Tab 20

Resident Engineer Assignment Process

External	

Regional Construction Engineer (RCE)

①
RCE determines which RE to assign to project

→

②
RCE emails RPSC to prepare letter

④
RCE reviews and signs the letter

Regional Construction Technician (RCT)

Regional Program Services Clerk (RPSC)

③
RPSC Prepares RE assignment letter and sends to RCE

⑤
Signed letter is distributed by RPSC

⑥
RPSC enters the RE & RCE's employee ID #'s into PPMS

Deliverables

ⓐ
Copy saved to G:Drive

ⓑ
Copy emailed to appropriate cc list

ⓒ
Copy retained in project file in Regional Office

Resident Engineer Assignment Process
Work Instructions

	Process Steps	Available Step Aides	Key Activities	Points of Interest
1.	Regional Construction Engineer (RCE) determines which Resident Engineer (RE) to assign to project		RCE determines which RE to assign to project	Assignment is based on RE's experience, knowledge, project type, size, location, and RE's current assignments
2.	Regional Construction Engineer (RCE) emails Regional Program Services Clerk (RPSC) to prepare letter		RCE emails RPSC to prepare letter	
3.	Regional Program Services Clerk (RPSC) Prepares Resident Engineer (RE) assignment letter and sends to Regional Construction Engineer (RCE)		RPSC prepares RE assignment letter and sends to RCE for signature	
4.	Regional Construction Engineer (RCE) reviews and signs the letter		RCE reviews the letter, prints and signs the letter	
5.	Signed letter is distributed by Regional Program Services Clerk (RPSC)		Signed letter is scanned and distributed by RPSC	
6.	Regional Program Services Clerk (RPSC) enters the Resident Engineer (RE) & Regional Construction Engineer's (RCE's) employee ID numbers into Preconstruction Project Management System (PPMS)	REAP1	RPSC enters the RE & RCE's employee ID #'s into PPMS	
	Deliverables	Available Step Aides	Key Activities	Points of Interest
a.	Copy saved to G:Drive		Copy saved to G:Drive	
b.	Copy emailed to Resident Engineer (RE) and appropriate cc list		Copy emailed to RE and appropriate cc list	
c.	Copy retained in project file in Regional Office		Copy retained in project file in Regional Office	

Vermont Agency of Transportation
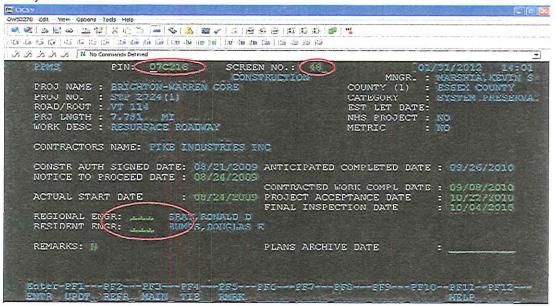**Program Development Division**
Construction Section

Instructional Sheet: REAP1 – Employee ID numbers in Preconstruction Project Management System (PPMS)
Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

1. Log in to PPMS
2. Type in PIN# (can be found in Construction Tracking System (CTS) on Contract side under the Project tab), the hit tab and type in <u>48</u> in the screen field
3. Tab to Employee ID field and enter the appropriate ID number
4. Once you hit the enter key on this screen the program will give you a message in the lower left hand corner to hit F1 to update (basically this will save the information you entered)(As a point of interest if someone accidentally hits F2 it will clear all the fields that had just been entered and kicks the cursor back to the spot for the PIN# to be entered for the next project – should make sure it says Record has been successfully updated)

-Any issues encountered with PPMS, including passwords & logins, should be reported to the Construction Section Computer Technician in Headquarters and Jim Hoffman, with a cc to the Regional Construction Technician (RCT)

FIP2 – Final Inspection Date in PPMS