reviewers</i> – Prior to the QA Final – Ready for Finance State:</p> <ul style="list-style-type: none"> Single Left click on the files in located in the 'RID' folder. Then right click and select Change State. Select Next. 	
3	<p><i>MDOT-RIDSupport Reviewers</i> – Click on OK in the 'Change Document to State' window.</p> <p><i>NOTE: An email will be generated to send to Mark Shulick.</i></p>	

State:	E-Proposal RID Publish
PPMS Task:	
Step	Action
1	<p><i>Finance</i> – During the Final State:</p> <ul style="list-style-type: none"> • Single Left click on the files in located in the 'RID' folder. • Then right click and select Change State. • Select Next.