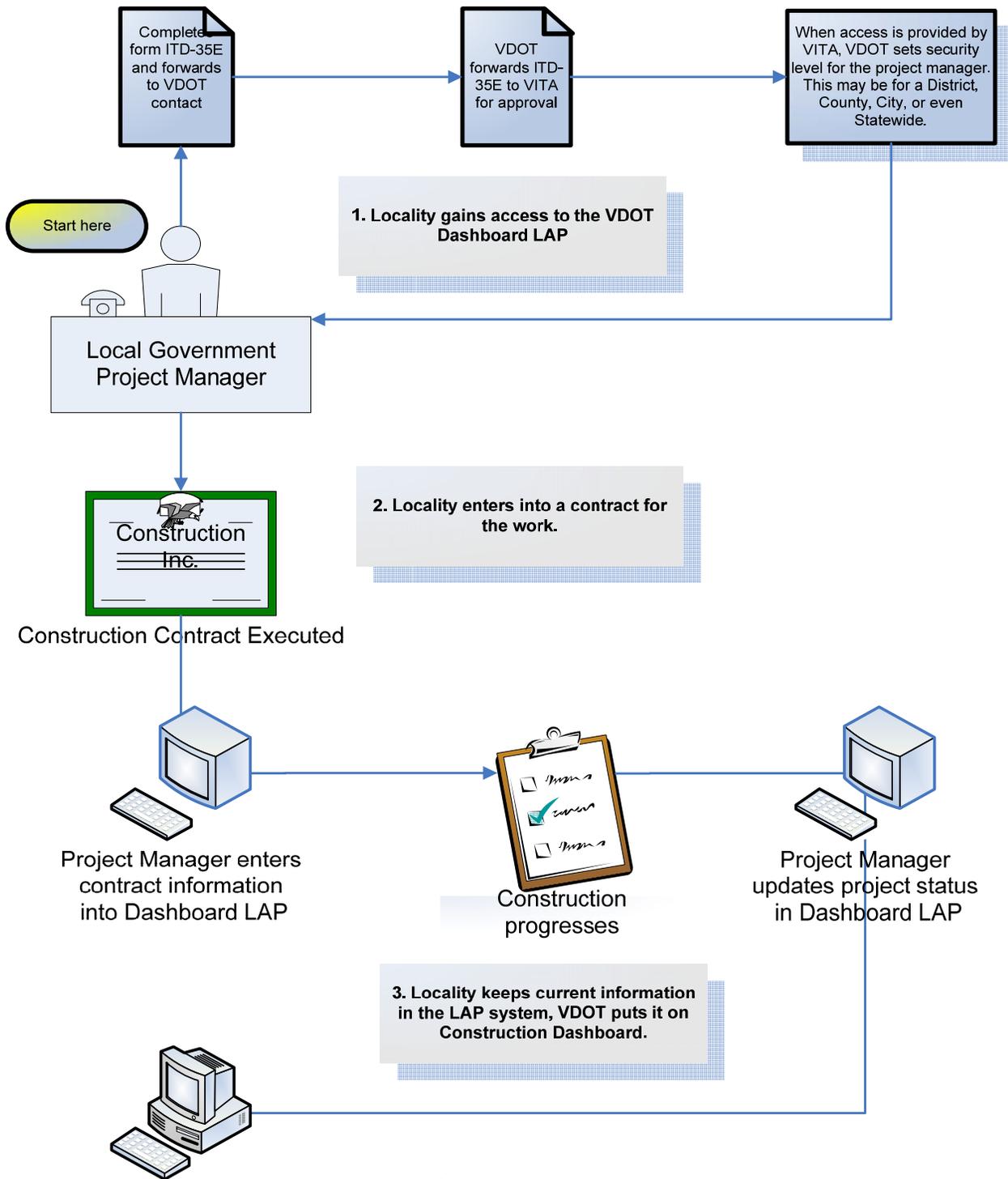


# Locally Administered and PPTA Projects on the VDOT Dashboard

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## Overview of the Process:



Project information can be viewed  
On the Dashboard by anyone with  
a PC and access to the Internet at:  
<http://dashboard.virginiadot.org>

## Dashboard LAP

Local Government and PPTA projects on VDOT's Dashboard  
Nov. 2007

## Locally administered projects can be viewed on the Dashboard

VDOT's Dashboard gives Localities and PPTA/Design Build teams direct access to the system to provide project status updates for locally administered or PPTA/DB projects.

### Getting Started:

1. Log into the *Dashboard LAP* site. For external (to VDOT) users, go to the 'secure portal' site at <https://extaccess.virginiadot.org/> and use the password and user name that was provided to you. (Or call the helpdesk at 804-786-8000) For internal users, go to the Dashboard through Inside VDOT, click on the Projects gauge, and then the "LAP data" link (upper right).
2. Look through the list for the project you are interested in – to edit or update – or you may put in a new project. You can narrow the selections from the list by using the filters (District, etc.).

This is typical of what a local government project manager might see after narrowing the list down:

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

VDOT Virginia Department of Transportation

Performance Safety Condition **Projects** Satisfaction Finance

HOME HELP QUICK START FEEDBACK FEEDBACK LIST

Security

Virginia Dept. of Transportation

### Dashboard LAP

District:  Counties  Residencies  Cities UPC:  Project Type:  Local Government  PPTA/Design Build

[Add Local Government Project](#) [Add PPTA/Design Build Project](#)

County / City / Town	Route / Street Name	Description	UPC	Original Award Amount	Cost of Work to Date	Original Completion Date	To Change or Review Information	To Update Project Information
Hopewell	Main St.	Local Gov. Demonstration project: Replace drainage structures and drop inlets between Main St. and Route 222	77735	\$552,000		November 11, 2006	<a href="#">Edit Project</a>	<a href="#">Update Budget/Schedule</a>
Hampton	Armistead Avenue	Local Gov. Armistead Avenue Phase 1A		\$3,339,291	46	July 10, 2006	<a href="#">Edit Project</a>	<a href="#">Update Budget/Schedule</a>

Click on this link to begin putting in a new project. Only PPTA managers will be able to see the **PPTA/Design Build** link.

Click on **Edit Project** or **Update Budget/Schedule**, depending on what action you wish to take.

Note that there is no Cost of Work to Date yet. This project may need to be updated by the project manager (or may be a new project where no payments have been made yet .

You can put a UPC number in this filter box, and it will be the only project displayed in the list.

This filter will let you narrow the list down based on the type of project – Local Government, PPTA, etc.

## Add a New Project

When you click on the link [Add Local Government Project](#) this is the screen that is presented. This is the work space where you put in all of the information about a project that will be displayed on the VDOT Dashboard:

**Construction Dashboard**  
Add a local government managed construction project

Primary UPC\*  Local Contract Id:  State Project #

Related UPCs

**Summary and Location**

Description\*

County/City/Town  District

Road System  Route #/Road Name\*

Comments

**Contact Information**

Contract Manager\*

Contact Information

Construction Company\*

Locality / Project Web Site

VDOT Coordinator\*

**Budget**

Original Award Amount\*

**Schedule**

Start Date\*

Original Specified Completion Date

\* Required Field

You won't see this link until you save your changes.

Note that many of the data fields are marked with a red asterisk – indicating a required field. See the section “When Adding a Contract to the List” in the *Glossary of terms* in this document for definitions and tips about the various fields.

## Editing an Existing Project

This is the work area presented for the project manager when the [Edit Project](#) link is selected.

Note that the same data fields are available for editing as were on the “Add Project” page, and the same definitions apply. As discussed in the Glossary, the Contract ID cannot be changed once it has been saved (contact us through your VDOT coordinator for help, if there is an error here).

### Construction Dashboard

#### Add a local government managed construction project

Primary UPC*	<input type="text" value="77735"/>	Local Contract Id:	<input type="text" value="LGP-77735"/>	State Project #	<input type="text"/>
Related UPCs	<input type="text" value="77712,56489"/>				

#### Summary and Location

Description*	<input type="text" value="Demonstration project: Replace drainage structures and drop inlets between Main St. and Route 222"/>				
County/City/Town	<input type="text" value="Hopewell"/>	District	<input type="text" value="Richmond"/>		
Road System	<input type="text" value="Secondary"/>	Route #/Road Name*	<input type="text" value="Main St."/>		
Comments	<input type="text"/>				

#### Contact Information

Contract Manager*	<input type="text" value="G. W. White"/>				
Contact Information	<input type="text"/>				
Construction Company*	<input type="text" value="Tenderfoot Construction"/>				
Locality / Project Web Site	<input type="text"/>				
VDOT Coordinator*	<input type="text" value="Mandell, Mark"/>	<input type="button" value="Search"/>			

#### Budget

Original Award Amount*	<input type="text" value="552,000"/>				
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#### Schedule

Start Date*	<input type="text" value="5/1/2007"/>	<input type="button" value="Calendar"/>			
Original Specified Completion Date	<input type="text" value="11/11/2008"/>	<input type="button" value="Calendar"/>			

\* Required Field

[Go to Update Budget/Schedule](#)

You can go directly to the Update Budget/Schedule page for this project using this link.

When edits or changes have been made, click on the “Save Changes” link. If you decide not to make the changes after all, click on “Close Window”, no changes will be saved, and the original information is restored.

## Updating the Project Information

When the Update Budget/Schedule link is selected, this page is opened.

Notice that there are only a few fields open to changes here (text boxes). See the section ‘When Updating a Contract’ in the Glossary for the definitions and tips.

The intent is that projects will receive updates approximately monthly. A project that goes more than 45 days without an update will turn to a yellow status on the Dashboard until updated. If there has been no change in the data which requires an update, just open the [Update Budget/Schedule](#) page, and then click on “Save Changes”. This qualifies as an update, since the project manager has visited the page.

Construction Dashboard Update Project			
Primary UPC	77735	Local Contract Id:	LGP-77735
Related UPCs	77712,56489		
State Project #			
Summary and Location			
Description	Local Gov: Demonstration project: Replace drainage structures and drop inlets between Main St. and Route 222		
District	Richmond	Residency	Petersburg
County	Hopewell	Town/Locality	Hopewell
Road System	Secondary	Route #/Road Name	Main St.
Comments	<input type="text"/>		
Contact Information			
Contract Manager	G. W. White		
Contact Information	<input type="text"/>		
Construction Company	Tenderfoot Construction		
Contractor Web Site	<input type="text"/>		
VDOT Coordinator	Mark.Mandell	Phone	<input type="text"/>
Budget			
Award	552,000		
Cost of Work To Date	<input type="text"/>		
Current Contract Amount*	552,000		
Schedule			
Start Date	May 01, 2007		
Original Specified Completion Date	November 11, 2008		
Current Specified Completion Date*	11/11/2008		
Estimated Completion Date*	11/11/2008		
Actual Completion Date	<input type="text"/>		
* Required Field			
Last Updated On Tuesday, November 20, 2007			
	<a href="#">Save Changes</a>		<a href="#">Close Window</a>
			<a href="#">Go to Project Information</a>

You can go directly to the Edit Project page for this project using this link.

## The VDOT Dashboard

Here is the overview page for construction contracts, with just a few local assistance projects on it in this example.

The screenshot shows the VDOT Project Delivery - Construction dashboard. At the top, there are navigation tabs for Performance, Safety, Condition, Projects, Satisfaction, Finances, and Management. Below these are filters for District, Counties, Residences, Cities, Road System, Funding, and Date Range. The main content area includes three performance metrics: On Time (with a table showing Active, Completed, and Total counts), CQIP (with a gauge showing an average of 91.39%), and Environmental Compliance (with a gauge showing a cumulative average of 99.12%). Below these is a table of projects with columns for District, Route, Description, Contract ID, Completion Date, and On Time/On Budget status. A callout points to the number '3' in the 'Total' column of the 'On Time' table. Another callout points to the 'Local Government Projects' filter. A third callout points to a project row in the table.

Active	Completed	Total
2	0	2
0	0	0
1	0	1
<b>Total</b>	<b>3</b>	<b>3</b>

District	Route	Description	Contract ID	Completion Date	Acceptance Date	On Time	On Budget
Hampton Roads	Armistead Avenue	Local Gov: Armistead Avenue Phase	71697	7/10/2006	7/10/2006	7/10/2006	R Y
Richmond	Rte 40 (Main Street)	Local Gov: Pav rehabilitation fr Church Street Street	6814	12/5/2007	12/5/2007	12/5/2007	G Y
Hampton Roads	Route #58/Virginia Beach	Local Gov: Ros Rd./Virginia Beach Blvd. Right Turn	N-7-	11/13/2007	11/13/2007	11/13/2007	N/A for VDOT Pr Y

We clicked on the number 3 – to see a list of the 3 projects.

This filter selection lets you view the locally assisted projects. Then click on one of the numbers or one of the Red/Yellow/Green lights for a list of projects.

Click on the row for a project to see more details

## Details Page on the Dashboard

Here are the details of another contract, just as they were entered by the design/build project manager into the Dashboard LAP system. This information can now be viewed by any interested member of the public with access to the Internet.

Construction Dashboard Project Details					
UPC	70552	Contract Id:	C00070552DB1	State Project #	0164-124-105, PE101, C501, B647, B648
Related UPCs					
Summary					
Description	Design Build: Route 164 - Design & Construction of Roadway Improvements for APM Terminal Access				
District	Hampton Roads	Residency	NORFOLK		
County		Town	PORTSMOUTH		
Road System	Primary	Route	164		
Contract Type					
Comments					
Contact Information					
Contract Manager	Robert A. Morgan, P.E.				
Contact Information	757-494-5472				
Construction Company	Tidewater Skanska Inc.				
Contractor Web Site					
VDOT Contact	<a href="#">Robert Morgan</a>	Phone	757-494-5472		
Budget			Schedule		
Award	\$22,000,000		Start Date	October 21, 2004	
Cost of Work To Date	\$22,258,168		Original Specified Completion Date	January 15, 2007	
Current Contract Amount	\$22,000,000		Current Estimated Completion Date		
 < 10% OVER CONTRACT AWARD AMOUNT			Current Specified Completion Date	January 15, 2007	
			Acceptance Date	January 10, 2007	
			 COMPLETED ON TIME		
Man Information					

## ***User's Information***

This system is provided as a means to put non-VDOT managed projects on VDOT's Construction Dashboard. Project Managers can use the system to share information about their road construction projects with the public.

In general, the system works like this:

1. The contract manager for the locality or the PPTA or Design Build project manager is granted access to the data system, by the Local Assistance Division or by the Innovative Project Delivery Division of VDOT. VDOT coordinators will also be given access.
2. Once the contract has been executed, the contract manager can add a new project (select "Add Local Government Project" or "Add PPTA/Design Build Project"). The UPC number and Contract ID number (if any) must be available at this time. When this screen has been filled in and saved, the project will be able to be seen on the Dashboard the next day. Note that the Contract ID can not be edited or changed once it has been saved in the system.
3. This system provides a way to edit project data - to correct mistakes or data errors (select the link "Edit Project" on the applicable contract line).
4. Selecting "Update Project" allows the contract manager to provide current information about the project – keeping the Dashboard up to date. This should be done approximately monthly. When more than 45 days have elapsed since the last update (or new entry) project status will turn yellow on the Dashboard. This is just a warning flag that project information may no longer be current. Information to be updated includes current payments to the contractor, and any changes that have been made to the anticipated completion date or estimated spending. Updates should be available on the Dashboard the next day. Even if there are no changes, an update must be made to clear the yellow status – just open the Update Project page and click on 'save changes' to record an update.
5. When the project is completed (that is, the work has been accepted from the contractor) a VDOT form C-5 is completed. The "Accept" date from the C-5 determines whether or not a project is completed on time.

## ***Summary of the business rules – Dashboard Status:***

### **Active Contracts, on schedule**

**Green status** – Today's date is earlier than the Original Completion Date, and the Estimated Completion Date is earlier or same as Original Completion Date. Project is on track to be completed on time.

**Yellow status** – Estimated Completion Date is later than Original Completion Date, and Original Completion Date is later than Today's date. This is a warning status that the project may be completed late.

**Red status** – Original Completion Date is earlier than Today's date. The project is late.

### **Completed Contracts, on time**

**Green status** – Actual Completion Date is earlier or same as Original Completion Date. The project was delivered on time.

**Red status** - Actual Completion Date is later than Original Completion Date. The project was delivered late.

### **Active Contracts, on budget**

**Green status** – Cost of Work to Date and Current Contract Amount are both less than or equal to 103% of Award Amount. The project is on track to be completed within "budget" (110% of the original award amount).

**Yellow status** - Cost of Work to Date or Current Contract Amount is greater than 103%, but less than or equal to 110% of Award Amount. There is some risk that the project will be over budget when completed.

**Red status** - Cost of Work to Date or Current Contract Amount is greater than 110% of Award Amount. The project has exceeded its budget for payments for work, or is at serious risk of exceeding it.

### **Completed Contracts, on budget**

**Green status** – Cost of Work to Date is less than or equal to 110% of Award Amount. The project was delivered within the budget for payments for work.

**Red status** – Cost of Work to Date is more than 110% of Award Amount. The project exceeded budget.

### **All Contracts**

**Yellow status** – if 'monthly' updates are not done within 45 days. This is a warning that the information displayed might not be current.

## ***Glossary of terms, for adding or updating a non-VDOT managed contract to the Dashboard.***

### **When Adding a Contract to the List:**

#### Primary UPC\*

The primary Universal Project Code, from VDOT's project development system, associated with this contract. Also identifies projects in the Six-Year Plan.

#### Related UPCs

This is for any other UPCs, other than the primary UPC, associated with this contract. For example, if the design or right-of-way work was done under a separate UPC, any of those other UPCs may be listed here.

#### Local Contract ID

The unique identifier for this contract. If no ID is provided, the UPC number will be automatically copied here. The Contract ID must be different for each project. This information can not be changed once it has been entered and saved.

#### State Project Number

Another contract identifier within VDOT. This is an optional field having the following format: XXXX-YYY-ZZZ (Route number – County/City code – Section or jurisdiction code).

#### Description\*

Enter a brief description of the contracted work, in plain language. For example “Replace the bridge over the Tye River, on route 151”, or “Replace 1.3 miles of curb and sidewalk in downtown Williamsburg between Bank and Bridge Streets”. If this is a PPTA/Design Build project, it will be noted in this description.

#### PPTA/Design Build selection

For a PPTA or Design Build project, select the proper “radio” button. This information will be added to the description, so a key word search for “PPTA” or “Design Build” can identify the project.

#### County/City/Town

Choose the locality that is managing the contract from the drop-down list. The Dashboard program will look up the Transportation District and Residency, and display the information.

#### District\*

If the choice for locality is “none” – as might be the case for a PPTA/Design Build project, a VDOT Construction & Maintenance District may be selected from the drop-down list.

#### Road System\*

Choose the administrative road classification that applies to the project from the drop-down list.

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\* This is a required field

Route Number or Street Name\*

Enter in the State or Federal highway or route number, or the local road or street.

Comments

Additional information or explanation that the contract administrator would like to share. Someone might say, for example “This contract is one of several, part of a large project in this area”, or “The contract has suffered some delays, but is still expected to be completed on schedule”. No disparaging comments, please. This is a very public site.

Contract Manager\*

This is the responsible person, with knowledge of the project, who is keeping the information on the Dashboard current. For a locally administered project, this individual is assigned by the local government entity managing the project.

Contact Information

This is information that will allow interested members of the public to get in contact with the contract manager. This can be a mailing address, a phone number, e-mail address, or a website. It could also be none or all of the above.

Locality/Project Website

If there is a separate website with additional information about the project, it may be listed here. This is an optional field.

Construction Company\*

This is the name of the prime or general contractor responsible for the work.

VDOT Coordinator\*

The VDOT employee assigned to coordinate between the VDOT Transportation District and the local government contract administrator or the PPTA/Design Build contract manager. Start typing a name in the text box, then choose the correct name from the drop-down list provided.

Original Award Amount\*

This is the dollar value of the original contract at the time the contract is awarded. It is the amount agreed to be paid to the contractor for the performance of the work described in the original contract.

Start Date\*

This can be either the date the contract is executed, or in the case of an authorized delayed start, the date the contractor is expected to begin the work.

Original Specified Completion Date\*

This is the date agreed upon in the original contract, at the time the contract is executed, for the work to be completed.

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\* This is a required field

## **When Updating a Contract:**

### *Cost of Work to Date*

This is the total sum of the amount of payments made to the contractor so far, for the work on this project. This must be verifiable from invoices, vouchers, etc. in the case of an audit of the accuracy of Dashboard information. This should be updated approximately monthly, or on whatever other frequency invoices are paid on the contract.

### *Current Contract Amount*\*

This is the dollar value of the contract at this time. This will include any changes to the contract for added or reduced work, work orders, change orders, and so on. If there have not been any modifications to the original contract, this will be the same as the Original Award Amount.

### *Current Specified Completion Date*\*

The date agreed upon in the current contract for the work to be completed. This will reflect any modifications from the original contract for time extensions or reductions. If there have not been any changes to the original contract, this will be the same as the Original Specified Completion Date.

### *Estimated Completion Date*\*

This is the best estimate, of the contract administrator, of when the work will be completed and accepted from the contractor.

### *Actual Completion Date*

This is the actual date that the work was accepted from the contractor. This date will also be documented on the VDOT C-5 form for completion.

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\* This is a required field