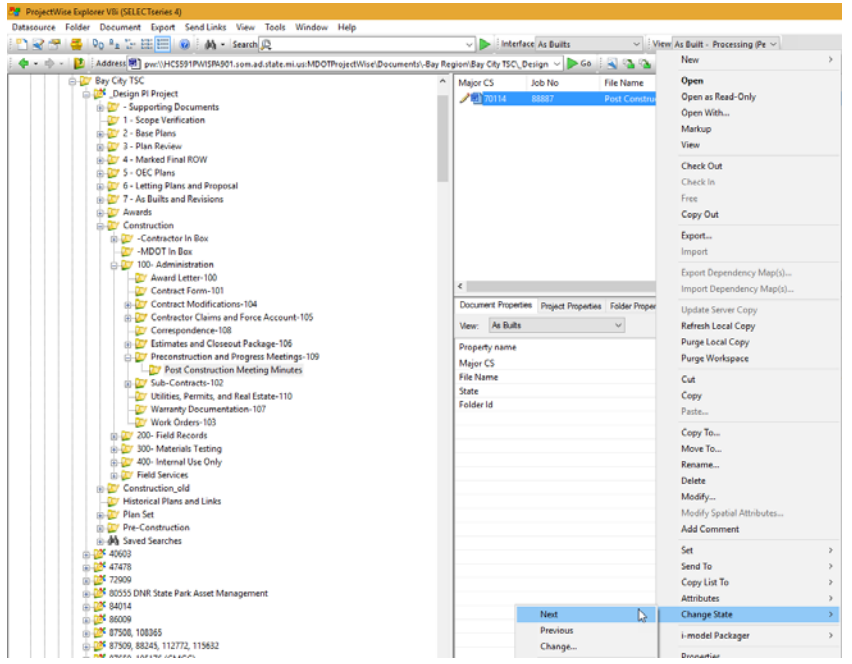


Depositing Post-Construction Review Meeting Minutes in ProjectWise

Once the Post Construction Meeting minutes have been compiled and completed, they need to be deposited into ProjectWise. Use the following procedure in order to deposit the meeting minutes and notify the appropriate stakeholders that the minutes are available for review.

Step	Instructions
1	In ProjectWise, navigate to the appropriate job number / Construction / Administration / Preconstruction and Progress Meetings / Post-Construction Meeting Minutes
2	From your local PC, drop and drag the post construction meeting minutes into the Post-Construction Meeting Minutes folder
3	<p>Once the file has finished uploading into ProjectWise, right click the file, scroll down and select Change State > Next</p>  <p>The screenshot shows the ProjectWise Explorer interface. The left pane displays a hierarchical tree structure under 'Bay City TSC'. The 'Post Construction Meeting Minutes' folder is selected. The right pane shows a table with columns for 'Major CS', 'Job No', and 'File Name'. A context menu is open over the selected file, showing options like 'New', 'Open', 'Copy Out', 'Export...', 'Update Server Copy', 'Refresh Local Copy', 'Purge Local Copy', 'Purge Workspace', 'Cut', 'Copy', 'Paste...', 'Copy To...', 'Move To...', 'Rename...', 'Delete', 'Modify...', 'Modify Spatial Attributes...', 'Add Comment', 'Set', 'Send To', 'Copy List To', 'Attributes', and 'i-model Packager'. The 'Next' and 'Change State' options are highlighted in blue.</p>

Step	Instructions
<p data-bbox="500 247 516 268">4</p>	<p data-bbox="581 247 998 409">The email that is automatically generated will auto-populate the To: field with the Design Project Manager and the Region Construction Engineer assigned to the job as well as a couple MDOT resources.</p> <p data-bbox="581 436 998 625">Please do not delete any of the auto-populated email recipients from the To: field, as this is part of compliance for completing the communication loop. However, feel free to add any other stakeholders to the To: field if you would like.</p> <p data-bbox="581 653 1339 737">The subject line is also pre-populated for you as well. There is no need to change the subject unless you want to add more details to the end of it.</p> <p data-bbox="581 764 1282 793">Add any additional comments to the to message. Then click Send</p>
	<p data-bbox="581 814 1404 863">The email has now been sent and the feedback loop has been complete, thus ensuring audit compliance.</p>

