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STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

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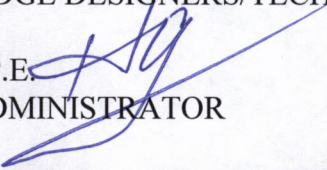
www.dotd.la.gov
379-1321



WILLIAM D. ANKNER, Ph.D.
SECRETARY

MEMORANDUM

TO: ALL IN-HOUSE BRIDGE DESIGNERS/TECHNICIANS

FROM: HOSSEIN GHARA, P.E. 
BRIDGE DESIGN ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 5 (BDTM.5)
PUBLISH "PROJECTWISE DOCUMENT CONTROL PROCEDURE"

DATE: AUGUST 18, 2009

Effective immediately, all projects in development shall be in ProjectWise.

Attached is the ProjectWise document control procedure. It describes how to request project folders in ProjectWise. It also explains in detail the project information that shall be stored in ProjectWise.

Ms. Susan Zhang will conduct training sessions for each gang to go over this procedure. Please give her your support and cooperation.

This memorandum will be posted on Bridge Design Website under Technical Memorandum.

(http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/Technical-Memoranda.aspx)

Please contact Ms. Susan Zhang (Susan.Zhang@la.gov) via email if you have any questions or comments.

HG/zzf



ProjectWise Document Control Procedure

Prepared By:
Susan Zhang
Bridge Design Section
(225)379-1468

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1. Implementation of ProjectWise
2. Request project folders in ProjectWise
3. Information in ProjectWise

1. Implementation of ProjectWise

Effective immediately, all projects in development shall be in ProjectWise. Please contact Ms. Susan Zhang if you would like your historical project data moved from R drive into ProjectWise.

- 1) ProjectWise allows designers, engineers, and consultants to communicate more effectively.
 - a) Everyone can access the latest project plan information at the same location; avoid duplicate project documents in different places.
 - b) Placing documents in the information exchange folders eliminates emails with large file attachments.
- 2) Prepare to implement “Easy Publish” for Electronic Publishing and “ApproveIt” for Digital Signature. Both tools will be available in the near future.

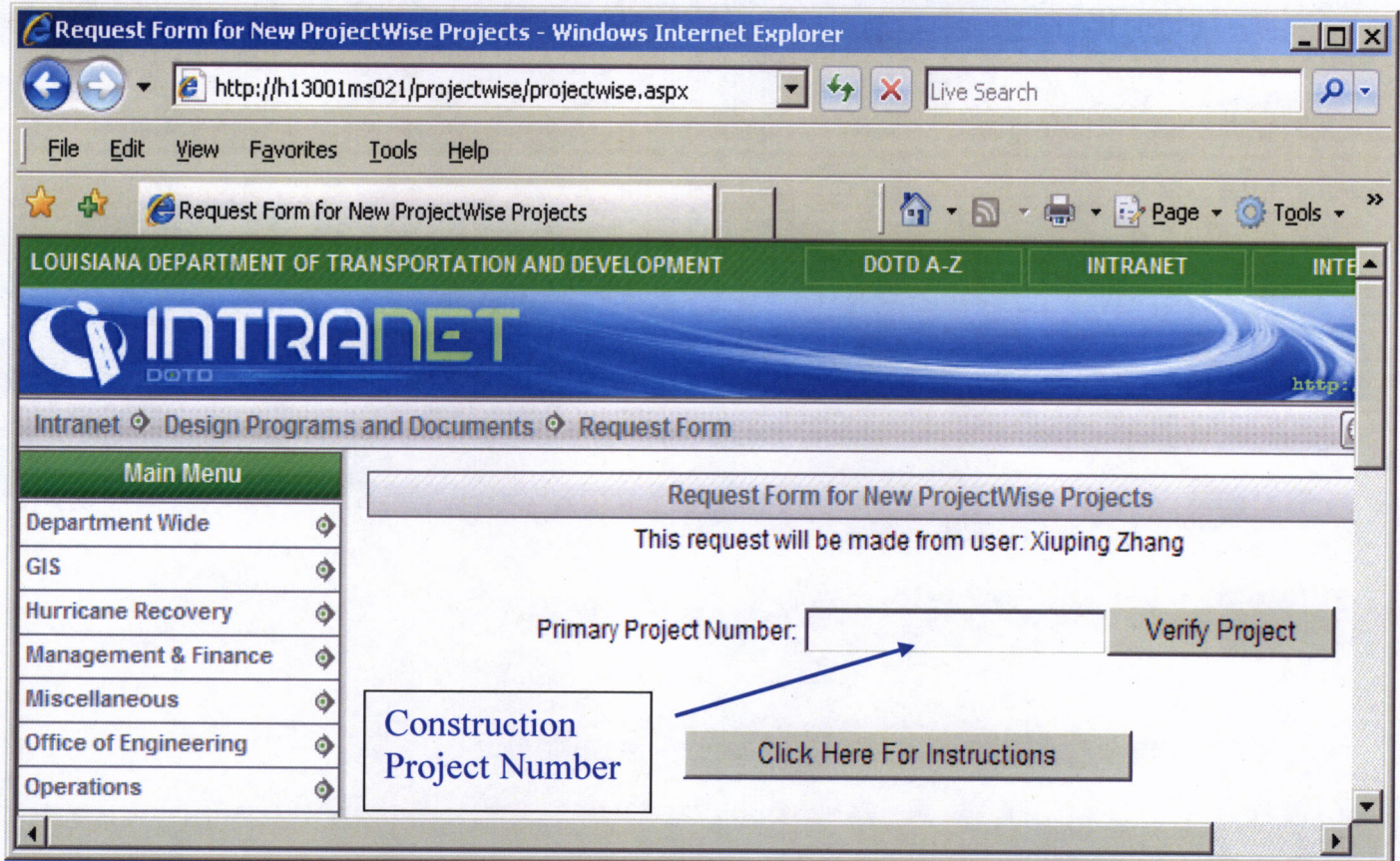
2. Request project folders in ProjectWise

In-House Projects

A project folder shall be created under *LADOTD_Corp\Documents\Headquarters*.

Task managers need to submit a request form using the following link or go to DOTD Intranet → Project Development → Design Programs and Documents → ProjectWise → Request Form for New ProjectWise Projects

<http://h13001ms021/projectwise/projectwise.aspx>



Consultant Projects

Two folders shall be created in ProjectWise.

1) – Project Folder

This folder shall be created under *LADOTD_Corp\Documents\Headquarters*. The process is exactly like requesting an in-house project.

Please check if the project folder has already been created. If not, task managers need to submit the above request form.

2) – Consultant Folder

This folder will be created under *LADOTD_Corp\Documents_Consultants*. The consultant is required to place all project submittals in *Inbox_DOTD*. This folder is for **information exchange only**.

Please follow the next steps to request this folder:

- a) Check to see if the consultant folder is already in ProjectWise. If not, task managers shall send an email to Mr. David Ringuette (David.Ringuette@la.gov) to create the folder.
- b) If it is a retainer contract, task managers need to submit a request form using the following link or go to DOTD Intranet → Project Development → Design Programs and Documents → ProjectWise → Retainer Request form

<http://h13001ms021/projectwise/retainer.aspx>

Request Form for New ProjectWise Projects - Windows Internet Explorer

http://h13001ms021/projectwise/retainer.aspx

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRANET

Retainer Request Form for New ProjectWise Projects

This request will be made from user: **Xiuping Zhang**

Retainer Contract Number: 700-99-0431 Add a Task Order

Task Order Number: 701-65-0989

Primary Project Number: 700-20-0036 Verify Project

Submit

Use Construction Project Number if one exists.
Otherwise use the Engineering Project Number.

Main Menu

- Department Wide
- GIS
- Hurricane Recovery
- Management & Finance
- Miscellaneous
- Office of Engineering
- Operations
- Planning & Programming
- Public Works & Int. Trans.
- Quick Links
- Resource Center

- c) If it is a consultant contract project, task managers need to submit a request form using the following link or go to DOTD Intranet → Project Development → Design Programs and Documents → ProjectWise → Consultant Project Request form

<http://h13001ms021/projectwise/consultantreq.aspx>

ProjectWise Consultant Project Request Form - Windows Internet Explorer

http://h13001ms021/projectwise/consultantreq.aspx

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DOTD A-Z INTRANET

INTRANET

Intranet > Design Programs and Documents > Consultant Project Request Form

Projectwise Consultant Project Request Form

Project Number:

Project Name:

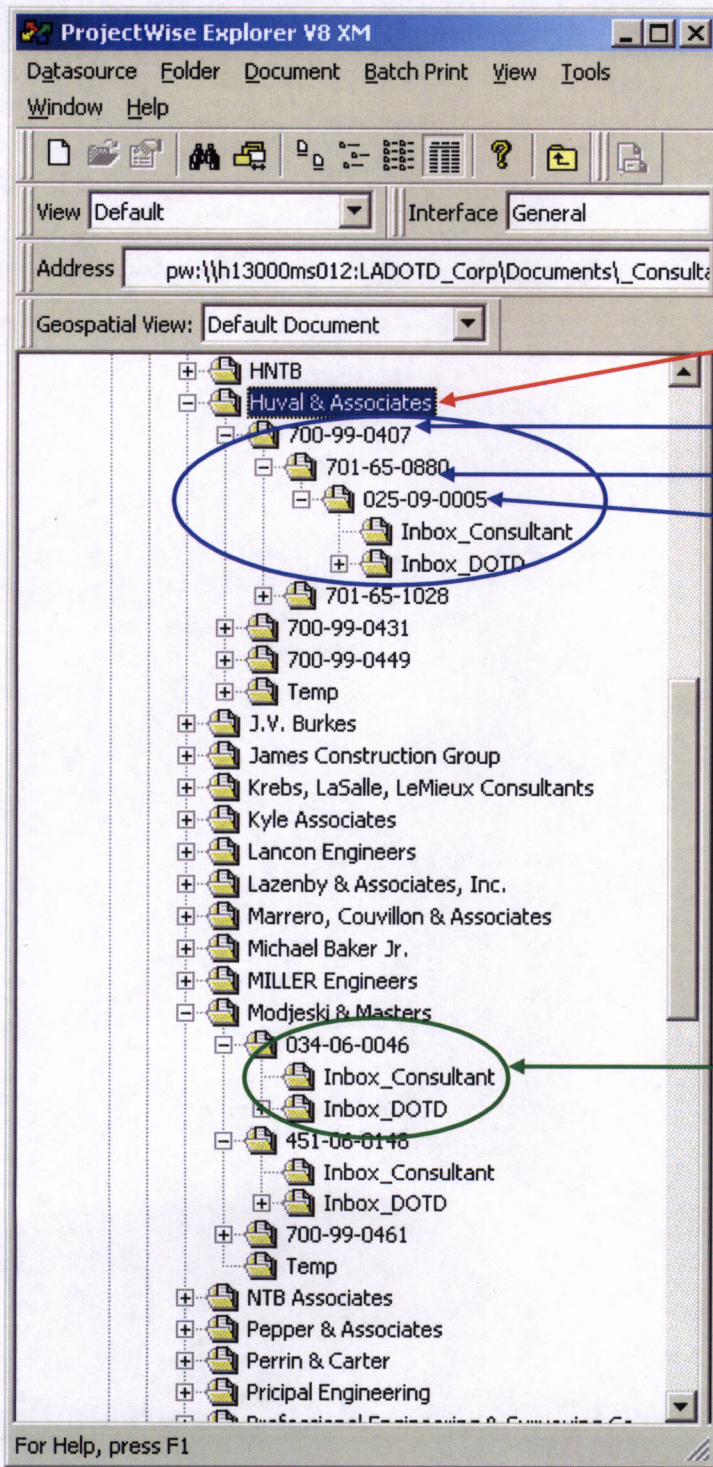
Consultant Name:

Requested By:

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Example – Consultant folder, Retainer Contract, and Consultant Contract Project



Consultant folder

Retainer Contract
Task order
Primary Project

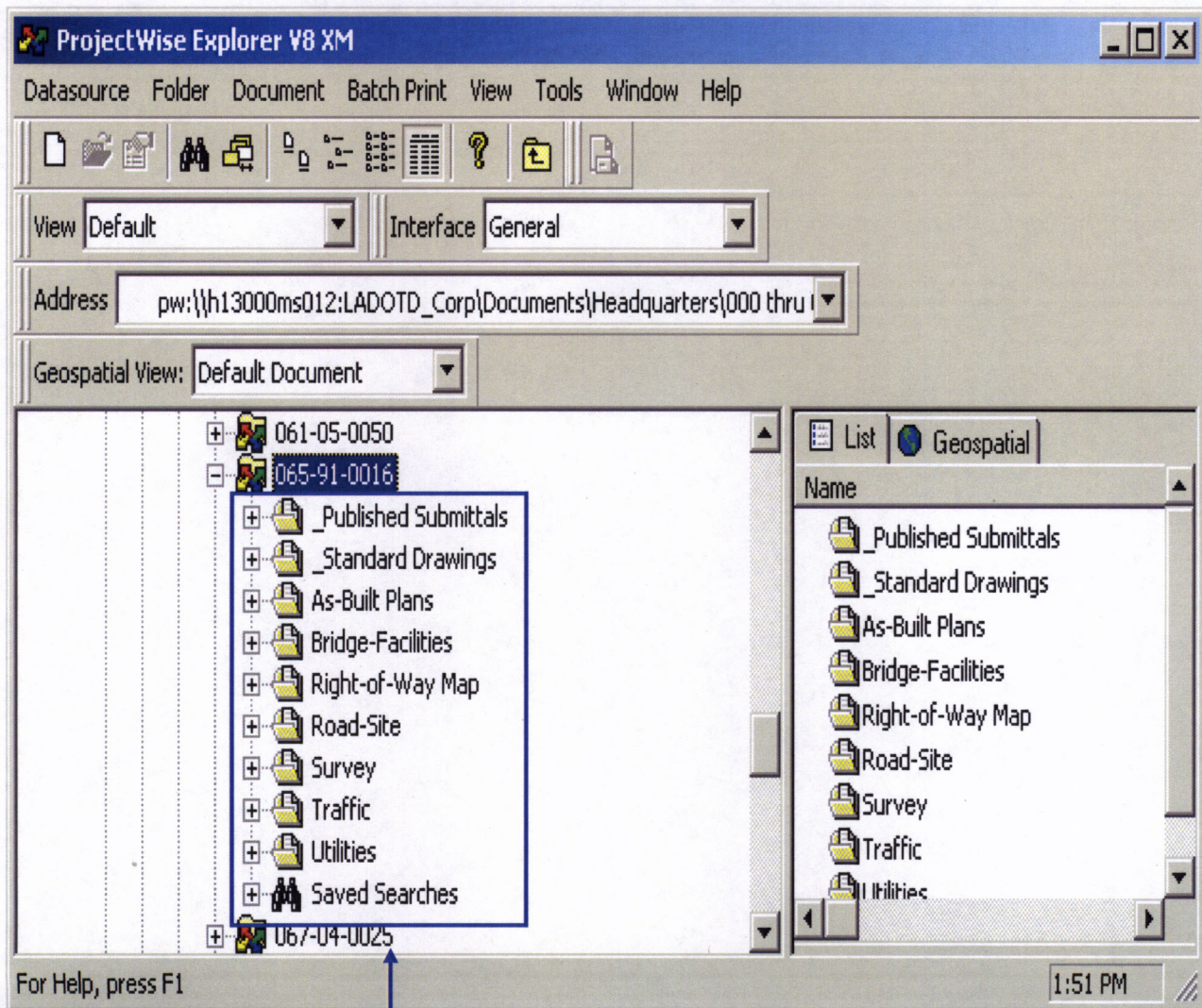
025-09-0005 Project folder will be created under *Headquarters* when the Retainer Request Form is submitted

Consultant
Contract Project

034-06-0046 project folder will be created under *Headquarters* when the Consultant Contract Project Request Form is submitted

3. Information in ProjectWise

All project folders created in ProjectWise have standard templates. Please place project information in these standard template folders. If you need additional folders, please submit a request to Ms. Susan Zhang via email (Susan.Zhang@la.gov).

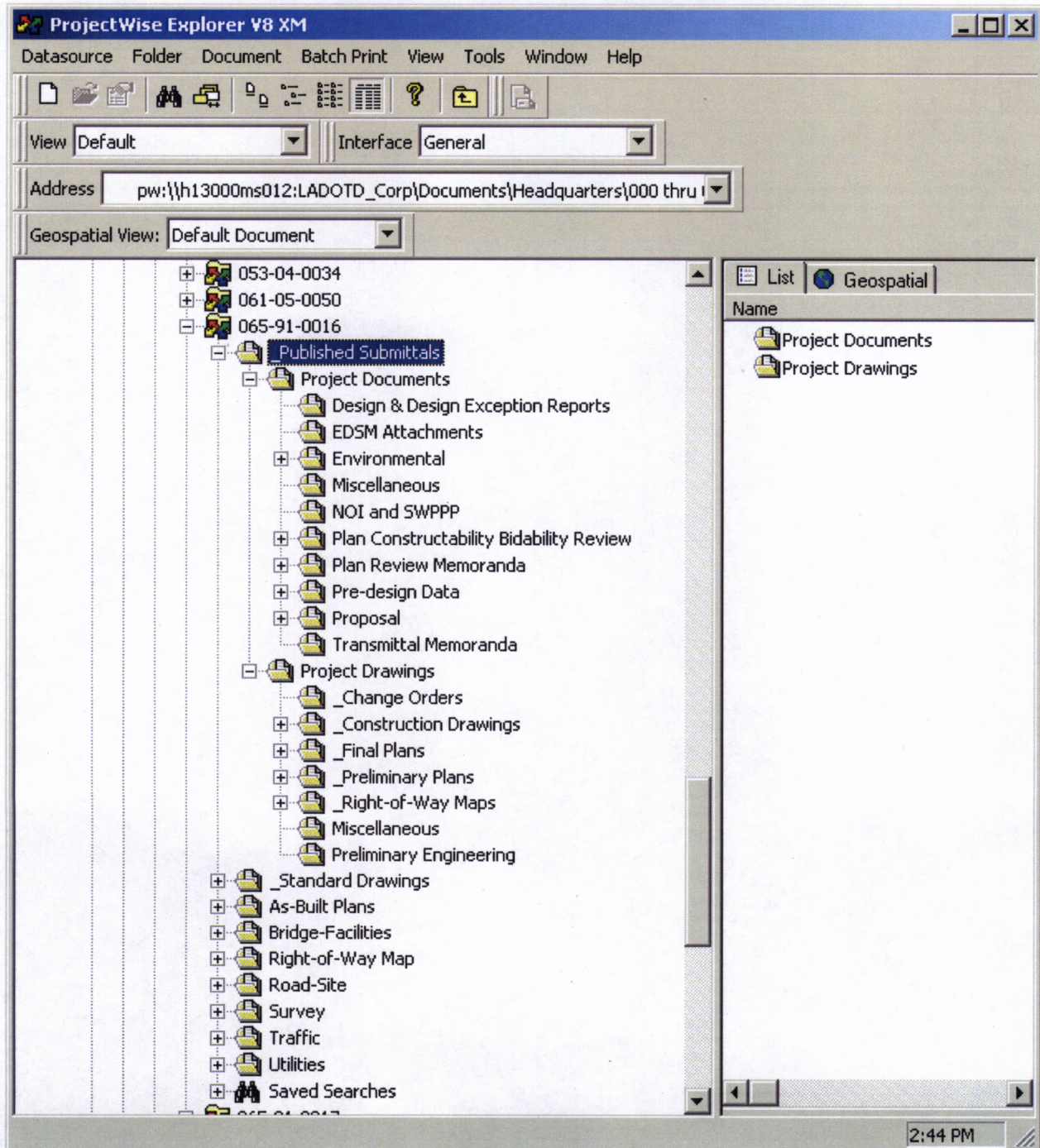


Standard Templates

The following information shall be in ProjectWise:

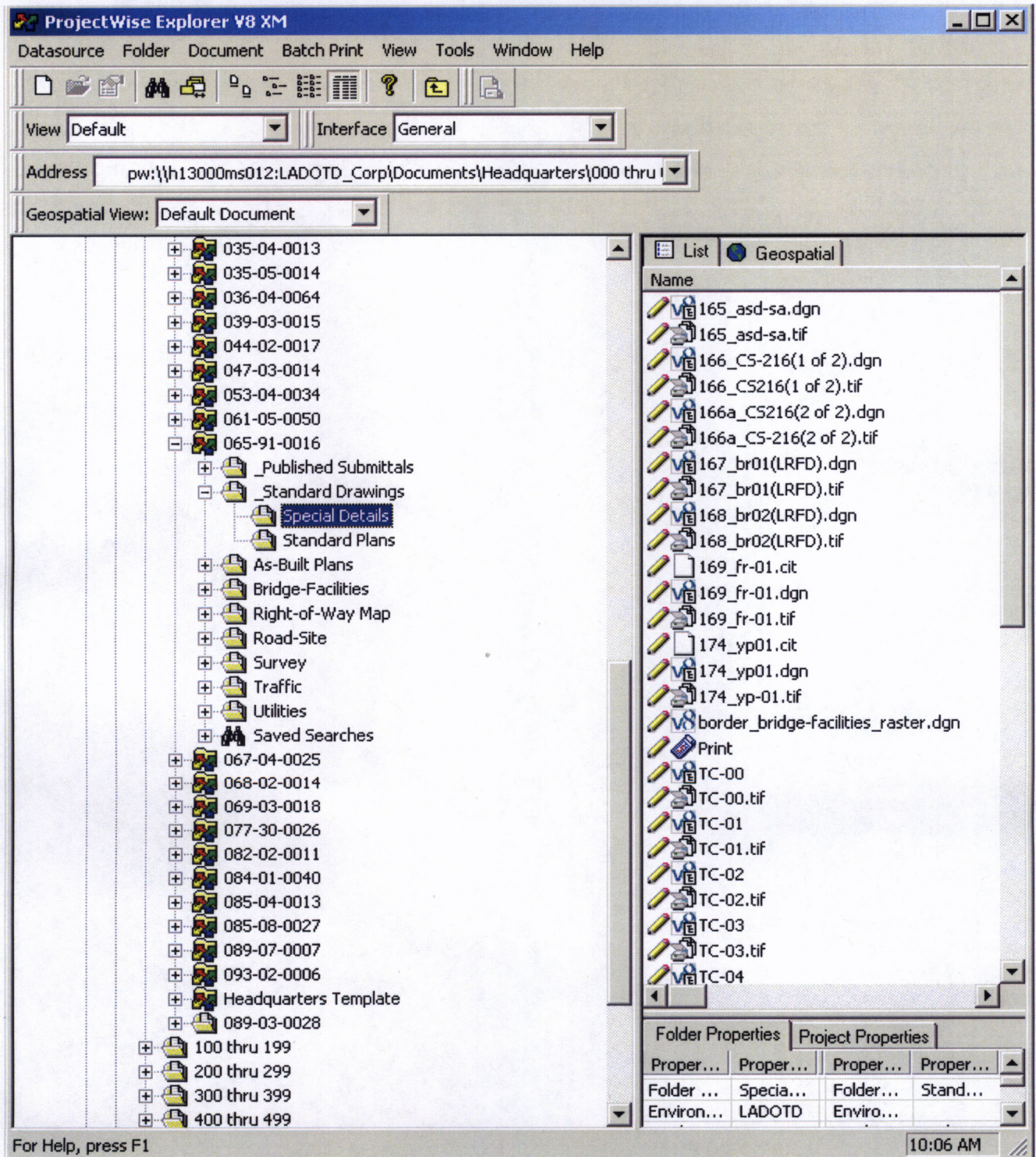
All published submittals – including project documents and project drawings such as change orders, construction drawings, preliminary plan submittals, and final plan submittals. **There will be no subfolders (such as 30%, 60%, etc.) under Final Plans and Preliminary Plans.** The “Easy Publish” tool will automatically create the appropriate subfolder when submittals are created.

For consultant projects, the consultant is required to place the submittals in Inbox-DOTD; task manager is responsible to move the submittals to published submittal folders. For in-house projects, the “Easy Publish” tool will create the submittals to the published submittal folders. Please email Susan Zhang (Susan.Zhang@la.gov) if you have any questions.

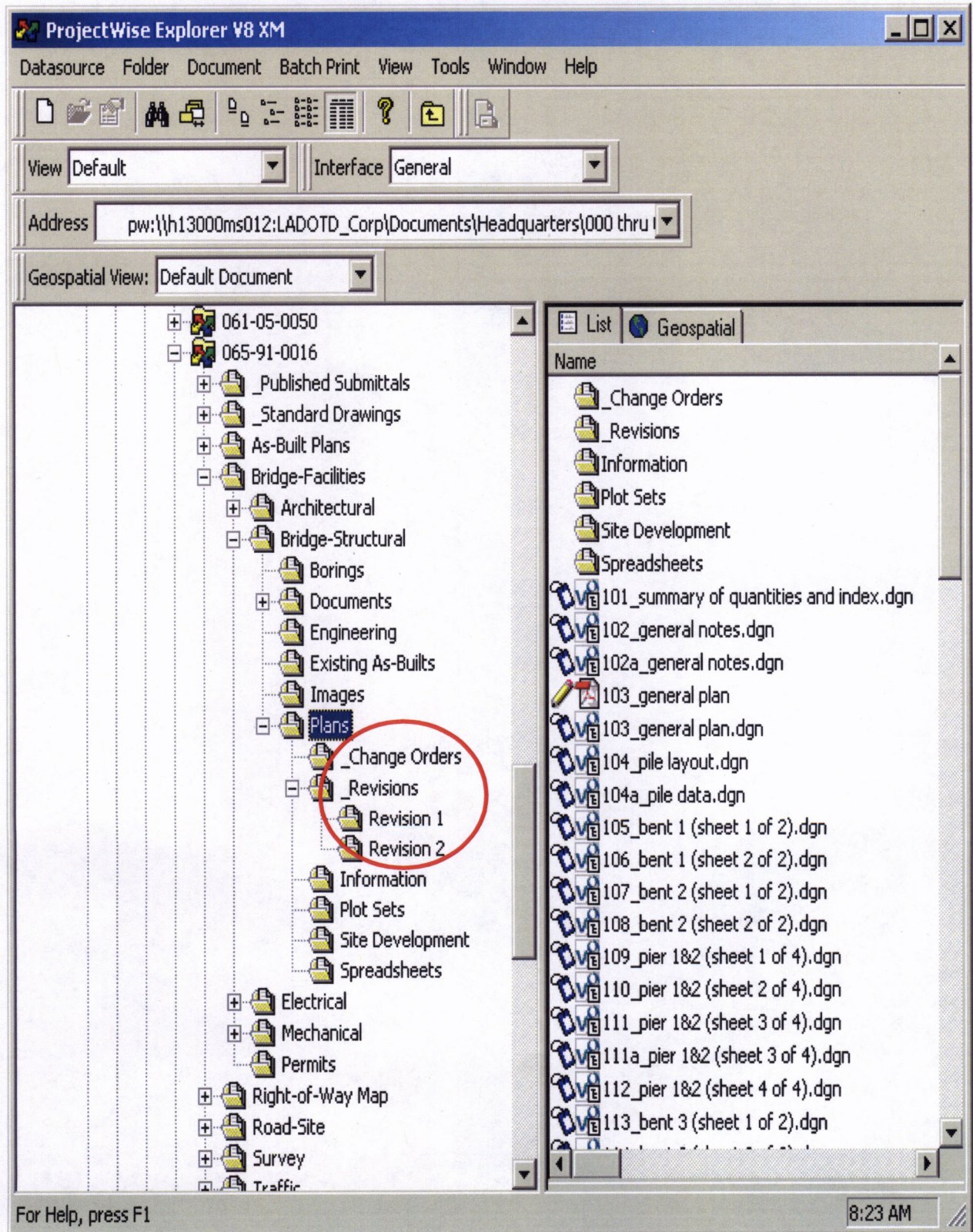


Standard drawings – Special Details and Standard Plans for the project are under this folder.

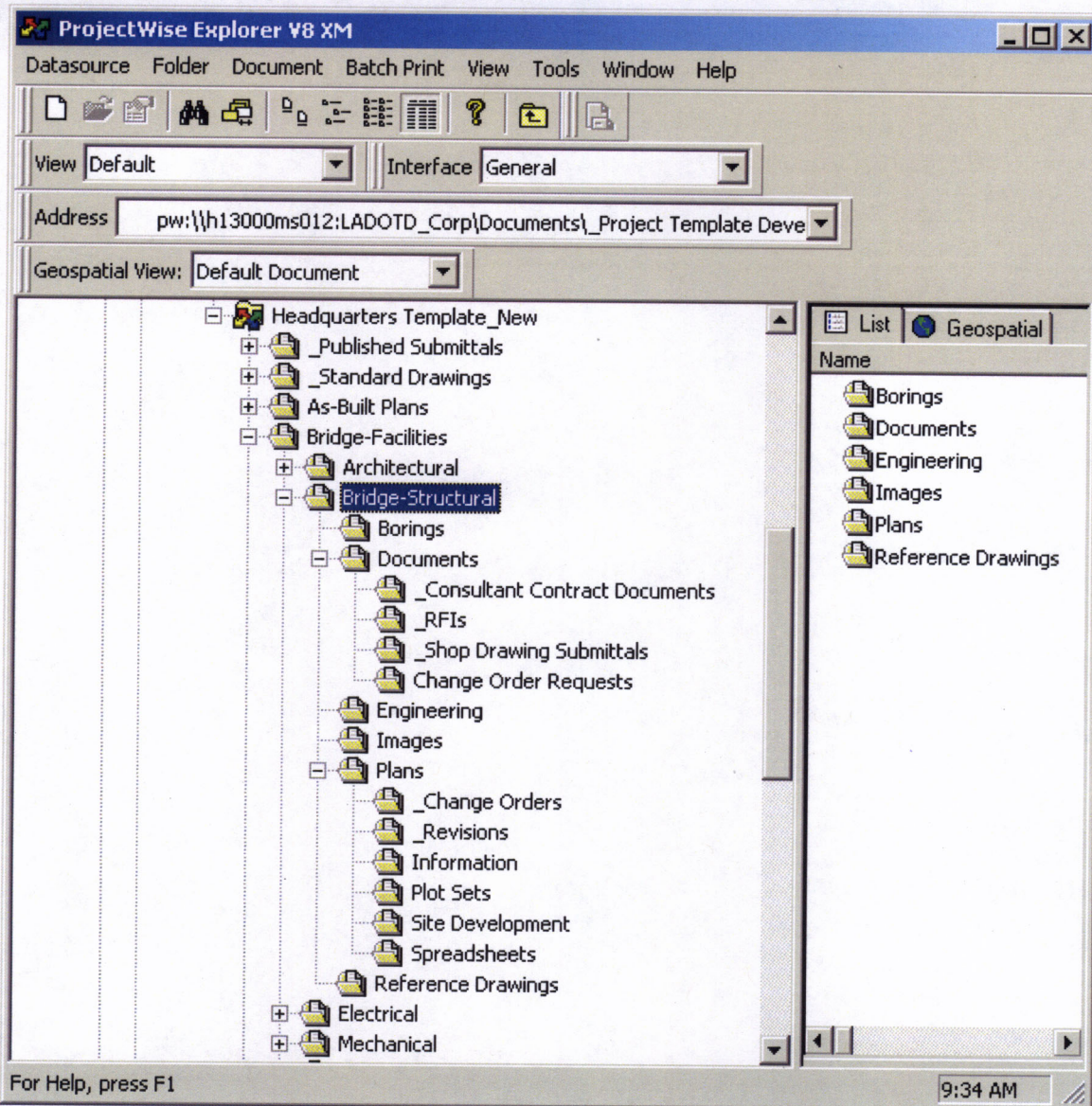
Please refer to Bridge Design Technical Memorandum 9 (Policy on Distribution of Bridge Standard Plans and Special Details) for more details. The Technical Memoranda is posted on Bridge Design Website under Technical Memoranda. The instructions for revising standards and creating new ones are posted on Bridge Design Website under Bridge Standards.



All plans - including borings, reference drawings such as existing as-buils, permit sketches and plans - all plans are under **Bridge-Facilities/Bridge Structural or Electrical or Mechanical**. All in-progress drawings should be directly under **Plans**. Once the final plans are issued, task manager should email Ms. Susan Zhang to lock all plans for read-only. Please submit a request to Susan Zhang if you need revisions and plan change orders created under **Plans**. For future projects, Change Orders and Revisions will be included in the project templates.



Future Headquarters Projects Templates under **Bridge-Facilities**, **Bridge Structural** or **Electrical or Mechanical**



Borings – Deep Core Borings, ECPT, etc.

Documents – Plan Development Documents

Engineering – Final Calculations

Images – Important Photographs and Other Images

Plans – Project Plans

Reference Drawings – Drawings for Information only to be included in Plan Sets (such as existing as-built)