



Policy: Data Management in ProjectWise

GENERAL

Correct timing of various data creation, modify and transfer actions by all users is essential to sustain a smoothly operating system. Actions involving large data counts or volumes should be thought out carefully to minimize possible impact on the rest of the ProjectWise user community. The following table is a guide for performing various actions. Functional Group users who need to bring in large amounts of data should coordinate with local admins and or CO PW-Admins. Planning ahead will help everyone.

QUESTIONS?

Questions should be sent to the CAES Unit at caessupport@dot.state.mn.us

E-mail sent to that address is forwarded to all CAES staff members.

NOTES

1. Peak production hours are defined as 7:00a.m. – 5:00 p.m. Off-peak are defined as 5:00p.m. – 7:00 a.m. Off-peak work cannot be started prior to 5:00p.m. and must be completed by 7:00a.m.
2. Creating projects from templates may take up to 45 minutes depending on template size and the level of system activity. In the morning, allow ample time for project creation to run and complete by 7:00 AM. Any project creation not complete by 7:00 AM should be terminated immediately to avoid impacting other users..
3. Importing group of files should be less than 10 files per action AND/OR less than 10 MB total data. Don't perform "back-to-back" actions to copy large #'s of files. For various file copy functions, the 10 MB limit is set to assure no negative impact on system performance. This limit may be adjusted in the future.
4. Attend and observe all data management actions. Halt action if very slow or if CO Admins send notice of slow PW system.
5. It is assumed that personnel have the appropriate permissions for the specified task. Any task listed as "Any User" can also be performed by any PW administrator as they have all user privileges.

TASK #	DATA MGMT. TASK	SOURCE FOR TASK/ACTION	USER TO PERFORM	TIME – (1)	NOTES
1	Create/Modify Source Templates	Direction from Dist, Office, or Functional Group	CAES PW Admins	Off-peak	
2	Create/Modify Control Section folders	Direction from Dist, Office, or Functional Group	CAES PW Admins	Off-peak	
3	Create/Modify State Project folders	Direction from Dist, Office, or Functional Group	CAES or District / Office PW Admins	Off-peak	
4	Create/Delete Functional Group Folders	District/Office template	CAES or District / Office PW Admins	Off-peak	
5	Create/Delete Unique or Special Purpose Folders Not in Template	Anywhere.	Functional Group Member, CAES or District / Office PW Admins	Single ones anytime	
6	Drag/Drop Files without Folders	Windows Explorer	Any user	Anytime	(2) – (3)
7	Drag/Drop Files with Folders	Windows Explorer	Any user	Anytime	(2) – (3)
8	Upgrade Folder to PW-Project – no documents (Assigning project attributes.)	Existing PW folder	CAES or District / Office PW Admins	Off-peak	
9	Assign Attributes to existing documents.	Existing PW-Projects with documents	CAES or District / Office PW Admins	Off-peak	
10	Move single Folders (empty)	Anywhere	Any user	Anytime	
11	Move Multiple Folders (empty)	Existing District State Projects or Office Source	Any user	Anytime	(3)
12	Move Folder trees with files inside	Anywhere.	Any user	Anytime	(3)

13	Move completed Projects/Data to Office / District “ToBeArchived” folder	Anywhere.	District Admins unless specialty office has data; then CAES PW Admins	Off-peak	
14	Move completed Projects/Data to Final Archive	Office / District “ToBeArchived” folder (located under Non-Projects)	CAES PW Admins	Off-peak	
15	Copy Single files	Anywhere.	Any user	Anytime Off-peak	Under 10 MB Over 10 MB
16	Copy Multiple files	Anywhere in PW.	Any user	Anytime	(2) – (3)
17	Copy Folder trees with files inside	Anywhere in PW.	Any user	Off-peak	
18	Delete individual files	Anywhere in PW.	Any user	Anytime.	
19	Delete folders with files of large size or large #'s of files	Anywhere. Best Practice – move to “ToBeDeleted”	Any user	Off-peak	(2) – (3)
20	Delete data from “ToBeDeleted”	Office or District “ToBeDeleted” folder	CAES PW Admins	Off-peak	
21	Checking Out / In	Any folder in which user has rights to edit files	Any User	Any time	