

ProjectWise Payment Workflow



ProjectWise Payment Workflow

Increase our capacity to innovate.

Goal

Replace the existing paper submittal process with an electronic workflow for consultant and sponsor payment requests.

Objective

Incorporate digital approvals and workflows into the payment process to achieve a 25% reduction in payment processing time.

Benefits

- Faster approvals and transfer of funds
- Reduced MDOT staff time to process and provide status
- Reduced costs by eliminating mailings and paper copies

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Current Process

- Traditional mail to send and receive invoices
- Original signatures
- Invoices lost in the mail and not accessible.
- 1 month average process
- AERO staff time needed for track down status

New Process

- ProjectWise workflow and email communication
- Electronic approvals
- Invoices stay in one place and accessible by all users.
- 2 week average process
- Audit trail available for instant workflow status

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- **Project Status**

- Workflow completed.
- Successfully completed testing of the workflow at two sites with participation from two separate sponsors and consultant firms.
- Continuing to establish login credentials for airport sponsors and consultants to install and access ProjectWise.
- Revising folder structure to incorporate sponsor submittals.

- **Remaining Tasks**

- Finish setting up new ProjectWise users.
- Develop training materials.
- Provide ProjectWise installation instructions to all impacted sponsors and consultants.
- March 1, 2016 scheduled implementation date.

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- Sponsors who have not submitted a ProjectWise registration form must do so as soon as possible to avoid payment delays.
- 95 airport sponsors have been contacted to register. 27 airport sponsors remain unregistered (*as of February 16, 2016*). *See Chip Kraus or Laura Wise for more information.*

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ProjectWise Explorer V8i (SELECTseries 4)

Datasource Folder Document Export View Tools Window Help

Address pw:\HCS591PWISPA901.som.ad.state.mi.us:MDOTProjectWise\Documents\Aeronautics\

Interface Aeronautics

CS_NUM_MAJOR	Job No	File Name
		AERO-Guidance-Policies-OLD.pdf
		AERO-Guidance-Policies.pdf
		Aero-Site Map.doc

Folder Properties Dependency Viewer

Property name	Property value	Property name	P
Folder Name	Aeronautics	Folder Description	A
Environment Name	MDOT Main	Environment Description	M
Workspace Profile Name		Workspace Profile Desc...	
Storage	Airports Storage Area	Owner	d
Created By	dba_projectwise	Creation Time	4,
Updated By	verhageh	Update Time	8,
Workflow		State	
Document Count	3	Disk Usage	8.

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