

Why have we implemented the 7_Quality folder in ProjectWise for STIP projects?

We want to be able to easily find quality records for a project from one location, without impacting where disciplines store their quality documents in ProjectWise.

How was it decided to do this?

A ProjectWise quality sub-team met over several months and agreed to:

- a) Leave quality documents in the folders they have been, no change for discipline folks to be able to find them.
- b) Create sets for each discipline in a 7_Quality folder, with the quality documents added to the set.

What is expected?

Disciplines create a set in the 7_Quality folder, and put links to all the quality documents from the discipline in that folder – just drag documents from their regular folder into the set. Dragging creates the link, while leaving the document in its original location.

Does this involve moving files?

No. Documents will continue to be stored in the same discipline folders they have been stored in.

Is this requiring new documents to be created?

No, only the sets.

How do you create a set?

In the 7_Quality folder, <right click> in a blank space, select Set/New.

Name the set in the "Create a Document Set" dialog box and add the description.

Follow set naming conventions in [ProjectWise Document Naming Tool Search.xlsx](#).

Navigate to the folder with files you want to add to the set. Select and drag the file(s) into the set.

Who creates the sets?

The disciplines providing the deliverables create the set(s). Add documents to existing sets as the project progresses.

Are sets the only thing stored in the 7_quality folder?

Store a project QA review or a copy of the approved consultant quality plan directly in the 7_Quality folder. Store discipline and milestone documents in their normal folder, then added the link to the appropriate set in 7_Quality.

Does the consultant quality plan go in the 7_quality folder?

Consultant quality plans approved for a price agreement are not project specific, so don't need to be stored in ProjectWise unless the project manager chooses to do so. You can access approved consultant quality plans internally on the ODOT intranet quality site, and in an electronic archive in FileNet.

ProjectWise 7_Quality folder FAQ's

last updated 4/4/2025 by K. Gladhill

Where is use of the 7_Quality folder documented?

- 1) The "[ODOT Consultant Quality Plan Guidance](#)", requires consultants to "Indicate how you will assure compliance with ODOT's ProjectWise protocols for document naming, storage, and creating sets in the 7_Quality folder for discipline quality documents."
- 2) The "[Discipline Quality Plan Template](#)" Section 4.5 includes language regarding use of the quality sets in the 7_Quality folder: "Store quality records in ProjectWise in their regular discipline or milestone directory, with either "QC," "QA," or "QV" in the document title or description, to facilitate searches for quality documentation. Add quality files from each discipline or milestone folder in ProjectWise to a set created in the "7_Quality" folder for the discipline. See [ProjectWise 7_Quality folder FAQ's](#) and guidance on [How to Create Document Sets QG.pdf](#)."

As statewide discipline quality plans are updated they have this language included.

- 3) SSOW language calls out use of the 7_Quality folder.

How are projects affected?

When do we need to use the 7_Quality folder?

When any one or more of the following is true:

- Project work order contract has this requirement.
- Project following a consultant quality plan approved since February 2022.
- The ODOT statewide discipline quality plan includes this requirement.

Does this requirement mean I need a contract amendment to add a Task and supporting funding?

No contract amendment or additional funding is required for existing WOC's.

Are these sets considered a deliverable?

No, this is just about storing project documents in ProjectWise. QA reviews check 7_Quality sets are in use.

What do I tell consultants working on contracts signed prior to August 2022?

The 7_Quality folder is optional on projects that did not include it in task language or are following a quality plan accepted prior to February 2022. The 7_Quality folder has been set up in ProjectWise for all STIP project to be available as the criteria to create 7_Quality sets are met. Any active STIP projects are welcome to start creating sets in the 7_Quality folder.

Further work

In the months following this implementation in August 2022, ODOT reviewed quality document names and descriptions for all disciplines. ODOT ProjectWise naming conventions can be found in the [ProjectWise Document Naming Tool Search.xlsx](#) spreadsheet. Reach out to the ProjectWise naming committee at pwnamingcommittee@odot.oregon.gov if you are not finding naming conventions to meet quality records needs.

If you have any further questions or comments, please contact the ODOT Project Delivery QA/QC Program at ODOTQualityProgram@odot.oregon.gov.