



## QUICK REFERENCE GUIDE:

# 1.1 Starting a Project

## Background:

Basic Project Information is transferred from MRS to AWP daily (around 8pm). Updates to existing Project information from MRS occur around 2am. In order for projects to transfer from MRS to AWP there must be data in the following MRS fields: IRIS Prgrm #, Name, Project ID, Scope, and the Status Category must be marked as Design. Once the workflow for a project is changed to Proj Design & Review, the MRS interface will no longer overwrite the Project. When appropriate it is possible to begin a project from scratch in AWP.

## Roles:

Project User, Proposal User

## Navigation:

Project Overview

### *Starting a Project from scratch:*

1. From the Project Overview select the **Component Action Menu** and select **Add**.
2. In the General tab, enter the **Project ID**, **Project Name**, select the **Item List**, **Spec Book**, **Project Type** and **Location**.
3. Click the Regions tab and enter the **Region ID**, check the **Primary checkbox** if appropriate and enter the **Maintenance District** if applicable.
4. Click **Save**.

### *Starting a Project from MRS:*

1. From the Project Overview search for the project by entering at least three (3) characters of the Project ID or the Project Name in the search box.
2. Click the **Project ID** link to open the Project.
3. In the General tab, modify the **Project Name** to mixed caps. Review the **Description of Work** and make any modifications necessary.
  - a. From the Item List dropdown, select the appropriate **Item List**, **Spec Book**, and **Project Type** for the project.
4. Click **Save**.

## Next Steps:

The project is ready for the workflow phase to be changed to Proj Design & Review. See the QRG - *Changing the Project Workflow*.