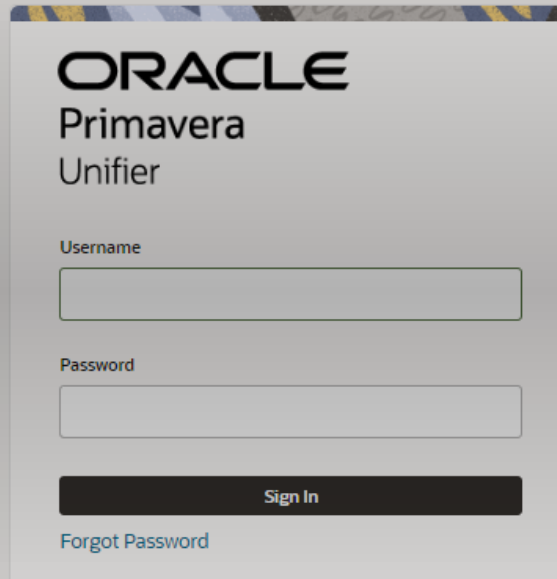


Lessons Learned

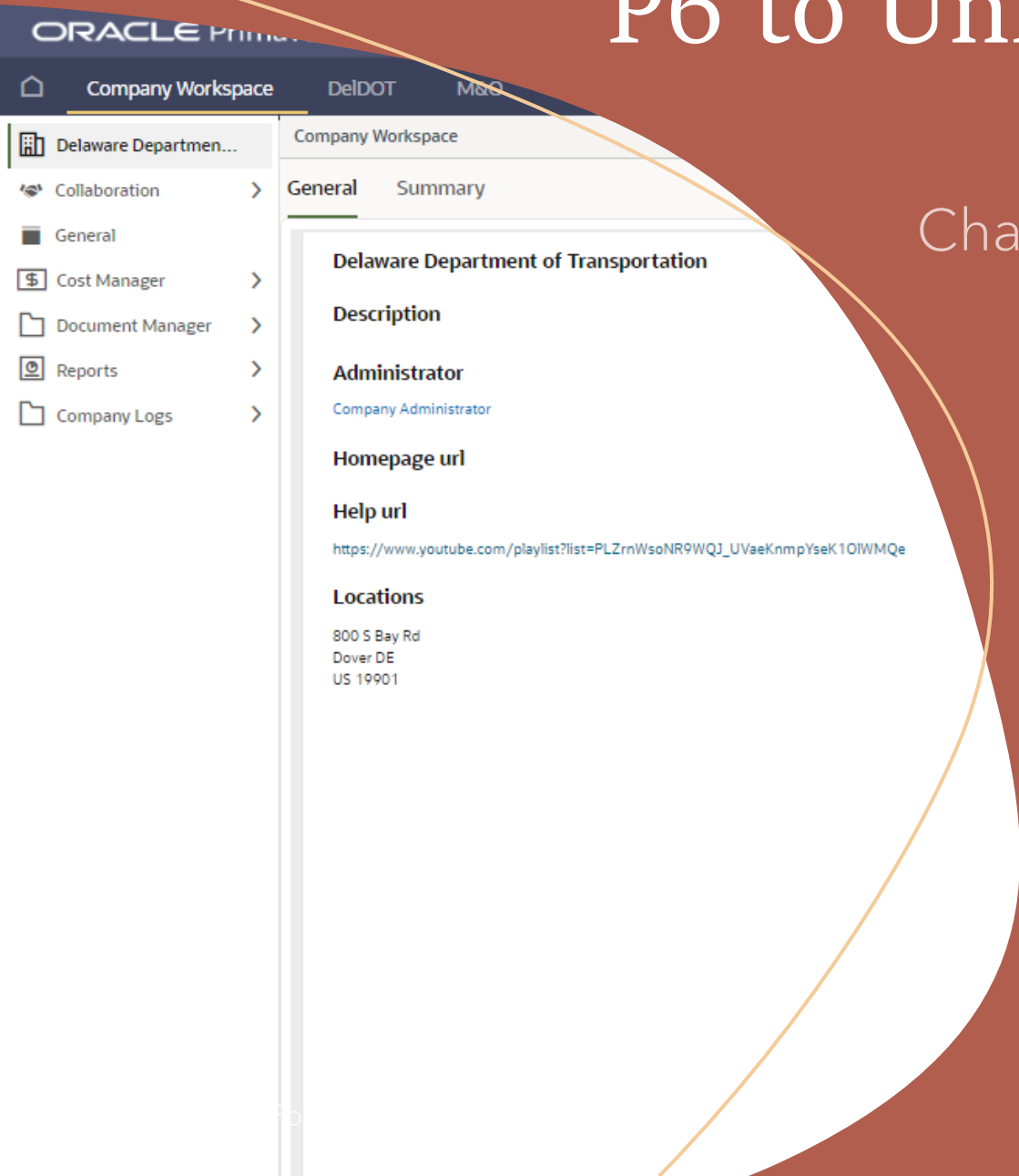


The screenshot shows a login interface for Oracle Primavera Unifier. At the top, the text "ORACLE Primavera Unifier" is displayed. Below this, there are two input fields: "Username" and "Password". A black "Sign In" button is positioned below the password field. A blue link labeled "Forgot Password" is located at the bottom of the login area.

In the Unifier World



P6 to Unifier Migration



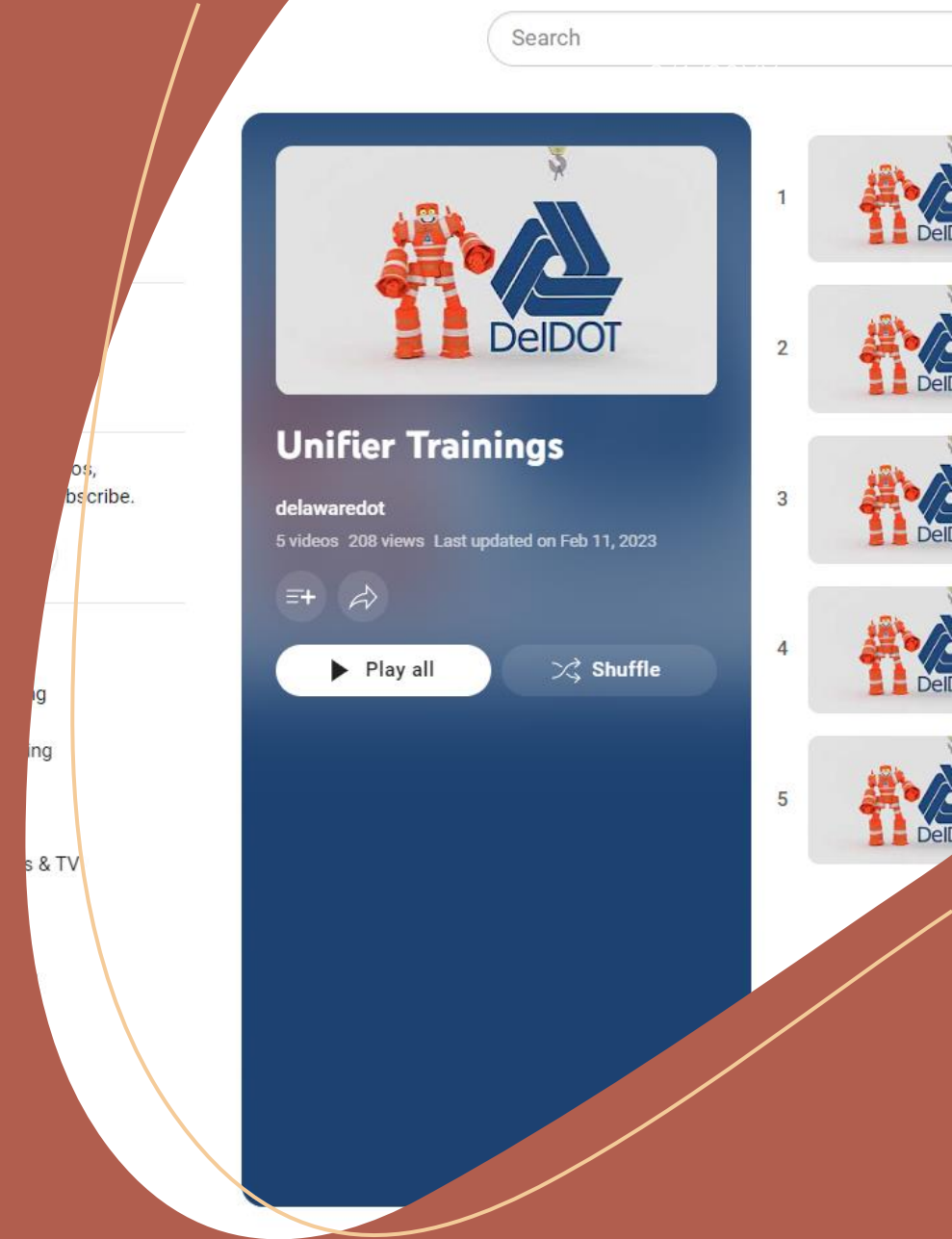
Challenges:

- "View - Only" access
- Ability to view all Projects
- Mimicking access from P6
- Construction: lost the "Project Request"
- Unifier Testing Issues
- Requests - How to Handle

P6 to Unifier Migration

Solutions:

- Creating a "View - Only" group
- Developing a "Project Access" BP
- Developing a Dashboard of all projects
- Altering the current Contracts BP
- Requests - Daily Meetings with Team
 - Training content
 - Unifier Newsletter



P6 to Unifier Migration

Successes:

- Increased User Functionality
- Tracking: Work – Flow
- Tracks the Tasks
- Easier Communication
- Increase of interest

Greetings,

We are officially two months since the migration from P6 to Unifier!

We wanted to take this time to thank everyone who has assisted with developing, testing, and providing feedback, along with the users who patiently navigated as their projects approach all that you have done and continue to do to help with Unifier's success!

We are planning to provide monthly updates as additional changes are rolled out and would like to start with updates and information for the month of February:

- New Proxy Server**
DTI will be moving the Unifier application to a new proxy server in February. This change will apply new and updated security rules to accessing the application. As a user, you no longer working the same, or if you get a message that provides you with a Support ID, please send the support group an email and include information about what you were doing.
- Uploading Documents- Issues**
If you have experienced issues with uploading documents, where the loading option continues for several minutes, please screenshot the issue and reach out to the Unifier Team either Google Chrome or Microsoft Edge as your internet browser, clear your cache regularly and update your browser version when you are not operating on the most recent version.
- Updates Coming to the Project Number Request (PNR) Business Process**
The Unifier Team has been working with Finance to make updates to the PNR Business Process. Users will find that the updates include more tool tips and descriptions that assist before the updates are pushed to production so that groups and users that work directly with this process will have to opportunity to ask questions and gain understanding of the updates.
- Construction Phase Initiation moving to the Contracts Summary Business Process**
With the P6 migration, all projects now exist within the Unifier platform prior to starting construction, however there is still a need to initiate the construction phase. The Contract Summary Business Process is currently being tested in Unifier. This update will be pushed to production in the upcoming weeks and will be accompanied with a list of any other minor updates that have been implemented.
- *NEW* Business Process: Source Documents**
The Source documents Business Process will add the ability to attach documentation in an IDR and automatically create a review process to include bias checkers. Bias checkers will be added to the review process.
- *NEW* Business Process: eTicketing**
The eTicketing Business Process is currently being tested in Unifier. This process uses tickets from HaulHub and brings them into Unifier so that they can be packaged, paid, and expanded to other materials. More details to come in the following month!

QUICK TIPS **New Project Request Access**

Can't see the New Project Request (NPR) under the Company Logs?

Reach out to DOT.Unifier_Support@Delaware.gov and request access to the New Project Requestor Group.

QUICK TIPS **Navigation**
Opening a project in Unifier

Have a Question?

Reach out to the Unifier resource mailbox at:
DOT.Unifier_Support@delaware.gov

Training Videos & User Guides

[Design Resource Center- User Guide](#)

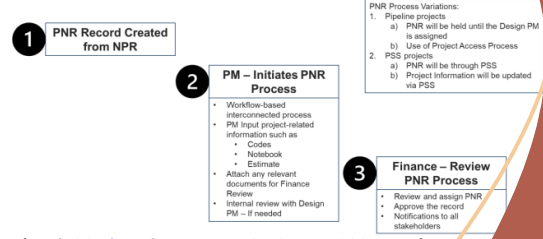
[Design Resource Center- Videos](#)

[Youtube Unifier Channel](#)

Project Number Request (PNR)

The Project Number Request (PNR) process is a Unifier process that the PM must take to request a Project Number from Department of Finance (Finance) of Unifier. The PNR record in Unifier is created upon approval of the NPR and a "Task" will be in the PM queue to request the project. It is expected that the PM will input required information (such as Project Codes, Project Notebook, Project Estimate) to allow the Finance to issue a project number through the request.

The following outline general outline of the PNR process in the Unifier. The PNR is a workflow based process where PM can request the internal review prior to transmitting the record to Finance.



Before submitting the PNR be sure to map projects in MEAP as it is important for Project Code Locations. Instructions are provided below. NOTE: Submitting PNR instructions are after the instructions.

General:

The following steps are provided to guide the PM to work in the PNR record through the Finance's review. The PNR record is already created for most project requests. The PM will input required information. The PNR record can be accessed from "Tasks".

To open the PNR, open the project and click on "Tasks".

Business Processes

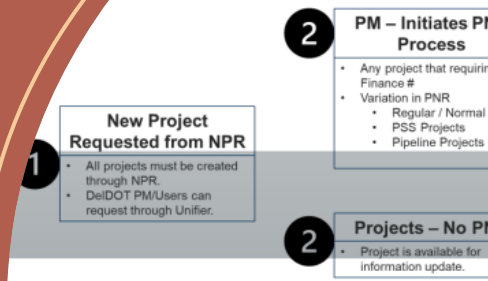
Plans, Specifications, and Estimates (PS&E) process in Unifier is initiated by the Project Manager upon completion of project design to collect relevant documents to prepare PS&E package to be transmitted to Contract Admin for project advertisement and award for Construction. Generally the required items for PS&E includes statements for Environmental, ROW, Utility, Traffic, Railroad, Timing Statement, Signed Final Plans and Stormwater.

The Project Manager will create the PS&E record in Unifier by selecting 'Create' from the PS&E process within the project.

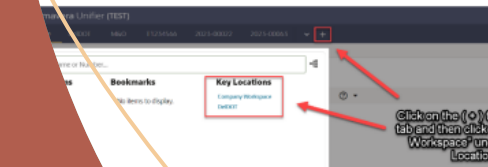
Under "Design Phase" click on the "PS&E" drop down then click "PS&E Submission".



...ated from the Unifier
...face to input required inf
... new prior to the creation of the
... to work and perform other daily o
... general overview of the process that
... ct number.



PNR process is located at the 'Company Workspace' within the DeIDOT. The following outlines steps to create a record. To start a NPR, click on the "Company Workspace" tab next to "Company Workspace" is not an available tab, click on the "Company Workspace" under the "Key Locations". Please note that the "Company Workspace" is only available in "User Mode". Tip: if the "Company Workspace" then this indicates "User Mode".



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Change Password:..... 6

Proxy Users:..... 6

Find and Locate a Project:..... 7

New Project Request (NPR):..... 9

General:..... 11

Child Project:..... 12

Pipeline Projects:..... 13

Project Users:..... 13

Attachments:..... 14

Comments:..... 15

Save Record:..... 16

Send Record:..... 17

Project Number Request (PNR)..... 18

General:..... 17

Project Codes:.....

Project Notes:.....

- NPR - New Project Request (Complete)
- PNR - Project Number Request (Complete)
- (All requests for Project Name and Number changes are to be submitted to Finance)
- PS&E (Complete/Enhancements in progress)
- Project Letting (In progress)
- Contracts: Replacing the Old Project Request (In progress)
- Project Access (In progress)
- E-Ticketing and Source Documents (Complete)



New Project Request Access

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Training Videos & User Guides

Design Resource Center- *User Guide*

Design Resource Center- *Videos*

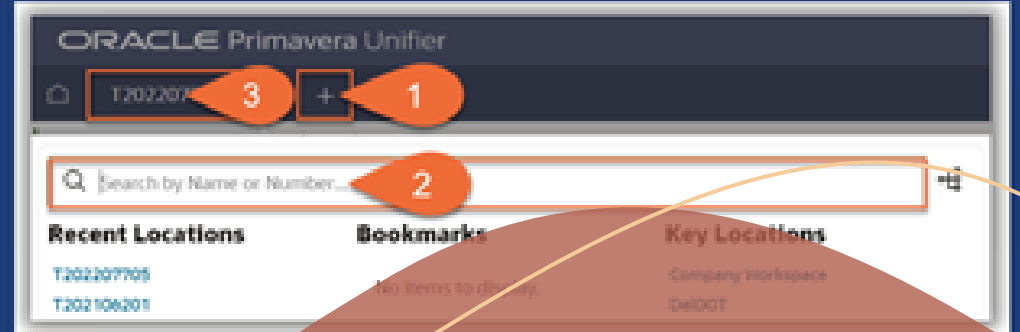
Sample Footer Text



Navigation

2/1/20XX

Opening a project in Unifier



What is to Come?

- Project Closeout
- Support Request
- Statements
- Project Dashboard
- Permits on a Capital Level
- Force Account
- BMP ID Form - PMs
- NEPA Email Coordination