

## Process for making changes to ODOT CAD Standards

ODOT CAD Standards includes:

- Cell Libraries
- Level Names
- Symbology
- Plans Menu
- Line Styles
- Fonts
- Seed Files
- Cache Files
- Reference Folder
- Pen Tables
- File Naming Convention

### Engineering Staff:

- Requests for proposed changes to the CAD Standards needs to be forwarded to your CAD Standards Committee representative or the Automation Engineer

<b>CAD Standards Committee</b>				
A subcommittee of EASC				
<b>Name</b>		<b>Unit</b>	<b>Crew #</b>	<b>Phone #</b>
<b>First</b>	<b>Last</b>			
Joe	Cosentino	Traffic Management	7611	(503) 986-3577
Larry	Garrison	R2 Tech Ctr, Roadway		
Heather	Gonsior	R1 Tech Ctr, Bridge		
Darlene	Gowen	Trans. Data Section, GIS	6211	(503) 986-4245
Gary	Holeman	Roadway Engineering	7302	(503) 986-3758
Gene	Leon	Bridge Engineering	7410	(503) 986-3319
Scott	Morrison	Geometronics/ROW	7305	(503) 986-3672
Tien	Nguyen	Roadway Standards Drafter	7302	(503) 986-3756
Jeff	Silbernagel	Bridge Engineering	7410	(503) 986-3362
Kim	Taylor	Geo-Environmental	7163	(503) 986-3380
Tippi	Taylor	R1 Tech Ctr, Survey	1660	(503) 731-8408
Joseph	Rodriguez	R4 Tech Ctr	4650	(541) 388-6190
Angel	DelaCruz	R3 Tech Ctr	3650	(541) 957-3566
Mindy	Nash	R5 Tech Ctr	5650	(541) 963-1372
Vacant		Construction		
Ed	Gahan	OBDP - Advisory		(503) 587-2917
Lennie	Torgerson	EAST - Advisory		(503) 986-3737

### **CAD Standards Committee representative:**

- Evaluate any requests or ideas for proposed changes to your section's CAD Standards by discussing it with co-workers in your section and testing its usefulness, if necessary. Determine if it has value for all sections, one section, or some of the sections.
- If the change is deemed necessary and only pertains to one section contact the owner/representative of that discipline by email or phone to discuss the change.
- If the change is deemed necessary by the owner/representative of the discipline, the owner/representative will contact Mike Maley by email or phone to request the change.
- If the owner/representative of the discipline and the requestor are unable to come to an agreement about a request, the request shall be forwarded to the committee chair requesting that the committee evaluate and approve the change.
- The owner /representative will e-mail, or bring to a committee meeting, the proposed change. This is to verify that the change doesn't affect multiple disciplines.
- If the owner/representative will perform the change, they will request the most recent files from Mike Maley. After the edits are completed, please e-mail the file back to Mike Maley. If the file is larger than 1 meg, make arrangements with Mike to place the file in his share directory. All changes must be given to Mike Maley by the second Tuesday of the month they are to be distributed. An update will be sent monthly, if changes have been made.
- If the change needs to take place immediately, please inform Mike Maley
- If the change is deemed necessary and pertains to all or several sections then forward it to the committee chair requesting that the committee evaluate and approve the change.

### **CAD Std Discipline Owners or Representatives**

<b>Name</b>		<b>Unit (Disciplines?)</b>	<b>Crew #</b>	<b>Phone #</b>
<b>First</b>	<b>Last</b>			
Joe	Cosentino	Traffic - Signals Traffic - Illumination Traffic - Signs Traffic - ITS	7611	(503) 986-3577
Jeff	Silbernagel	Bridge	7410	503-986-3362
Tien	Nguyen	Roadway	7302	(503) 986-3756
Kim	Taylor	Geo	7163	501-986-3380
Kim	Taylor	Hydro	7163	501-986-3380
Kim	Taylor	Environmental	7163	501-986-3380
Tippi	Taylor	Survey	1660	503.731.8408
Tippi	Taylor	Geometronics	1660	503.731.8408
Scott	Morrison	Right of Way	7305	(503) 986-3672
Darlene	Gowen	Mapping and GIS	6211	(503) 986-4245

**Mike Maley, IS**

- After receiving requested changes to the CAD Standards determine whether or not the CAD Standards representative can accurately and efficiently make the change themselves or if it would be better for you to make the change.
- If you are making the change, enter task into Remedy
- If you are not making the change, send the representative the most current files to edit
- On a monthly basis review all changes that have been placed on the server share location for that month along with any tasks you completed with the EAST Team Lead and the Automation Engineer.
- On the third Tuesday of every month all completed and approved changes to the CAD Standards and any other workspace changes will be made available to all users.
- After the changes have been downloaded an email detailing all changes will be sent to users.

**Chair of Engineering Automation Steering Committee**

- Forward any request for changes to the CAD Standards (that doesn't need the CAD Standards Committee approval) to Mike Maley
- Any change request that needs the approval of the CAD Standards Committee should be put on the agenda for the next CSC meeting.
- Review change request tasks in Remedy (with the EAST team lead) to determine priority

**EAST Team Lead**

- If a change request is received forward to the Chair of EASC
- Review Remedy task list with Chair of EASC to determine priority.