

**Project Delivery Work Planning (PDWP)**  
**Installation and usage instructions**  
**PD-18 implementation**

First assess whether you have PDWP installed on your computer. You should see an ICON that looks like this somewhere on your desktop which is a shortcut to the application.



You should also check your Programs menu to see if it is installed just in case it is but you just don't have a shortcut on your desktop.

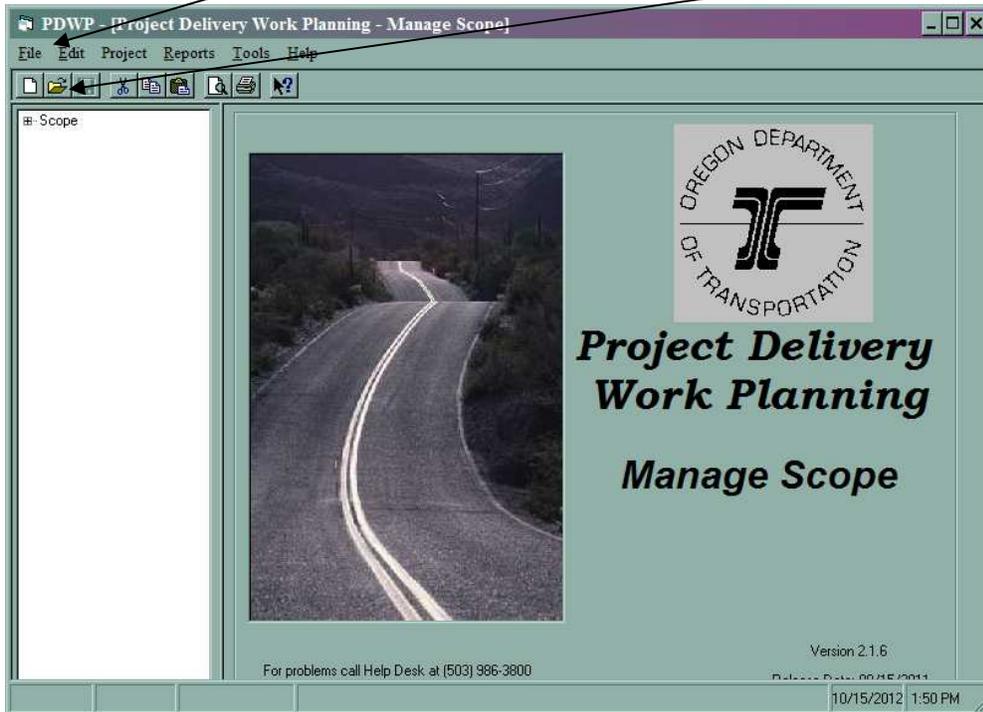
Select the "Start" menu (bottom left of your screen), then select "Programs". You might see a folder called project delivery work planning. Select that, and then you should see the PDWP icon as shown above.

If you DO NOT have it installed, please contact the Computer Support Desk at 503-986-3800 and ask for the installation. You should also contact Kim Hunn at 503-986-3296 or by email at [Kimberly.hunn@odot.state.or.us](mailto:Kimberly.hunn@odot.state.or.us) to request security access. Typically the computer support desk will notify Kim in order to start the security process, but just to be safe it's helpful to contact Kim directly. If Kim is unavailable, you can also contact John Turner at 503-986-3176 or email at [John.K.Turner@odot.state.or.us](mailto:John.K.Turner@odot.state.or.us). She/he will need your LOGON ID and the type of security access you are requesting. In order to update the Planning Checklist, you will need to request a PLANNER security role. This allows you to ONLY update the planning checklist. If you need additional access in order to update other records, you can work with Kim or John on identifying what other options are available. Kim or John will assign you with database security rights and will work directly with Information Security to obtain server permissions for you. Once this work is completed (typically 1 day or less) Kim or John will notify you directly.

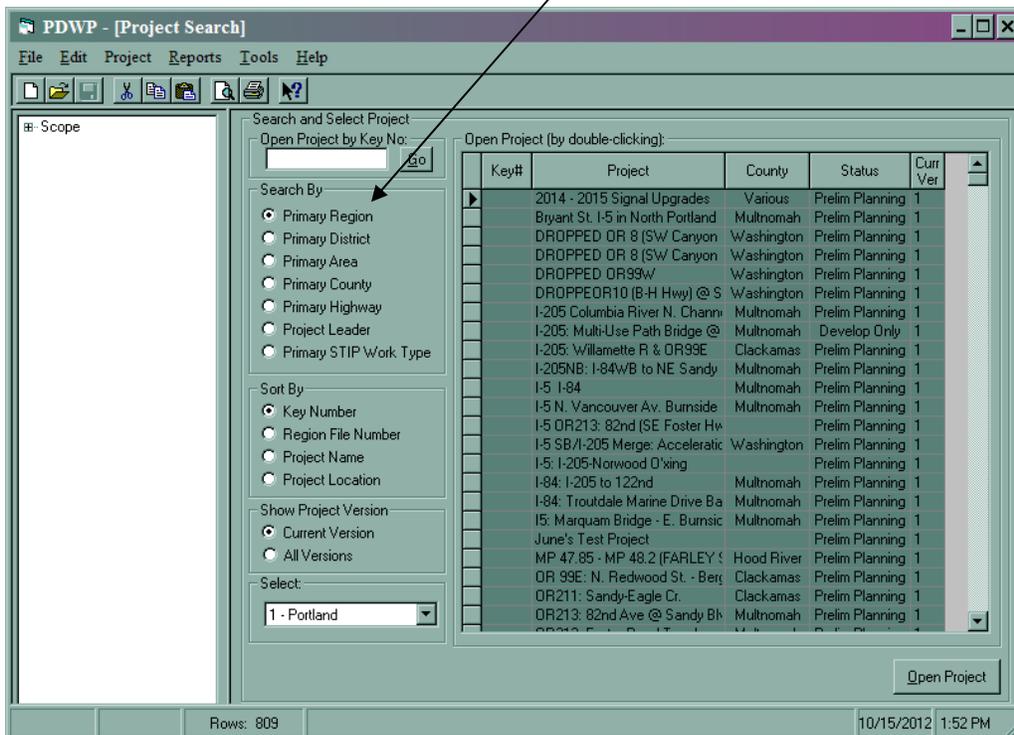
If you would prefer to submit the security request yourself instead of contacting Kim or John, you can do so at <http://highway.intranet.odot.state.or.us/cf/projmgtsys/>. You will need to ask to be added to the QP\_HPDP2\_APPUSERS Windows group. Computer security will then work directly with Kim or John to complete all of the necessary steps.

Once the application is installed and your security rights have been granted, you can now access PDWP by clicking on the ICON shown above, or selecting the program from your "Programs" menu.

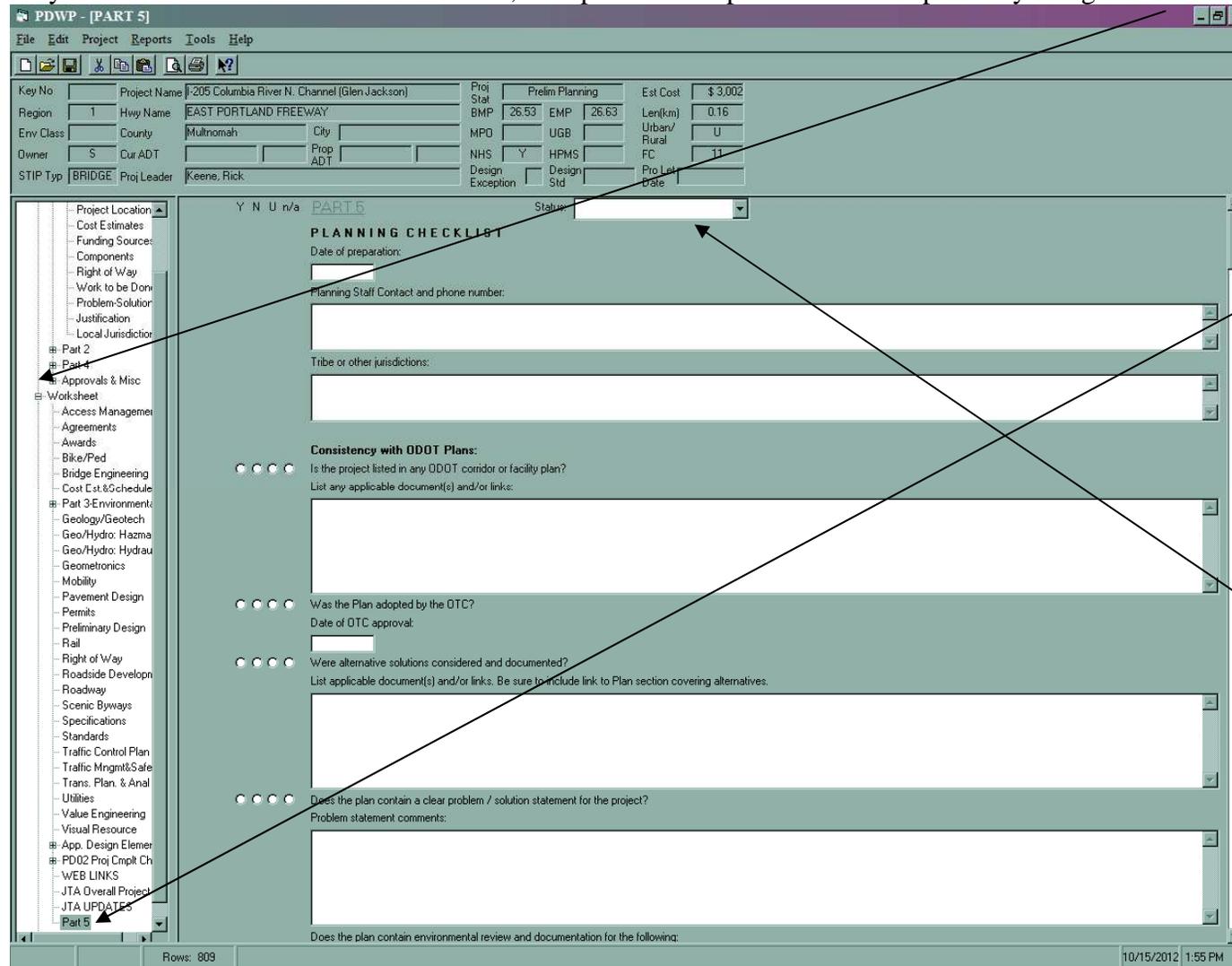
The screen shot below is the first screen you will see when you open PDWP. To open a specific project, you can use the “File” menu and then “Open Project” or hit the file folder button.



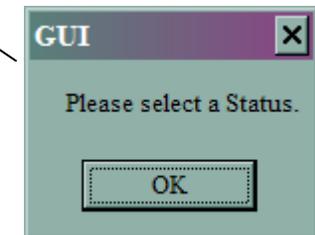
The next screen provides you with filtering options in order to find the project you are looking for. In the case below, I have selected Primary Region as the main filter and then chose Region 1 as my option. The list of projects shown on the right is for Region 1 only. Select which one you want by double-clicking in order to open that project. You can also use the Key Number to open a specific project if it is known.



As you can see on the left side of the screen, the options are expandable or collapsible by using the “+” or “-“ buttons to the left of each section. To locate the Planning Checklist, you will want to expand the “worksheet” option and then scroll to the bottom to the “Part 5” worksheet.



This worksheet is fairly lengthy and can be saved at any time, completed or not. The application may prompt you to “enter a status” as shown below:



If it does, simply go to the Status pull down menu and indicate whatever is most appropriate (most likely – under PL

development). Then hit SAVE in order to store your data. You can close out of PDWP at this point, or go to other screens if desired.