

**DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

INTERDEPARTMENT CORRESPONDENCE

DATE May 20, 2015

FROM 
Meg B. Pirkle, P.E., Chief Engineer

TO See Distribution

SUBJECT Bentley ProjectWise

Bentley ProjectWise was implemented in October 2014, as the Department's Electronic Document Management System. Implementation is being managed by the Statewide Engineering Systems Support section of the Office of Design Policy & Support.

The purpose of ProjectWise is to (1) establish a standard project folder structure for all project related documents and plans; (2) establish one central network platform for access to those documents throughout the life of a project, from creation of programming documents to the required records retention schedules established by state and federal code; and (3) improve sharing of project information among offices across the Department. Essentially, ProjectWise replaces SharePoint by moving the Department beyond just archival of historical documents, to live (continuous) document management of all project related documents from their creation to their completion.

The first phase of implementation involved training and the loading of all existing in-house design project files (active, pre-let projects) into the ProjectWise environment. This work will be completed the first week of June 2015. Therefore, this is to remind GDOT staff that all work on these project documents and plans should occur within the ProjectWise environment.

Also, this is a reminder that ProjectWise workflows and training documents have been created and are published at (<http://www.dot.ga.gov/PS/DesignSoftware/Projectwise>). The training material is intended to be task-specific and is grouped accordingly. Please bookmark this page and refer to it for immediate answers to your questions.

If you encounter issues, please feel free to send an email to the Solutions Center with "ProjectWise" in the subject and one of our support staff or ProjectWise Administrators will assist you. If you have any general questions, please contact Glenn Williams at 404-631-1532 or at glwilliams@dot.ga.gov.

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