



QUICK REFERENCE GUIDE:

1.1 Starting a Project

Background:

Basic Project Information and updates to existing Project information are transferred from MRS to AWP daily (around 5 am). In order for projects to transfer from MRS to AWP, there must be data in the following MRS fields: IRIS Prgrm #, Name, Project ID, Scope, and the Status Category must be marked as Design. In AWP, once the workflow for a project is changed to Proj Design & Review, the MRS interface will no longer overwrite the Project information. Projects should be started in MRS. If an occasion arises where it is not possible to start a project from MRS, a project can be created from scratch in AWP.

Roles:

Project User, Proposal User

Navigation:

Project Overview

Starting a Project from scratch:

1. From the Project Overview, select the **Component Action Menu** and select **Add**.
2. In the General tab, enter the **Project ID**, **Project Name**, select the **Item List**, **Spec Book**, **Project Type**, and **Location**.
3. Click the Regions tab and enter the **Region ID**, check the **Primary checkbox** if appropriate, and enter the **Maintenance District** if applicable.
4. Click **Save**.

Starting a Project from MRS:

1. From the Project Overview search for the project by entering at least three (3) characters of the Project ID or the Project Name in the search box.
2. Click the **Project ID** link to open the Project.
3. In the General tab, modify the **Project Name** to mixed caps. Review the **Description of Work** and make any necessary modifications.
 - a. From the Item List dropdown, select the appropriate **Item List**, **Spec Book**, and **Project Type** for the project.
4. Click **Save**.

Next Steps:

The project is ready for the workflow phase to be changed to Proj Design & Review. See the QRG - *Changing the Project Workflow*.