**S**TATE OF **M**ONTANA
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**E**NGINEERING **D**IVISION

# CADD Platform Software Implementation Migration Plan

Team DLT

Preparer:     Kathy James / Patrick Lane
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| INTERNAL COMMUNICATION MANAGEMENT PLAN – DOCUMENT CHANGE LOG | | | |
|---|---|---|---|
| Version | Date | Author | Description of Change |
| 1.00 | June 15, 2022 | Kathy James / Patrick Lane | Final |
| 2.00 | February 21, 2023 | Patrick Lane | Revision (Project List) |
| | | | |

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# 1.0    SCOPE

## 1.1    PURPOSE

This Migration Plan has been developed to communicate the approach and schedule for migration of projects from Bentley to Autodesk.  The purpose of this plan is to ensure all stakeholders are aware of the details, requirements, and responsibilities involved in successfully completing this migration.

Covered in this Migration Plan are details on project selection, migration processes, schedule, and contact\support information.

## 1.2    APPROACH

A migration team was established to evaluate factors involved with migrating projects from Bentley to Autodesk and to set a direction for the processes involved. Current projects were analyzed by district, work type, cost, design phase, letting and ready dates and provided to all design teams for feedback on complexity and migration. The approved migration project list will be utilized to develop a training schedule for design teams that aligns with project type, complexity and letting and ready dates.  It will also be used to coordinate with MDT Survey on survey conversion activities.  An important goal of the migration team was to ensure that designers would have projects to work on as soon as possible after training to retain and employ their new skills.

# 2.0    ACTIVITIES

## 2.1    MAJOR TASKS

The migration team has developed a list of major tasks required to successfully implement the migration plan.  Major tasks have been assigned to the responsible individuals and/or groups and communicated to all stakeholders.  The list of major tasks for the Migration Plan follows:

1.  Compile Current Projects list: Migration Team
    This task includes compiling a current list of projects from EPS (Engineering Project Scheduler) with specific defined information for analysis.

2.  Migration Kickoff Meeting:  Migration Team and Design Team Leads
    This task involves a kickoff meeting with design team leads to provide an overview of expectations and tasks to be completed to gather additional project details and immediate migration recommendations.

3.  Send Project List to Design Team: Migration Team Lead
    This task involves sending out the shared Current Projects spreadsheet with directions to design teams on expected tasks and information back to the Migration team.

4. Migration Project Recommendations: <u>Design Teams</u>
   This task involves updating the Current Projects spreadsheet with additional project details on complexity and migration teams as well as immediate project migration recommendations.

5. Review Migration Project Recommendations: <u>Migration Team</u>
   This task involves reviewing proposed immediate project migration recommendations along with the Autodesk Implementation project parameters and constraints.

6. Approved Migration Project List: <u>Migration Team</u>
   This task is a final approval of the list of projects to be initially converted from Bentley to Autodesk.

7. Provide Training Schedule: <u>CADD Implementation PM Team</u>
   This task will be an ongoing and evolving task of developing and communicating a training schedule to coordinate with the migration schedule with respect to project dates and timelines.

8. Provide Migration Workflows: <u>CADD Implementation PM Team</u>
   This task is to provide documented high-level workflows for design teams to utilize during project migration.

9. Provide Resources and Support:  <u>CADD Implementation PM Team</u>
   This task is to provide learning and technical support resources, and best practice recommendations for design teams during project migration.

10. Coordinate with MDT Survey:  <u>Design Teams</u>
    This task will be an ongoing activity to request conversion of survey data from Bentley to Autodesk format.

11. Semi-annual Design Reviews:  <u>Design Teams</u>
    This task will be an ongoing activity to review projects and adjust their migration strategy accordingly.  This review will be done during the Quarterly design reviews.

## 2.2 SCHEDULE

The project migration schedule for the CADD Implementation project is provided below. For consistency, the major tasks/milestones described above are included in this schedule for awareness of the project team and stakeholders.

| Task/Milestone | Scheduled Completion Date |
|---|---|
| Compile Current Projects list | May 2, 2022 |
| Migration Kickoff Meeting | May 10, 2022 |
| Send Project List to Design Team | May 12, 2022 |
| Migration Project Recommendations | May 19, 2022 |
| Review Migration Project Recommendations | May 2022 |
| Begin Autodesk Fundamentals Training | May 2022 |
| Approved Migration Project List | June 2022 |
| Provide Training Schedule | August 2022 - Ongoing |
| Provide Migration Workflows | August - September 2022 |
| Provide Functional Autodesk Training | October 2022 - Ongoing |
| Migration Start Date | September 5, 2022 |
| Provide Resources and Support | September 2022 |
| Coordinate with MDT Survey | August 2022 - Ongoing |
| Semi-Annual Design Reviews | November 2022 - Ongoing |

# 3.0 MIGRATION PROJECTS / CONTACTS

## 3.1 PROJECTS

A list of projects that are being designed/migrated to Autodesk can be found at the following link. This list will be updated as changes are made. For specific information about individual projects please contact the project manager.

Highway Project List

## 3.2 CONTACTS

*MIGRATION TEAM*

| Name | Role | Contact Information |
|---|---|---|
| Kathy James | Project Manager | kjames@mt.gov |
| Patrick Lane | Project Manager | plane@mt.gov |
| Ryan Dahlke | Migration Team Lead | rdahlke@mt.gov |
| Damian Krings | Migration Team | dkrings@mt.gov |
| Jacob Brotzler | Migration Team | jbrotzler@mt.gov |

*DESIGN TEAM LEADS*

| Name | Role | Contact Information |
|---|---|---|
| Cullison, Andy (TBD) | Bridge, HQ - Billings | tstoner@mt.gov |
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| Wilson, DeWayne | Bridge, HQ - Missoula | dewilson@mt.gov |
| Cullison, Andy (TBD) | Bridge, HQ – Great Falls | nhaddick@mt.gov |
| Brotzler, Jacob | Road Design, HQ - Billings | jbrotzler@mt.gov |
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| Tyrel Murfitt | Traffic, HQ – Glendive/Billings | lwosoba@mt.gov |
| Tyrel Murfitt | Traffic, HQ – Butte/Great Falls | mgrover@mt.gov |
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| Heidner, Steve | Road Design – Glendive | sheidner@mt.gov |
| Nunnallee, Ben | Road Design - Missoula | bnunnallee@mt.gov |
| Welborn, Chad | MSU Design | cwelborn@mt.gov |
| Holien, David | Consultant Design | dholien@mt.gov |
| Senn, Jason | Consultant Design | kwilliams@mt.gov |
| | | |

*Early Adopter Subject Matter Experts (SME)*

| Name | Role | Contact Information |
|---|---|---|
| Lenci Kappes | Preconstruction Liaison | lkappes@mt.gov |
| Brandon Jones | Construction Liaison | brjones@mt.gov |
| Liza Zeigler | Road Design | lzeigler@mt.gov |
| Caitlyn Murphy | Road Design | cmurphy@mt.gov |
| Beth Pointer | Right of Way | bpointer@mt.gov |
| Matt Abrahamson | Survey | maabrahamson@mt.gov |
| ESS/CADD Support | General Support | Service Now (Intranet) |

# 4.0 RESOURCES

## 4.1 RESOURCES LINKS

### 4.1.1 AUTODESK DOCS (BIM360)

BIM 360 Administration (autodesk.com)

### 4.1.2 AUTODESK WORKFLOWS

Contact the Early Adopter Subject Matter Expert

### 4.1.3    AUTODESK STATEKIT

https://www.mdt.mt.gov/other/webdata/External/ESDC/Library/2022StateKit-Gen.pdf

### 4.1.4    SURVEY MIGRATION REQUEST

https://mdtinfo.mdt.mt.gov/other/webdata/internal/CADD/forms/MDT-ENG-007-MIGRATION_REQUEST.PDF

## 4.2    TECHNICAL SUPPORT

The following process is recommended for streamlining technical support issues related to migrating projects.

1.) From the MDT Service Desk link (https://servicedesk.mt.gov/)
2.) Select "Open a case"
3.) Include "Autodesk Migration" in the Short Description section.
4.) Include your machine name, work location (Remote – MDT facility) and a brief explanation of your technical issue in the "Please describe your issue below section".
5.) Include screen shots as attachments if appropriate.
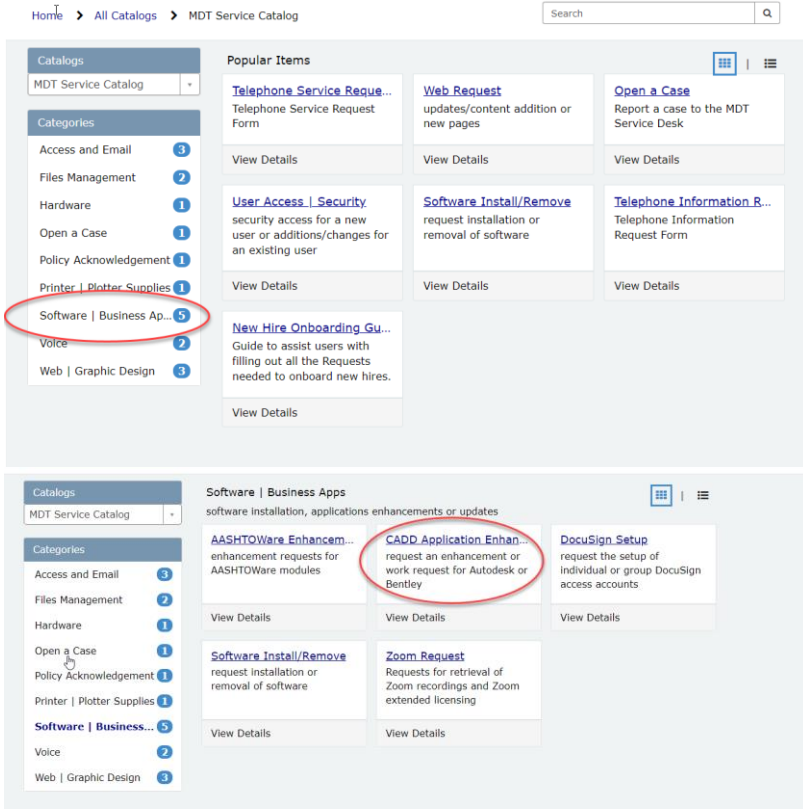6.) ESS/CADD support will review your issue and either resolve it or elevate it to USCAD as appropriate.



## 4.3    MENTORING SUPPORT

The following process is recommended for streamlining requests related to project mentoring.

1.) From the MDT Service Desk link (https://servicedesk.mt.gov/)
2.) Select "Make a Service Request"
3.) Select Software | Business Apps
4.) Select CADD Enhancement/Work Request
5.) Include "Autodesk Mentoring" in the Short Description
6.) Include your work location (Remote – MDT facility) and a brief explanation of tools and workflows you require mentoring for.

7.) ESS/CADD support will review your request and provide internal or external mentoring assistance based on availability.

**MDT CADD Implementation - Migration Plan**