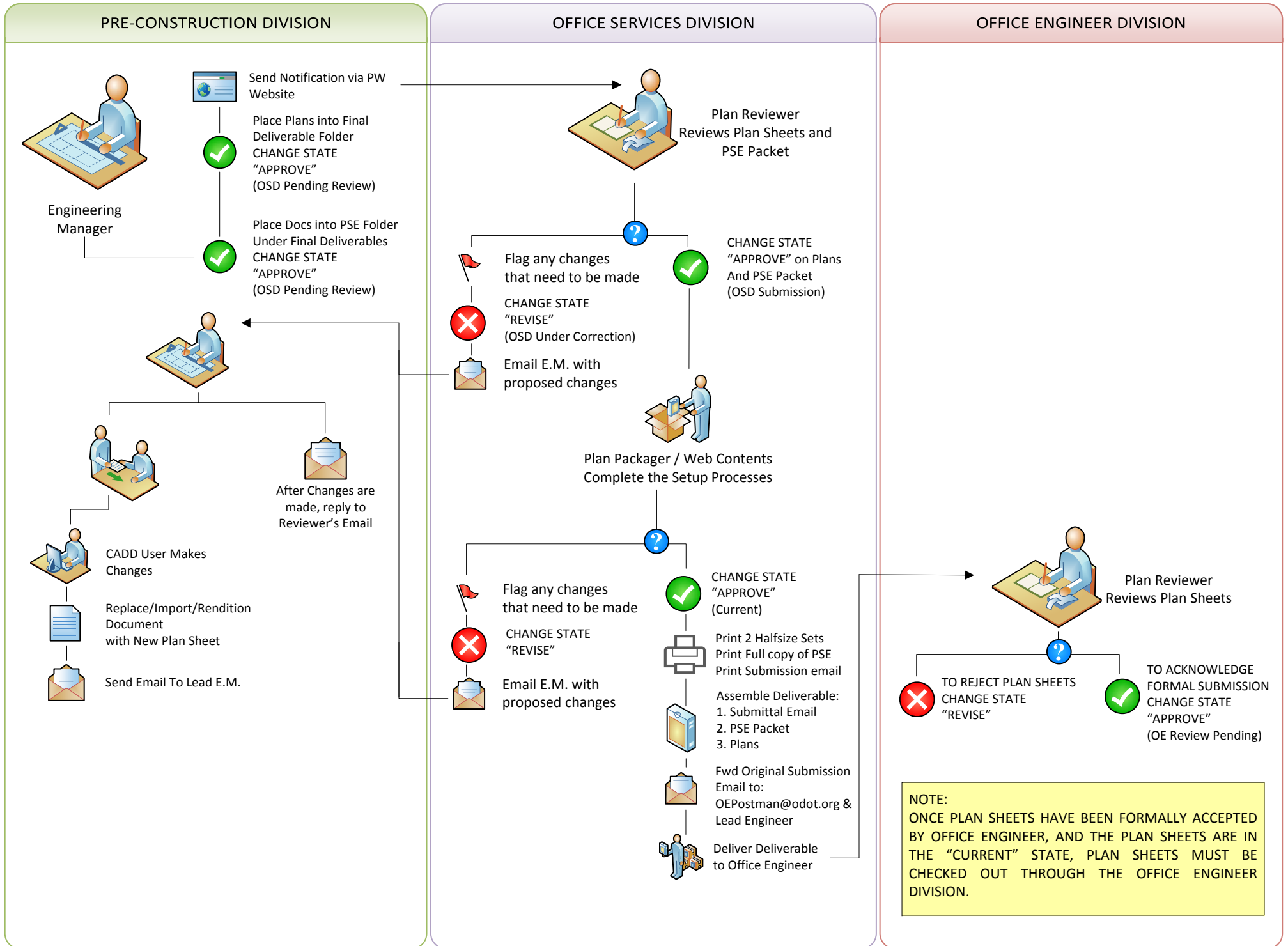
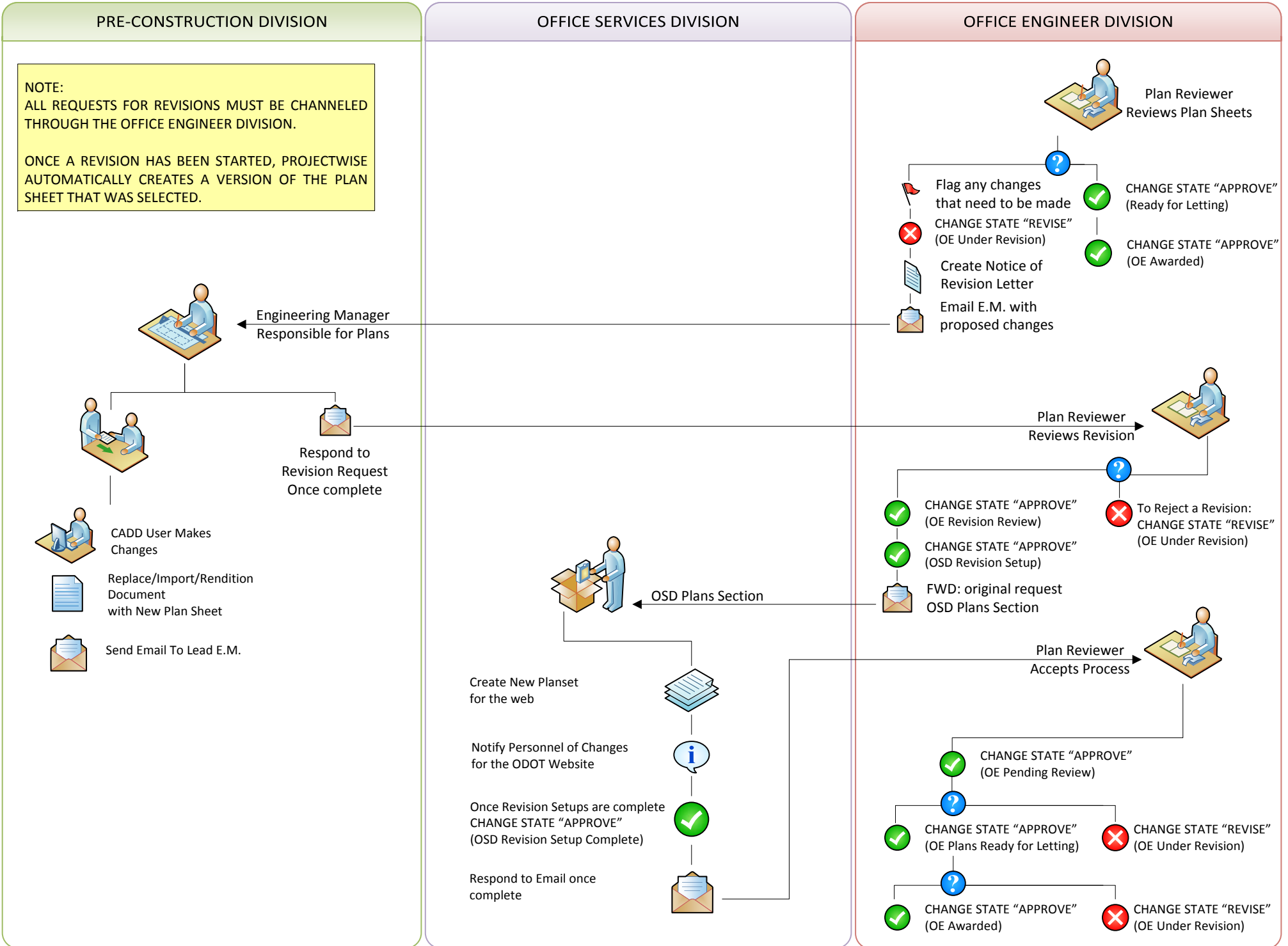


# PROJECTWISE PLAN SUBMITTAL WORKFLOW



# PROJECTWISE REVISION WORKFLOW – STANDARD REVISION

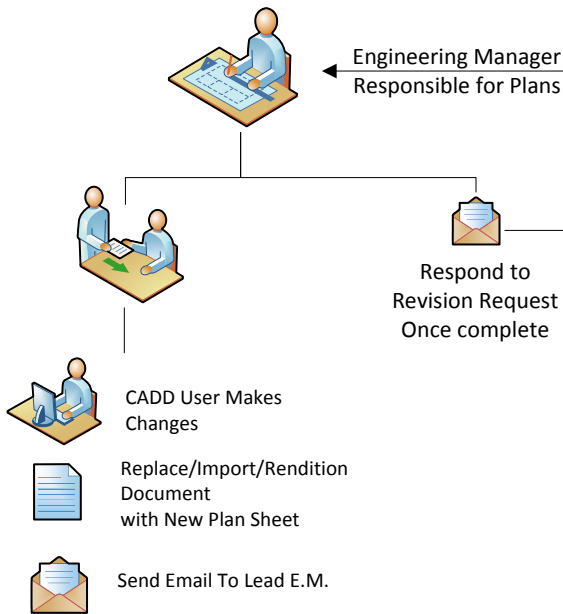


# PROJECTWISE REVISION WORKFLOW – ADD A SHEET AS REVISION

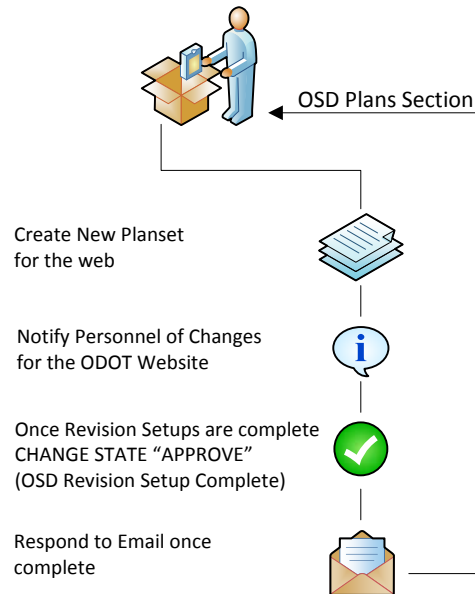
## PRE-CONSTRUCTION DIVISION

**NOTE:**  
ALL REQUESTS FOR REVISIONS MUST BE CHANNIELED THROUGH THE OFFICE ENGINEER DIVISION.

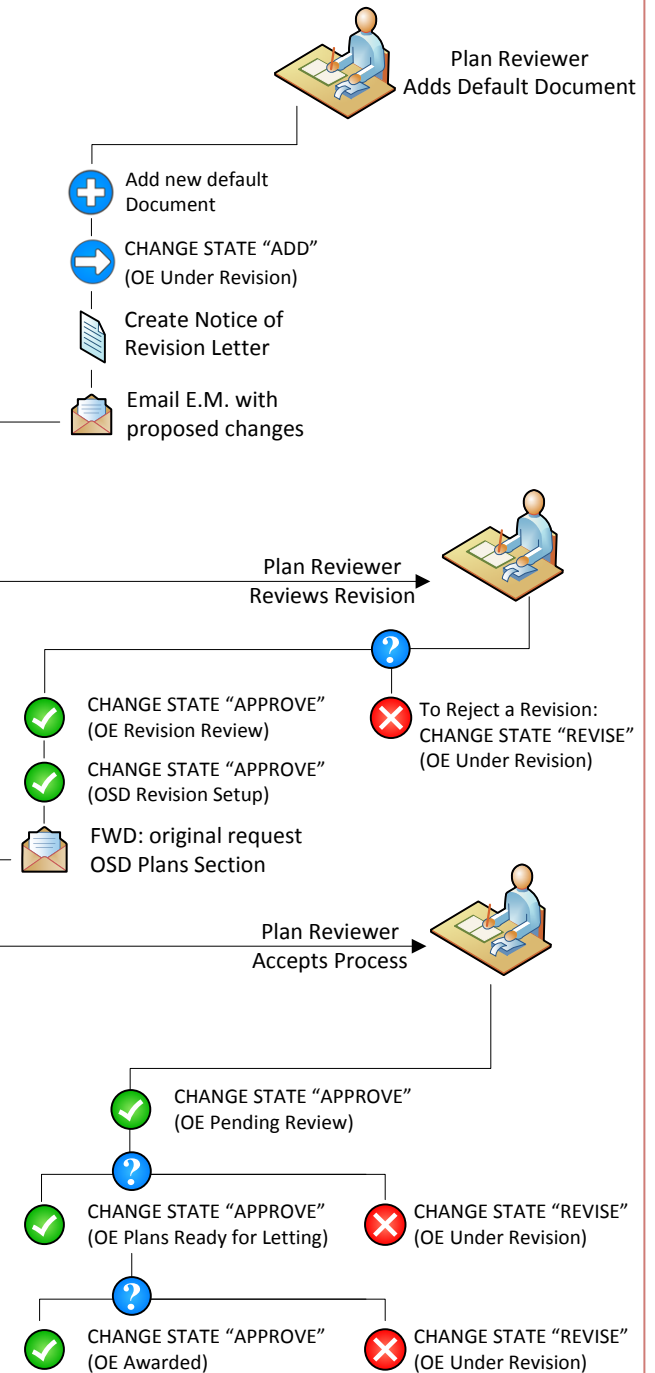
ONCE A REVISION HAS BEEN STARTED, PROJECTWISE AUTOMATICALLY CREATES A VERSION OF THE PLAN SHEET THAT WAS SELECTED.



## OFFICE SERVICES DIVISION



## OFFICE ENGINEER DIVISION



# PROJECTWISE REVISION WORKFLOW – DELETE SHEET AS REVISION

## PRE-CONSTRUCTION DIVISION

**NOTE:**  
ALL REQUESTS FOR REVISIONS MUST BE CHANNLED THROUGH THE OFFICE ENGINEER DIVISION.

COMPLETE DELETION OF THE DOCUMENT IS NOT PERMITTED. THE DOCUMENT IS PLACED INTO A DELETED STATE BY PROJECTWISE. THIS DOCUMENT CAN BE RETRIEVED BY A PROJECTWISE ADMIN.



Engineering Manager  
Responsible for Plans

CHANGE STATE "DELETE"  
(Deleted Sheet)



Respond to email  
once completed



## OFFICE SERVICES DIVISION



OSD Plans Section  
Removes Plan Sheet

Create New Planset  
for the web



Notify Personnel of Changes  
for the ODOT Website



Respond to Email once  
complete



## OFFICE ENGINEER DIVISION



Plan Reviewer  
Begins Deletion



CHANGE STATE "DELETE"  
(OE Delete Sheet)



Create Notice of  
Revision Letter



Email E.M. with  
proposed changes

Plan Reviewer  
Confirms Deletion



FWD: Original Email String  
OSD Plans Section



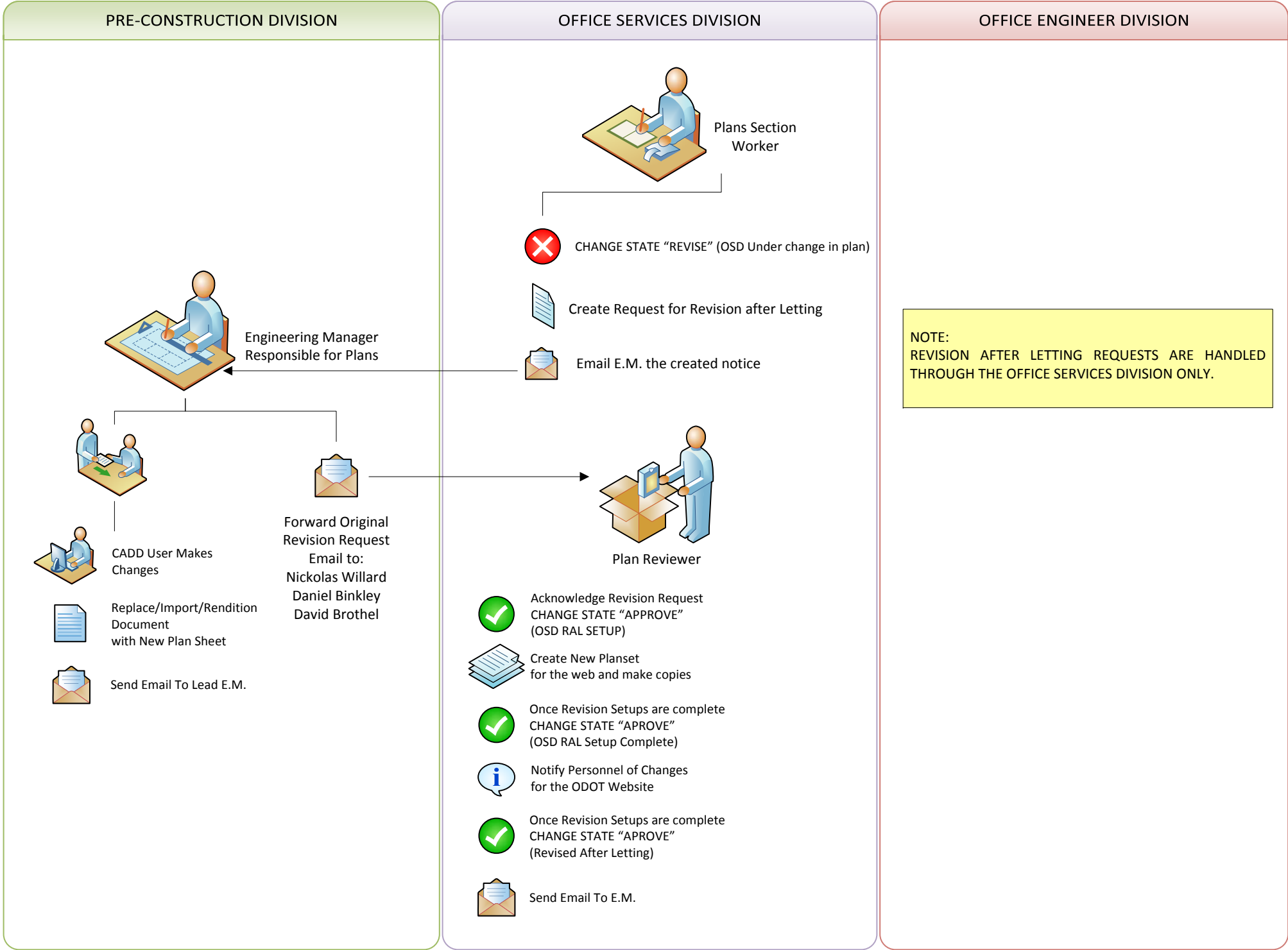
Email E.M. with  
any concerns

Plan Reviewer  
Accepts Process



Archive complete email  
String to ProjectWise

# PROJECTWISE REVISION AFTER LETTING WORKFLOW – REVISION AFTER LETTING (CHANGE IN PLAN)



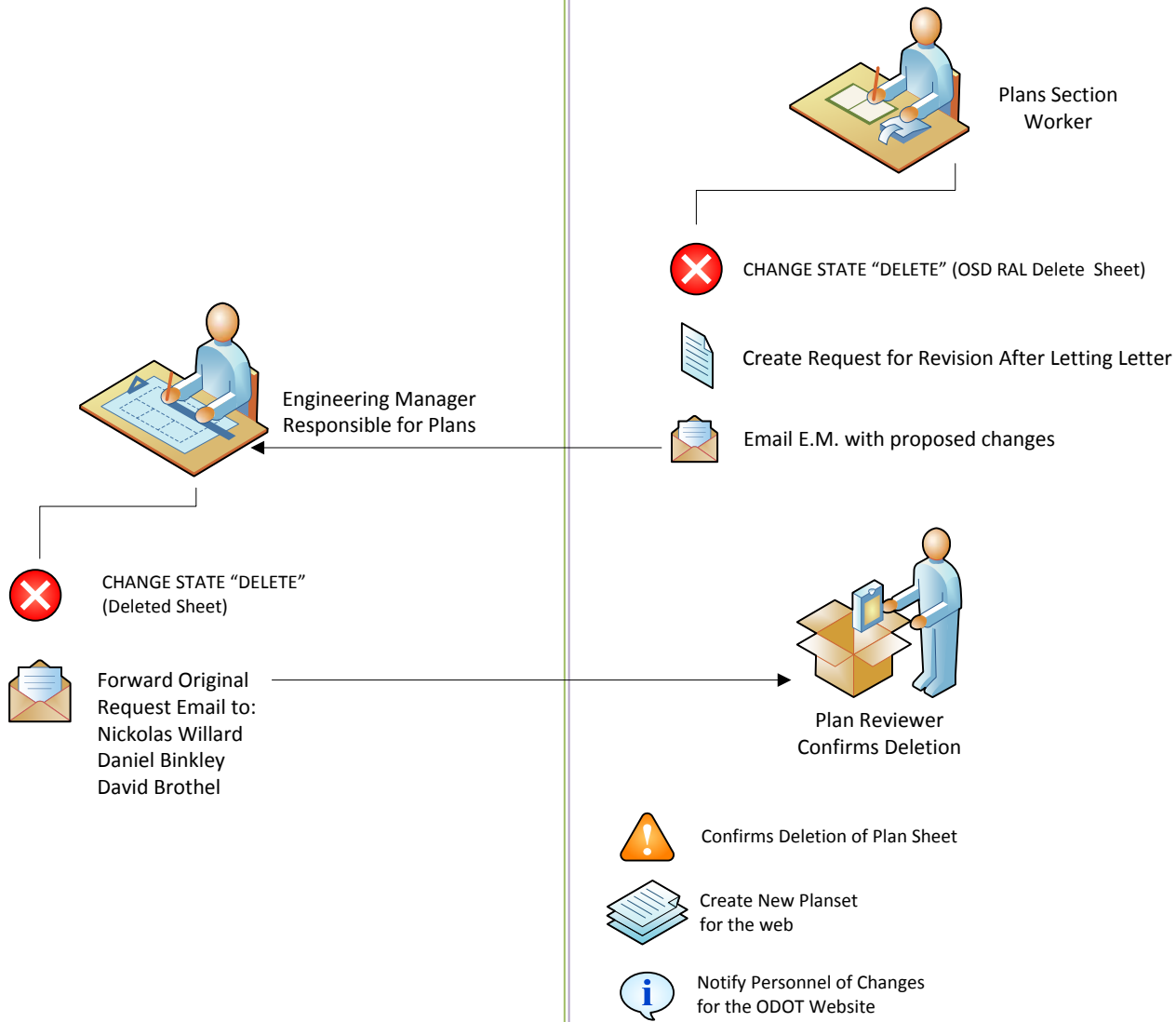
**NOTE:**  
 REVISION AFTER LETTING REQUESTS ARE HANDLED THROUGH THE OFFICE SERVICES DIVISION ONLY.

# PROJECTWISE REVISION AFTER LETTING WORKFLOW – DELETE A SHEET AS REVISION

## PRE-CONSTRUCTION DIVISION

## OFFICE SERVICES DIVISION

## OFFICE ENGINEER DIVISION



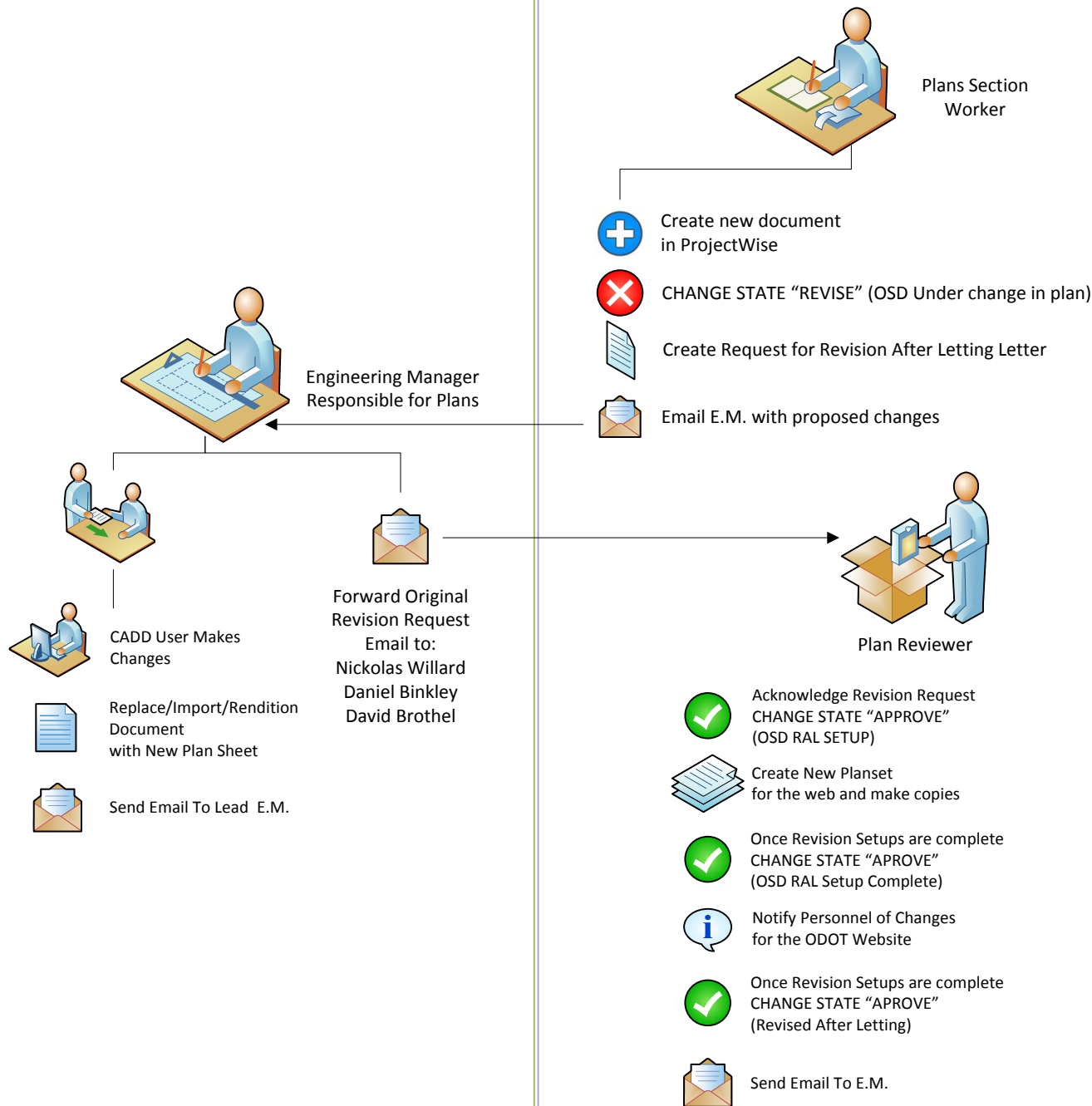
**NOTE:**  
REVISION AFTER LETTING REQUESTS ARE HANDLED THROUGH THE OFFICE SERVICES DIVISION ONLY.

# PROJECTWISE REVISION AFTER LETTING WORKFLOW – ADD A SHEET AS REVISION

## PRE-CONSTRUCTION DIVISION

## OFFICE SERVICES DIVISION

## OFFICE ENGINEER DIVISION



**NOTE:**  
REVISION AFTER LETTING REQUESTS ARE HANDLED THROUGH THE OFFICE SERVICES DIVISION ONLY.