WisDOT Masterworks Committee Meeting

When: November 9-10 2016

Time: 9:00 am – 5:00 pm

Location: SE Milwaukee Office - 1001 W. St. Paul Ave - Wisconsin Room

RE: First Discovery Meeting for Masterworks

ATTENDEES:

| X | Sharon Bremser | sharon.bremser@dot.wi.gov | X | Jill Fehrman | jillene.fehrman@dot.wi.gov |
| X | Cathy Weber    | cathy.weber@dot.wi.gov    | X | Alicia Engstrom | alicia.engstrom@dot.wi.gov |
| X | Tammy Hodgson  | tammy.hodgson@dot.wi.gov  | X | Dan Meinen     | dan.meinen@dot.wi.gov     |
| X | Travis Buros   | travis.buros@dot.wi.gov   | X | Ryan Luck      | ryan.luck@dot.wi.gov      |
| X | Patti Oemig    | Patricia.oemig@dot.wi.gov | X | Heather Sackman | heather.sackman@dot.wi.gov |
| X | Brian Roper    | brian.roper@dot.wi.gov    | X | Pete Jacobsen - consultant | peter.jacobsen@dot.wi.gov |
| X | Kathleen "Kitti" Reed | kathleenm.reed@dot.wi.gov | X | Justin Kutka - consultant | justin.kutka@dot.wi.gov |
| X | Josh Stenz - consultant | josh.stenz@dot.wi.gov | X | Audrey Demeter - consultant | audrey.demeter@dot.wi.gov |
| X | Ryan Luck      | ryan.luck@dot.wi.gov      | X | Nahid Afsari - consultant | nahid.afsari@dot.wi.gov |
| X | David Hubbard  | david.hubbard@dot.wi.gov  |
| X | Jason Roselle  | jason.roquelle@dot.wi.gov  | X | Harini Anil - Aurigo | harini.anil@aurigo.com |
| X | Jim Robinette  | James.robinette@dot.wi.gov | X | Josh Moriarty - Aurigo | josh.moriarty@aurigo.com |

Actual Agenda:

Day 1 – Wed. November 9, 2016

<table>
<thead>
<tr>
<th>10:00-12:00</th>
<th>Construction Management overview – (Pre-Let – Project Completion) &lt;&lt;facilitieslifecycle1.xlsx&gt;&gt;</th>
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- WisDOT continuing and future efforts toward content management e-delivery systems like Masterworks (MW)
- Items needed for successful MW Construction Management application
- Need real estate commitment form - Ryan Luck
- Load in videos and other multimedia content - Jim Robinette
- Sharon mentioned review screens, and making sure we have all interfaces needed
- Need to expand upon how we Evaluate Materials
- Evaluate Work Operations - mobile inspection starting in April 2017
- Can integrate with GIS
- Contract Accounting - will be done in AASHTOware
- AASHTOware is by project, not at a whole level - MW can compile all data for a full financial report
- Tammy and Cathy will need review Project Tracking fields - what is used and not used
- Labor Provisions box - Kittie Reed will work on
- Jason Roselle - need mobile application in the field will take pictures and load into MW. Everyone should see instant results when the mobile application pushes data to MW
- Justin Kutka will investigate change management, and how to best integrate with MW
- Ryan Luck - need most help in how can we leverage cloud computing to instantly help with issues - looking to solve non-traditional problems quickly
- For large projects - BOS built SharePoint site for shop drawings - MW can take over that - link project locations on project SharePoint folder
- Josh Moriarty, if time allows, will show us the Utah DOT MW application
- Sharon did a quick review of document we saw on October 12 kick off
- Josh Stenz - Is there an ability to create org chart of current project staff
- Plan review from PMP
- Need Lessons learned - Project review

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>12:00</td>
<td>Lunch (On your own)</td>
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<tr>
<td>1:00</td>
<td>Document Management (Contract Management replacement)</td>
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**Day 2 – Thur. November 10, 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:30</td>
<td>Issues/Risk Tracking/Change Management (SEF Demo)</td>
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<tr>
<td>9:30</td>
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</table>

- Want to tag issues geospatially and attach pictures would help with issues meetings
- For Zoo Interchange over 70k pictures taken
- Photos for documentation
- No good system to make photos searchable - no real metadata
- Need to be able to answer a lot of questions on the fly - how to link these issues quickly
- A lot of issues come up in field - sometimes these get logged, sometimes not - want to make it easy to log these issues
- Need to find functional areas of how issues should be logged
- Contract Manager
- Issues - come in person/email/etc.
- Issues list by functional area
- Project Controls is typing in the events in Contract Manager
- Want inspectors to be able to log an issue - build a work flow
- This application will be used for project tracking
- Need to understand what is the project record
- Request for Information (RFI) - we get RFI in an email - link to RFI in SharePoint
- Project controls will re-create in Contract Manager
- Response to RFI is a series of copy/pasting to get an answer into Contract Manager
- Prime contractors have access to SharePoint, not subs
- Could create roles to give subs access
- DIN - Design Issue Notice
- Comes in email, put in form, funnel through project manager
- Does consultant need to be compensated to answer the question?
- Gets sent to design team - not using SharePoint
- Photos on file share, SharePoint documents is kind of like an FTP to transfer files, but files are backed up elsewhere
- Change Management
- Enter in Rough Order Magnitude (ROM) - rough order of magnitude for cost of change
- Standards specifications require written documentation, including quantities overruns
- Tiered type of system of change management - monthly look back in change management
- Change Management log - output report
- Create report of cost overruns and under runs
- High level summary report created
- Data from monthly meeting goes into Executive Summary for central office update
- Risks are things out of our control, issues are things we can deal with
- Finals tracking - maintained separate from Contract Manager
- Southeast Region - using Autodesk BIM 360 for Change and Issues Management (194 users)
- Issues Management - create issues with metadata and who the issue is elevated to (i.e. Director)
- See attachments, comments
- Plan Review - Ryan Luck presentation of how BIM 360 is used
- Improving quality bid documents
- The earlier you get change done, the cheaper it is - earlier collaboration is better
- Start earlier communication with the people on your project and within your own teams
- Main goal - Improving functionality - currently system deals with emailing, printing, scanning, cutting and pasting - there is a lot redundancy - **key it once only**
- Josh Stenz and Jason Kutka present on iPad

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<tr>
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<th>Session</th>
<th>Description</th>
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<tbody>
<tr>
<td>9:30</td>
<td>Financial Management</td>
<td>Jim Robinette went through spreadsheet of financial management</td>
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<tr>
<td>9:30</td>
<td>Financial Management</td>
<td>Build Out Budget</td>
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<tr>
<td>12:00</td>
<td>Lunch (On your own)</td>
<td>Quick Masterworks demo</td>
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<tr>
<td>1:00</td>
<td>System Integration</td>
<td>Nothing tracks utilities permits - it is not in TUMS</td>
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<tr>
<td>2:00</td>
<td>System Integration</td>
<td>Review of WisDOT System Integration Visio - shows connection between MW and other WisDOT application</td>
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<td>2:00</td>
<td>Summary of Action Items/Next Steps</td>
<td>Modify e-contracting page</td>
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<td>Shari - check with Drew Kottke on READS financials</td>
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