RID Preliminary- Milestone Review ProjectWise Process

Folder:	 Design PI Project 	Workflow:	RID - Milestone Review (Preliminary)	 Pending Review in Progress Complete 	
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State:		RID Review – Pending		
PPMS Task:		3580 – Develop Preliminary Plans		
Step	Action			
1	 Design Team – Create RID Submittal during <u>The Plan Review – Pending Submittal</u> State: Place RID files in the 'RID-Preliminary' folder per <u>Chapter 5 - RID Process</u> Copy the latest version of the <u>RID Review Checklist.xlsm</u> into the '- Supporting Documents' folder. Complete the preliminary column of the <u>RID Review Checklist.xlsm</u>. If files or categories that are identified with an "R" in the <u>Project Data Requirements Table.pdf</u> are not included please document the reason in the Preliminary Comments Column of the 			
2	Project Ma folder to 'F NOTE: This	<pre>Review Checklist.xism.</pre>		
3	<i>Project Manager</i> – Make sure the RID files are ready for review prior to completing <u>The Plan</u> Review - Pending State.			
4	Project Ma Scheduling • Sing • The • Sele Project Mo	nager – Once you ready to initiate the meeting appointment during <u>The Plan Review –</u> and <u>Distribution</u> State: gle Left click on the files in located in the 'RID-Preliminary' folder. en right click and select Change State. ect Next.		
5	ρισμές Ινία	nuger – Chick off OK in the Change Document to State Window		

	Project Manager – Include MDOT-RIDSupport@michigan.gov on the email generated during the
6	state change from The Plan Review – Scheduling and Distribution to The Plan Review-Ready for
	Review.

State:		RID Review – Review in Progress			
PPMS Task:		3590 – The Plan Review (NOTE: 20 work days for review)			
Step	Action				
1	<i>MDOT-RIDSupport Reviewers</i> – Perform review of the RID files and document comments in the <u>RID Review Checklist.xlsm</u> . Reference saved views in the Preliminary Comments column.				
2	MDOT-RIDSupport Reviewers – Copy the <u>RID</u> Review Checklist.xlsm file, located in 'RID_Preliminary' folder to '- Supporting Documents' folder. Then add the date to end of the <u>RID</u> Review Checklist.xlsm in the 'RID_Preliminary' folder.				
3	 MDOT-RIDSupport Reviewers – After the 20 work day review period: Single Left click on the files in located in the 'RID-Preliminary' folder. Then right click and select Change State. Select Next. 				
4	MDOT-RIDSupport Reviewers – Click on OK in the 'Change Document to State' window. NOTE: No email will be generated.				

State:		RID Review – Complete	
PPMS Ta	sk:		
Step	Action		
	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		
1	Comments column of the <u>RID Review Checklist.xlsm</u> 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 ca	an be viewed by the Project Manager and Design Team during the <u>Plan Review – PM</u>	
	Comment	Review and Plan Review – Ready for Meeting States.	

RID OEC- Milestone Review ProjectWise Process

Folder:	Design PI Project Supporting Documents 1 - Scope Verification 2 - Base Plans 3 - Plan Review 4 - Marked Final ROW 5 - OEC Plans Design Submittal Form Digital Pen Plan Set Digital Pen Plan Set Digital Pen Plan Set Digital Pen Plan Set		Workflov	V:	RID - Milestone Review (OEC)	PendingReview in ProgressComplete	
State:	sek:	RID Review –	Pending				
Step				Actio	n		
1	Design Tea Plac Res Doc Cor	um – Create RII ce RID files in t pond to comm cuments' folde mplete the OE0	D Submittal during t the 'RID-OEC' folder nents in the <u>RID_Re</u> er. C column of the <u>RID</u>	the <u>OE</u> per <u>C</u> view (C – Pending Sul hapter 5 - RID Checklist.xlsm Ic ew Checklist.xls	omittal State: <u>Process</u> ocated in the '- Suppo sm.	rting
2	Project Ma folder to 'R NOTE: This	Inager – Copy RID_OEC' folde is is a "living" fo ProjectWise Explorer V Datasource Folder Do Datasource Folder Do Add	the <u>RID Review Ch</u> r. <i>Drm. The Project M</i> /8i (SELECTseries 4) current Export View Tools W a · · · · · · · · · · · · · · · · · · ·	indow Hel Panage ad.state.mi.u	x.xlsm file, locato r will update the s:MDOTProjectWise\Document ame [®] ■ RID Review Checklist.xlsn	ed in '- Supporting Do is form at each milesto • • • • • • • • • • • • • • • • • • •	ocuments' one.
3	Project Ma	<i>inager –</i> Make	sure the RID files a	re read	dy for review pr	ior to completing the	<u>OEC -</u>
4	 Project Manager – Once you ready to initiate the meeting appointment during <u>OEC – System</u> <u>Manager Approved for Meeting</u> State: Single Left click on the files in located in the 'RID-OEC' folder. Then right click and select Change State. Select Next. 						
5	Project Ma	<i>inager</i> – Click d	on OK in the 'Chang	e Docu	iment to State'	window	
6	Project Ma state chang Ready for F	i <i>nager</i> – Includ ge from <u>OEC –</u> Review.	le <u>MDOT-RIDSuppo</u> System Manager A	rt@mi Approv	<u>chigan.gov</u> on t <u>ed for Meeting</u>	he email generated d to OEC- Meeting Sche	uring the eduled and

State:		RID Review – Review in Progress		
PPMS Task:		3870 – OEC Plan Review (NOTE: 15 work days for review)		
Step	Action			
1	<i>MDOT-RIDSupport Reviewers</i> – Perform review of the RID files and document comments in the <u>RID Review Checklist.xlsm</u> . Reference saved views in the OEC Comments column.			
2	2 MDOT-RIDSupport Reviewers – Copy the <u>RID_Review_Checklist.xlsm</u> file, located in 'RID_OEC' folder to '- Supporting Documents' folder. Then add the date to end of the <u>RID_Review_Checklist.xlsm</u> in the 'RID_OEC' folder.			
3	 MDOT-RIDSupport Reviewers – After the 15 work day review period: Single Left click on the files in located in the 'RID-OEC' folder. Then right click and select Change State. Select Next. 			
4	MDOT-RIDSupport Reviewers – Click on OK in the 'Change Document to State' window. NOTE: No email will be generated.			

State:		RID Review – Complete		
PPMS Ta	sk:			
Step	Action			
	The files in	the 'RID-OEC' folder will be locked as a time stamp of the submittal and review.		
1	Responses	Responses from the Design Team or Project Manager should be placed in the RID OEC Comments		
T	column of	column of the <u>RID_Review_Checklist.xlsm</u> which is now in the '- Supporting Documents' folder.		
	The RID file	es can be copied from the 'RID-OEC' folder if necessary for discussion.		
2	The files ca	in be viewed by the Project Manager and Design Team during the <u>OEC – PM Review in</u>		
	Process an	d <u>OEC – Design Team Response</u> States.		

RID E-Proposal- Milestone Review ProjectWise Process



State:	E-Proposal RID Pending		
PPMS Ta	sk:		
Step		Action	
	Design Teo	am – Create RID Submittal during the <u>E-Proposal Complete</u> State:	
	• Pla	ce RID files in the 'RID' folder per <u>Chapter 5 - RID Process</u>	
1	• Re	spond to comments in the <u>RID_Review_Checklist.xlsm</u> located in the '- Supporting	
	Do	cuments' folder.	
	• Co	mplete the RID column of the <u>RID_Review_Checklist.xlsm</u> .	
2	Project Manager – Make sure the RID files are ready for review prior to completing the E-Prop		
	Initiate Final Project Review State.		
3	Project Mo	anager – Include MDOT-RIDSupport@michigan.gov on the email generated during the	
5	E-Prop Init	<u>iate Final Project Review</u> State.	

State:		E-Proposal RID Complete		
PPMS Ta	sk:			
Step	Action			
	MDOT-RID	Support Reviewers – Perform review of the RID files and document comments in the		
	RID Review	<u>v Checklist.xlsm</u> . Reference saved views in the RID Comments column.		
1				
	NOTE: Dui	ring this state the 'RID' folder will remain accessible for easy corrections of RID files		
	during the MDOT-RIDSupport review.			
	MDOT-RID	Support Reviewers – Prior to the QA Final – <u>Ready for Finance</u> State:		
2	• Sin	gle Left click on the files in located in the 'RID' folder.		
2	• The	en right click and select Change State.		
	Sel	ect Next.		
	MDOT-RID	Support Reviewers – Click on OK in the 'Change Document to State' window.		
3				
	NOTE: An	email will be generated to send to Mark Shulick.		

State:		E-Proposal RID Publish	
PPMS Task:			
Step	p Action		
	Finance –	During the <u>Final</u> State:	
1	• Sin	gle Left click on the files in located in the 'RID' folder.	
	• The	en right click and select Change State.	
	• Sel	ect Next.	