



Technical Services DIRECTIVE

<small>SUBJECT</small> Use of ProjectWise for Project Design (Engineering/Non Engineering) Data Management	<small>FINAL NUMBER</small> TSB16-01(D)	<small>EFFECTIVE DATE</small> 10/17/2016	<small>VALIDATION DATE</small> New	<small>SUPERSEDES or RESCINDS</small> New
<small>WEB LINK(S)</small> http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/technicalguidance.aspx				
<small>TOPIC/PROGRAM</small> Management of Project Design (Engineering/Non Engineering) Data	<small>APPROVED SIGNATURE</small> Original signed by: Thomas J. Lauer, P.E. Technical Services Manager / Chief Engineer			

PURPOSE

This directive establishes that ProjectWise is the Project Design data management tool for the storage and management of all engineering/non engineering design content (engineering files, all supporting documents, and associated data). This directive applies to new STIP projects that begin after October 17, 2016. ProjectWise enables collaboration and increased efficiencies within a managed environment for internal and external users. The use of ProjectWise for content generated by construction will be established in future directives.

GUIDANCE

ProjectWise is the content management tool selected for ODOT's engineering/non engineering files and associated data. This directive dictates the use of ProjectWise within ODOT's highway design process.

DEFINITIONS

Engineering data management, or EDM, refers to a subset of enterprise content management, focused on CAD files, special provisions, supporting documents and associated data created during the design process.

Computer-aided design, or CAD, files are design and drafting files created within applications such as MicroStation.

SSDM is the Strategic Systems and Data Management Unit within ODOT's Strategic Business Services Branch.

BACKGROUND/REFERENCE

ODOT has been developing a process to manage digital content. Not having a consistent method for managing engineering design documents and project files creates inefficiencies in plans production, quality control and construction management. In the late 1990s, the agency recognized that it needed rigorous management of its data files. In 2006, ODOT conducted a random survey of CAD files to determine the level of compliance with CAD standards. The survey revealed that 61 percent of the files were not found.

Also in 2006, the OTIA III Bridge Program selected ProjectWise as its EDM tool. Those ProjectWise licenses became available following the completion of the bridge program, enabling ODOT to proceed with development of its EDM system.

To ensure implementation success, ProjectWise is divided into components, enabling project teams to perform smaller interconnected tasks to arrive at the desired outcome. The first task, the Engineering Data Management Strategy, was completed in 2010, setting the stage for the current activity.

EXPLANATION

ProjectWise is an electronic data management system that will be used to store and manage ODOT's project files. . It is an environment for managing and sharing engineering/non engineering data effectively and efficiently while improving collaboration throughout the content lifecycle. ProjectWise enables staff to receive timely updates on design changes and eliminates multiple copies of design documents. Sharing the same design files across disciplines decreases the agency's data footprint while improving data integrity.

EXCEPTIONS

ProjectWise may not be appropriate for some projects due to various constraints, most notably external access to ProjectWise. Please note that projects with extensive external components (design consultants, local agencies, and construction contractors) are potentially exempt from this directive until a seamless external interface is established. Written approval from the Chief Engineer is required prior to the exclusion of a project's content from ProjectWise.

RESPONSIBILITIES/ACTION REQUIRED

This directive establishes the use of ProjectWise for the storage and management of all ODOT design content for all new STIP projects that begin after October 17, 2016.

Following the completion of training, ProjectWise software will be installed on employee computers for access to all design content.

ProjectWise training is available online through iLearn and through instructor-led classes at the Technical Leadership Center in Salem and in multiple other locations statewide.

RESPONSIBILITY:

Chief Engineer

ACTION:

Establish procedures and provide guidance needed to implement this directive. Monitor implementation of directive and procedures, make improvements, and take action to correct non-compliance. Revise directive and procedures as needed to remain compliant with Federal regulation and Oregon statutes, as well as maintaining synchronicity with current technology.

Discipline Leadership Teams	Ensure standards and practices coincide with this directive in the implementation of data management system. Prepare/modify discipline specific guidance and coordinate with leadership teams responsible for disciplines with similar skills. Review discipline specific guidance annually to ensure that it is up to date.
Division, Region, District, Section, Unit Managers	Ensure this directive is distributed to and discussed with employees. Distribute and communicate related procedures, guidelines, and revisions to this directive to employees, consultants, local agencies, and contractors. Establish quality control/assurance procedures to ensure implementation of this directive and other discipline specific guidance. Recommend changes to Chief Engineer.
Engineering Technology Advancement Unit	Provide guidance on the use of the new technology. Coordinate with the regions and other business partners to set direction of the use and management of the technology.
Strategic Systems and Data Management	Provide ProjectWise system administration duties, including system configuration, user account administration, training and support to end users.
Employees	Complete training and comply with this directive and related procedures and guidelines. Bring questions and issues to manager or supervisor for resolution.

CONTACT INFORMATION

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