

# Design Advisory

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Index: JobNet Quick  
Reference Guides (QRGs)  
found on JobNet HOME page

*This advisory is superseded  
by any subsequent revisions  
to the references listed in this  
index.*

Questions regarding this  
Design Advisory should be  
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## Guidance on JobNet Entry Fields:

### Project Packaging, Significant Projects, Consultant Indicators, & Quantities

Project Managers and/or System Managers are responsible for entering various fields in JobNet. Entry of data is critical to ensure updated and accurate knowledge of our trunkline project metrics, as well as continuing our ongoing partnership successes with Industry. MDOT regularly reports on program information to industry. Below are guidance protocols for each entry area in JobNet to assist with inputting your values per project.

**Please note** – project entries must be updated regularly, **at the minimum at every project milestone** beginning with the Call for Project scoping values and continuing to final turn in.

### Project Packaging

List/link all jobs that may be packaged together in the “Package” tab in JobNet.

- **This can be done without a change request.**
- **Only jobs with the same letting date can be packaged together.**

### Significant Projects Declarations per TSC/Region

Indicate all projects that are classified as Significant for your area and list why project was categorized as significant in the comments section of the “Quantities/Sig. Proj.” Tab.

Guidance Parameters to Warrant Significant Projects (but not limited to):

- *Larger Jobs/Packages (X>\$5M CON phase)*
- *Jobs with Larger Quantities*
- *Significant MOT Impacts*
- *Unique Situation and/or Special Provisions*
- *Complexity of Project for Area*
- *Other Reason Approved by the Region*
- **This can be implemented without a change request.**

### Consultant Involvement Indicators

The Vendor Indicator field in JobNet has been re-named to “Consultant Involvement”

Enter involvement for every programmed phase per Job Number in the “Phase” tab phases in JobNet.

Options to choose from drop down menu include *Yes, No, or Partial.*

*Partial* signifies a certain phase has both consultant and in-house collaborations.

- **If done by a System Manager – a change request would not be needed** to update the phases per Job Number if done through Direct Modify.
- **If done by a Project Manager - a change request will be needed** to process this for existing jobs, but not on newly programmed projects if the field is filled out during programming.

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## Guidance on JobNet Entry Fields: Project Packaging, Significant Projects, Consultant Indicators, & Quantities

### Quantity Entry (Pavement, Beams, Bridge \$, Aggregate, & Subbase)

Enter Quantities for all projects at all milestones starting with Call for Projects estimated scoping values through final turn in quantities in the “Quantities/Sig. Proj.” tab of JobNet.

- Quantity specific guidance can be found in the JobNet Quick Reference Guides and in Appendix H of the User Guides for Trunkline Jobs. Please see these areas for details on how to approach each tab, including considerations when utilizing an Alternate Pavement Bidding (APB) Contract and other helpful guidance.
- This can be done without a change request.**
- Note – Subbase and Aggregate Quantities are a new addition to the Quantity Report for Industry. These will be added in the December 2019 Industry Report send outs.**

Step by step instructions on how to implement any of these changes can be found on the JobNet Home Page –User Guides for–Trunkline Jobs as well as in the Quick Reference Guides (QRGs) area.

**To access the Home Page, click the top right “Home” button.**  
(See image below).

Access Help Documents via Home Button in JobNet - Top Right Portion of Screen