

Construction Management TAG Minutes – September 28, 2009

Opening:

Meeting called to order by TAG Coordinator, Tom De La Portilla, who welcomed everyone to the meeting. Joe Bouchey Virginia DOT motioned. Bob Lewis KYTC Seconds.

Member roll call was taken.

Members or proxies in attendance

NAME	AGENCY
Thomas De La Portilla	Texas DOT
Bob Lewis	KY Transportation Cabinet
Kevin Thornton	Arkansas HTD
Steve Carter	Florida DOT
Sheri Meyerhoff	Indiana DOT
Wilma DeGraffenreid (Proxy)	Missouri DOT
Kathy James (Proxy)	Montana DOT
Jim Ferguson	Nebraska DOR
Janice Collette (Proxy)	New Brunswick DOT
Vonda Kellett	Tennessee DOT
Joe Bouchey	Virginia DOT
Chris Hebert (Proxy)	Vtrans (Vermont)

Reviewed requirements to be a TAG member and process for becoming a TAG member

Other Attendees:

Russ Barron – InfoTech, Inc.

Dennis Glascock – MoDOT

Jeanette Saucier – MoDOT

Lori Greer – MoDOT

James Williams – Mississippi DOT

Mitchell Archer – Arkansas HTD

Ben Browning – Arkansas HTD

Diane Menz – InfoTech

Aleonzo Simon – LaDOTD

Micah Olivier – LADOTD

Sarah Collins – LA DOTD

Beth Roberts – LA DOTD

Mark Higdon – KYTC

Pam Schmidt – MDOT

Don Grayson – MsDOT
Jennifer Kiihnl – MsDOT
Gus Wagner – Mn/DOT
Charles Groshens – MnDOT
Jim Johnson – AASHTO
Stewart DeWitt – TxDOT
Randal Sanders – LaDOTD
Deborah Hornsby – AIDOT
Sam Niederhelm – MoDOT
Lee Burbach – NDOR
Margarett Hance – AHTD
Stephen Gilbert – VT AOT
Norma Stephens – InfoTech, Inc.

Total Attendees = 39

Mission Statement

The mission statement was reviewed. Joe Bouchey – Virginia DOT made a motion to modify the mission statement as copied below. Janet Collette - New Brunswick DOT seconded the motion; motion carried.

*To provide a forum for users of AASHTO **Trns·port**[®] construction management applications to discuss maintenance issues related to the respective modules and to discuss proposed enhancements to said modules, thereby making recommendations to the User Group general body and the Trns.port Task Force.*

Short term goals:

The short-term goals were reviewed. Steve Carter Florida DOT made a motion to modify the short-term goals as copied below. Kathy James – Montana DOT seconded the motion; motion carried.

- *Regularly monitor the continued maintenance and development of AASHTO **Trns·port**[®] construction/contract administration software.*
- *Provide recommendations to the Trns-Port Task Force on maintenance issue priorities.*

Long term goals:

The long-term goals were reviewed. Joe Bouchey Virginia made a motion to modify the long-term goals as copied below. Kevin Thornton –Arkansas DOT seconded the motion; motion carried.

- *Ensure the **AASHTO** **Trns-Port**[®] construction/contract administration software continues to be upgraded and enhanced to meet the users' needs, including innovative contracting practices and technological advancements.*

- *Provide feedback to the Trns-Port Task Force on the long-range plan for convergence of the construction management applications.*

Meeting minutes from 2008

The minutes of the 2008 meeting were reviewed. Sheri Meyerhoff - INDOT made a motion to approve minutes as posted. Joe Bouchey Virginia DOT seconded the motion; motion carried.

Election of officers – no elections this year

2008 - 2009 TAG Coordinator: Tom De La Portilla (TXDOT)

2008 - 2009 Assistant TAG Coordinator: Bob Lewis. P.E. (KY Transportation Cabinet)

2009 - 2010 TAG Coordinator: Tom De La Portilla (TXDOT)

2009 - 2010 Assistant TAG Coordinator: (KY Transportation Cabinet)

Updates from past year

No updates

TMR Discussion

Endorsed – approved during Construction Management TAG meeting from September conference call.

TRM 2118- “Spell Check would help eliminate errors when preparing Change Orders”.

Deleted –

2084	For subcontracts with only one project, have project field default to project ID	SiteManager	TXDOT	1/23/1998	Low	Remove as per Tom De La Portilla (TXDOT)
2086	Ability to change Project Number after contract activation	SiteManager	TXDOT	3/5/1998	Medium	Remove as per Tom De La Portilla (TXDOT)
2087	Ability to assign new contractor without placing job into default.	SiteManager	TXDOT	3/5/1998	Low	Remove as per Tom De La Portilla (TXDOT)
2088	Lump Sum Payment for line item automatically brings in a quantity of 1 (one	SiteManager	TXDOT	3/25/1998	Low	Remove as per Tom De La Portilla (TXDOT)

2089	Add sort order selection choice on the parameter screen for Item Quantity Report	SiteManager	TXDOT	4/15/1998	Low	Remove as per Tom De La Portilla (TXDOT)
2101	Disputes/Claims - enhance search picklist for Contract Items on window	SiteManager	TXDOT	10/7/1998	Low	Remove as per Tom De La Portilla (TXDOT)
2103	Default Checklist Events - include Required to Finalize checkbox	SiteManager	TXDOT	1/14/1999	Low	Remove as per Tom De La Portilla (TXDOT)
2112	Require batch contract update capability when Prime changes insurance companies	SiteManager	TXDOT	7/13/1999	Medium	Remove as per Tom De La Portilla (TXDOT)
2116	Can only use signature page after CO has been approved	SiteManager	TXDOT	3/13/1998	Low	Remove as per Tom De La Portilla (TXDOT)
2117	Change Order input needs to be streamlined.	SiteManager	TXDOT	3/25/1998	Low	Remove as per Tom De La Portilla (TXDOT)
2142	Process time to bring list of diaries forward (function may need a filter).	SiteManager	TXDOT	3/25/1998	Medium	Remove as per Tom De La Portilla (TXDOT)
2258	Correct System code Tables CRAGSVSZ and FNAGSVSZ.	SiteManager	TXDOT	5/26/1999	Low	Remove as per Tom De La Portilla (TXDOT)
3393	Required Documents report can't be generated for user specified contracts	SiteManager	TXDOT	9/30/1999	Low	Remove as per Tom De La Portilla (TXDOT)
8125	Category description is missing on SitePad; should be added	SitePad	KYTC	9/27/2004	Low	Remove as per Bob Lewis, P.E. (KY Transportation Cabinet)

3975	Copying all remarks on DWR without asking user -- system should provide option	SiteManager	NDOR	9/8/2000	Low	Remove from ballot, but not obsolete. (confirmed by Nebraska)
9150	Modify how a security user's ID can be changed via the Materials User window	SiteManager	NDOR	12/22/2005	Low	Remove from ballot, but not obsolete. (confirmed by Nebraska)

New Ballot items:

1. From Joe Bouchey, Virginia DOT: If a DWR exists, but a Diary has not yet been created for that day by the PM, any user that navigates to that diary day will automatically be associated as the creator of the Dairy regardless of user rights (including inquiry only). The user case is when someone wants to preview all DWRs for a day they navigate via the Diary page and select preview all DWRs prior to PM authorization.

Discussion: Audit issue – gives impression someone has update rights to the diary window when they only have inquiry rights.

Sheri Meyerhoff motions to place item on the ballot. Kevin Thornton – Arkansas second. Motion carried.

Endorsed by the TAG: Joe Bouchey – Virginia DOT, motioned, Wilma DeGraffenreid, MoDOT, seconded, motion carried

2. From Joe Bouchey, Virginia DOT: It is currently impossible to know who (userid) authorized a DWR. You can only make assumptions that the last person to modify the Diary associated to the DWR is the one who authorized it. Anyone with rights to the contract as PM or above can authorize an associated Diary. The solution would be to add a column to the Daily Work Report table to capture the USER ID of who authorized the DWR.

Discussion: Joe Bouchey will update the TMR to include when a DWR is unauthorized, remove the User ID of who authorized the DWR.

Kevin Thornton Arkansas motions to place item on the ballot. Steve Carter - Florida DOT second. Motion carried.

Texas created a separate table and trigger that records who authorizes and unauthorizes Daily Work reports. Contact is Thane Mitchell at Texas DOT.

Endorse as a TAG: Joe Bouchey – Virginia DOT motioned, Wilma DeGraffenreid seconded, motion carried

TMR Discussion, Note: This is not a new ballot item

A milestone cannot be modified (specifically deleted) if a contract is checked out via pipeline. Without searching the database there is no way to determine who has the contract checked out. There needs to be a warning message given (Contact is currently checked out, do you want to save Y/N?) when creating a milestone.

Resolution:

No resolutions

Items from Floor

None

A motion to adjourn the meeting was made by Bob Lewis, KYTC and seconded by Kathy James Montana DOT. Motion carried.