

## Record Plan Set Process

**NOTE:**

**PM** = Project Manager

**DPL** = Design Phase Leader

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

1. The PM/DPL will copy all files (ie: CADD files and PDF files) used to produce the milestone plans into the appropriate *PI\Record Plan Sets* folder in ProjectWise. If the files being copied have versions, the user will be prompted whether to bring the older versions with the files. Select **No**.
2. The PM/DPL will run the *RefScan* utility on all DGN files to correctly associate the reference files in this new location. Instructions for running the utility are found [here](#).
3. The PM/DPL will Set Final Status on all files in the *PI\Record Plan Sets* folder in ProjectWise.
  - a. Right-click on the file(s)
  - b. Select **Change State=>Set Final Status**