

Masterworks Project and Phase Roles and Responsibilities

Project and Program Delivery Manual
Chapter 6
Project Management
Originally Issued: 07-28-25
Revised: xx-xx-xx

Masterworks Roles

This chapter describes various roles assigned in Masterworks and gives a brief summary of duties related to those roles.

Project Roles

These roles are applied at the project level and encompass all the phases within the project. Masterworks has been set to only allow DOT staff in these roles.

- **Project Manager (PM)**

The project manager is responsible for the following tasks in Masterworks:

- Update the overall project Budget each time the estimate is updated for any phases
- Regularly review the schedule to assure that it is up to date and realistic.
- Enter the completion date for any scheduled D event tasks that are completed by a consultant.
- Request schedule revisions/updates for all phases
- Schedule and facilitate Project Management Team (PMT) meetings. Ideally, PMTs will be held at least every 2 months to keep the team up to date. At a minimum, PMTs should be scheduled whenever the team is at risk of not completing a scheduled task on time.
- Assure that the “Assigned To”, “Road Designer”, and “Bridge Designer” fields are filled out and up to date for each phase.
- Review the project budget and submit Budget Estimates and Budget Estimate Revisions as necessary each fall for the update of the 5-year program. Review of the budget includes
 - Ensure each phase is scheduled in the correct year to match the staging
 - Ensure a phase is included for all project components including Right of Way, Highway Helper vehicles, etc.
 - Ensure that the cost estimate for each phase has been updated by the designer as needed
- Completion of federally required project documents including
 - Project Management Plan
 - Financial Plan
 - Value Engineering Study
 - Grant Agreements and Reports

Project Level Roles can be viewed at this level:

The screenshot displays the Masterworks software interface. On the left is a sidebar with a search bar and a list of project phases under the heading 'Project Phases'. The main area is titled 'PROJECT DETAILS' and contains the following information:

- Project Type:** Improvement
- Project Name:** In Lansing, North 7th Street to near Hale Street
- Project Creation Year:** 2024
- Project Status:** Line Item
- Generated Unique ID:** PRJ-55729
- Scoping ID:**
- Project Directory Number:** 030902024
- Parent Project:**
- Owner:**
- On-Hold:** ☐
- S.F. 257 Funded:** ☐
- Start Date:** 01/01/2023

- Facilitate stakeholder meetings as needed, such as Constructability Review Meetings, Packaging Meetings, Project Review Updates, etc.
- Write/facilitate Capacity Funding Agreements with Program Management and FHWA
- **District Project Manager**
The district project manager is responsible for the following tasks:
 - Make project decisions for the district
 - Securing funding for the project and project development. These efforts could include submittal of a business case to begin development and securing funding from local agencies.
 - Coordinate with local officials
 - Represent the District at project and phase meetings
 - Develop necessary local agreements for the project
 - Identify detour routes, if necessary

Phase Roles

These roles are applied to individual phases in Masterworks. The people assigned to these roles are responsible for individual letting projects or aspects of the larger project.

- **Assigned To**

This person must be a DOT employee and is responsible for the following tasks:

- Compile plan sheets from designers into one pdf
- Complete all Plan Turn-In processes

Phase Level Roles can be viewed at this level:

- **Road Designer**

This is the generic role for designers other than the bridge designer. The person often designs the roadway improvements but may be the designer responsible for the signing, lighting, mitigation, or roadside design. This person can be a consultant or DOT employee.

The person in this role is responsible for the following tasks:

- Update cost estimates at the completion of each assigned event/task. As part of this effort, they should contact the Project Manager when the updates are complete.
- Enter completion information for their schedule tasks/events in Masterworks. They should also assure that subgroups within their Bureau clear their events/tasks. Consultant staff in this role cannot enter dates in Masterworks, so they should send a request to the Project Manager with the necessary information.
- Attend PMT meetings to represent their work group.
- Send notification of any late tasks/events to the Project Manager prior to Production Schedule Meetings and add notes to the schedule task in Masterworks.
- Notify the project manager of issues that may impact design tasks in the schedule.
- On the Road Designer Tab
 - Fill in the Begin and End Station
 - Toggle the Pollution Prevention plan “Yes” or “No”
 - Select the Traffic Handling

- Set the IaRCS Zone
- Assign the Team Lead and Designer for internal projects.

• Bridge Designer

This person is the structural designer working on bridges or culverts on a phase. Note that a separate person may be assigned for hydraulic analysis, if so, that person will be listed as a Resource in the schedule task for B00, B01 and B02. The Bridge Designer can be a consultant or DOT employee.

The Bridge Designer is responsible for the following tasks:

- Update the cost estimates for the structures annually. As part of this effort, they should notify the Project Manager when the updates are complete.
- Enter completion information for their schedule tasks/events in Masterworks . They should also assure that subgroups within their Bureau clear their events/tasks too. Consultant staff in this role cannot enter dates in Masterworks, so they should send a request to the Project Manager with the necessary information.
- Attend PMT meetings to represent their work group.
- Send notification of any late tasks/events to the Project Manager prior to Production Schedule Meetings and add notes to the schedule task in Masterworks.
- Notify the project manager of issues that may impact design tasks in the schedule.

Additional Phase Roles

During the implementation of Masterworks, several bureaus identified additional data fields that would improve their processes or would allow data exchanges with other software. These forms are found by expanding the menu below the Phase.

Several additional assignments are located on these forms.

Additional Phase Roles can be viewed by expanding the menu for each phase:

The screenshot shows the Masterworks software interface. On the left, a sidebar contains a tree view with the following items: Project Phases, STP-009-9(095)-2C-03, STPN-009-9(102)-2J-03, Phase Location, Construction (selected), RailRoad, Road Design, Bridges and Structures, Contracts and Specification..., LEB, Utility Coordination, and My Tasks (1). The main panel is titled 'CONSTRUCTION' and contains the following fields: Bid Order No. (empty), Proposal ID (empty), Contractor Name (empty), Liquidated Damages (checkbox, unchecked), DBE (checkbox, unchecked), Retention Date (dropdown menu, 'None' selected), RCE Location (text input field, 'None' selected), 90th Day (dropdown menu, 'None' selected), PHASE CLOSE-OUT (empty), ACCEPTANCE (435) (empty), and RCE (dropdown menu, 'None' selected).

On the Construction Form

• RCE

The Resident Construction engineer assigned to a phase or a designee they assign. The RCE is responsible for the following tasks:

- Toggle the Liquidated damages and DBE toggles
- Fill out the "Retention Date"
- Clear the 435 for the RCE in Masterworks
- Clear the 436 for the RCE in Masterworks
- Mark if an As Built is required and when it is completed if needed
- When new structures are a part of the phase, they fill out the "Anticipated Open to Traffic Date" after the preconstruction meeting and the "Open to Traffic Date" after it is open to traffic. When the "Anticipated Open to Traffic Date" passes, a reminder will be sent to the RCE to either update the estimated date or to mark it open.

• RCE Organization

This is a generic assignment for the RCE office to maintain consistency through RCE staff changes.

- **RCE Company Name**

This field is only filled in to record the name of the consulting firm when the phase will be inspected by a consultant.

- **District**

The District Construction Engineer or their designee. This person is responsible for the following tasks:

- Clear the 435 for the District in Masterworks
- Clear the 436 for the District in Masterworks
- Clear the Final Payment for District in Masterworks

- **Central Office**

The Contract Administration Engineer in Central Construction or their designee who is responsible for the following tasks:

- Select the RCE and the RCE location
- Clear the Final Payment for Central Construction in Masterworks
- Verify clearances of the 435 and 436 for all phases

On the Road Design Form

- **Team Lead**

The design group team leader. This assignment is only used for internally assigned projects. They assist the assigned "Road Designer"

- **Designer**

The primary designer who does the day-to-day work on the project. They assist the Road Designer and Team Lead in completing their responsibilities.

Chronology of Changes to Manual Section:

6.2.1 Masterworks Project and Phase Roles and Responsibilities

07/28/2025 NEW