

Connecticut DOT

Number: CD-2016-5

Office of Construction

Date: July 26, 2016

# **CONSTRUCTION DIRECTIVE**

Construction A	Administrator

## Construction Division Use of ProjectWise for Storage of Project Documents

The "Construction Division ProjectWise Document Storage and User Guide" (PW Guide), linked at the end of this document, outlines the procedures to be used by Construction personnel for the storage, handling, and transmittal of finalized project documentation using ProjectWise. Such documents may include but are not limited to correspondence (including email backup), forms, reports, and support of payment (computations and related backup).

All Construction Division personnel will transition to these procedures according to the following schedule:

- Mandatory training will be provided by the Office of Construction (OOC) for all
  individuals that will be utilizing ProjectWise. Prior to implementing these procedures, the
  District must contact the OOC Technology Coordinator (currently-Douglas Harz) at 860594-2681 to arrange for training.
- Projects awarded prior to April 1, 2017 may start utilizing ProjectWise for finalized project document storage in accordance with the PW Guide at the discretion of the District Management.
- All finalized project correspondence will be required to be stored in ProjectWise at the locations outlined in the PW Guide, for all projects awarded after April 1, 2017.
   Additional finalized project documents may also be stored at the discretion of the District Management.
- The procedures related to electronic documentation for support of payments and
  electronic contractor submissions, utilizing ProjectWise are currently under development.
  These procedures will be issued by future directives. However, if the District
  Management wishes to participate in the piloting currently underway, the OOC
  Technology Coordinator should be contacted for guidance.

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The Construction Division ProjectWise Administrator is Douglas Harz from the Office of Construction. Representatives will also be established in the near future within each District to assist the Office of Construction in supporting Department staff, as well maintaining their respective District's folder. Until the District representatives and authorities are established all questions should be directed to OOC Technology Coordinator.

The "Construction Division ProjectWise Document Storage and Usage Guide" may be found in ProjectWise at the links shown below.

#### Thick Client Link:

<u>pw:\\ctdot.projectwiseonline.com:CTDOT\Documents\04.1 - Construction</u>
<u>Libraries\04.100 - Manuals, Guides and Training Videos\2016-6-24 Guide (ProjectWise Use) CN OOC Miscellaneous .docx</u>

### Thin Client Link:

https://ctdot.projectwiseonline.com/SitePages/Home.aspx?location=ctdot.projectwiseonline.com/3ACTDOT&link=pw%3A%2F%2Fctdot.projectwiseonline.com/3ACTDOT%2FDocuments%2FD%7Bda411bed-cbff-4791-a510-8c27c1c7d53a%7D