



Best Practices For An Electronic Delivery

> FDOT Electronic Delivery Tools

Agenda

- > Pre-Production Phase
 - Creating and Preparing a Seed Project
 - Preparing a Seed Project with PEDDS
- > Production Phase
 - Authentication of a Seed Project
 - Indexing / Plotting / Journaling
 - Browsing and Creating Reports
 - Signing & Sealing / Securing the Delivery
- > Post-Production Phase
 - QC of Project Data Structure (FileChecker)
 - Authenticating a Secured Project
- > Questions and Answers

Creating the Seed Project

> Creating and Preparing a Seed Project

The Electronic Delivery Index (EDI) or MicroStation (via the **Project>New Workspace** option) can be used to create a new FDOT Seed Project.

- **Journal Files are now created by user(s)**

> Preparing a Seed Project with PEDDS

The Seed Project (including the PEDDS Project Data) is to be created by the FDOT District Project Manager. However, it is sometimes necessary for the consultant to perform this step.

- **Complete as much of the required information as possible**
- **Submit to FDOT Project Manager for review, including any revisions**

Receiving the Seed Project

> Authentication of a Seed Project

If the Seed Project was created by the FDOT Project Manager, it must be **Authenticated** using PEDDS.

- **Print the Project Authentication Checklist for your records**

Preparing Your Sheets for Indexing

> Label Sheets (Sheet Navigator)

The Sheet Navigator (the **Sheet Edit** function) must be used to assign the required Sheet Information to each of the Component Set Sheets.

- **Required for successful indexing of project (Sheets)**
- **Required for successful creation of Plot Files (PostScript Files)**

> Possible Issues

Upon recent tests, the following problems exist with the Sheet Navigator (for projects converted from V7 to V8):

- **Border Sheet References not recognized**
- **Some Sheet Fields not recognized**

Editing and Navigating Your Sheets

> Sheet Information Index

It is in your best interest to create and maintain a Sheet Information Index File (SheetInfo.xml)...because:

- **Allows you to “Navigate” Sheets**
- **Required for Sheet Renumbering**

> Remember...

Some items to remember when creating the Sheet Information Index File (SheetInfo.xml) include:

- **Created via Sheet Navigator Only!**
- **Must create file within root folder**
- **No update function; File>New...**

Indexing Your Project

> Project Index Files

It is recommended that the Project Index Files (Index.xml and ProjectIndex.xml) be updated for each submittal.

- **Don't wait until the first submittal**

> Timing is Everything

In an effort to reduce the amount of time required to complete the indexing process, consider the following:

- **Mine Attributes at the File and Folder level (not necessary to process the entire project for few file changes)**
- **Perform indexing functions during a period of limited access (e.g. lunch)**

Creating the Plot Files

> PostScript Image Files

It is recommended that Sheet PostScript Image Files (*.ps) be created/updated just prior to your internal review (QA/QC).

- **Submit PostScript Files using pass-through printing for non E-Delivery submittals**

> Printing Sheets Before an E-Delivery

In an effort to ensure compliancy with the Electronic Delivery requirements, use qSheet to print all sheets for each Component Set (or entire project).

- **ProjectIndex.xml or DeltaNDX.htm must be current (used to determine the sheets that are to be printed)**

Journaling

> What To Include

In addition to the required Journal entries (Software Version Declarations, GEOPAK File Information, etc.), be sure to add relevant project documentation including, but not limited to:

- **Design Decisions**
- **CADD Production Decisions**
- **QC Exceptions (Rule Files)**
- **CADD Standards Errors**

> Party Of 2-5-?

Journaling is a collective documentation effort. No one individual can account for every decision.

- **Everyone must get involved**

The Checklist

> Don't Forget About This!

The Compliance Certification Checklist Report is **REQUIRED**. Be sure to print and review (not complete) prior to securing the project.

Why? Who wants to secure a project only to realize that the MicroStation DGN File QC Compliancy Reports are incomplete (or something else on the checklist).

- **No unnecessary mistakes wanted here!**

Signing and Sealing Your Files

> Signatories

Be sure to create the appropriate number of signatories for a given project. In addition, be sure that each of the signatories comply with the PEDDS requirements. Consider the following:

- **Certain files require Sign-NO Seal**
- **One signatory cannot be used to sign and seal files within multiple folders**
- **Each signatory must include the users Name, Telephone Number and Address as well as the Scope of Work**

> Authenticate Signed and Sealed

Be sure to Authenticate each of the Signatories prior to securing the project.

Signing and Sealing...(cont.)

> Reviewing the Signature Report

Be sure view and print the Signature Report for each of the signatories.

- **Make sure the right files have been signed and sealed by the right user**
- **All Component Set Sheets must be Signed and Sealed or Signed-NO Seal**

> The Signature Documents

Be sure to review the Signature Document just prior to creating the Project CD (“making the delivery”).

- **Revised files must be Re-Signed and Sealed**

Creating Reports - Project Browser

> The Project PDF File

For the successful creation of the Project PDF File (Project.pdf), consider the following:

- **Support Applications must be configured correctly**
- **Sheets must be properly ordered**
- **Some sheets may require rotation (requires PDF editing software)**

> Creating HTML Index File(s)

Be sure to create the required HTML Index Files (Basic, Enhanced or both) after signing and sealing the project files.

- **The signatory information is included within the Enhanced HTML Index File**

Securing the Project

> Finalizing the Delivery

Before Securing the project, be sure that all of the Electronic Delivery requirements have been met (see the Compliance Certification Checklist Report).

> The Manifest Document

Be sure to review the Manifest Document just prior to creating the Project CD (“making the delivery”).

- **All Signature SHA-1 Hash Codes must be matched to the Signature Document for each signatory**
- **Each signatory must be initialed for verification**

The Paper Work

> The Printed Documents

As per the CADD Production Criteria Handbook, the Signature Documents (for each signatory) and the Manifest Document must be submitted along with the Project CD.

- **Print, physically Sign and Seal the Signature Documents just prior to delivery**
- **Sign and date Manifest Document upon verification of signatories**

> Special Requests

Be sure to understand the specific delivery requirements of the District Office.

- **Multiple sets may be required**

Quality Control With FileChecker

> Reviewing the Project Delivery

In an effort to ensure compliancy with the Electronic Delivery requirements, FileChecker should be used to examine a projects Data Structure.

> How Should I Use This?

When examining a project with FileChecker, consider the following:

- **Create a Project Report for review**
- **Each discipline should be responsible for reviewing report for possible errors**
- **Don't be concerned with Duplicate Files**

General Considerations

> Know Your Client

As mentioned previously, take the time to learn and understand the specific delivery requirements of the District Office. If you're unsure, ask.

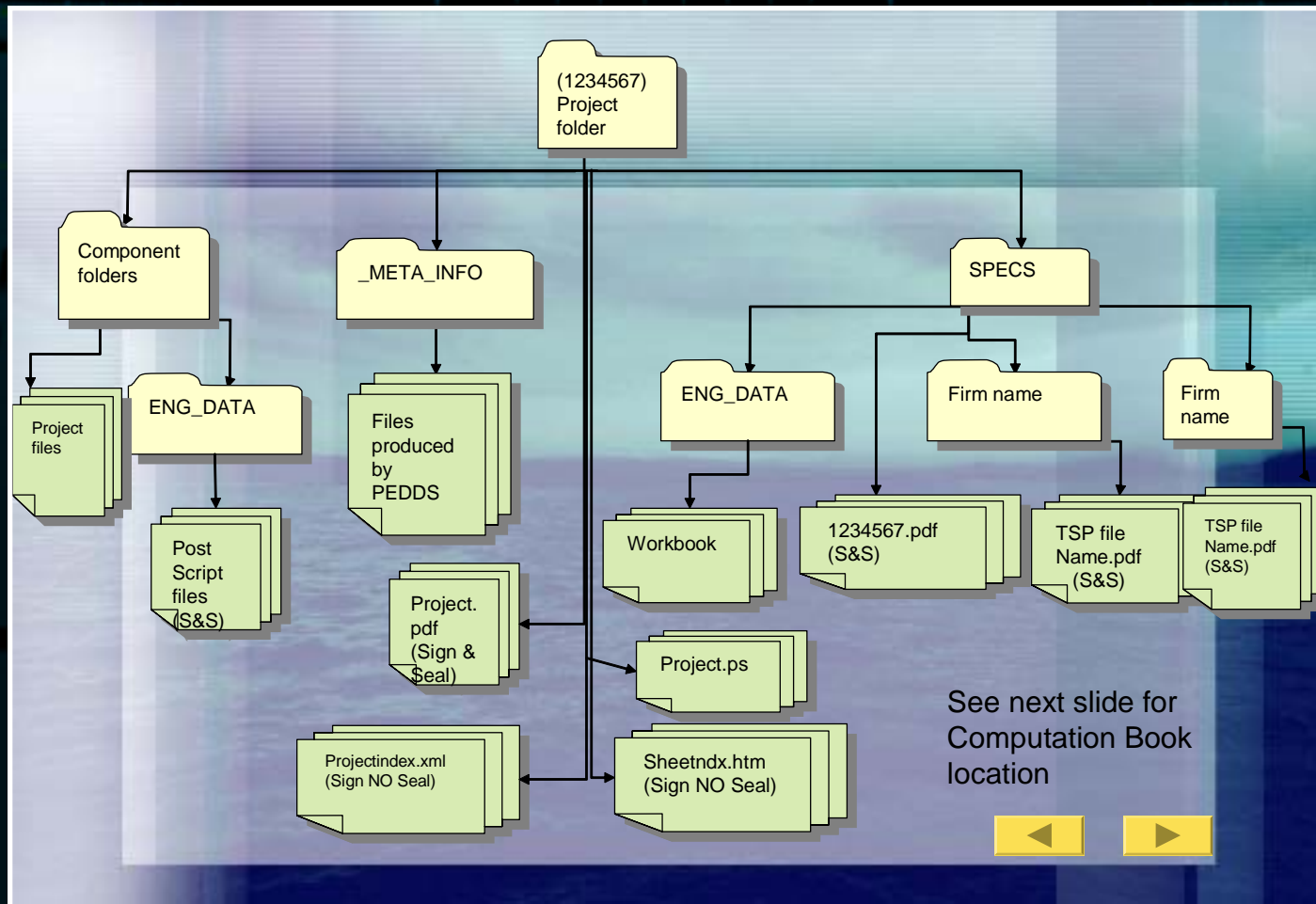
- **Request a short conference with District personnel**
- **Request for documentation**

> Know When To Do What

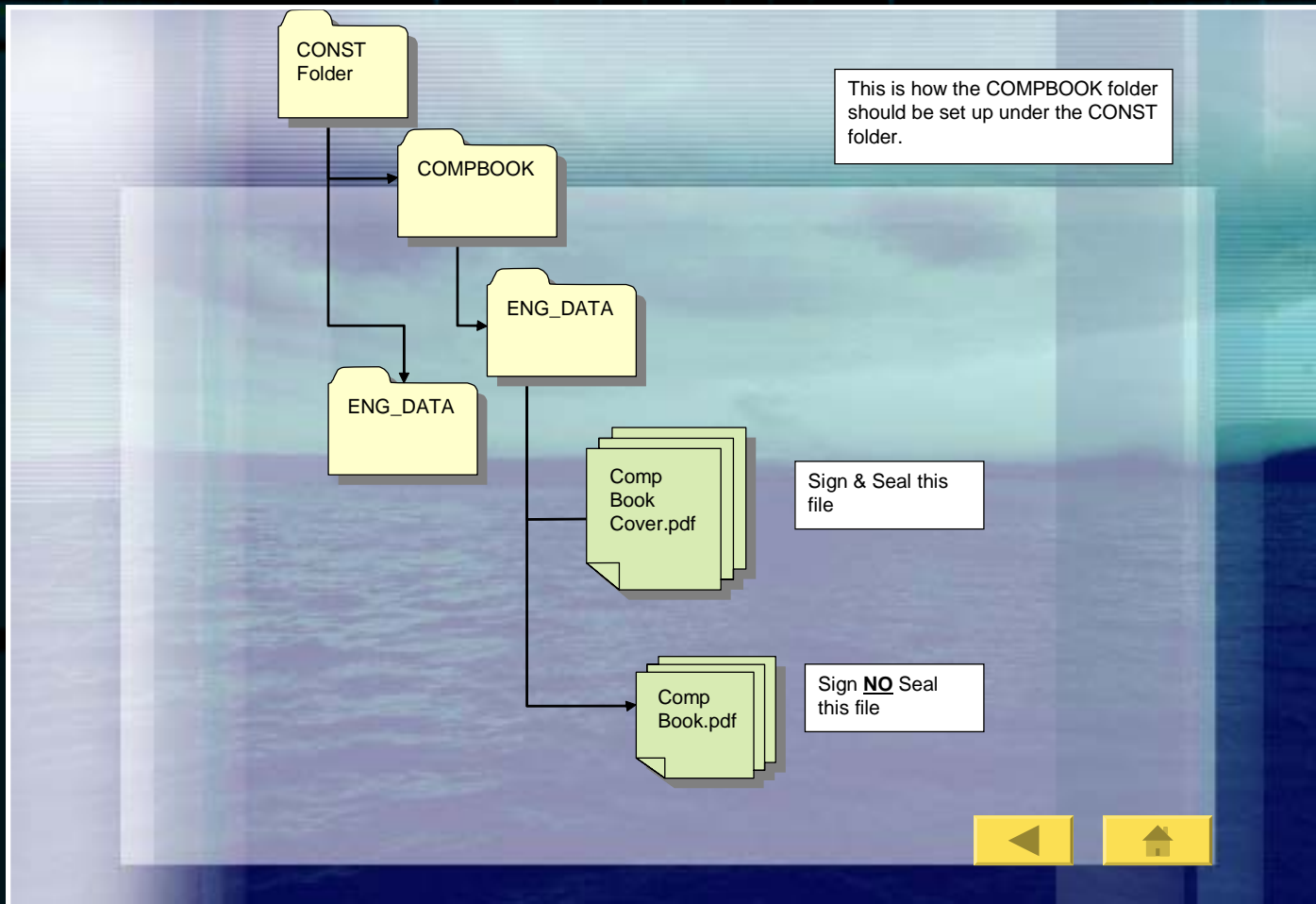
Use the required Electronic Delivery tools throughout the project lifecycle.

- **Don't put it off until the last minute**
- **Examine your project for errors prior to each submittal (FileChecker)**

Sample Documentation (District 7)



Sample Documentation (District 7)



Reference Material (Documentation)

> Electronic Delivery Documentation

The Engineering/CADD Systems Office (ECSO) and ModernTech, Inc. have worked together to develop an Electronic Delivery Users Guide, which can be downloaded from the following URL:

- http://www.dot.state.fl.us/ecso/downloads/documentation/ED_Documents.htm

Questions

> Support

For support questions related to Electronic Delivery, please contact:

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