



South Carolina
Department of Transportation

955 Park Street
Post Office Box 191
Columbia, South Carolina 29202-0191

Office of the Director
(803) 737-1302 ♦ Fax (803) 737-2038

Deputy Director of Engineering
(803) 737-1314 ♦ Fax (803) 737-2038

Deputy Director of Finance and Administration
(803) 737-1240 ♦ Fax (803) 737-1719

Deputy Director of Mass Transit
(803) 737-1280 ♦ Fax (803) 737-1862

June 2, 1997

INSTRUCTIONAL BULLETIN NO. 97-5

SUBJECT: Documentation of Activities in PPMS

EFFECTIVE DATE: June 3, 1997

SUPERSEDES: None

RE: None

Due to the need to analyze Road Design's performance, it is imperative that correct information be entered into PPMS. Not only does it need to be accurate, it needs to be entered promptly (within one workday) as soon as the status of an activity or other milestone occurs.

When completing Activity 24 (Final Road Plans) for the first time, the completion date (the date the final plans are sent to the Design Services Group) should be entered on Screen 40. If it becomes necessary to perform additional work or rework on the plans prior to letting the project, but after Activity 24 has been completed, reactivate Activity 24 by using Screen 444. On Screen 444, remove the current completion date and status the new work as 'rework'. Do not restatus the completion of Activity 24 on Screen 40 again. This new procedure will retain the original completion date on Screen 40 that is often lost due to restating Activity 24 after it was originally completed.

After the Design Services Group completes the quality control review, the design squad will perform corrections to the plans as necessary. If the corrections take five or less working days (37.5 hours) to do, then activity 24 does not need to be restated. However, if it is necessary to perform revisions to the plans at this stage due to a request by the Project Engineer, then the project should be restated in Activity 24 as "Rework" and also noted on Screen 40 in the "Revision" pop-up regardless of the estimated rework time.

When the corrected plans are returned to the Design Services Group, the plans will be circulated to other offices for their review. Activities 25 and 26 will, then, be stated "Review"

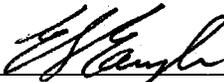
INSTRUCTIONAL BULLETIN NO. 97-5

June 2, 1997

page 2

on Screen 444 instead of "See Engineer" as in the past. When the plans return to Road Design for review by the Road Design Engineer, the status will continue to be changed to "Admin" by the Operations Center.

Approved: _____



E. S. Eargle

Road Design Engineer

ESE/adf

cc:

Federal Proj. Dev. Engr. Pratt

"C" Proj. Dev. Engr. Kneece