



INTRO TO PROJECTWISE

Integrating ODOT Providers



ProjectWise Team

ProjectWise Manager

Hashem Ghotly

ProjectWise Admin

Carl Eldridge

Michael Pearson

Eddie Sells

Thomas Eldredge



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Kevin Lowe

Nickolas Willard

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Questions & Answers

You can send in your questions anytime using the e-mail address listed below.

PWPostman@odot.org



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Migrating from a Map Network Drive into a Content Management server

- ProjectWise is a Cloud based server that is accessible to all our users.
 - A. Our servers are housed offsite with Office of Management and Enterprise Services “OMES”, where we manage the permission access control to our data.
 - B. The content is backed-up daily and maintains up to 10 file alterations. A deleted or damaged file can be restored on a user’s request from the last known integrity check.

- ProjectWise supports CADD applications
 - A. Integration of civil and design programs
 - MicroStation
 - AutoCAD
 - InRoads
 - OpenRoads
 - B. Content can be validated
 - When the document is checked-out or checked-in, which will record multiple changes through its audit trail log
 - C. The structure has a familiar working environment
 - Something similar to Windows File Manager

- Accessible from multiple platforms (Desktop, tablets, and smart phones)

- Communication, through workflow, hyperlinks and web-base portals

- Collaboration, everyone sees the same contents

- Field and Construction for change orders and as-built plans contributions

- Searchable and retrievable archives within the same system



What is ProjectWise?

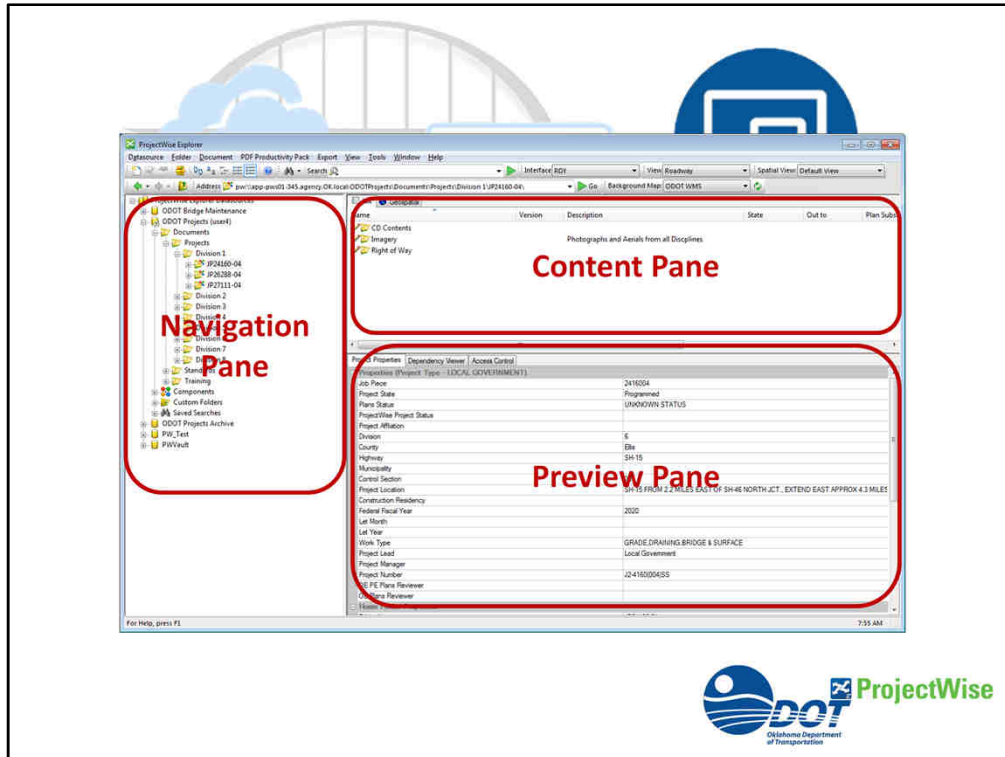
1. It is a content managing application for the production of the design files with a workflow producing a set of PDF plans for every milestone 30%, 60%, ROW submission, 90%, Final submission, Letting, Construction, as-built and retrievable archives within one environment.

In a nutshell!

● "ONE SOURCE OF TRUTH"



ProjectWise is the only project managing software designed for our supporting applications, through workflows for engineering designs, lettings, construction, as-built and archives.



ProjectWise looks like and works like

- Windows File Manager on steroids, but it is a database for both meta data and content.
- Navigation Pane
- Content Pane
- Preview Pane

This application communicates with other data sources like Oracle, making this a very versatile product.

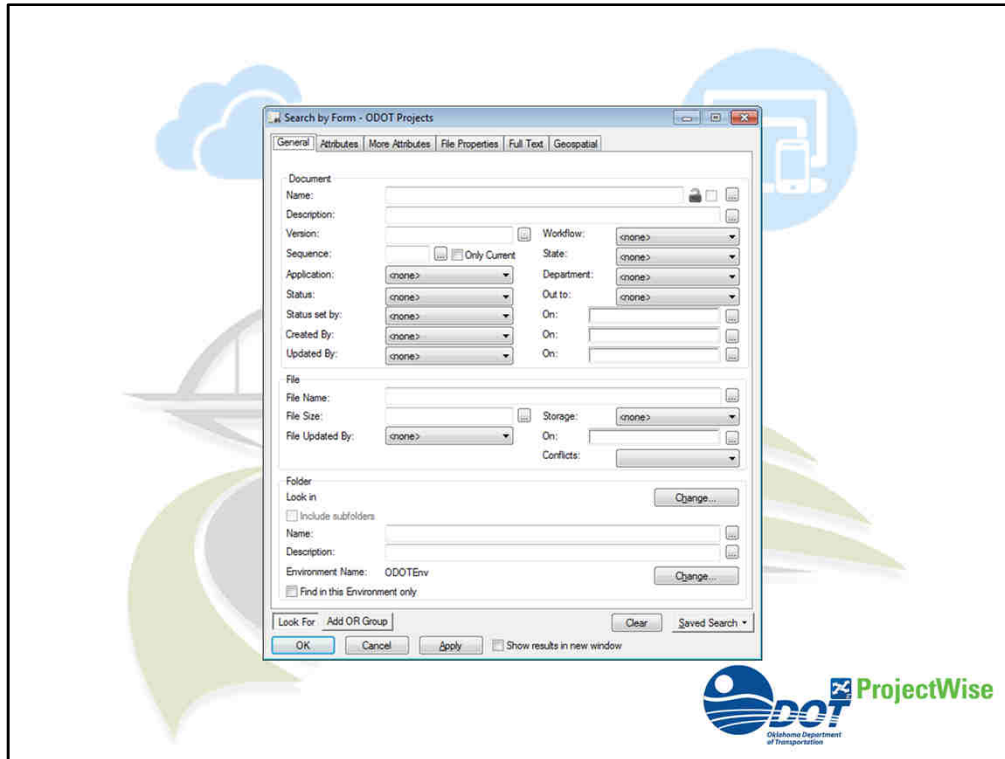


Why ProjectWise?

ProjectWise is a project engineering collaboration software from Bentley Systems designed for the architecture, engineering, and construction (AEC) industries. It helps project teams to manage, share, dispense and review engineering project content within a single platform.

The assigned icons either show you have

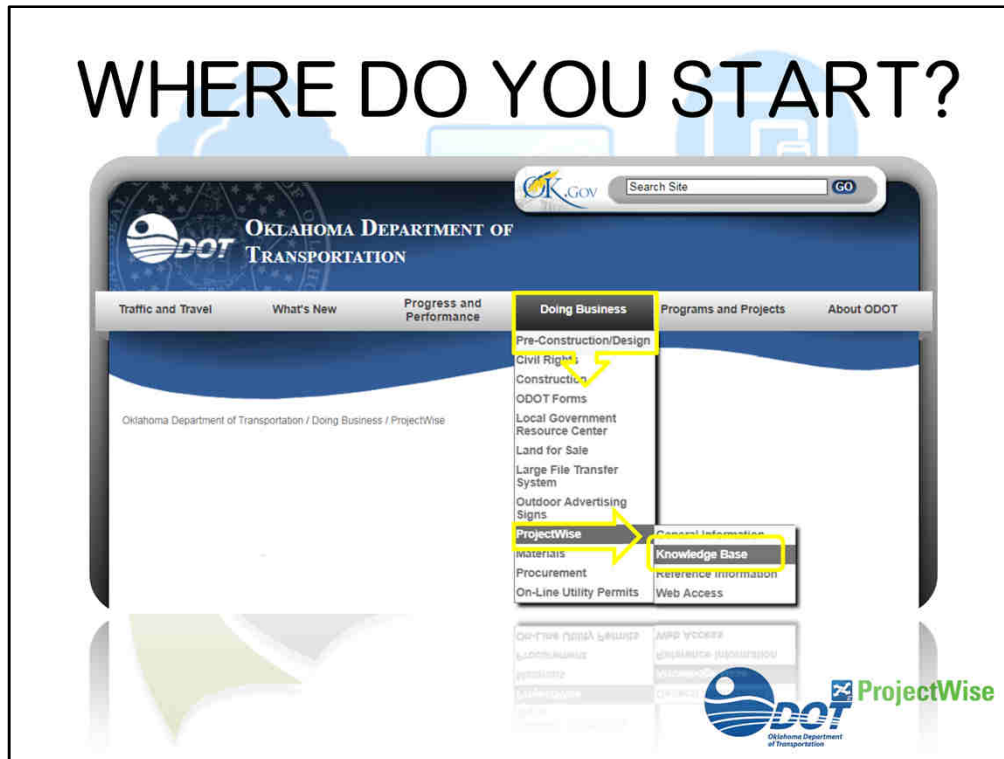
- write access,
- read-only access
- as well if it is checked-out by you
- or locked by another user giving you read only access.



Users will no longer have to extensively search for documents or be concerned with the document being the most current version. ProjectWise has a robust search engine which allows users to search by document attributes or key words within a file using the full-text search.

Currently there are over 200 attributes attached to every document. All of these attributes are not required to be filled in, but the documents placed in the project folder will inherit attributes that are already assigned from the project type properties.

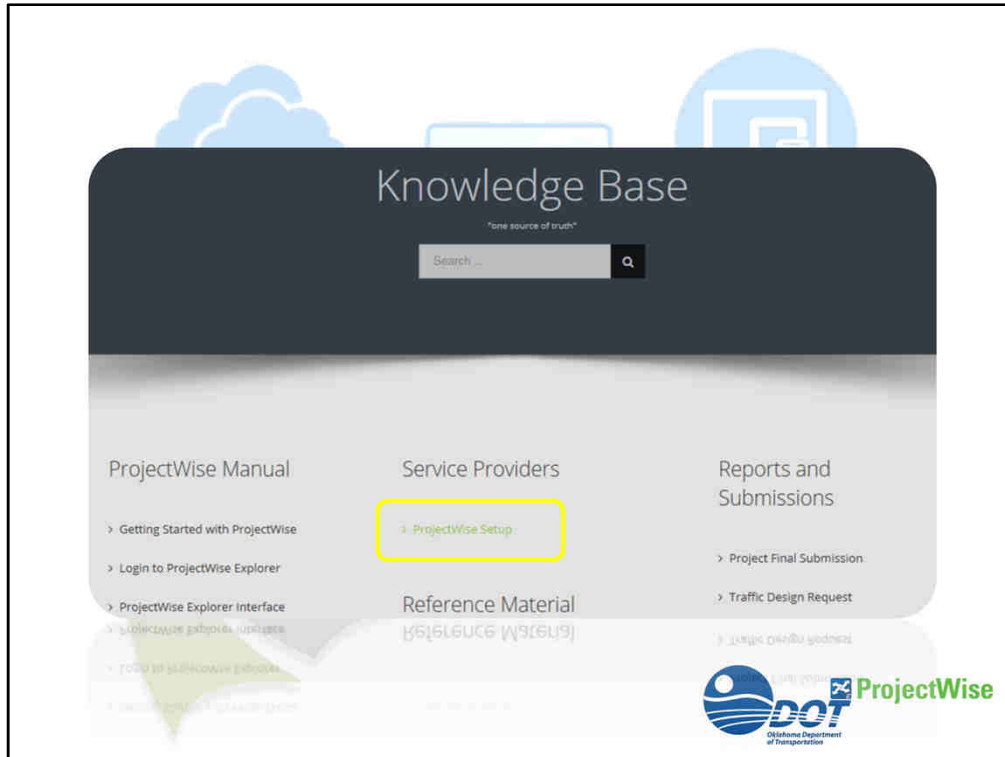
WHERE DO YOU START?



Where do you Start?

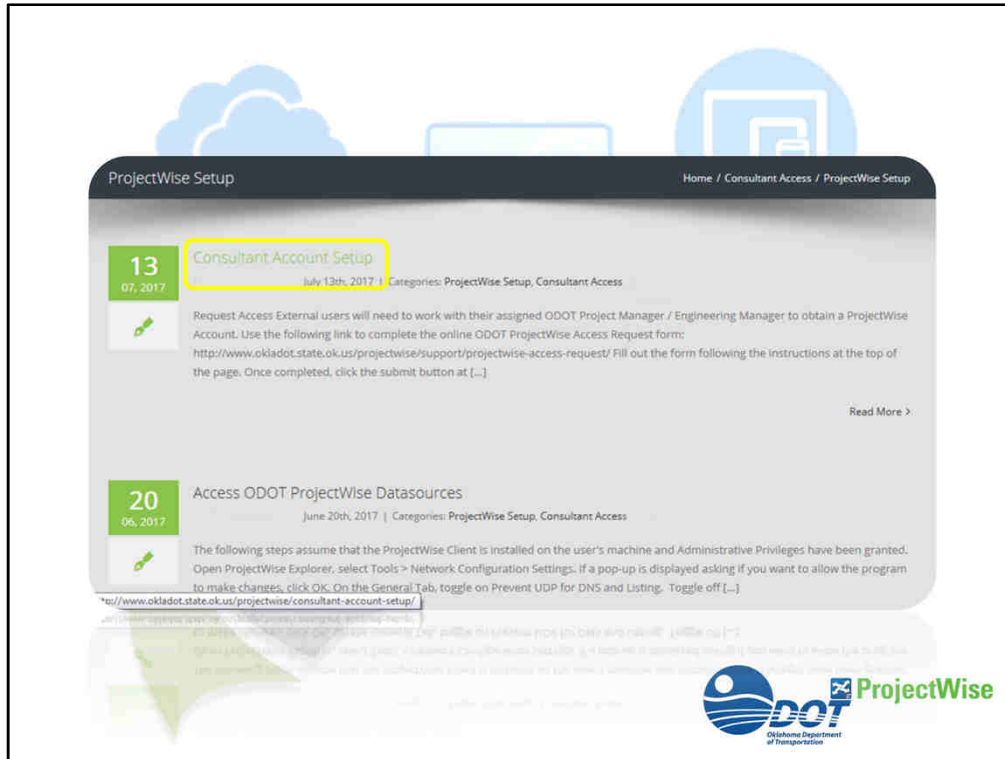
If you haven't already gained access to ProjectWise.

- Fill-out the on-line application to receive your login privileges.
- Go to our ODOT webpage and Navigate
 - to Doing Business
 - ProjectWise
 - Knowledge Base



Then below Service Providers

● select [ProjectWise Setup](#)



Then click on [Consultant Account Setup](#)



Then on this page you find the link to the application needed to access ProjectWise.

For the consultants that have already filled out this form, we are asking you to provide us with the ProjectWise Coordinator in your organization so we can assign them ownership in managing your user list. This also requires them to be a ProjectWise user.



[www.okladot.state.ok.us/
projectwise/
support/
projectwise-access-request/](http://www.okladot.state.ok.us/projectwise/support/projectwise-access-request/)

HOW TO GAIN ACCESS?



How do you access ProjectWise?

Every valid ODOT user and Provider accessing the ProjectWise system will require either a Visa or Passport using one or all three platforms available to them. We will refer to these platforms as being a Thick or Thin Client.

Thick Client

- ProjectWise Explorer

Thin Client

- Web access projectwise.odot.org
- ProjectWise Edge “Requires Bentley CONNECTION Client”

❖ Users who work with CAD applications integrated with ProjectWise.

For the PROJECT SPECIALISTS:

- Using design application integration
- Manage dependency and reference files
- Manage content geospatially
- Create and manage specifications
- Create and manage workflows
 - Will access using the Thick Client, ProjectWise Explorer
 - Which requires a Visa

❖ All other users who review ProjectWise data.

As for the PROJECT STAKEHOLDERS:

- They will access project content documents and images
- Review and approve documents
- View performance dashboards and reports
 - They will access the Thin Client, like ProjectWise Edge
 - This requires a Passport

PROJECT PARTICIPANTS:

- That review and access project content
- Review models
- Create and manage issues
 - They can also access through the Thin Client , like a mobile device
 - This also requires a Passport

<https://store.bentley.com/en/products/1000CC--CONNECTION-client>

We do encourage you to contact Bentley sales to acquire the necessary software. There is a licensing fee requirement for a Visa which is an annual cost and the Passport which is a quarterly usage charge.

WHEN DO YOU BEGIN?

Level 1

- Adding files to selected folder within ProjectWise projects

Level 2

- Using the Workflows in the Deliverable - Final folder & PSE

Level 3

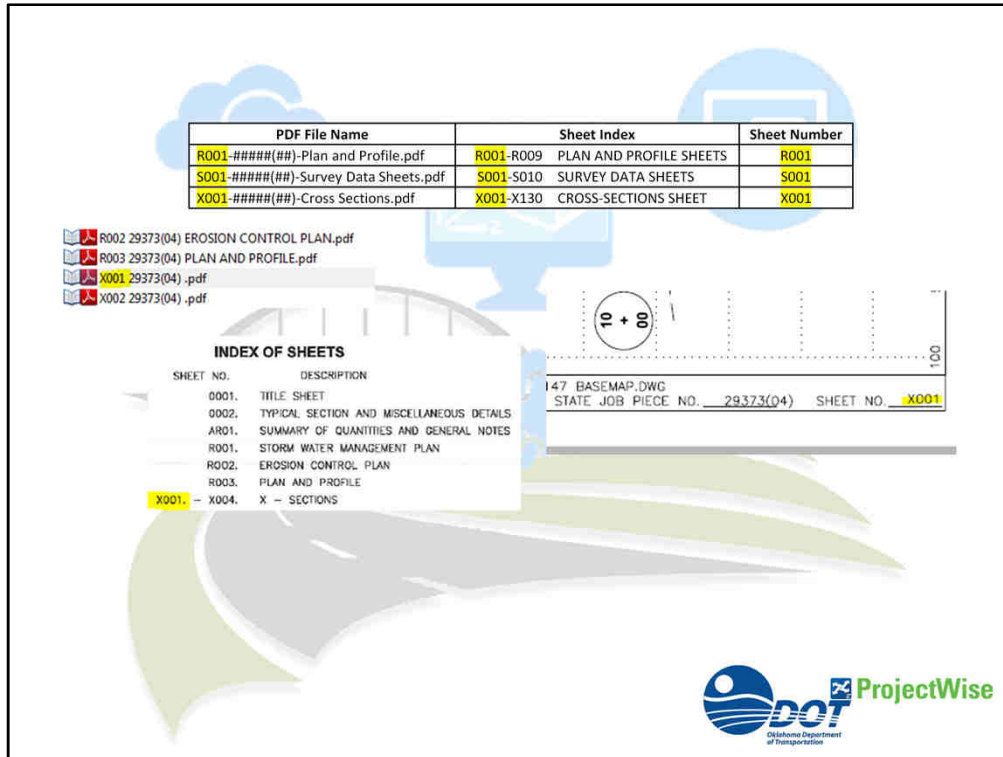
- Full integration * Workspace * Check-out and check-in files * Create Renditions



When can you begin using ProjectWise?

Once you have your login and password, the interface platform, and you have received the authorizations in placing your files into your projects.

- There are Three levels of access in ProjectWise
 - Level 1 - drop your documents into ProjectWise designated folder
 - This would be achieved with the Thin Client and a Passport
 - Level 2 - insert your plans into the final submission folder using the built in workflow
 - This will require the Thick Client with a Visa
 - Level 3 -function within ProjectWise using our workspace, check-out and check-in and all other tools ProjectWise has to offer.
 - This also requires the Thick Client with a Visa access



The Portable Document Format “PDF” is ODOT’s standard file deliverable for Final Plan Submissions.

These sheets must be named and numbered according to the current naming convention approved by ODOT.

- Adopting ODOT’s indexing requires that the file name
 - matches the index sheet
 - along with the plan sheet numbering located at the bottom right hand corner of every submitted sheet.

Let us look at the Alphanumeric Indexing

- We know that a database uses data tables, stored procedures, views, and functions, but often

overlooked and misinterpreted is the indexing. Indexes are data structures that improve data retrieval from tables in a database. ProjectWise may look like Windows File Manager by it is a database.

- This unique alphanumeric index has been used for many years and is taught in universities in their industrial drafting and design programs.
- Having a file start with an alpha character then followed by numbers creates a collection of files as a set with in a set. Identifying a cluster of sheets, as for summaries, bridge, roadway, traffic, survey, cross-section, etc., with a standard arrangement being visible.
- Here are some industries that are supporting and using this form of alphanumerical sheet indexing:

[US Army Corps of Engineers](#)

[United States National CAD Standard](#)

[AEC CAD Standard \(Wikipedia\)](#)

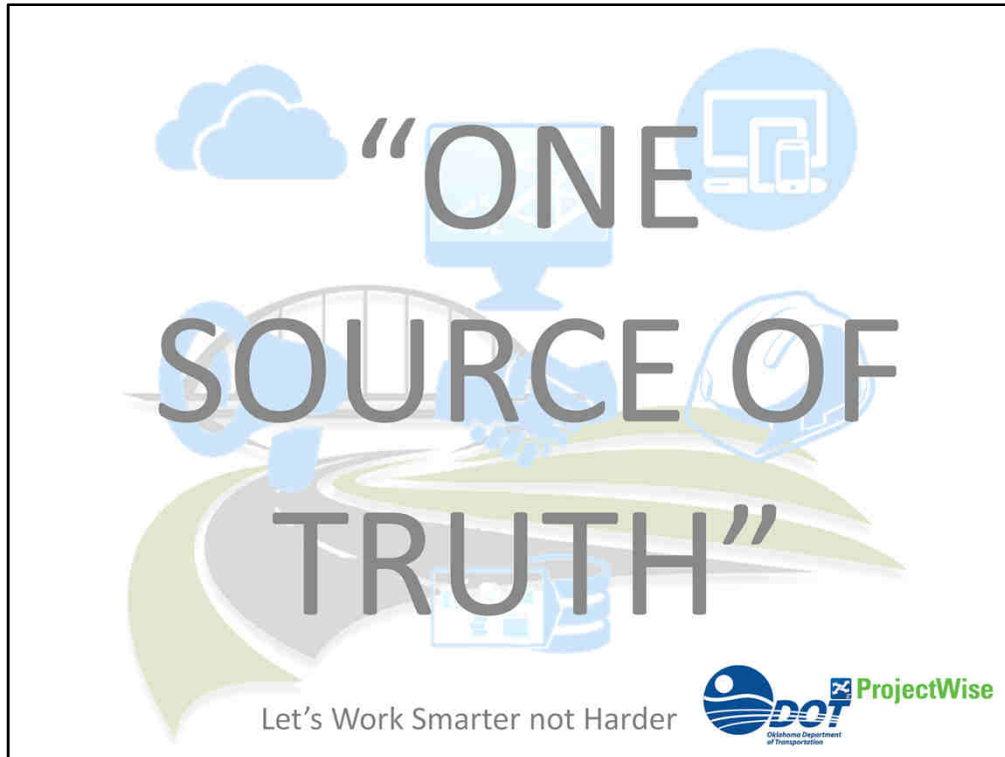


During the submittal and letting process, documents will be channeled through several states within a workflow. In the Initial Delivery state, the user has ownership until they move into the next state. Both the PS&E packet and PDF plans must be completed before this state change, then a notification is sent to Office Services “OSD” of the submission. This process starts one week prior to the scheduled submission date. Once these steps are completed, the project is considered submitted.

In the following states, the workflow is owned by OSD. During these states any modifications applied to the documents are known as corrections and the modified documents will be replaced, imported, or rendered to apply changes.

When OSD has completed their tasks the state changes to Current state and is owned by Office Engineer “OE”. During these states any modifications applied to the documents are considered revisions. The document will maintain the current indicators to flag revised items within the documents. These documents will be versioned out and the revised documents will be replaced, imported, or rendered to the version copy.

- During the course of the OE workflow states, the project PDFs will be available for download from ODOT’s webpage. Downloads for updates on corrections and revisions will follow on certain targeted dates as usual.
- All through the construction, change orders and As-built can be included in the designated project folder.
- Once the project is signed off as completed, this will trigger the project to be archived and placed within the ODOT Projects Archive server. These archive projects are searchable and retrievable content.



Notes:

PDF is ODOT's standard format to be placed in the Final Deliverable folder one week prior to the scheduled submission date.

Digital signature and stamps will be accepted as a signed document.

Validation can be 3rd party verification or the image of the authentic signature and stamp matching the user within the audit trail.

Cut off Date: All projects will be submitted within ProjectWise along with the naming convention approved by ODOT for the January 2018 Letting

Definitions:

Workflow: designated set of states

State: are markers establishing the permissions and access control

Milestone: 30%, 60%, 65%, 90%, and Final design benchmarks currently used by ODOT

Last Note: Let's Work Smarter not Harder.