QUICK REFERENCE GUIDE:

Design Status Report

Background:

The Design Status report is available in most Preconstruction roles, displaying projects that are in the *Alaska DOT&PF Workflow* and are NOT in a phase *Project Definition* or *Closed*. Milestones are automatically populated when a Project Type is selected and saved. Project Statuses can continue to be updated on the contract project once a project moves to construction. The milestones can only be populated prior to Award.

Roles:

Most Preconstruction roles, View Only User

Navigation:

Running Design Status Report

1. Click the **Global Actions Menu** and select **Generate Report.**
2. Search for and select the *Design Status* report.
3. Select any **Project** (the report will run across all design projects regardless of the selection, but a selection is required).
4. Click the **Next** button (small blue arrow in the upper right) and select the **Region** (or *All* for all regions) and, if applicable, select the **Manager** from the dropdown menu. Leaving the **Include All Remarks** checkbox unchecked will only show the most recent remarks.
5. Press **Execute**. Give the report a minute to load; it will generate in a new tab on your web browser.

Adding Milestones to a Project:

Project Overview

1. In the Project **Search** field search for and select the P**roject** for which you need to add milestones.
2. Select the **General** tab and select a **Project Type** from the dropdown menu if one has not been chosen already.
3. Click **Save.** Give it a minute to allow the system to generate the milestones.
    a. Only the *PSA* Project type does not generate milestones. All other project types will generate milestones specific to the selected project type.
4. From the Project Summary select the **Milestones** tab.
    a. If the Project Type is selected and no milestones are populated or the wrong Project Type has been selected, on the general tab, toggle the **Project Type** to *Blank* and click **Save**. Then, select the correct **Project Type** and click S**ave.**
5. Populate all applicable milestone dates throughout the life of the project.
    a. **Original Date** is the original date the milestone was expected. **Estimated Date** is the date the project staff estimated this milestone to occur. The **Actual Date** is the date the milestone did occur.

   b. If the wrong **Project Type** was selected, the milestones associated with the first selection will still appear in the **Milestones** tab even after it is corrected. Proceed to only fill out the milestones applicable to the correct **Project Type**.

6. Click **Save**.

Updating Milestone Dates:

Project Overview

1. In the Project **Search** field search for and select the P**roject** for which you need to update the milestones dates.
2. From the Project Summary select the **Milestones** tab.
3. Update dates accordingly for the desired milestone. In the **Reason for Date Change** textbox populate any reasoning for changing the corollary milestone.
4. Click **Save.**

Adding Project Status Updates:

Project Overview

1. In the Project **Search** field search for and select the P**roject** for which you need to add or update remarks on.
2. From the Project Summary select the **Remarks** tab.
3. Select a **Type** of remark from the dropdown menu and add the status update in the **Remark** textbox.
4. Click **Save.**
5. Populate and update the various **Contact** fields as needed and click **Save**. These contacts will display on the Design Status Report along with any status updates pertaining to those various areas.