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PROJECTWISE: THE WHAT AND THE WHY

ProjectWise (PW) is a project management tool, that allows the Department to store projects in a central location/ cloud environment. This provides project collaboration opportunities with districts, central office, and consultants (should they choose to also use PW). PW allows team members to share and distribute engineering project content, provide and enforce CADD standards in a managed workspace, provide audit trails, provide data security and manage user access, fixing of reference files, and to have archived project data available for research and retrieval. Workflows are also being put in place to streamline project delivery to Estimating and Construction.

On January 1, 2020 PW will be used on all typical projects that are designed in OpenRoads Designer. We realize there are other systems (such as EnvironNet) that will continue to need to be utilized, PW implementation is not intended to replace these external applications and systems. Opportunities to integrate some of these systems will be re-evaluated in the future but is not in scope at this time. The first step of implementation is to replace the idrive with ProjectWise and leverage features such as reference file fixing, better managed CADD Standards, and centralization of project data.

Upon implementation, Districts will have PW Administrators that will have access to set up projects and manage users. They will also be able to provide on-going training and support to the district staff. Central Office ProjectWise Administrators will oversee the system from an enterprise perspective and will hand-off district related tasks to the district admins.

This implementation is split into two scopes, one is for new projects going forward and the other scope is for implementation of the archive. This means that only new projects, that are designed in ORD will be required to be in PW. We will capture all other projects in the archive process and move them into PW later.

Also, currently we are not requiring consultants to have or use PW. Consultants can continue to zip projects and deliver them. We will have a script available to automate the unzipping of the files, however, this does require that all standards are followed, file structures enforced, and naming of files does not deviate. If standards are followed, project delivery should be easy. This does not mean consultants cannot use PW. If a District wants to collaborate with a consultant through ProjectWise please contact Central Office PW Support staff and we can ensure you are set up properly.

The next page includes the list of District PW Administrators for your reference.

DISTRICT PROJECTWISE ADMINISTRATORS

| User Name | District | email |
|-------------------|-------------|--|
| Mark Fox | District 1 | mark.fox@dot.ohio.gov |
| Johnathon Lape | District 1 | cody.Lape@dot.ohio.gov |
| Mark Mueller | District 1 | Mark.Mueller@dot.ohio.gov |
| Eric Scheckelhoff | District 1 | Eric.Scheckelhoff@dot.ohio.gov |
| Aaron Behrman | District 2 | Aaron.Behrman@dot.ohio.gov |
| Justin McCulloch | District 2 | Justin.Mcculloch@dot.ohio.gov |
| Mark Eppley | District 3 | Mark.Eppley@dot.ohio.gov> |
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| Bob Baughman | District 4 | Robert.Baughman@dot.ohio.gov |
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| Frank Konopka | District 12 | Frank.Konopka@dot.ohio.gov |

STATUS UPDATE

Accomplishments to date:

1. 3 years ago updated to SS4, which runs on the ORD platform
 - a. Trained internal staff (engineering & survey - PowerGeopak/SS4/OpenRoads)
 - b. Survey started using OpenRoads in SS4 right away (PowerGeopak)
2. Extensive software testing & configuration
3. Developed Transition Plan & Implemented
4. Created training guides for survey and design
5. Trained survey - survey began using in April 2019
6. Trained engineers - introductory class to ORD
7. Migration of CADD Standards and VBAs
8. Created managed workspace inside of ProjectWise for CONNECT (deploys all the ORD standards and centralized standards for management)
9. Training videos for survey completed, some for engineers completed
10. Upgraded add-on software to be compatible with ORD/CONNECT

Still to be completed:

1. CAD manual (November 30th)
2. Address resource issues (hiring staff/consultants/Bentley)
3. On-going monthly calls/interaction with Bentley to discuss software improvements, status tracking, and support updates
4. Continue training, manual & video, development
5. Project creation app for ProjectWise
6. Standard construction drawings and plan insert sheets
7. Sample plans
8. Building best practices/tips & tricks documentation
9. Filing of plan with estimating (workflow/ plan delivery)
10. Electronic / digital signatures / seals for plans
11. Developing intermediate training classes and guides and on-demand videos
12. SUDA
13. OpenBridge Designer
14. Additional Bentley products / apps review and testing
15. Evaluating applications that are included in our standards that are not currently functioning properly in ProjectWise (on-going ProjectWise integration)
16. Address coordinate systems and map projections / integrate Low Distortion Projections
17. Develop work arounds and best practices for identified issues until permanent fixes are released

DISTRICT QUESTIONS & ANSWERS

OpenRoads Designer (ORD)

| <u>District Question/Concern</u> | | <u>Engineering Response/Comments</u> |
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| D01 | | |
| 1. | From what I have seen, I believe plans that don't have earth moving or drainage work will be able to transition fairly easily to ORD. How to design and produce profiles and cross sections are more unknown. For projects with utility relocations, the utility owner typically relies on our cross sections to get a feel for the impacts to existing features and where to best place proposed relocations. The workflow for showing drainage items (projecting them to the nearest cross section), retaining walls, and utilities on profiles and cross sections is unclear. | The software does not currently provide the ability to project drainage structures to the cross section. We are working on a solution to this problem. Please note projection on to cross-sections was never a function inherent to Geopak, this was functionality ODOT wrote. |
| 2. | I was hoping to see updated sample plan sheets and a CADD Standards Manual before implementing ORD. The portion of the Bridge Design Manual that discusses plan preparation also needs to be updated. Do we have a timeframe for these items? | We are working on updating sample plan sheets and CADD Manual will be ready November 30 th with some sample plan sheets available. Bridge Design Manual has no changes at this time. |
| 3. | Do I need to create a proposed 3D model to show everything needed for contract plans or can I cut cross sections and profiles and manually edit hard to model areas within the drawing model? The tools to do these manual edits quickly are not available in ORD i.e. active chain control and draw ancillary features. Do we want to transition to a 3D program that struggles with creating 2D plans, knowing we still are required to deliver 2D plan sheets? I have not seen any guidance on when a 3D model will be required and if edits to the cross sections are permissible if they are not reflected on the 3D model. | Only the plan set is the contract deliverable so not everything needs to be modeled. We are reviewing/developing guidance on 3D models for the future. Contact CADD for difficult cross-sections (support ticket/call). |
| 4. | Has there been any discussion on what we are expecting from consultants on their fee estimates for the 11/08/19 selections, when we spec them to use ORD? I don't know how to anticipate labor hours and the learning curve to adjust to ORD. It will be interesting if they try to build in extra hours. | CADD & Mapping has engaged Consultant Services, as decisions are made Dave Holstein or Mat Mauger will communicate. |
| 5. | It seems the implementation schedule is based on Bentley's published Desktop Support Policy (shown below). If I understand correctly, Bentley initially told us that there would be no updates beyond SELECTseries 4. Then at the end of July I became aware that Bentley released V8i SELECTseries 10 applications which are fully supported in Microsoft Windows | SS10 only adds 6 months to Bentley's expiring support timeline. CADD & Mapping is monitoring timelines and will update schedules if/when impacted. This does negate our need for accelerated deployment to ensure we are fully operational when support is terminated. |

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| | 10 OS. Currently, the enterprise mostly has SELECTseries 4 deployed. There is no doubt we will be going to ORD at some point, but if ORD is not fully capable of fulfilling our needs, is SS10 something we can use until the bugs are worked out and ODOT is ready? Is there merit in waiting for a more “mature” ORD product release? | |
| 6. | It is unclear how designers (in-house and consultant) will stamp their 3D model with their PE license. | This will be addressed in the 3D model implementation when it’s rolled out. |
| D02 | | |
| 7. | Requesting an additional 1-day training class. | Any additional training the districts want, please send request with topics directly to CADD & Mapping so we can develop and schedule. |
| D03 | | |
| 8. | The software doesn’t seem like a finished product. Cell libraries, VBAs, and other items that were used in the past are now not working. The training manuals seem to not be complete and/or constantly changing as well as the continue revisions to the ORD software. | Because this is a new software package CADD & Mapping continues to fix issues and add libraries. |
| 9. | A two-day training for ProjectWise/ORD does not seem adequate to bring staff up to speed for full implementation. MicroStation/GEOPAK training was covered in 2 weeks (i.e. 4 days each week). | The first round of training was meant to be an introductory class to get staff started evaluating the software. Additional training is being developed and will be provided as needed. |
| 10. | Cell placement in an ORD session has caused the software to crash (i.e. bug). | Will be fixed in next update, current work around ‘AC = cell name’. Call CADD & Mapping for additional support. |
| 11. | Additionally, the creation of multiple design files within the same ORD session has caused the software to crash (i.e. bug). | CADD & Mapping is aware of this and is actively working to fix. Current work around is to leave it open. Contact CADD & Mapping for additional support. |
| 12. | Best way for training to be successful is to use the software shortly after the training session; however, the software is only available on a limited basis due to an upcoming revision/version release (i.e. training in August and not available for use until January). | On demand videos are available for training refresh and supplemental training items. More videos are currently being developed. Software is available to everyone. Jack Kerstetter is working with IT to have a build made that can be pushed to all machines. In the interim please contact CADD & Mapping. |
| 13. | When will the newest version of ORD be pushed out? We were told ORD would be pushed to all of our computers during the local ORD Training but then were told it was not done because “We are awaiting the newest version” | We have the latest version and are working with IT on the build. Will be pushed out when available, please call CADD & Mapping in the interim. |
| D04 - no ORD questions | | |
| D05 | | |
| 16. | The 2-day training course for Open Roads Design did not offer enough time for training on developing templates and/or corridor modeling. We had to skip the section on superelevations and very limited time was | CADD & Mapping will survey each district to evaluate future training needs based on the needs of individual district staff. Additionally, more topics are being added to the training (documented training modules |

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| | dedicated to templates and corridor modeling, which, probably needed the most time. Also, the majority of our projects will not include full depth pavement (the ORD example included all new full depth pavement). It would be nice to go through an example that involves widening an existing pavement, using cut lines to separate the mill/fill and full depth pavement. | and on demand videos). The initial training was not meant to cover all topics, in the interest of time. |
| 17. | There is a known bug that prohibits the use of a separate ditch profile. Bentley is aware of the bug, however, no time frame is known for when this will be fixed. There are several other bugs that were mentioned in the 2-day training class that still need to be addressed either by Cadd & Mapping or Bentley. | This is known and will be fixed in next update. |
| 18. | While going through the class, there were multiple times that Eric Thomas made the following statement “We do not have this developed currently, however, we plan to work on this when we have time”. We do not believe that Cadd & Mapping is properly staffed at this time to make the full transition. With all of the bugs and under development mentioned in the training class, the current staff will not have enough time or people to assist the Districts, while continuing to develop and fix bugs in ORD. A lot of the current issues are beyond the expertise of the two people that have added training in the District (subject matter experts). | CADD & Mapping is actively seeking professional support staff and addressing holes in expertise and staffing. They will also lean on other subject matter experts within the Department (whether in CO or Districts) to assist. |
| D06 - no ORD questions | | |
| D07 & D09 (duplicates) | | |
| 19. | The workflow process for creating plan sheets didn't appear complete. | The Department is going to a new approach because of the implementation in which the workflow process is more generic to create sheets. This process is available in the training guide. |
| 20. | The revised CADD manual was not yet complete. | Currently being completed, delivery date of November 30 th . |
| 21. | It is our understanding that pilot projects were not yet complete (a completed example project for us to look at would be helpful). | Pilot projects were for the purpose of testing software and workflows and identifying gaps, these would not be appropriate for sharing as good examples. Sample plans will be released in the near future as examples. |
| 22. | Templates and models training was provided for new alignment projects only but that doesn't address 95% of our future ORD projects (culvert replacements, bridge replacements, landslide repairs, turn lane additions, etc.). Our staff did ask questions about these types of projects in the training but no answers were available. | A document will be put together for workflow and best practices for these types of projects. Also will provide sample plan sheets and additional training. |
| D08 | | |

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| 23. | The coordinate geometry package in ORD is cumbersome and incomplete. For instance, the survey group cannot export points from ORD for R/W staking. | New workflows have been created to address the coordinate geometry process and training is available. |
| 24. | Many of the issues commonly encountered in ORD are known by CO staff but not communicated to the Districts consistently. Having a live list of common issues (similar to an online forum) would be beneficial. | These are discussed at quarterly CADD Manager meetings. All Districts have a CADD rep who is invited to these meetings. |
| 25. | During the ORD training, it was discussed to have monthly meetings and/or training to provide additional guidance on items that were not fully developed at the time of training such as ditch profiles and illustrating utilities in the cross-sections. Please clarify when these sessions will be established. | Monthly Skype meetings will be held beginning after the Holidays. Additional training opportunities are being developed. |
| 26. | All projects are to utilize new sheet standards once ORD is full-implemented. This also pertains to maintenance type projects that will utilize MicroStation functions within ORD for plan development. Currently, the CADD standards for these projects are not available. Updated Sample plans for both ORD and non-ORD projects are needed prior to full-implementation. For a time-period separate sets of sample plans will be necessary. | We are unclear what standards are missing for these projects? Sample plans are being developed. |
| 27. | The ORD cross-sections illustrate the pavement buildup. Current practice is only illustrate the buildup on the Typical Sections. Will this feature be maintain? Goes back to the Sample Plan issue. | Cross sections cut from the model will include the build up regardless of what is shown in the sample plans. |
| D10 | | |
| 28. | Template/model creation is not necessary (doesn't add value) for 95% of our projects. Manipulation of the model and cross sections is cumbersome and time consuming for all projects. Therefore, being able to edit cross sections becomes very important. | This is a function that needs to be learned to get us to models, we can provide additional guidance/ support. |
| 29. | Existing ground cross sections are not treated as elements in the design file, which means you cannot trim backslopes/foreslopes. Not only is this inefficient but can cause issues when using area by flood for end areas. | This works automatically, can't be performed manually. We can provide additional guidance/ support. |
| 30. | Each cross section is in its own design file. When producing many sections, copying elements from one section to another is often used. We need a way to put all cross-sections into one basemap. | They are in the same file, but in own models. |
| 31. | Cannot copy proposed or existing references into basemap. If you use a template to create a proposed section and want to manipulate it, you must trace every section by hand. | Additional guidance/ support can be provided to learn the tools needed to manipulate the model. |
| 32. | Cannot change line style scale in sheets. If you change the drawing scale, all the text changes and becomes too large. | This is a setup issue, please contact CADD & Mapping for additional support. |

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| 33. | Cannot show existing Right of Way on cross sections. If the RW basemap is done in 2-d? Geopak Ancillary tool was very helpful for this. | This is fixed, and training/ guidance is available. Please contact CADD & Mapping. |
| Microstation functions that do not work properly: | | |
| 35. | Turn level off by element function crashes every time. | This is a support issue that we have been unable to duplicate. Please contact CADD & Mapping for additional support if issue persists. |
| 36. | Measure along element function does not work. | This is a support issue, please contact CADD & Mapping. |
| 37. | Title sheet location map vba does not work. | There currently is not a good solution for this. JD is working on solution and will communicate. Meanwhile, can perform manually. Contact CADD & Mapping for assistance. |
| 38. | ODOT Sheet Manager does not support multiple sheet file editing. | This is addressed in a training video on the YouTube Channel. Contact CADD & Mapping if you need the link. |
| 39. | We have concerns about enough internal support once the transition happens. There will be many questions/inquiries and problems all at once. | See #18 Continue to contact CADD & Mapping for support issues/ questions, we will disseminate support calls as appropriate. |
| 40. | We need to look at plan/plan sheet development training. The two-day ORD training taught some design functions but little to no sheet development, editing and manipulation. Named boundaries are new to everyone and may or may not be the efficient way to produce sheets. | The new process is easier and quicker once learned and it is documented. We are working on creating the on-demand video for it. |
| 41. | The mouse/software interface inside the basemap has a very slow response. New machines are needed to keep up with new program. | CADD & Mapping engages Division of IT regularly to spec and test machine power and will continue to look for opportunities to provide the best specs for CADD machines. Once new specs are agreed upon we will gauge appropriate decision makers for statewide procurement of CADD machines. |
| 42. | Create HEC RAS Data' brings in data incorrectly into HEC RAS, resulting in time consuming data manipulation. | This is a support issue, please contact CADD & Mapping with more details. |
| D11 | | |
| 43. | In training, ORD didn't seem like we could truly create the 3-D model or corridor yet on certain types of projects. For instance, they didn't have a way for culverts to be placed into the corridor. I think January is a little ambitious for the cut off to begin projects in ORD. | Not everything will be modeled. Culverts can still be placed, grading still needs checked. |
| 44. | One of the reasons for the urgency to move to ORD was that Bentley was not going to provide a Microsoft Windows Version 10 certified copy of our current Microstation/Geopak. But since Bentley has now decided to provide a Microsoft Version 10 certified copy of the current | See #5 |

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| | Microstation/Geopak, can't ODOT slow down the move to ORD until the known bugs/issues with ORD get resolved? | |
| D12 | | |
| 45. | Are the CADD Training manuals and updated ODOT applications complete? Or what is the completion timeline for these items? | Training manual is published. Videos are being completed. Additional training modules are in process of being developed and added (resurfacing, widening, culverts, walls, ROW) |
| 46. | ORD was still very buggy during the trainings this summer. Has this been worked out? | CADD & Mapping continuously works with Bentley to address defects. The latest update fixed 12 defects. The next update will fix 13 defects. CADD & Mapping has monthly meetings with Bentley to discuss defects and on-going issues. |
| 47. | Also, while YouTube videos are a good reference to have, relying on those for training an entire department on a new way of managing day-to-day functions does not seem the most prudent. We recommend the YouTube videos serve as a supplement to a formal training roll out. | With improved technology and decreased resources YouTube videos offer access to training that is on-demand and customer focused. We will continue to also utilize face-to-face training, but the videos provide a self-paced training opportunity not available in the classroom/lab setting. |
| 48. | How are consultants being trained in the new ORD standards? | In general, Consultants are responsible for knowing/ learning the new software and providing their own training opportunities. However, we do host quarterly meetings with the Consultants where we provide ODOT specific training and information. Our training guides and videos are also an available resource for them. |

ProjectWise (PW)

| <u>District Question/Concern</u> | | <u>Engineering Response/Comments</u> |
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| D01 | | |
| 1. | Training needed for non-CADD users. | Training is currently in progress. Contact CADD & Mapping if you have not been invited to a training session and need trained. |
| D02 - no question submitted | | |
| D03 | | |
| 2. | What is the expectations of ProjectWise implementation? Replacing the idrive? | ProjectWise will replace the idrive, plan index viewer, and the CADD Standards. Expectation is to use ProjectWise to house all project information in a single repository and to deliver the projects to Estimating and Construction. |
| 3. | ProjectWise training has not been provided to non-CADD users (i.e. Planning, Real Estate, and Construction employees) and only recently and brief training for CADD users. Who is expected to perform this training to the non-CADD users and in what format? Office of | CADD & Mapping, videos, on-line training. CADD is creating overviews for everyone now. Construction will not be trained yet, they are phase 2 of the implementation and will be trained based on their needs. The training for PW does not need to be |

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| | CADD and Mapping? District Personnel? Formal in-person training? Webinar? YouTube videos? | extensive as it's only a project/document management tool similar to what you're using your idrive project folders for. After staff have looked at PW please let us know what additional functions they'd like to be trained on. We prioritized the training for ORD users and have now started training for others. |
| 4. | ProjectWise training has not been provided to non-CADD users (i.e. Planning, Real Estate, and Construction employees) and only recently and brief training for CADD users. Who is expected to perform this training to the non-CADD users and in what format? Office of CADD and Mapping? District Personnel? Formal in-person training? Webinar? YouTube videos? | We are developing videos now. We have videos on office integrated apps. There isn't any functionality in ProjectWise that would be discipline specific, only the folder structures are specific to the needs of each discipline. CADD & Mapping has developed this document with a 1 page insert elaborating on what PW and why we're using it. We will also send out the District PW Administrator list. |
| 5. | If the intent is for ProjectWise to replace the idrive, then all District PEC employees will be need to have Bentley accounts set up to access and use the ProjectWise WorkSets. | This is true - if you log in to the CONNECTION Client and click on PW it will automatically put your account in PW. The District Admin will then have to add you to a group. There is a video on how to sign in, more in-depth videos are being developed. |
| 6. | Additionally, all Consultants that perform work for the Districts will need to have Bentley accounts set up to access and use the ProjectWise WorkSets. | We are not currently requiring Consultants to use PW. We have a process set up for project delivery that allows them to deliver without having PW. However, if there is a need to collaborate on a project where they would need work directly in our PW they would need an account to do so. |
| 7. | No security or rights permissions on documents or project design files; meaning anyone can access and change anything in any document. This is a problem for survey basemaps, centerline plats, design drawings, legal descriptions, environmental documents, right of way certifications, legislation, design exceptions, etc. | There are permissions/ securities set up based on user groups. You would need to be in the survey group to modify basemaps, etc. |
| 8. | With these permissions concerns, should there be a list of documents that are backed up on District drives? | There is an audit trail in PW and there is a nightly backup of the cloud with a mechanism for retrieving documents. There will be no backups on district drives. The current policy is deleted items will be retrievable for 2 months. |
| 9. | Current District users of ProjectWise find that the work flows are a bit cumbersome and will affect productivity. User has limited ability to create subfolders and perform similar functions that can be performed in Windows Explorer. Inability to save files and folders as "favorites" results in a lot of time spent | The new file structure has been in place for awhile now, with continued use navigation will become easier. There are also automated search tools/functions. Limited creation of subfolders is by design. |

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| | navigating through the cumbersome directory structure. | |
| 10. | Can't perform a Save As on a file in ProjectWise; have to perform Save As on Desktop and copy into ProjectWise (i.e. bug) | We have not been made aware of such a bug, please contact CADD & Mapping for support issues such as this. |
| 11. | Who will be creating the project WorkSets in ProjectWise? Office of CADD and Mapping? District personnel? Currently, only Jack Kerstetter has ability to create. District Planning personnel should have access to create project WorkSets in ProjectWise. | JD is currently working on an application that will allow the District PW Administrators to do this. As soon as the application is complete JD will provide to the Administrators. |
| 12. | How will current projects utilizing the I:\ProjectData directory structure be migrated into ProjectWise? | All SS4 projects will be finished outside of ProjectWise, only new projects will start in PW. "Old" projects will enter PW through the archive process once project is completed. |
| D04 | | |
| 13. | What are the immediate and long term goals of ProjectWise? Ultimately what is the transition period for Project Wise? | There is no transition period for PW. New projects after Jan. 1 st , 2020 that are starting in ORD will be in PW. See Question 12. |
| 14. | Is this replacing the i:drive or current folder structure for all ODOT design files, ie reports, documents, emails, etc.? | See Question 2. Microsoft Office applications are integrated with PW. |
| 15. | Does IT support ProjectWise? Who will we call if there is an issue? | We are collaborating with IT to set up the Helpdesk with some troubleshooting capabilities and then elevating to CADD & Mapping for any items they can't resolve. CADD & Mapping has a PW team that is always accessible to help. |
| 16. | Email sent out with Project Wise videos, this needs to be a mandatory training if we are moving everyone to it. Everyone needs access to design files. | We agree that everyone should be trained, and we are advertising training opportunities best we can. We will rely on the District Admins to ensure all staff at the districts that need the training are receiving it. |
| 17. | My understanding is to create a project folder we need to contact central office which takes a lot of time, can districts have the right to create their own folders? | There is a CADD managers group that will decide/ approve when a file structure can be changed. District Admins will also have some capabilities to create folders. There will be some governance that will need to be followed, with some subfolder creation that won't be locked down. |
| D05 | | |
| 18. | Aside from having a refresher course in ProjectWise, the only issue is that Jack is the only one capable of setting up new projects in ProjectWise. Currently, the Districts have access to create projects on the I:drive. Hopefully, whatever needs to be developed can be finished so that individuals in the District can create projects in | See Question 11. |

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| | ProjectWise without going through Jack each time. | |
| D06 - no questions submitted | | |
| D07 | | |
| 19. | ProjectWise training was brief (approx. 30 min) but future videos were mentioned. | Staff is currently working on additional training and videos. |
| 20. | No one at the District can create a project folder at this time (Jack Kerstetter has to be contacted). | See Question 11. |
| 21. | It is our supposition that anyone involved in the plan review process will need training and read access to ProjectWise. I.E., County Managers, County Engineers, LPAs, Utility Coordinator, Environmental Coordinator, Pavement Engineer, CPA, Planning Engineer, DCE, Area Engineers, Real Estate Admin and staff, Survey staff, Traffic Engineer, HMA, etc. | We are working on additional training opportunities. Please contact your District PW Administrator for assistance. |
| 22. | Projectwise (PW) installed for most/all PEC staff (includes non-CADD machines). Such as Project managers, LPA manager, Utility Coordinator, Enviro Coord, Planning Engineer, Assessment Engineer, etc. | Please contact your District PW Administrator for assistance. |
| 23. | Training for non-CADD staff that did not get ORD training which included Projectwise. Lawton & I intend to use training slides created by Jack Kerstetter to train D7 (train the trainer?). | See Question 21. |
| 24. | a. Ensure everyone understands how to interact with Projectwise especially for programs that don't have direct compatibility (i.e. save-as to desktop, then upload to PW). | Ok |
| 25. | Look at non-PW programs ODOT uses and find out if there is a similar program that has PW compatibility to minimize the save-as workaround. | Ok |
| 26. | a. Downloading pictures from a camera is not quick. | Define quick? |
| 27. | Enforcement - who is "required" to use Projectwise. Real Estate has their own system. Construction has sharepoint. Enviro has their own system. Etc. | Anyone currently using idrive. We have been working with each Discipline area and they will determine when/how to utilize PW for their needs and will enforce when/where appropriate. |
| 28. | Program still buggy...we can work through this unless it is for common/daily tasks. | Contact CADD & Mapping for support. |
| 29. | Printing Issues | ? Clarification needed. |
| D08 | | |
| 30. | The issue noted by many involving not being able to save directly to the ProjectWise directory is seen as very problematic. Significant work could be lost if a designer is working on project saved to the local hard drive. | Need clarification, what are you not able to save directly into ProjectWise? |

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| 31. | Please clarify the intent and timeframe in which the current I: drive structure will be eliminated, and full-implementation of the ProjectWise structure will be the norm. Will the current I: drive be abandoned? How will existing projects be archive? | <p>The PW team is currently working with each district to archive projects.</p> <p>The idrives will be abandoned as districts are completing all their projects in SS4. The status of the drives will be re-evaluated annually until all projects are delivered.</p> <p>No projects in ORD will be stored on the idrive.</p> |
| 32. | Please provide the status and timeframe for Districts to create ProjectWise folder structures. | Folder structure has already been established. If there are additional needs please contact district cadd manager to discuss. |
| 33. | The Plan Vault function in ProjectWise does not extend prior to 2001. Plans prior to this time are a considerable asset. Please clarify how the older projects are to be archived. | We have broken down the cleaning up and loading of the data so that newer data could get loaded into the system quickly. We are still working on older data. |
| 34. | Once ProjectWise is in full capacity, will C.O. staff or District staff update the Plan Vault? | CO is scripting the archive process when a project is finalized. |
| 35. | Clarify when non-CADD users will have ProjectWise. All CPA staff should have this function. | Anyone who wants PW can have it now, please contact your District PW Administrator for assistance. |
| 36. | Clarify the where non-CADD files are to be placed within the ProjectWise directory structure. | Please see folder structure and contact district cadd manager if you still have questions. |
| 37. | When a file is checked out in ProjectWise, it's saved to the local drive. Is a copy backed up automatically in the cloud? If not, work could be easily lost. | The cloud is backed up nightly. |
| 38. | Can and how are District staff to add directories to the ProjectWise structure? These would be for non-CADD items such as reports, emails etc. | There are folders under the Admin folder. See the attached folder structure. |
| 39. | Are all departments going to be using this project folder structure or is it just starting in P&E? | This is currently starting in P&E, may be expanded at a later date. |
| 40. | All CPA employees who touch projects should be trained, at least in ProjectWise and on basic folder structure. Is there an implementation plan for training everyone? | We are currently providing training for everyone. If someone has not received training information, please contact CADD & Mapping to be added. Also, everyone has access to the manuals and videos that have already been developed. |
| 41. | When people see "CADD Training," many do not believe it applies to them (Planning, LPA project managers, Construction, consultant managers, etc.) because they don't use MicroStation. We need to make EVERYONE aware of the changes that are coming to our electronic filing system. | We are leaning on the engineering staff and District PW Administrators to help identify staff that need to be notified and how to best reach them in the Districts. |
| 42. | Who is typically expected to manage creation of projects at District P&E? When should the project be created (during scoping, survey, initial design, etc.)? | District PW Administrators will create the projects. Projects should be created as soon as feasible (when would you set them up on the idrive?) |

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| 43. | Who is going to manage access/permissions to projects and what permissions are supposed to be given out to people? | District PW Admin will manage access and permissions. Your permissions will be set based on your job functions, such as survey, design, etc. |
| 44. | How are non-pid projects going to be handled (e.g. traffic and safety studies)? What will be the access/permissions for non-pid projects. Can non-pid projects be reassigned once a pid is determined? | District PW Admin can create. See folder structure. |
| 45. | How are we going to ensure consistency in folder documentation for project management? | Not sure what is being asked. The higher level folder structure is enforced in PW. |
| 46. | Is it expected that consultants will use the Bentley Connection Center to submit transmittals? | We have not yet identified what we might want to use the CONNECTION Center for. More on that to come. |
| 47. | Is it expected that we'll be using connected projects with consultants or are consultants still just submitting CADD files prior to plan filing? | Consultants can continue to send zipped files. We are still investigating CONNECTED Projects options, functionality, and licensing requirements. |
| 48. | Consultant access to ProjectWise is a concern. | No concern, it's not a requirement for Consultants to use. They only have to follow the standard folder structure so that we can consume the project into our PW environment once delivered. |
| 49. | It is unclear the workflow and what is expected from Construction for ProjectWise. Their transition will be longer than design because the legacy projects will continue to be sold long after design has completely made the transition. | Construction is phase 2 & 3 of the Implementation and has already been engaged. |
| D09 | | |
| 50. | ProjectWise training was brief (approx. 30 min) but future videos were mentioned. | See Question 19. |
| 51. | No one at the District can create a project folder at this time (Jack Kerstetter has to be contacted). | See Question 11. |
| 52. | It is our supposition that anyone involved in the plan review process will need training and read access to ProjectWise I.E., County Managers, County Engineers, LPAs, Utility Coordinator, Environmental Coordinator, Pavement Engineer, CPA, Planning Engineer, DCE, Area Engineers, Real Estate Admin and staff, Survey staff, Traffic Engineer, HMA, etc. | See Question 21. |
| D10 | | |
| 53. | Projects are listed by PID with no supplemental description next to it for project identification. | Description is in the project properties which is taken from Ellis. The descriptions are searchable. |
| 54. | o Will become very cumbersome to find a project. Using search is okay if you know exactly what the project was named, otherwise, you must hunt and peck each PID. | Recommended to use search option. Addressed in training. |

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| 55. | o WE WANT A SUPPLEMENTAL DESCRIPTION (CRS) NEXT TO THE PID. | The District representatives came to a consensus on this topic. It is the implemented standard. See Question 54. |
| 56. | Project Wise is not integrated with many of our stand alone design software's. | True there will be some procedures/processing outside of PW and data will be moved into PW once processing is completed. |
| 57. | o All files needed for stand alone software need to be exported and re-imported to Project Wise once completed. Would be much more efficient to house files locally. | The answer to this question is simply no. This is a workflow that will become easier as it is used. If it's currently stored on the idrive it will be now be stored in PW. |
| 58. | When closing a design file, the prompt to "free" a file comes up. This selection will delete all work done since last check-in. We would like to see a secondary prompt to ensure you made the correct selection. | The function is working as intended, though we agree it's a bad naming convention and can be misleading. This is addressed in training. We don't have the ability to change the word "free" to something more discernable. |
| D11 | | |
| 59. | In Project Wise, is there a way if someone has a file checked out and say goes on vacation that we could force the file to be checked back in. I notice in training, I checked out multiple files and didn't realize I didn't check them back in. Right now at least if someone is in any file IT can force the file to close if needed on someone else's computer. | There is no way to check it back in if the machine isn't on the network. But there is a way for Administrators to free a file. There could be an issue when the person comes back on-line - we're not sure yet how to fix the discrepancies then between what work was done on the file while checked out and what was completed by someone else once it was freed. We recommend staff get in the habit of checking files back in routinely. We can also find the machine the file is checked out on and retrieve the file from the machine. (Local Document Organizer tells where the files are at.) |
| 60. | How does Project Wise help us file and maintain projects easier? Since not all project data will be maintained in Project Wise what are the benefits to it? Also should we be storing our files in the Cloud somewhere out of the State of Ohio? | ProjectWise is an established cloud services, documents are not stored on the State servers. PW is a centralized repository of all project data. Most pertinent project data will be maintained in ProjectWise, will need clarification on what project data is in question here, what data would not be stored with a project? everything that is stored on the idrive now - in future can evaluate other project information - on case by case basis. |
| D12 - no questions submitted | | |

FOLDER STRUCTURE

| District | County | Project ID | Discipline | Discipline Sub | Discipline Sub / Files | Discipline Sub / Files2 | Create Sub | Folder Description |
|-------------|-----------|------------|------------|-----------------|------------------------|-------------------------|------------|--|
| District 06 | \ | | | | | | | (District) |
| District 06 | \Franklin | \ | | | | | | (County Identification - When multiple counties use Ellis designation) |
| District 06 | \Franklin | \123456 | | | | | | (Project Identification Number - PID) |
| District 06 | \Franklin | \123456 | \000-Admin | \ | | | | |
| District 06 | \Franklin | \123456 | \000-Admin | \COE | | | Y | (Cost of Engineering information) |
| District 06 | \Franklin | \123456 | \000-Admin | \Contracts | \ | | | (Consultant Contract Information) |
| District 06 | \Franklin | \123456 | \000-Admin | \Contracts | \TaskOrder | | Y | (Consultant Task Order Information) |
| District 06 | \Franklin | \123456 | \000-Admin | \Correspondence | \ | | | |
| District 06 | \Franklin | \123456 | \000-Admin | \Correspondence | \Email | | Y | (Any Project related Emails) |
| District 06 | \Franklin | \123456 | \000-Admin | \Correspondence | \IOC | | | |
| District 06 | \Franklin | \123456 | \000-Admin | \Correspondence | \IOC | \Design | Y | (Project IOCs from Design) |
| District 06 | \Franklin | \123456 | \000-Admin | \Correspondence | \IOC | \Planning | Y | (Project IOCs from Planning) |
| District 06 | \Franklin | \123456 | \000-Admin | \Correspondence | \Letters | | Y | (Any Project related Letters) |
| District 06 | \Franklin | \123456 | \000-Admin | \Estimates | | | Y | (All Estimates from Planning & Design) |
| District 06 | \Franklin | \123456 | \000-Admin | \MeetingMinutes | | | Y | (Meeting Minutes from Project related meetings) |
| District 06 | \Franklin | \123456 | \000-Admin | \OUPSInfo | | | Y | (OUPS documents) |
| District 06 | \Franklin | \123456 | \000-Admin | \Photo | \ | | | |
| District 06 | \Franklin | \123456 | \000-Admin | \Photo | \Construction | | Y | (Photos from Construction) |
| District 06 | \Franklin | \123456 | \000-Admin | \Photo | \Design | | Y | (Photos from Design) |
| District 06 | \Franklin | \123456 | \000-Admin | \Photo | \Environmental | | Y | (Photos from Environmental) |
| District 06 | \Franklin | \123456 | \000-Admin | \Photo | \Geotechnical | | Y | (Photos from Geotech) |
| District 06 | \Franklin | \123456 | \000-Admin | \Photo | \Planning | | Y | (Photos from Planning) |
| District 06 | \Franklin | \123456 | \000-Admin | \PIO | | | | (Information from PIO related to the Project) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \ | | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Final | \ | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Final | \Comments | Y | (Comments) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Final | \Submission | Y | (Submission) |

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|-------------|-----------|---------|--------------------|----------------------------|-----------------|-------------|---|--|
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \RW-Final | \ | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \RW-Final | \Comments | Y | (Comments) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \RW-Final | \Submission | Y | (Submission) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \RW-Preliminary | \ | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \RW-Preliminary | \Comments | Y | (Comments) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \RW-Preliminary | \Submission | Y | (Submission) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage1 | \ | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage1 | \Comments | Y | (Stage 1 Comments) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage1 | \Submission | Y | (Stage 1 Submission) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage2 | \ | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage2 | \Comments | Y | (Stage 2 Comments) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage2 | \Submission | Y | (Stage 2 Submission) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage3 | \ | | |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage3 | \Comments | Y | (Stage 3 Comments) |
| District 06 | \Franklin | \123456 | \000-Admin | \PlanReviews | \Stage3 | \Submission | Y | (Stage 3 Submission) |
| District 06 | \Franklin | \123456 | \000-Admin | \Railroad | \ | | | (Railroad Information) |
| District 06 | \Franklin | \123456 | \000-Admin | \Railroad | \Invoices | | Y | (Railroad Invoices) |
| District 06 | \Franklin | \123456 | \000-Admin | \Reports | | | Y | (Any Reports related to the Project ie. Boring Logs, Traffic Counts, etc.) |
| District 06 | \Franklin | \123456 | \100-Planning | \ | | | | (Any planning documentation) |
| District 06 | \Franklin | \123456 | \100-Planning | \Legislation | | | Y | (Project Legislation) |
| District 06 | \Franklin | \123456 | \100-Planning | \Misc | | | Y | (Miscellaneous planning information) |
| District 06 | \Franklin | \123456 | \100-Planning | \Scopes | | | Y | (Scope documentation) |
| District 06 | \Franklin | \123456 | \100-Planning | \STIP | | | Y | (STIP Information) |
| District 06 | \Franklin | \123456 | \200-Environmental | \ | | | | (Environmental documents needed by design or construction) |
| District 06 | \Franklin | \123456 | \200-Environmental | \4F | | | Y | (Section 4(f) documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \6F | | | Y | (Section 6(f) documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \106 | | | Y | (Section 106 (cultural resources) documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \Alternatives | | | Y | (Project alternatives documentaion) |
| District 06 | \Franklin | \123456 | \200-Environmental | \CE | | | Y | (Categorical exclusion documents) |
| District 06 | \Franklin | \123456 | \200-Environmental | \Eco | | | Y | (Ecological resouces documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \Environmental Commitments | | | Y | (Environmental commitments documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \Mapping | | | Y | (Project location mapping documentation) |

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|-------------|-----------|---------|--------------------|-----------------|----------------------|--------------|---|---|
| District 06 | \Franklin | \123456 | \200-Environmental | \MeetingMinutes | | | Y | (Meeting minutes documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \Misc | | | Y | (Miscellaneous documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \Permits | | | Y | (Waterway permit documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \PI | | | Y | (Public Involvement documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \PurposeNeed | | | Y | (Purpose and need supporting documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \RMR | | | Y | (Regulated materials review documentation) |
| District 06 | \Franklin | \123456 | \200-Environmental | \UP | | | Y | (Underserved Populations documentation) |
| District 06 | \Franklin | \123456 | \300-Survey | \ | | | | |
| District 06 | \Franklin | \123456 | \300-Survey | \Basemaps | | | | (Survey Basemaps) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | | | | |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \ExistingInformation | | | |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \ExistingInformation | \Deeds | Y | (Survey deeds) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \ExistingInformation | \RWPlans | Y | (Survey RW plans) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \ExistingInformation | \SurveyPlats | Y | (Survey plats) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \ExistingInformation | \TaxMaps | Y | (Survey tax maps) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \FieldData | | | |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \FieldData | \RawData | Y | (Survey raw data) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \FieldData | \Reports | Y | (Survey reports) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \Images | | | |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \Images | \Aerial | Y | (Aerial Images) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \Images | \Field | Y | (Field Images) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \Notes and Sketches | | Y | (Survey Notes and Sketches) |
| District 06 | \Franklin | \123456 | \300-Survey | \SurveyData | \OfficeData | | Y | |
| District 06 | \Franklin | \123456 | \400-Engineering | \ | | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Drainage | | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Drainage | \Basemaps | | | (Drainage Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Drainage | \EngData | | Y | (Drainage Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Drainage | \Sheets | | | (Drainage CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Geotechnical | | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Geotechnical | \Basemaps | | | (Geotechnical Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Geotechnical | \EngData | | Y | (Geotechnical Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Geotechnical | \Sheets | | | (Geotechnical CADD Plan Sheet Files) |

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|-------------|-----------|---------|------------------|-------------|-----------|-----------|--|
| District 06 | \Franklin | \123456 | \400-Engineering | \Landscape | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Landscape | \Basemaps | | (Landscape Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Landscape | \EngData | Y | (Landscape Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Landscape | \Sheets | | (Landscape CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Lighting | \ | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Lighting | \Basemaps | | (Lighting Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Lighting | \EngData | Y | (Lighting Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Lighting | \Sheets | | (Lighting CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \MOT | \ | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \MOT | \Basemaps | | (MOT Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \MOT | \EngData | Y | (MOT Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \MOT | \Sheets | | (MOT CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Roadway | \ | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Roadway | \Basemaps | | (Roadway Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Roadway | \EngData | Y | (Roadway Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Roadway | \Sheets | | (Roadway CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \RW | \ | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \RW | \Basemaps | | (RW Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \RW | \EngData | Y | (RW Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \RW | \Sheets | | (RW CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Signals | \ | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Signals | \Basemaps | | (Signals Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Signals | \EngData | Y | (Signals Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Signals | \Sheets | | (Signals CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \ | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \SFN | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \SFN | \Basemaps | (Structure Basemap) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \SFN | \EngData | Y (Structure Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \SFN | \Sheets | (Structure CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \CFN | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \CFN | \Basemaps | (Culvert Basemap) |

| | | | | | | | | |
|-------------|-----------|---------|-------------------|--------------------------|-----------|-----------|---|--|
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \CFN | \EngData | Y | (Culvert Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \CFN | \Sheets | | (Culvert CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \Wall | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \Wall | \Basemaps | | (Wall Basemap) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \Wall | \EngData | Y | (Wall Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Structures | \Wall | \Sheets | | (Wall CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Traffic | \ | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Traffic | \Basemaps | | | (Traffic Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Traffic | \EngData | | Y | (Traffic Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Traffic | \Sheets | | | (Traffic CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Utilities | \ | | | |
| District 06 | \Franklin | \123456 | \400-Engineering | \Utilities | \Basemaps | | | (Utilities Basemaps) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Utilities | \EngData | | Y | (Utilities Design documents, spreadsheets or application data) |
| District 06 | \Franklin | \123456 | \400-Engineering | \Utilities | \Sheets | | | (Utilities CADD Plan Sheet Files) |
| District 06 | \Franklin | \123456 | \500-RealEstate | \ | | | | |
| District 06 | \Franklin | \123456 | \500-RealEstate | \Contract Administration | | | Y | (Copy of Acquisition information once Project has been Closed) |
| District 06 | \Franklin | \123456 | \500-RealEstate | \General | | | Y | (IOCs Related to Right of Way) |
| District 06 | \Franklin | \123456 | \500-RealEstate | \General | \Plans | | Y | |
| District 06 | \Franklin | \123456 | \500-RealEstate | \Parcels | | | Y | (Legal Descriptions) |
| District 06 | \Franklin | \123456 | \500-RealEstate | \Utilities | | | Y | (All Utility Documentation) |
| District 06 | \Franklin | \123456 | \600-Contracts | \ | | | | |
| District 06 | \Franklin | \123456 | \600-Contracts | \01-Plan Submittal | | | Y | (Plan Package Documentation - All Stages) |
| District 06 | \Franklin | \123456 | \600-Contracts | \02-PreAddendum | | | Y | (Pre-addendum submissions) |
| District 06 | \Franklin | \123456 | \600-Contracts | \03-Addendum | | | Y | (Addendum submissions) |
| District 06 | \Franklin | \123456 | \600-Contracts | \04-Reference Files | | | Y | (Plan files for reference only) |
| District 06 | \Franklin | \123456 | \700-Estimating | | | | Y | (Central Office Estimating only) |
| District 06 | \FRA | \123456 | \800-Construction | \ | | | | |
| District 06 | \FRA | \123456 | \800-Construction | \Change Orders | | | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Contract Documents | | | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Correspondence | | | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Daily Work Reports | | | Y | |

| | | | | | | |
|-------------|------|---------|-----------------------|---------------------------|---|---|
| District 06 | \FRA | \123456 | \800-Construction | \Documents to be Reviewed | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \EEO & DBE | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Estimates | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Finalization | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Issues & Claims | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Line Items | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Materials | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Media | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Meetings | Y | |
| District 06 | \FRA | \123456 | \800-Construction | \Miscellaneous | Y | |
| District 06 | \FRA | \123456 | \900-Accounting | | Y | (Central Office Accounting only) |
| District 06 | \FRA | \123456 | \990-WorkSetStandards | \ | | |
| District 06 | \FRA | \123456 | \990-WorkSetStandards | \GCS | | (Coordinate system file) |
| District 06 | \FRA | \123456 | \990-WorkSetStandards | \Plotdrv | | (Project pset file, other project specific plotting files) |
| District 06 | \FRA | \123456 | \990-WorkSetStandards | \Seed | | (Project seed files) |
| District 06 | \FRA | \123456 | \990-WorkSetStandards | \Template Library | | (Project design templates) |
| District 06 | \FRA | \123456 | \999-Scratch | | Y | All project users modify access |

- 01 Active Projects
 - District 01
 - _D01
 - Allen
 - Defiance
 - Hancock
 - Hardin
 - 111471
 - 000-Admin
 - COE
 - Contracts
 - TaskOrder
 - Correspondence
 - Email
 - IOC
 - Design
 - Planning
 - Letters
 - Estimates
 - MeetingMinutes
 - OUPSInfo
 - Photo
 - Construction
 - Design
 - Environmental
 - Geotechnical
 - Planning
 - PIO
 - PlanReviews
 - Final
 - Comments
 - Submission
 - RW-Final
 - Comments
 - Submission
 - RW-Preliminary
 - Comments
 - Submission
 - Stage1
 - Comments
 - Submission
 - Stage2
 - Comments
 - Submission
 - Stage3
 - Comments
 - Submission
 - Railroad
 - Invoices
 - Reports

- 100-Planning
 - Legislation
 - Misc
 - Scopes
 - STIP
- 200-Environmental
 - 4F
 - 6F
 - 106
 - Alternatives
 - CE
 - Eco
 - Environmental Commitments
 - Mapping
 - MeetingMinutes
 - Misc
 - Permits
 - PI
 - PurposeNeed
 - RMR
 - UP
- 300-Survey
 - Basemaps
 - SurveyData
 - ExistingInformation
 - Deeds
 - RWPlans
 - SurveyPlats
 - TaxMaps
 - FieldData
 - RawData
 - Reports
 - Images
 - Aerial
 - Field
 - Notes and Sketches
 - OfficeData

- 400-Engineering
 - Drainage
 - Basemaps
 - EngData
 - Sheets
 - Geotechnical
 - Basemaps
 - EngData
 - Sheets
 - Landscaping
 - Basemaps
 - EngData
 - Sheets
 - Lighting
 - Basemaps
 - EngData
 - Sheets
 - MOT
 - Basemaps
 - EngData
 - Sheets
 - Roadway
 - Basemaps
 - EngData
 - Sheets
 - RW
 - Basemaps
 - EngData
 - Sheets
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 - Basemaps
 - EngData
 - Sheets
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 - Basemaps
 - EngData
 - Sheets
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 - Basemaps
 - EngData
 - Sheets
 - Utilities
 - Basemaps
 - EngData
 - Sheets

- 500-RealEstate
 - Contract Administration
 - General
 - Plans
 - Parcels
 - 001
 - Utilities
 - 600-Contracts
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 - 02-PreAddendum
 - 03-Addendum
 - 04-Reference Files
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 - Miscellaneous
 - 900-Accounting
 - 990-WorkSetStandards
 - GCS
 - Plotdrv
 - Seed
 - Template Library
 - 999-Scratch