

File Creation

Consultant			AGREEMENT NO.	DATE	
Consult, Inc			98-1234-A	15-Apr-1998	
Job Number (MDOT Assigned 6 Digits) (1)	Task (4 Digits) (2)	Hours (Tenths) (3)	START DATE (4)	ESTIMATED COMPLETION (5)	FINISH DATE (6)
12345C	3330	10	1-Jan-1998		30-Jan-1998
12345C	3360	10	1-Feb-1998		28-Feb-1998
12345C	3580	10	1-Mar-1998		30-Mar-1998
12345C	3840	10	1-Apr-1998	30-Apr-1998	

Example 1

Example 1 is an example of how the "TASK REPORTING FOR PROFESSIONAL CONSULTANT SERVICES" form looks. The information in this form will now be submitted electronically to the Michigan Department of Transportation (MDOT). Example 2 is how this information must be formatted. The formatting will be explained below. In order to meet the MDOT Year 2000 (Y2K) compliance requirements all dates must have 4 digit year formats. **Note:** Example 1 has fields that are currently empty.

```
"Consult, Inc",98-1234-A,15-Apr-1998
12345C,3330,10,1-Jan-1998,,30-Jan-1998
12345C,3360,10,1-Feb-1998,,28-Feb-1998
12345C,3580,10,1-Mar-1998,,30-Mar-1998
12345C,3840,10,1-Apr-1998,30-Apr-1998
```

Example 2

Example 2 is in Comma Separated Value (CSV) format. The information is as follows.

- **The information that is in each field must be followed by a comma.**
- The first line of the file will be formatted: "Consultant Name",Agreement number,Date
- All subsequent lines will be formatted as:
Job Number,Task Number,Hours,Start Date,Estimated Completion Date,Finish Date
- **If one of the fields is blank do not place anything in the field. (e.g. The Estimated Completion Date for job 12345c task 3330 is blank, therefore in Example 2 there is no value between the commas separating the Start Date and the Finish Date).**

File Submittal

The file containing the task information will be e-mailed to the address
MDOT-DesignPPMS@michigan.gov

The subject line of the e-mail should be:

TASK REPORTING FOR PROFESSIONAL CONSULTANT SERVICES

Note: The above subject line letters are case sensitive.

The data will then be processed by the P/PMS program. A verification message will then be sent via e-mail to all project managers who had a job that was updated with the file.