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ENGINEERING DIRECTIVE

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Engineering Administrator

Storing Engineering Project Documents in ProjectWise

This directive establishes a requirement to store selected documents in ProjectWise. The requirement applies to all State-awarded projects managed by the Office of Engineering receiving Design Approval after October 1, 2017. Requirements apply equally to documents prepared by State and consultant design organizations.

Documents stored in ProjectWise can be efficiently accessed by various user groups and stakeholders (e.g., Asset Management, Bridge Safety, Operations). Access to these documents supports programmatic efforts in the areas of capital program management and records retention. ProjectWise is available from any computer or tablet connected to the internet, through either client-based software or a web interface.

The typical project folder structure is shown in the Digital Project Development Manual (DPDM) "Projectwise Folder Structure and List of Project Documentation" table (currently Section 2.3). Although the DPDM provides guidance related to the entire structure of folders, the DPDM directions are only mandatory for folders listed below.

Folder Number	Description
100	Contract Plans (PDF)
110	Contract Documents
120	Contractor Submittals (PDF)
130	Final Engineering Reports
140	Project Administration
141	Project Administration Confidential
142	Project Administration Correspondence
150	Quantity Calculations
151	Final Design Calculations
241	Contract Development Confidential

Working and draft documents may be stored in ProjectWise. Draft and superseded versions of documents in any folder may be deleted.

The Digital Project Development Manual identifies requirements and procedures for digital stamping (Professional Engineer) and signing plans. Except for those procedures, each business unit is required to develop a process for 'finalizing' documents, including the placement of digital signatures where applicable. The AEC Applications unit is available to support the development of these business processes.