

Introduction

ProjectWise is a Bentley Systems, Incorporated software package that serves as a document management system to manage engineering project documents. ProjectWise can manage any document type including MicroStation and InRoads files, Microsoft Office Documents, as well as project photos and aerial images. Other software such as the Microsoft Office Suite can also be integrated into the ProjectWise environment.

ProjectWise provides a secure environment where project information can be stored. Individuals can check out a document for revisions and check it in when the revisions are done. Others can read the document while the document is checked out but cannot revise it.

This manual is an introduction to how ProjectWise is implemented and used at CDOT.

CDOT staff working on a project managed within the ProjectWise environment will notice the following benefits:

- ◆ Provides a single source for all project data
- ◆ Improved communication and access to up to date files
- ◆ Automatic backup of project data
- ◆ Multiple levels of security to fine tune who has access to what
- ◆ Easily verify the integrity of project data by evaluating the audit trail of actions performed on folders and files
- ◆ Automates usage of the correct workspace
- ◆ Virtually eliminates lost reference files

CDOT has also established a ProjectWise Task Force (PWTF) to evaluate and prioritize future enhancements to the ProjectWise environment, align the use of ProjectWise with Department business needs and to identify processes and workflows for managing projects within the ProjectWise environment. Additionally, the PWTF has six working sub-groups that address specific ProjectWise topics namely:

- ◆ Training/Support
- ◆ Business Development/Implementation
- ◆ Reproduction/AsBuilts/Archive
- ◆ Technical
- ◆ Environment
- ◆ External Stakeholder Access

These sub-groups report their findings to the PWTF which in turn communicates their actions to the CEST Steering Committee. The key to all of this working to the benefit of CDOT is your input to these various teams. Contact information for the PWTF can be found in the [ProjectWise Task Force Charter](#) document located on the CADD and Engineering website. Please contact one of these task force members with any suggestions to improve the ProjectWise environment.