

Match to PMP section numbering

12.4.3 13.4.3	CRC PROJECT PROCEDURES MANUAL	REVISION DATE:	
	PROJECTWISE ARCHITECTURAL AND ENGINEERING DRAWING MANAGEMENT	APPROVAL <hr/> MANAGER	APPROVAL DATE

A. OBJECTIVE

To provide guidance on accessing and managing the development of Architectural and Engineering Drawings that are controlled documents to see that changes and updates are made in a systematic manner, each file has a record in the database, and that all parties are working from the latest version of the engineering drawings.

The Highway, Structures, and Transit Managers (discipline managers) are responsible to ensure their design staff (agency and consultant) follows established ProjectWise process.

B. DEFINITION

User – Anyone with an assigned login and access to ProjectWise

Group – Selection of Users who have same access/privileges to a folder or document. This function is used to manage access. CRC's ProjectWise configuration currently has the following discipline groups:

- Administrator
- Super User
- CADD
- Design
- Read Only

Controlled Documents – Key documents that are either developed internally or acquired from external sources, and used as authoritative references during the development of design and construction of the CRC Project.

C. REFERENCES

1. Project Management Plan
2. WSDOT Electronic Engineering Data Standards (EEDS) Manual (May 2010)

D. WORK PROCESS

1. The CRC CAE Systems Manager is the ProjectWise Administrator. He/she is responsible for establishing ProjectWise accounts for new Users, assigning Users to groups, and making modifications to these groups as needed.
2. The CRC ProjectWise Administrator will manage the assignment of group permissions for the folders and documents for their respective Project folders. Typical securities setting for Project folders is as follows:

<u>Discipline Groups</u>	<u>CADD Folders – access</u>	<u>Design Folders - access</u>
• CADD	Create, Read, Write	Create, Read, Write

- **Design** Create, Read, Write Create, Read, Write
- **Read Only** Read Read

3. The CRC ProjectWise Administrator will maintain a current list of Users, their group assignment, and any unique access privileges necessary to perform their tasks.
4. All requests for modification of User permissions must follow prescribed protocol described in attachment 13.4.3-A ProjectWise Management Plan, Section D.
5. All requests to change security of documents and folders must be submitted to the ProjectWise Administrator. Changes can only be made by the Administrator.

Folder and Document Creation and Handling

The CRC ProjectWise Administrator has rights to create folders, sub-folders, and documents as needed. Members of the CADD and Design Groups have rights to create sub-folders and documents. Other groups have various permissions assigned by the CRC ProjectWise Administrator.

The file naming and folder structure within ProjectWise is based on the guidelines established by the WSDOT Electronic Engineering Data Standards (EEDS) Manual (May 2010).

E. ATTACHMENTS

1. 13.4.3-A ProjectWise Management Plan (March 2011)
2. 13.4.3-B CRC ProjectWise Quick-Start Guide