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### **E-Construction**

Paperless Construction Contract Administration

Step 1:

Document Management

Doc Express in place for 6 years

Step 2: Field Tools iPads



Step 3:

Data Management

AASHTOWare Project



### APOST= AWP One Source of Truth



- One data entry point, many uses "Collect once and use many"
- A unified database to simplify and standardize reporting
- Data from Pre-construction Final Acceptance
- Remove technical debt and prepare to meet the needs of ODOT now and in the future.

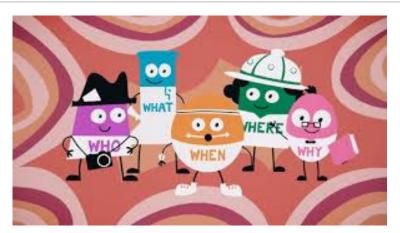


### What does this mean for our Construction Crews?

- AWP will be implemented for new projects only (no historical data)
- Spec changes and special provisions 170.09
- Work will happen in AWP and Doc Express
- Contractor/Subcontractors/Technicians will be adding data to AWP
- ODOT manages Access, Roles, and Permissions

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## What's Going Away, What's Staying, and What's Changing?







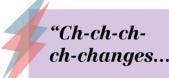
### What's Going Away?

- CPS Replaced by AWP. It will continue to manage projects that are only in Doc Express until those projects have completed.
- Pay Notes No longer needed to generate an estimate.
   Estimates will be based on DWRs.
- **Subcontract form 1964** Primes will enter subcontract information directly into AWP.
- CPRs and MEUR Data comes in with certified payrolls.
- **Digital Signatures** When you sign into AASHTOWare, this will be enough to identify you. There will no longer be a Digital Signature required for CCOs.

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### What's Changing?

- How estimates are generated Based off the DWRs.
   Important to have complete daily work reports, reviewed and approved regularly.
- Prompt payment Subcontractors will go into AWP and document payment made to them.
- Certified Payrolls Subcontractor will submit their own payrolls into AWP. Primes will review in AWP then ODOT will review.
- CCOs Will be generated, reviewed and signed within AASHTOWare.
- AASHTOWare Directory (AWD) Like current DEDD List but will cover AWP too.



### What stays the same?

- Drilled Shaft Forms
- Traffic Control Inspection Reports
- ADA Forms
- ATAR
- TPAR
- MPR
- Work Plan 3A
- Blue and Green Sheets
- Flagger and Pilot Car Receipts
- Weigh Memos



c

## Super User, Ambassador, and Ace Who is this in your office?

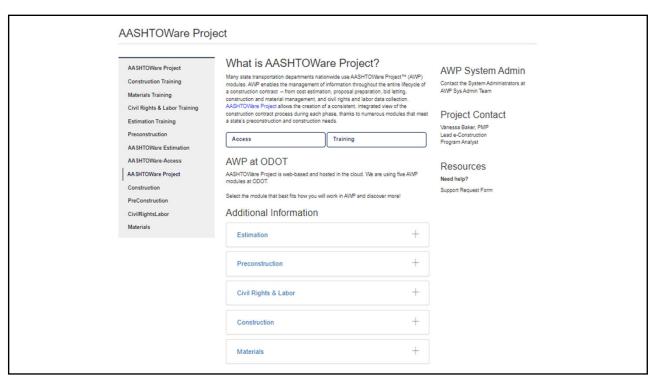
#### **Characteristics for a Super User:**

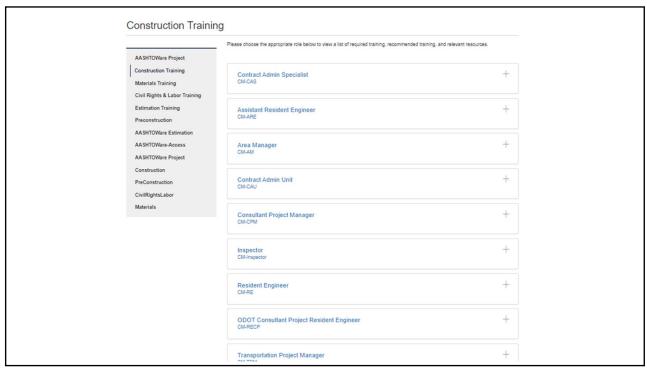
- Confident early adopter/enthusiastic about the system (not necessarily IT experts)
- · Open-minded and ready for change
- Responsible and willing to lose face (never faith)
- Positive social capital
- · Patient with others, eager to learn
- Thrives teaching teammates new things
- Act as change agent

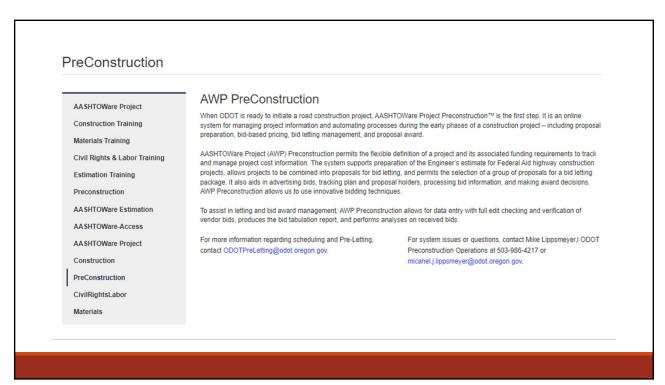


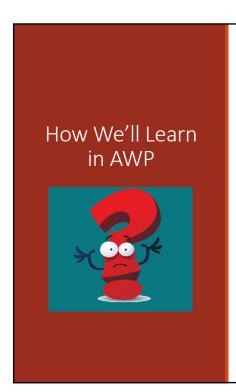
### **AWP Training**

SUE HERRING







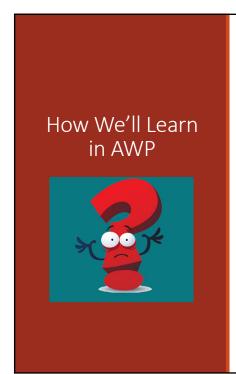


### **Getting Started**

Anyone can take the Getting Started training on Workday at any time. It's a **prerequisite** for the AWP training, but available now for you. Take it as often as you'd like.



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### **Role Training**

AWP has a lot of features. You only view the ones that you use for the role(s) used in your job.

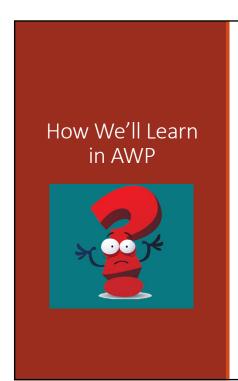
# Roles for Construction

Role	Description
CM-CAU	Contract Admin Unit
CM-Inspector	Inspector
CM-TPM	Transportation Project Manager
CM-LPA	Local Public Agencies
CM-CAS	Construction Support Specialist
CM-CAE	Contract Administration Engineer
CM-AM	Area Manager
CM-RE	Resident Engineer
CM-ARE	Assistant Resident Engineer; Project Coordinator
CM-RE CP	ODOT RE Consultant Project Manager
CM-CPM	Consultant Project Manager
CM-Prime	Prime Contractor Administration and Mat Test Reviewer
<b>CM-Subcontractor</b>	Subcontract Access

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## Roles for Materials

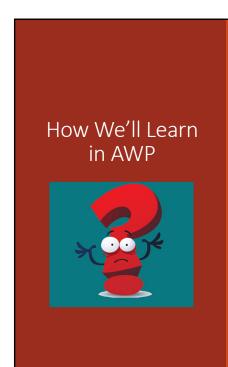
Role	Description
CM-QCCS	Quality Control Compliance Specialist
CM-Materials Administrator	Administrator
CM-Lab Administrator	Administrator
CM-Region QA	Region Quality Assurance
CM-Lab QC Manager	Contractor Lab QC Manager
<b>CM-Contractor Sample Tester</b>	Test Material Samples and Enter Test Results
CM-ODOT Sample Tester	Test Material Samples and Enter Test Results (Internal, QAT, Central Lab Techs)
CM-Materials Lab Crew Leader	Review Test Results and Lab Reports for Agency Central Lab
CM-QPL Administrator	Qualified Products List Administration
CM-Receiving Technician	Receive and Enter Samples in AWP
CM-Central Lab Manager	Materials Manager View Only Only (Central Lab)
CM-Structure Services Lead	Structure Services Lead
CM-Contractor Mix Design Entry	Contractor Mix Design Entry
CM-ODOT Mix Design Review & Approval	Mix Design Review & Approve



### **Just In Time**

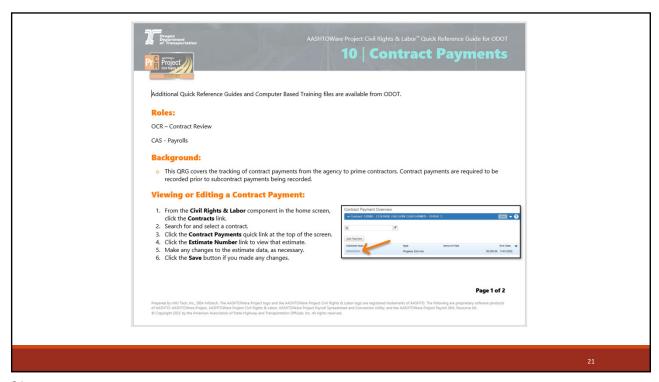
You will receive your initial training right before you begin work on your AWP project. This means you apply what you discover right away to reinforce your learning. There will be no lag time between training and doing.

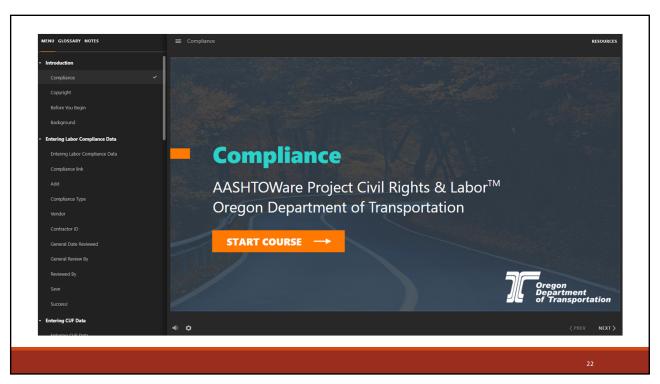
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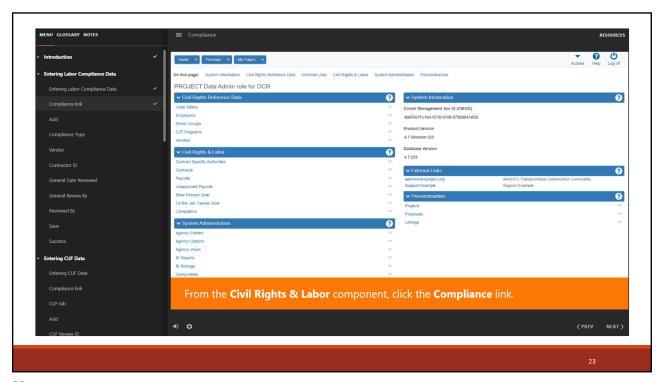


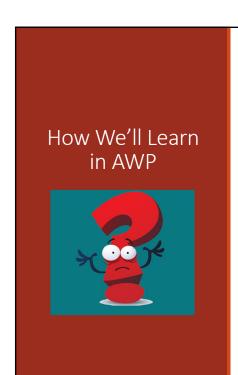
### **Training Materials Access**

We cover a great amount of information at the inperson trainings, but you will have access to all of it. Need to look things over? Forgot a step? Check out the quick reference guides (QRGs) or the computerbased training (CBTs) on your own time, when you need it.





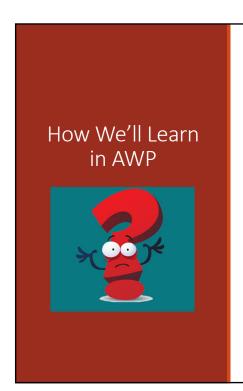




### **Ask a Question**

There will be an email box available where you can ask your AWP questions and get a timely reply.

We'll also have an open Teams chat, hosted by a live person. This will be available during set business hours. AWP System Admin and subject matter experts will provide hotline resources.



### On the Ground Help

Super users from your RE office or in your local area will be available. These are the people who know your contract and can assist you with the AWP processes.

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Email: ODOTeConstruction@odot.oregon.gov

### AASHTOWare Directory – AWD

DONNA FERRY & LYNDA NELMES

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### Doc Express Drawer Structure

VANESSA BAKER

Prospective Drawer Structure

AWP00A	Agency Submittal
AWP00B	Agency Internal
AWP01A	Prime Submittal
AWP02	RFI/Correspondence
AWP03	Contract Docs
AWP04	Civil Rights
AWP05	Inspection
AWP06	Quantity
AWP07	Quality (Non- field tested)
AWP08	Quality (Field tested)

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### Activating a Contract

LYNDA NELMES

### Payments in AWP

JAMES SEALY



Where things are paid

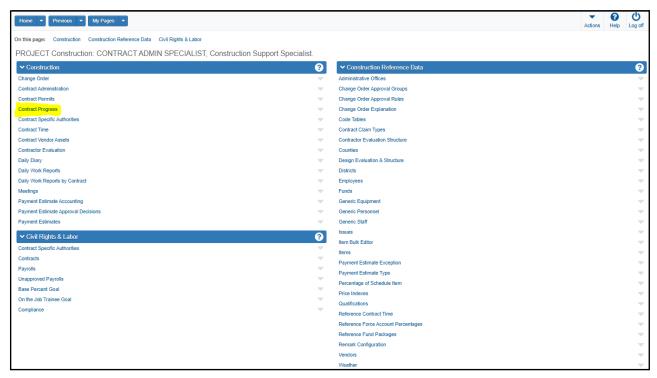
- -DWR Postings
- -Stockpile Payments (formally known as MOH)
- -Item adjustments
- -Contract Adjustments

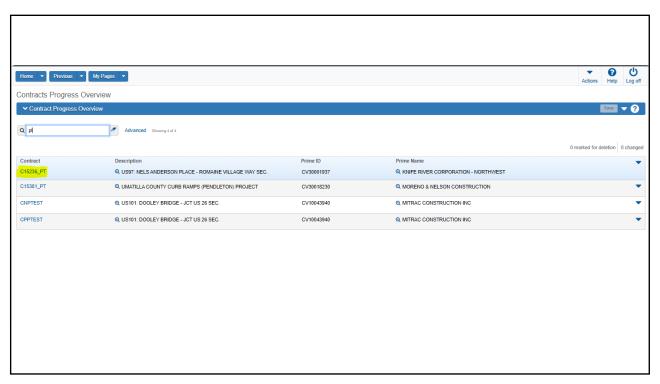
Getting the payment processed

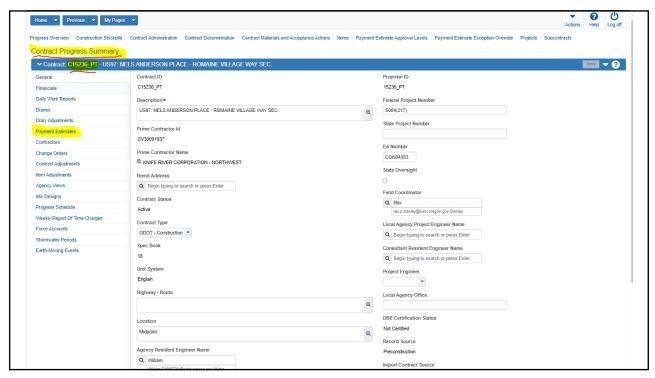
- -Payment Exceptions
- -Payment approvel workflow

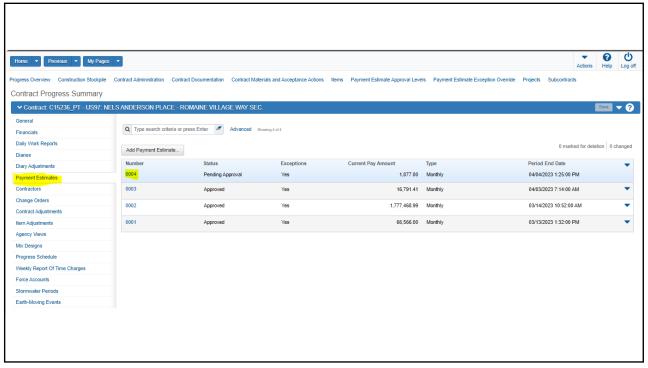
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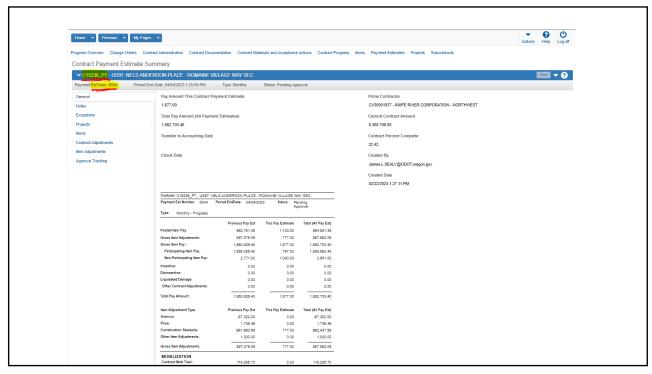
The general area that we are working in AWP today



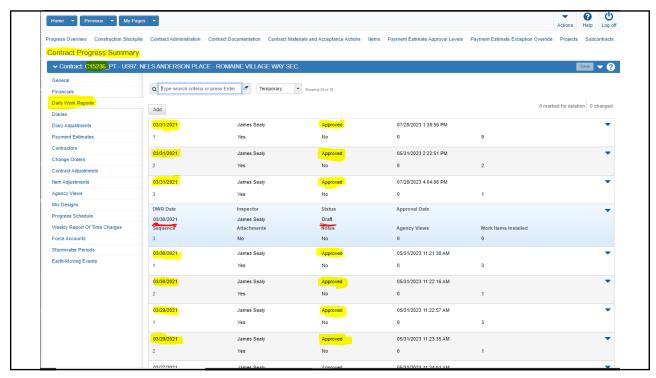


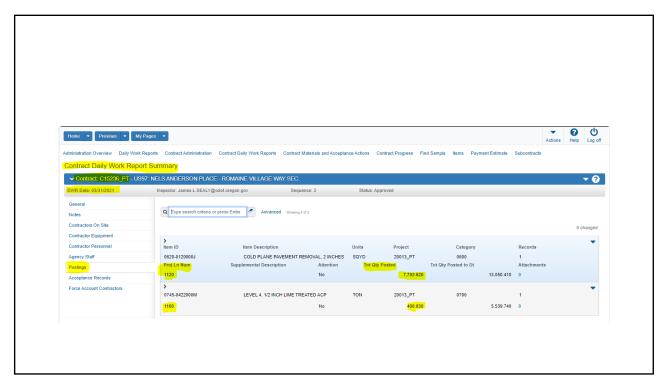




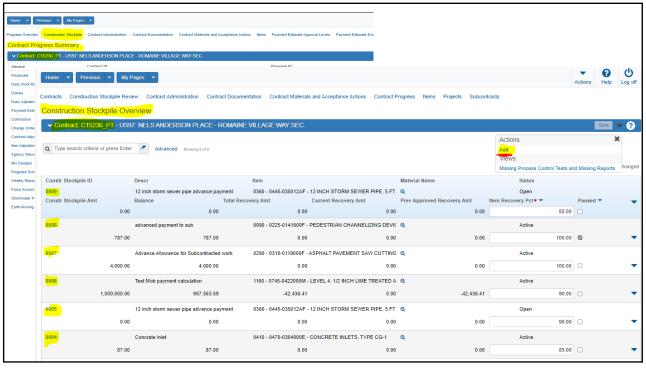


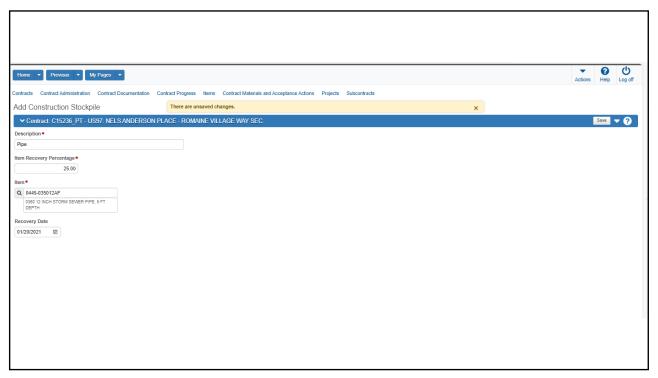


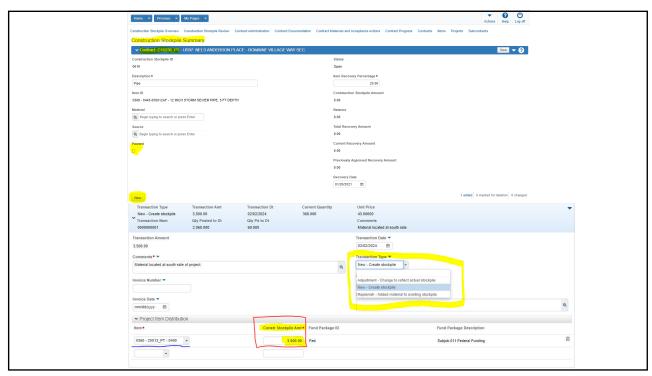


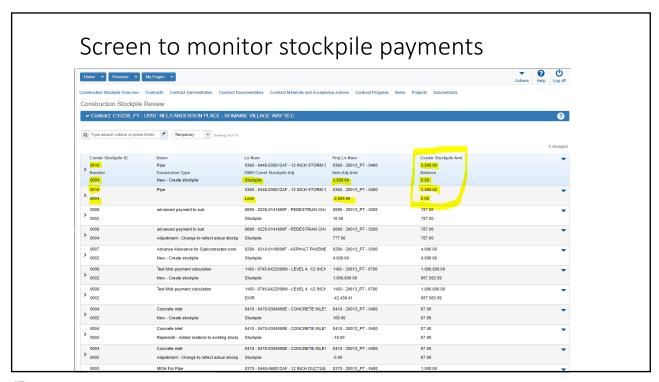




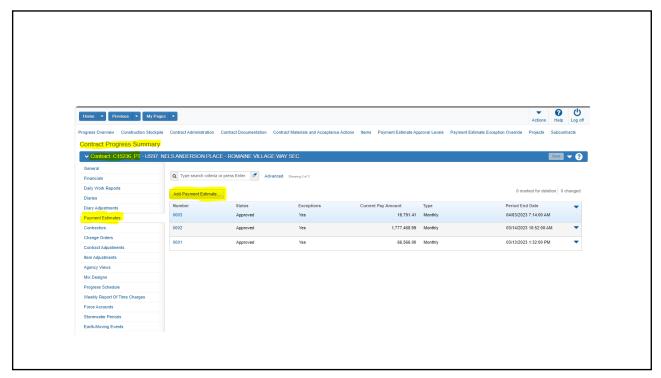


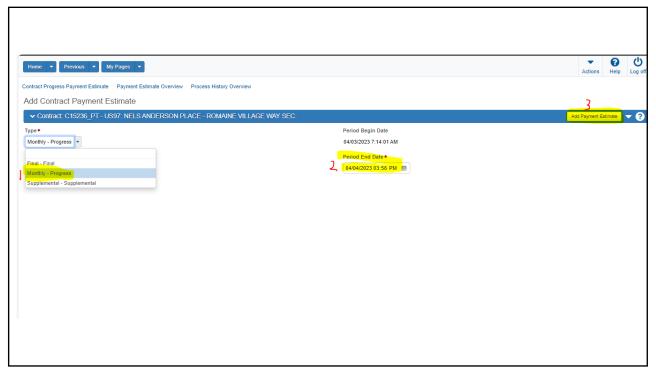


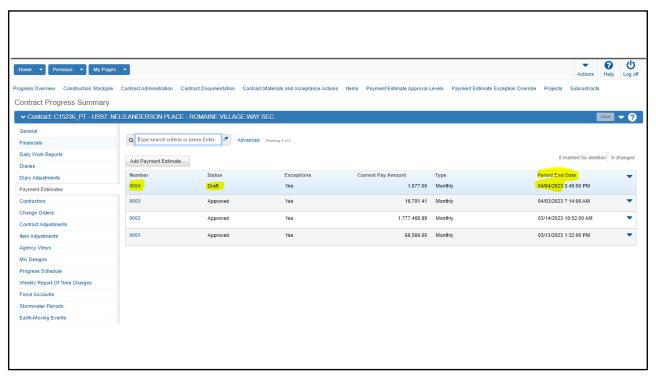


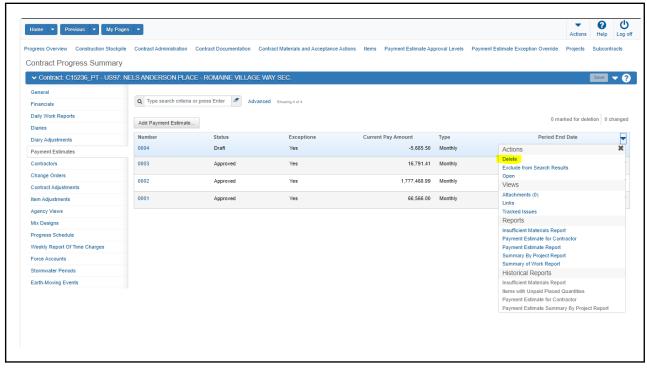


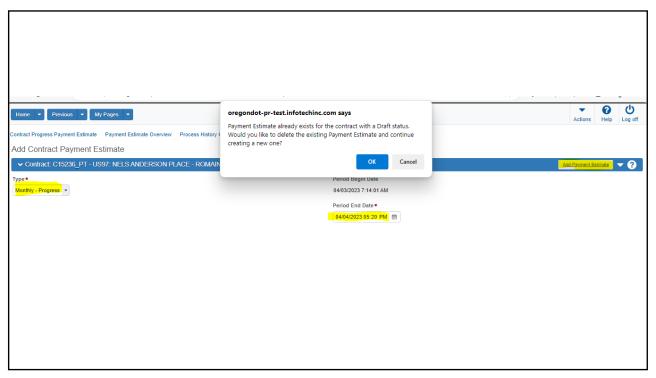
How to create, delete, or re-create an estimate

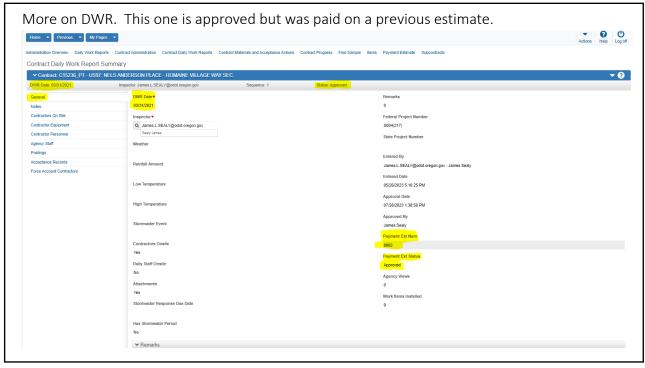


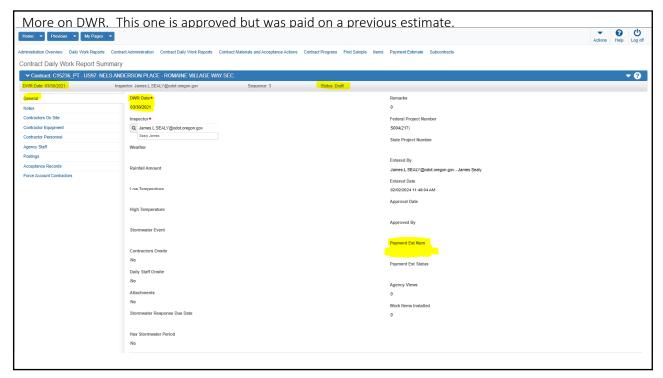


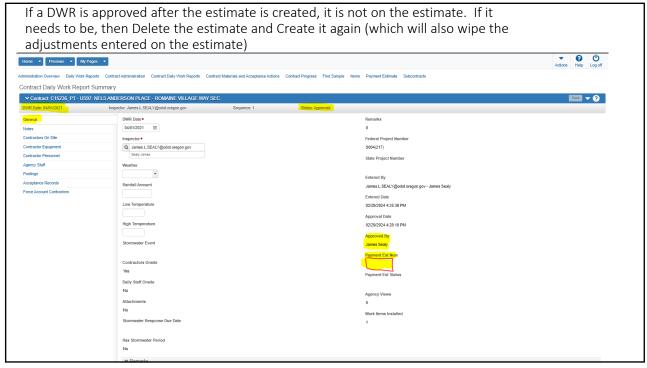




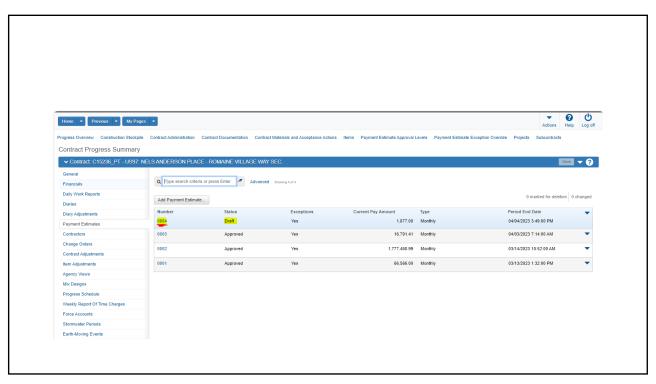


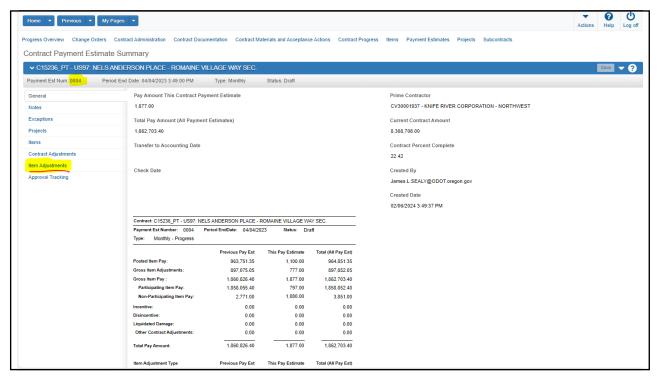


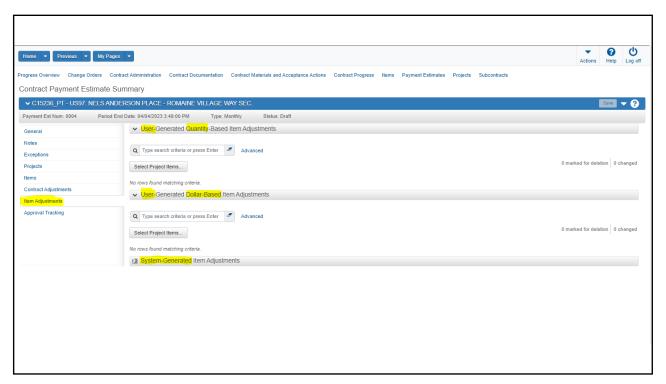


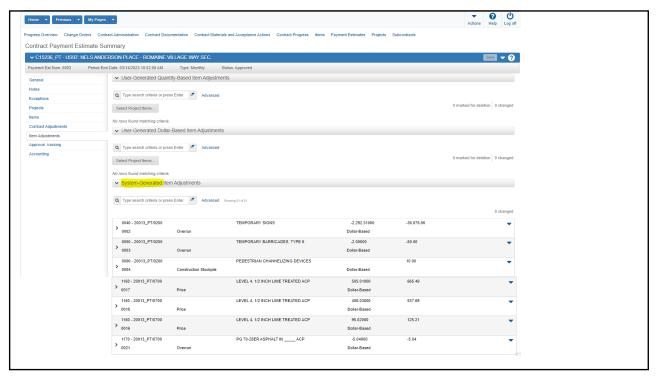


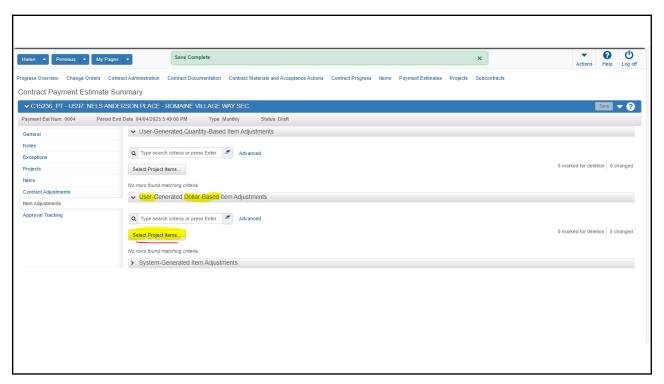


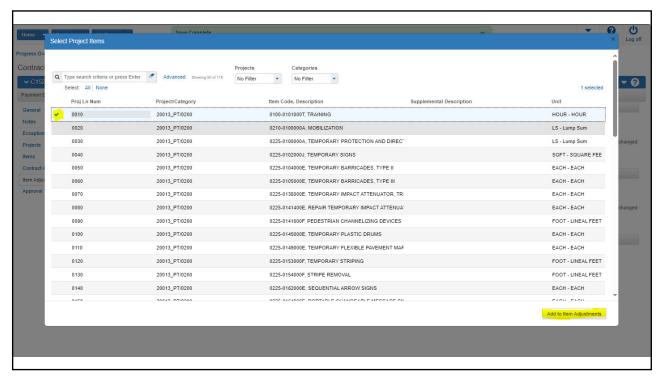


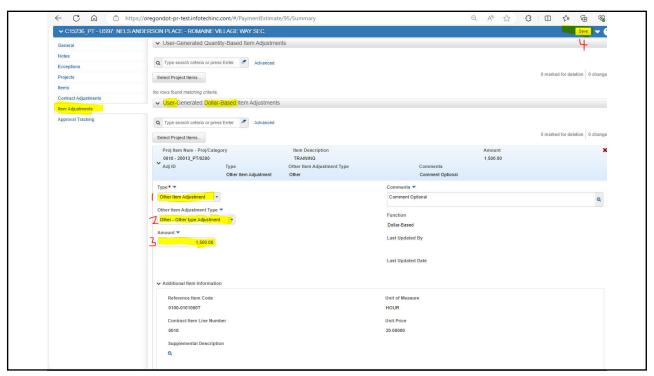


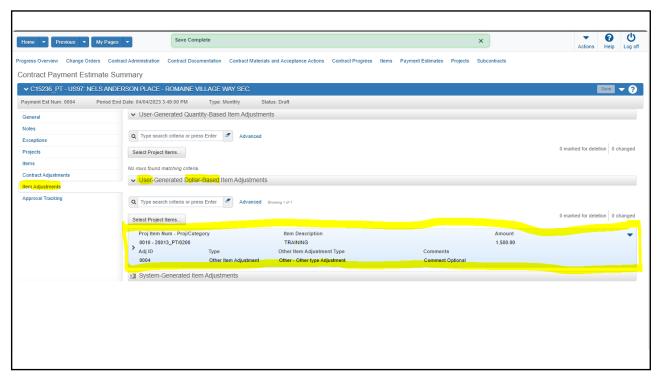






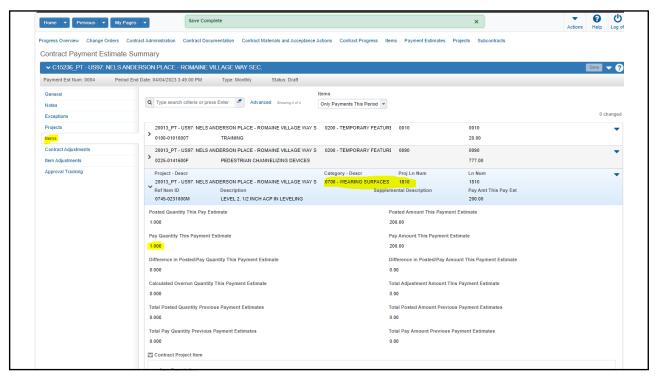


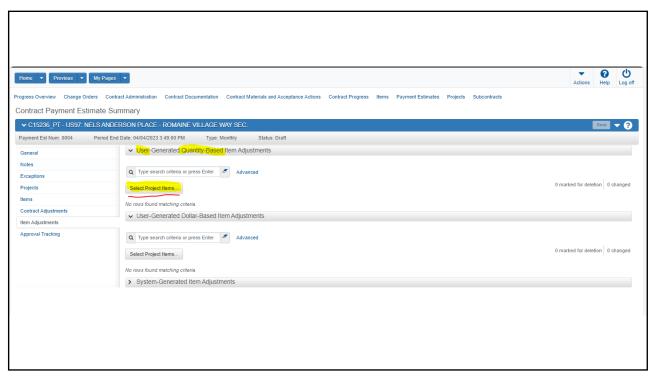


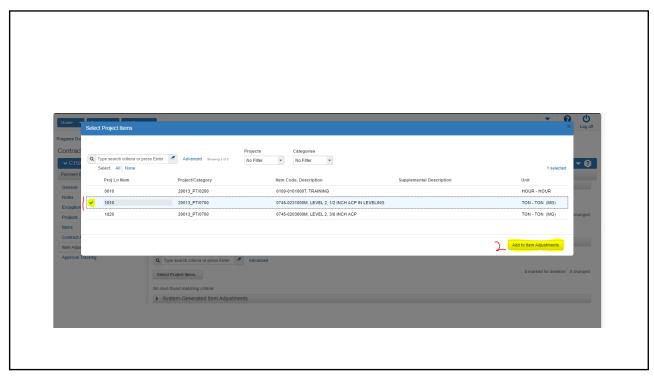


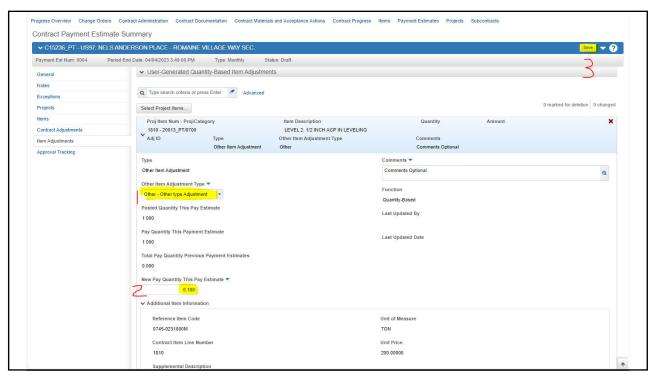
## User Generated Quantity Based Item adjustments

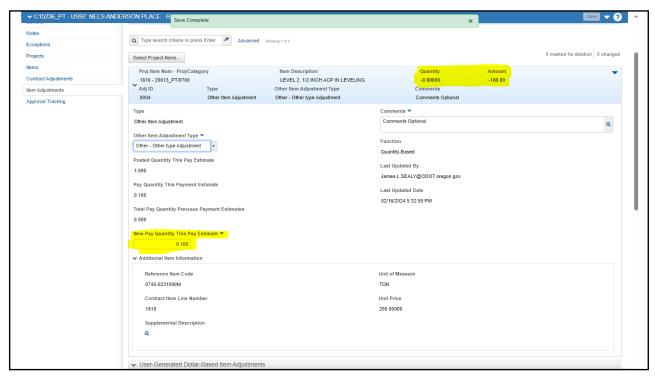
- !!!!! Are temporary adjustments!!!!
- Puts the payment to the side and lets you pay an adjustment with less quantity. On the next estimate it backs out this Quantity adjustment and pays the original Quantitys from the DWRs.



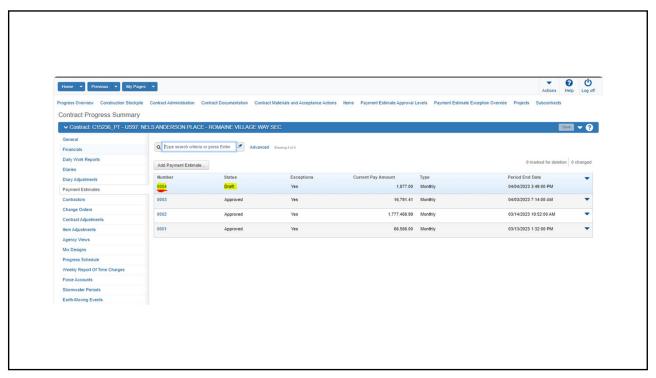


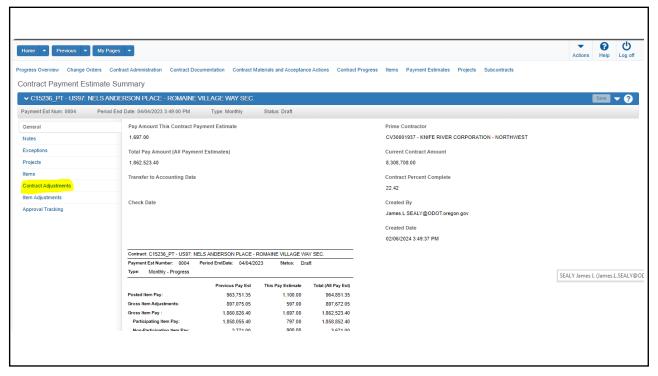






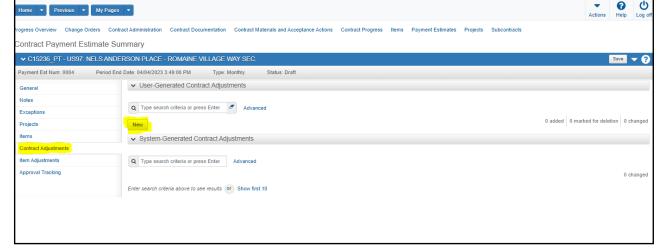


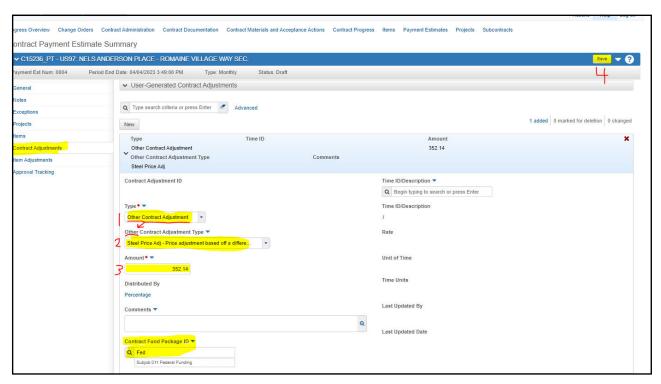


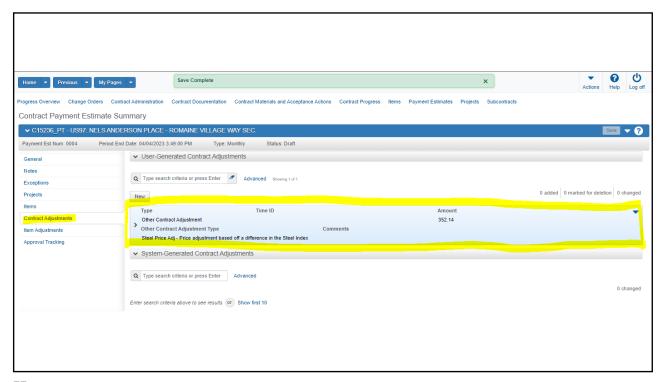


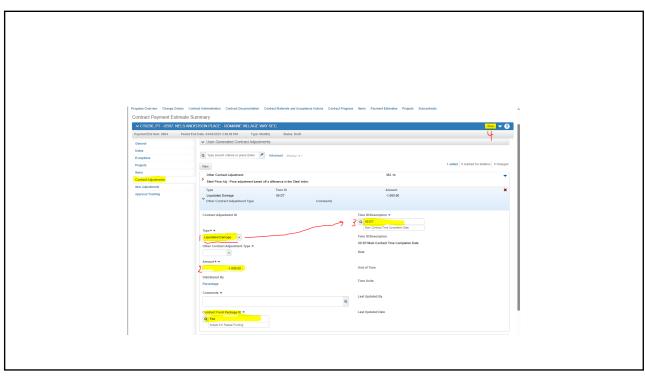
# At this time we don't have any System Generated Contract Adjustments set up

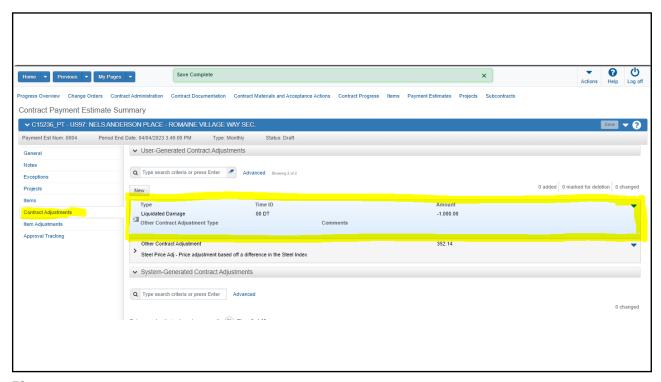
#### Click New to enter new user adjustment



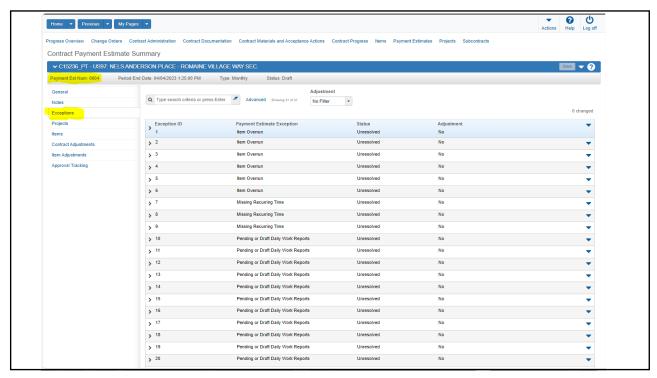








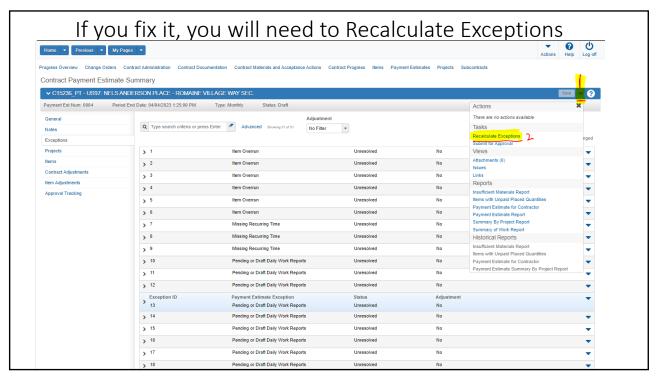


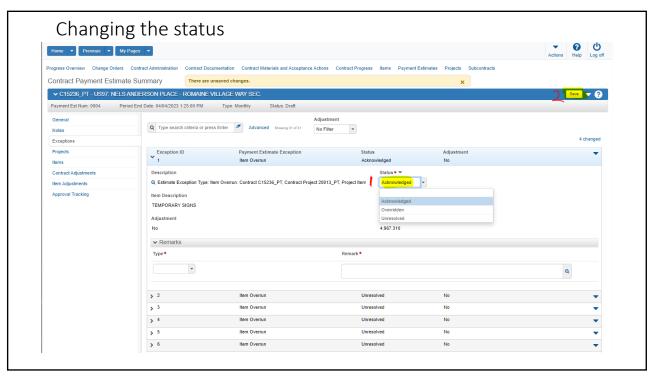


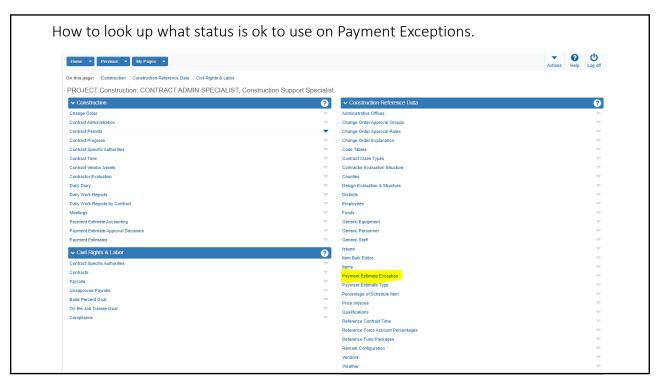
Two ways to deal with them

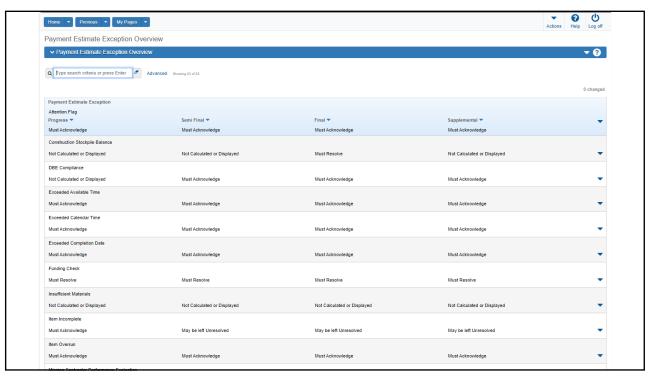
Fix the issue

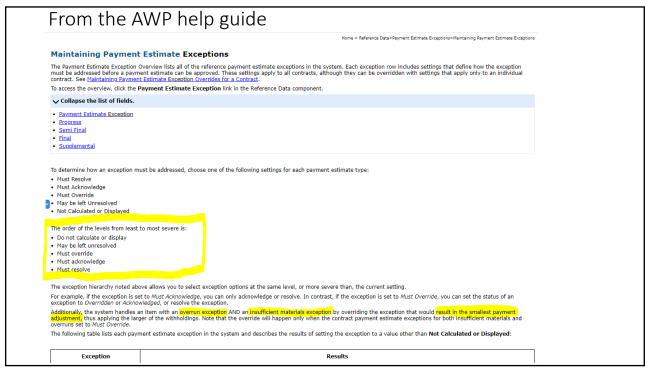
Change the status

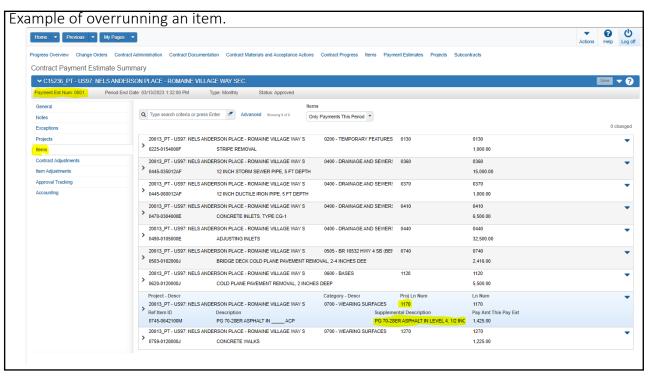


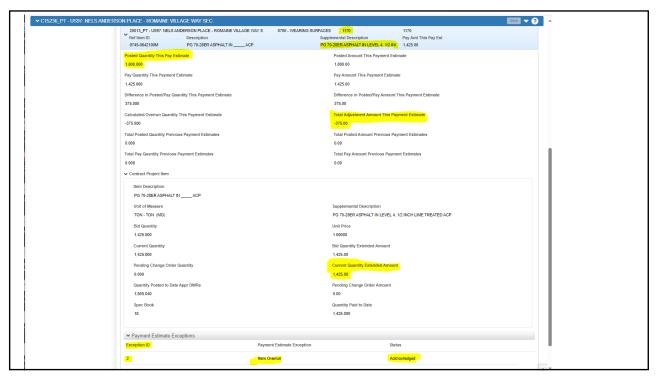


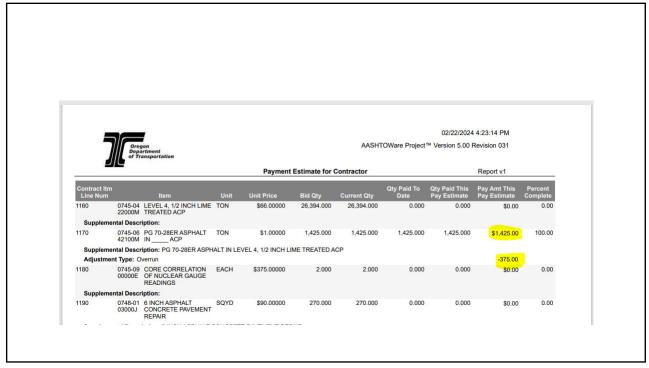






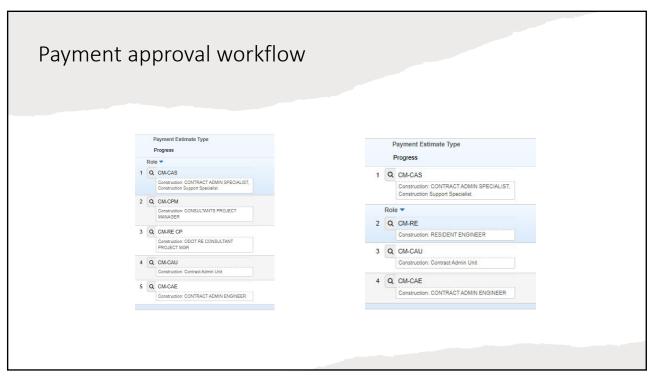


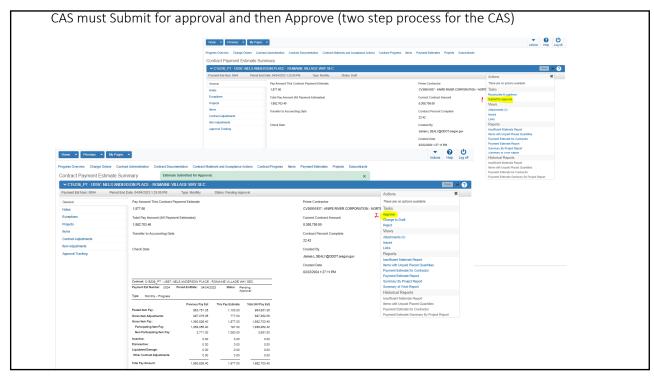


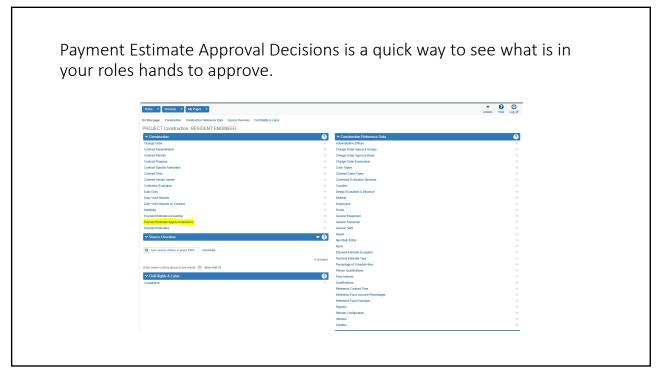


The good and bad about killing and rebirthing an estimate.

- May be needed to include a late DWR or stockpile payment.
- It will Delete all item adjustments and contract adjustments and they will need to be re-entered

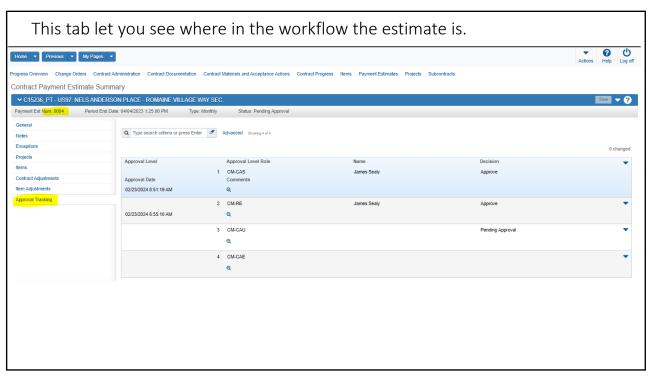






From here it is easy to give approval or rejection. Notice there is a quick link into the estimate if you need to see the details.

| Notice | Noti





# Contract Change Orders – AWP

KIM FREE

Certified Payrolls  LYNDA NELMES		

# **CRL Reports**

VANESSA BAKER

## Office of Equity and Civil Rights Reports

- Employment data: used for tracking Disadvantaged Business Enterprise (DBE) percentage goals along with Minority & Women-Owned Business Aspiration Target percentages.
- •Federally mandated 1392 forms are collected annually and combined into the 1392 report for Equal Employment Opportunity (EEO) tracking
- Payrolls are entered directly into AASHTOWare Project (AQP) for tacking On-the-Job Training (OJT) and Equal Employment Opportunity (EEO) goal progression.



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#### **WIIFMs**

DONNA FERRY

#### WIIFMs!

No More Logins and Passwords to Remember for Internal ODOT Users!

No More Multiple Directory Lists to Adhere To!

No More Paynotes!!!

YOU Can Assign Roles to Your Crews!

No More Unravelling Docs in AWP! You Can Make Changes to Your Own Work!

Payroll Already Analyzed by AWP!

Brand New QPL and It's in AWP too!

Quality Docs for Materials/Items Attached to DWR, You'll Already Know If an Item Is Approved!

No Cost to Consultants or Contractors!

Access from Anywhere!

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## **Bumper Stickers**

"This is going to save me so much time!"

"There's definitely a learning curve but once people get it, they're going to love it!"

"I can't wait to tell my crew about this!"

"The training made it easy to succeed!"

"I really like the training materials."

"I think the instructions are really easy to follow."

"OMG! I LOVE this!"

"I can hardly wait for AASHTOWare!"



# **Open Questions**

VANESSA BAKER

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## **AASHTOWare Project**



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