



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.roselle@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

10:00	Construction Management overview – (Pre-Let – Project Completion)
12:00	<<facilitieslifecycle1.xlsx>>
	<ul style="list-style-type: none"> • 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 - Kitti Reed will work on

	<ul style="list-style-type: none"> • 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
12:00 1:00	Lunch (On your own)
1:00 3:00	Document Management (Contract Management replacement)

Day 2 – Thur. November 10, 2016

8:30 9:30	Issues/Risk Tracking/Change Management (SEF Demo)
	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> ● 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
<p>9:30 12:00</p>	<p>Financial Management Jim Robinette went through spreadsheet of financial management Build Out Budget Quick Masterworks demo</p>
<p>12:00 1:00</p>	<p>Lunch (On your own)</p>
<p>1:00 2:00</p>	<p>System Integration Nothing tracks utilities permits - it is not in TUMS Review of WisDOT System Integration Visio - shows connection between MW and other WisDOT application</p>
<p>2:00 4:00</p>	<p>Summary of Action Items/Next Steps Modify e-contracting page Shari - check with Drew Kottke on READS financials</p>