



## Operational Guidelines

### MIC Project Portal (MiDIG)

Updated March 26, 2024

#### 1. Purpose

The MIC Project Portal, also known as MiDIG, is a platform designed to encourage collaboration and coordination among authorized public and private asset owners. Its main goal is to document long-term construction capital improvement plans for transportation, water, utilities, and communications infrastructure. By utilizing Geographic Information Systems (GIS) technology, MiDIG provides an intuitive environment for infrastructure owners to collaborate and identify overlapping projects. It also offers pertinent contact information for in-application coordination.

The MiDIG tool aims to minimize construction disruption to the public, reduce the risk of project conflicts, and foster community savings for Michigan's over 3,300 infrastructure owners, private utilities, and state agencies.

#### 2. Portal Administrator

**Portal Administrator** – The MIC Project Portal (MiDIG) administrator reviews and approves access request forms, investigates and addresses complaints of misuse of the Portal, and sets guidelines and policies surrounding access and use. The Portal Administrator is responsible for:

1. Granting access to the Portal
2. Denying access to the Portal
3. Creating and maintaining Accessing Agency profiles within the Portal
4. Creating and maintaining user profiles within the Portal

### 3. Participation - Organizations

- a. An organization is identified as a MiDIG partner (this is the “Accessing Agency”, per the Project Portal Access Agreement) if all the following criteria are met:
  - i. A completed and signed Project Portal Access Agreement (PPAA) has been received.
  - ii. The organization owns infrastructure assets or manages infrastructure assets on behalf of the owner.
  - iii. In the event of an organization managing infrastructure assets on behalf of an organization owning the infrastructure assets, both the managing and owning organizations must sign a PPAA.
  - iv. If required, a completed request form from an organization defined as an “Other Accessing Agency” has been received and approved by the MIC Project Portal Access Committee

### 4. Participation – Individuals

1. An individual is granted access to MiDIG if all the following criteria are met:
  - a. A partnering organization has completed a PPAA and named the individual as an authorized user.
    - i. The partner organization must designate the user role for the individual user (Editor or View Only) via the PPAA/User Role Designation Form
      1. A limited number of users from “Other Accessing Agencies” will be granted the View Only role
    - ii. This assigned role will be tracked by the MIC Administrator and the audit logs of the Project Portal.
  - b. A completed and signed Individual User Agreement (IUA) has been received.
    - i. MIC Administrator will confirm relationship between Partner Organization (named user on the PPAA) and individual user.
    - ii. MIC Administrator will confirm permitted use (Viewer/Editor and View Only) and assign the role accordingly.
    - iii. MIC Administrator will confirm partner organization and record approval (name/date)
  - c. The user must request access to the MIC Project Portal through the MiLogin Portal using the same email address that was provided on the IUA
    - i. If necessary, the user must create a Third Party MiLogin account in order to request access
    - ii. If the user already has a Third Party MiLogin account, they may request Michigan Infrastructure Council – “Dig Once” Project Portal Operational Guidelines May 14, 2021 4 access using their existing MiLogin account
    - iii. If the user is a State of Michigan employee, they must request access to the MIC Project Portal through their employee MiLogin Portal.

## 5. Denying Access to MiDIG

1. Access to MiDIG will be denied if one or more of the following apply:
  - a. The requestor does not meet the definition of an asset owner, asset manager, or asset operator as defined under the definitions and acronyms.
  - b. The requestor does not meet the definition of an accessing agency or other accessing agency.
  - c. The requestor has not completed all the required documents:
    - i. PPAA
    - ii. IUA
    - iii. User Role Designation Form
    - iv. Request form from an Other Accessing Agency (if required)

## 6. Revoking Access to MiDIG

1. Users are granted access through Accessing Agencies, therefore all activity conducted in the Portal must be in accordance with the professional construction and collaborative activities of that agency. Access to the Portal may be revoked in the event one or more of the following occur:
  - a. Any use or abuse of the Portal, or other Portal users, beyond the intended cross-asset collaboration and coordination, as outlined in the PPAA and IUA. This includes, but is not limited to:
    - (i) Misuse of contact information. This includes using contact information found within to Portal for reasons not associated with cross-asset collaboration and coordination.
    - (ii) Purposeful misrepresentation of project geography and/or attribute data
    - (iii) Misuse of project information. This includes using project information found within the Portal for reasons not associated with cross-asset collaboration and coordination.
  - b. An Accessing Agency requests the removal of one of their named users.
  - c. A user has been inactive for 180 days or more.
2. Please report incidents of abuse or misuse to [mic@michigan.gov](mailto:mic@michigan.gov)

## 7. When an individual is found to be in violation of the IUA

1. MIC Administrator will change the status of the user to “Deactivated” and their user role to “Unassigned,” which will remove all user access.
  - a. MIC Administrator will remove the user from MiDIG as soon as administratively feasible.
  - b. The partner organization will be notified when the actions are complete.
  - c. Documentation of the actions will be kept on file with the partner organization’s PPAA.
  - d. Treasury Security and Treasury Legal will be notified as appropriate.

## **8. When a partner organization is found to be in violation of the PPAA**

1. MIC Administrator will change the status of all users associated with the organization to “Deactivated” and their user roles to “Unassigned,” which will remove all user access.
  - a. MIC Administrator will remove all users from MiDIG as soon as administratively feasible.
  - b. The organization will be notified when the actions are complete.
  - c. Documentation of the actions will be kept on file with the partner organization’s PPAA.
  - d. Treasury Security and Treasury Legal will be notified as appropriate.