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D8.01 General

WSDOT uses Bentley ProjectWise to enable collaboration within specific projects. These projects are stored and developed in a WSDOT maintained data source within ProjectWise.

This section defines the ProjectWise specific standards and requirements for WSDOT projects associated with the EEDS Deliverable chapters.

Unless otherwise noted in this section, all standards and requirements indicated in **Deliverables 1** through **7** apply. Symbology requirements are not impacted by ProjectWise and shall be in accordance with this manual.

D8.02 WSDOT Resources

All WSDOT resource standards and requirements shall conform to **Deliverables 1** of this manual.

D8.03 Data Transfer, Review, and Acceptance

The ProjectWise storage area for documents is on a WSDOT Wide Area Network server; this location acts as a working area and transfer medium for all projects managed in ProjectWise.

All other requirements of data transfer, review, and acceptance shall conform to **Deliverables 2** of this manual.

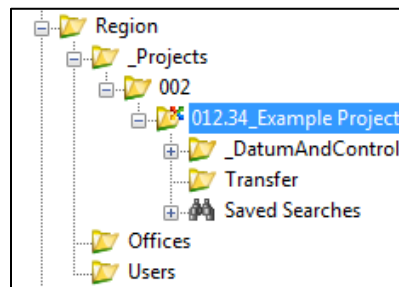
D8.04 Project Directory Structure

Project template resources are provided. These templates shall be used to ensure uniformity and access control conformance. Access control in ProjectWise allows groups to have specific read/read-write permissions to their portion of the project structure. Only localized ProjectWise Coordinators or HQ CAE ProjectWise Administrators will create projects.

Requests for new or modified projects shall be submitted to the local WSDOT ProjectWise Coordinator. Request a form from them or WSDOT HQ CAE Support (hqcaehelpdesk@wsdot.wa.gov, 360.709.8013).

All projects will be stored in the appropriate **WSDOT \Documents\[Region]_Projects\SR#** folder.

Exhibit 8-1 Example Standard ProjectWise Project



Project Name and Description

“Project Name” shall use the following convention:

###.##_ProjectName

Where ###.## indicates the beginning milepost of the project footprint along the main state route with an abbreviated, CamelCase (no spaces and each word capitalized) project name.

“Project Description” shall use the whole or abbreviated project title from the Transportation Executive Information System (TEIS) or Program Management documentation is preferred to create consistency between systems.

The project folder description will be in this format:

Project Name, MP Begin –MP End, WIN #, PIN #

Description
Example Project, MP 12.34-15.67, WIN A00200A, PIN 100200A

Each project shall include a **_DatumAndControl** folder structure and **Transfer** folder.

_DatumAndControl

This folder shall be maintained in all projects according to **Deliverables 3** of this manual.

Transfer

This folder acts as a file collaboration location where all groups assigned to the project have Read/Write access to all contents. This is intended specifically for working documents that will be moved to the appropriate group structure when collaboration is complete.

Group Folders

The WSDOT ProjectWise project directory structure is based on group activities with specific access control and should only include those group folder structures applicable to the project. Each group folder contains activities done by a representative discipline.

For example, the Utilities folder structure includes work done by the appropriate Utilities Office/group. It includes specific access control set for the Utilities Office.

Group folders include pre-populated structures for Design, Construction, and other discipline groups. The root contents of these preset folders should not be revised with the exception of adding folders for content not already accounted for. There are additional generic folders designed to be added and renamed for groups not yet predefined.

Exhibit 8-2 Standard ProjectWise Design Folder Structure (ordered by name)

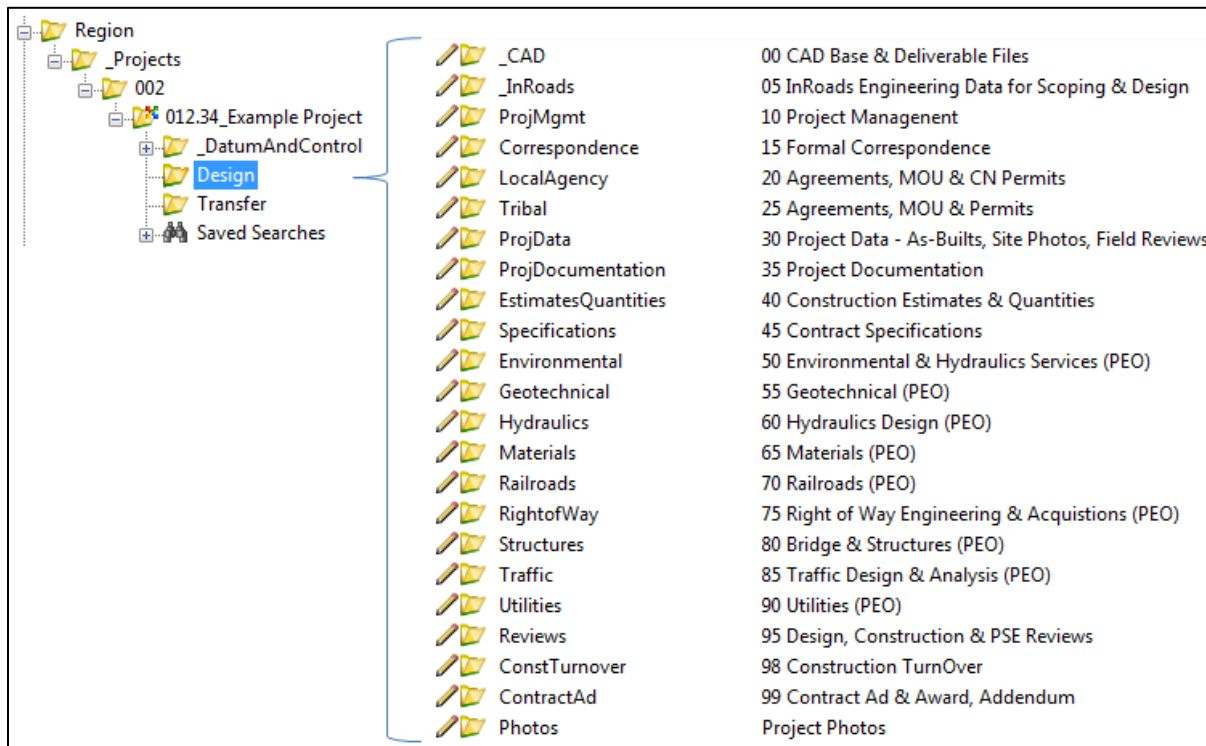
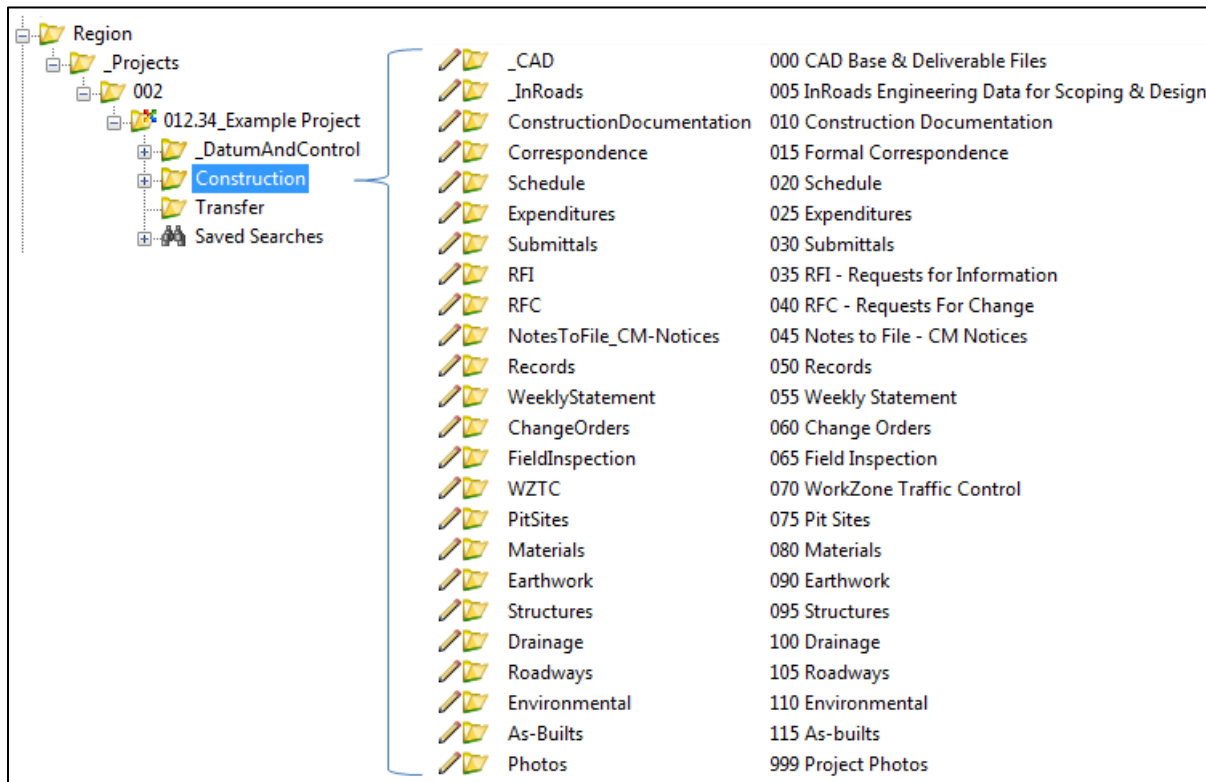
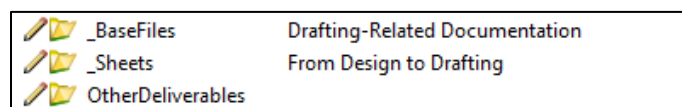


Exhibit 8-3 Standard ProjectWise Construction Folder Structure (ordered by name)



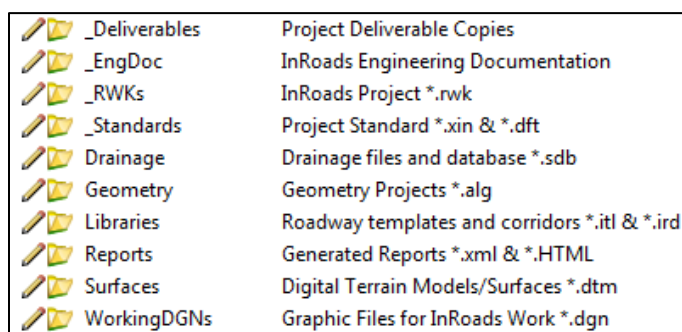
CAD work shall be stored in the _CAD folder structure per **D3.05** of this manual. Sheets will be managed in ProjectWise per **D8.08** of this manual.

Exhibit 8-4 Standard ProjectWise Group _CAD Folder Structure



All InRoads engineering data files developed by a group shall be stored in that group's _InRoads subdirectory structure. Similar to EngDataConst and EngDataDesign in D3.06 and D3.07, this structure contains all working and deliverable data files.

Exhibit 8-5 Standard ProjectWise Group _InRoads Folder Structure



Exceptions should be submitted to WSDOT CAE Support for inclusion in the preset structure.

To optimize the number of folders associated with the project structure, group folders such as Construction, should be added only as that group activity is initiated in the project. To request that a group folder be added to a project, contact the Region ProjectWise Coordinator or WSDOT CAE Support.

User access control change requests to folders or documents shall be submitted to the local ProjectWise Coordinator.

D8.05 File Naming Conventions

ProjectWise uses the **File Name**, document **Name**, and **Description** to identify files stored in the WSDOT data source. ProjectWise also uses **Project Properties** and document **Attributes** for search functionality and MicroStation title block information.

The **File Name** and document **Name** shall be identical.

All applicable **Project Properties** and document **Attributes** shall be entered for each document.

File names shall comply with **Deliverables 4** of this manual.

D8.06 Survey

All survey files shall be stored in the ProjectWise project directory structure according to **D8.04**.

All other WSDOT survey standards and requirements shall comply with **Deliverables 5** of this manual.

D8.07 Roadway Design

All roadway design files shall be stored in the ProjectWise project directory structure according to **D8.04**.

All other WSDOT roadway design standards and requirements shall conform to **Deliverables 6** of this manual.

D8.08 Drafting and Plans Preparation

D8.08(1) PS&E

All drafting and plans preparation files shall be stored in the ProjectWise project directory structure per **D8.04**.

The “Single Sheet per File method” defined in **Deliverables 7.03(2)(b)** shall be used in ProjectWise.

All applicable **Project Properties** and document **Attributes** shall be entered for each document.

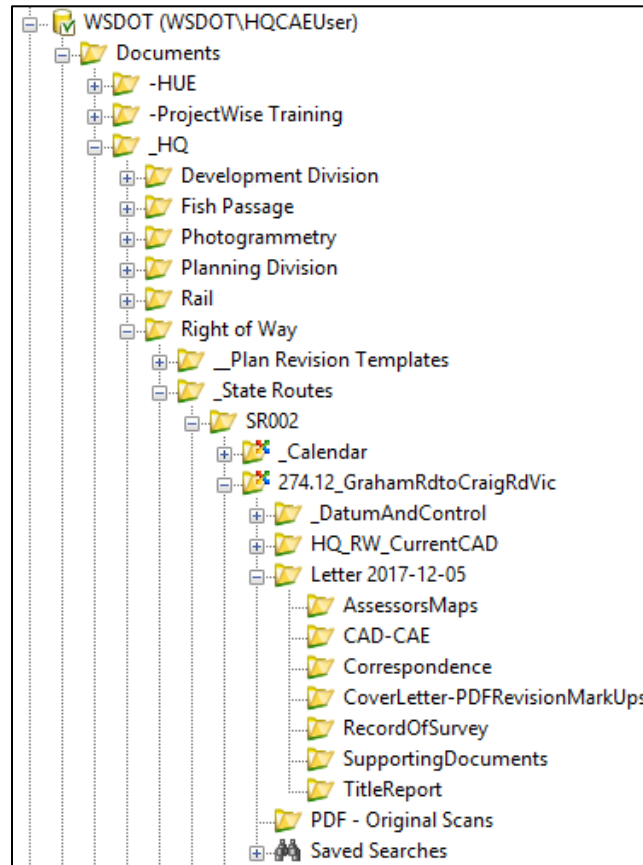
The use of an intermediate “container” file for each plan type sheet set to manage level display schema is acceptable. No data shall be placed in the container.

D8.08(2) Right of Way

Deliverables to WSDOT HQ Right of Way shall be provided in ProjectWise. See *Plans Preparation Manual Division 1* for transmittal requirements.

The ProjectWise Right of Way structure is corridor based

Exhibit 8-6 Standard ProjectWise Right of Way Folder Structure



Revision transmittals shall be contained in a *Letter yyyy-mm-dd* folder structure specific to and indicating the date of the submittal. The Letter structure may be copied from:

WSDOT\Documents_HQ\Right of Way_Plan Revision Templates\Letter yyyy-mm-dd

Transmittal content shall be per Plans Preparation Manual (PPM) Division 1 and stored in the appropriate *Letter yyyy-mm-dd* subfolder described below.

AssessorsMaps

This folder contains assessor’s maps and associated specific supporting documentation.

CAD-CAE

All associated CAD and engineering data (such as InRoads *.ALG) files shall be stored in the CAD-CAE subfolder. CAD files should reference current Right of Way CAD base and sheet files stored in the following ProjectWise location when available:

```
WSDOT\Documents\HQ\Right of Way\State Routes\SRxxx\yyy.yy_ProjectName\  
HQ_RW_CurrentCAD
```

Project revision CAD files should only have revision information.

In the event that the current CAD base and sheet files are not available, or they are inaccurate, or difficult to read, new base and/or sheets may be generated. Coordinate with the HQ Right of Way Plans office for guidance.

All deliverable DGN files shall comply to WSDOT standards per **Deliverables 4** and **Symbology 4** of this manual.

The “Single Sheet per File method” defined in **Deliverables 7.03(2)(b)** shall be used in ProjectWise.

Correspondence

This folder contains associated correspondence via email messages, letters, memos, etc. that do not fall under other submittal folder topics.

CoverLetter-PDFRevisionMarkups

The transmittal cover letter content and marked up PDF plan sheets are stored in this folder. No other documents are accepted in this folder.

RecordOfSurvey

All associated Records of Survey are stored in this folder.

SupportingDocuments

Any supporting documentation that does not specifically apply to other submittal folder topics are stored in this folder.

TitleReport

Title Reports for all new parcels per PPM Division 1 will be stored in this folder. Supplemental Title Reports are acceptable if the original transaction has been recently completed. A new parcel number will be needed for these parcels.