

# **REQUEST FOR PROPOSAL**

## **WVDOT FLEET AND EQUIPMENT MANAGEMENT SYSTEM RFP**

### **CRFP DOT22\*01**

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

**Accrete Consulting Solutions Inc.**

(Company)

**Ashish Saxena, Vice President**

(Representative Name, Title)

**425-861-4056**

(Contact Phone/Fax Number)

**09/20/21**

(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFP DOT2200000001**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Accrete Consulting Solutions Inc.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

09/20/21

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

### DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §81-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

### WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Accrete Consulting Solutions Inc.

Authorized Signature: [Signature]

Date: 09/18/21

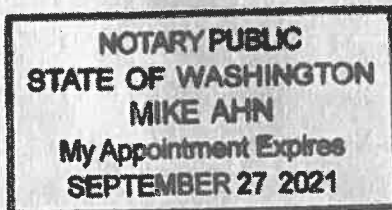
State of VA

County of Km, to-wit:

Taken, subscribed, and sworn to before me this 18 day of SEP, 2021.

My Commission expires 9/27, 2021.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

## **TEAMING AGREEMENT**

This Teaming Agreement ("Agreement") is entered into as of September 7, 2021 between CodeRed Business Solutions a Georgia S Corporation ("Partner") and Accrete Consulting Solutions, Inc., a Washington corporation ("Accrete").

FOR AND IN CONSIDERATION OF the mutual agreements herein, Accrete and Partner agree as follows:

1. **Purpose.** The parties wish to explore a business opportunity of mutual interest and in connection with this opportunity, each party may disclose to the other party certain confidential technical and business information which the disclosing party desires the receiving party to treat as confidential. If Accrete is awarded any contracts (the "Prime Contract") and becomes responsible for the Project, it contemplates subcontracting portions of the Project to other firms, including Partner.

2. **Proposal Preparation.**

2.1 **Cooperation.** The parties will cooperate to (a) prepare the Proposal that Accrete intends to submit to the Client in response to the RFP or other solicitations, and (b) secure the Prime Contract between Accrete and the Client for the Project.

2.2 **Partner Responsibilities.** Partner will submit to Accrete all necessary technical and business data and information concerning its proposed portion of the Project, including accurate, current, and complete pricing data. Partner will provide a Certificate of Cost or Pricing Data if requested by the Client. Partner will provide to Accrete any written representations, certifications and warranties that are required by the Client or in the RFP. Partner will make available appropriate and high-quality personnel to provide reasonable assistance to Accrete to prepare the Proposal. Partner will not remove the personnel, if any, identified in Exhibit A to this Agreement from the Proposal preparation effort without Accrete's prior written consent.

2.3 **Proposal Preparation.** Accrete will prepare the Proposal, integrate information provided by Partner, and submit the Proposal to the Client. Accrete will consult with Partner on any changes to the Proposal which substantially affect Partner's proposed portion of the Project. Accrete agrees to keep Partner advised of all material changes in the Client's requirements that would affect Partner's proposed portion of the Project and the probability that Accrete will be awarded the Prime Contract.

2.4 **Approval of Partner.** Accrete will identify Partner as a proposed subcontractor and describe Partner's Project responsibilities in the Proposal. To the extent permitted by the terms of the RFP, Accrete will use commercially reasonable efforts after submitting the Proposal to the Client to obtain the Prime Contract award, including participating in oral presentations. Partner agrees to assist in these efforts as Accrete may reasonably require. If the Client awards Accrete the Prime Contract, Accrete will work to confirm the Client's approval to use Partner as a subcontractor.



2.5 **Client Contract Negotiations.** Accrete will be responsible for any contract negotiations with the Client. If the Client approves, Accrete agrees to allow Partner to be present at meetings with the Client related to Partner's proposed portion of the Project.

3. **Performance.**

3.1 **Subcontract.** If the Client awards the Prime Contract to Accrete and the Client approves of Accrete's use of Partner as a subcontractor for the Project, the parties will immediately begin negotiating a subcontract (the "Subcontract") consistent with the terms of this Agreement and finalize and execute the Subcontract as soon as reasonably practicable. The Subcontract will specify Partner's services and deliverables for the Project and other appropriate terms to comply with the requirements of the Prime Contract and applicable laws and regulations. Accrete may authorize Partner to begin work prior to execution of the Subcontract, in which case such work will be subject to this Agreement. The Subcontract may be structured to include statements of work ("Statements of Work") that define the specific work to be performed by Partner.

3.2 **Roles and Responsibilities.** Exhibit A describes the understandings of the parties as to the anticipated general roles and responsibilities of each party under the Subcontract and the Statements of Work, if any. The roles and responsibilities will be more specifically addressed in the Subcontract and Statements of Work.

3.3 **Prime Contract Flowdowns.** The Subcontract will include those provisions of the Prime Contract which, by the nature of the terms, are required to be flowed down to Partner including, but not limited to, the term of contract, confidentiality, ownership of intellectual property, non-discrimination, security, use of facilities, insurance, warranty, limitation of liability, and indemnification.

3.4 **RFP Terms Exceptions.** Before Accrete submits the Proposal, Partner will inform Accrete in writing of any clauses or provisions in the RFP (including any proposed terms for the Prime Contract) to which Partner takes exception.

4. **Confidential Information.**

4.1 **Definition.** During the course of this Agreement, each party may be given access to information (in hardcopy and/or electronic form) that relates to the other's past, present, and future research, development, business activities, products, services, and technical knowledge, which is identified by the discloser as confidential or which would be understood to be confidential by a reasonable person under the circumstances ("Confidential Information"). Information of the Client will also be deemed to be Accrete's Confidential Information.

4.2 **Use.** A party may use or make copies of the Confidential Information of the other party only to the extent reasonably necessary for purposes of this Agreement.

4.3 **Protection.** Each party will protect the confidentiality of the Confidential Information of the other in the same manner that it protects the confidentiality of its own similar information,

but in no event using less than a reasonable standard of care. Each party will restrict access to the Confidential Information to those of its personnel (including such personnel employed by its affiliates) and subcontractors engaged in the performance, management, receipt or use of the Services under this Agreement, provided that such parties are bound by obligations of confidentiality substantially similar to the terms of this Agreement. The Confidential Information of the parties will also be disclosed to the Client as necessary in accordance with this Agreement for purposes of the RFP and the Proposal.

4.4 **Return.** Each party will return or destroy the other party's Confidential Information in its possession upon request by the other party, unless otherwise allowed to retain such Confidential Information. Each party may retain copies of the other party's Confidential Information required for compliance with its recordkeeping or quality assurance requirements (subject to the terms of this Agreement), except that Partner will return or destroy all Confidential Information of Client upon request of Accrete.

4.5 **Exceptions.** Nothing in this Agreement will prohibit or limit a party's use of information (including, but not limited to, ideas, concepts, know-how, techniques, and methodologies) (a) previously known to it without an obligation not to disclose such information, (b) independently developed by or for it without use of the information, (c) acquired by it from a third party which is not, to the receiver's knowledge, under an obligation not to disclose such information, or (d) which is or becomes publicly available through no breach of this Agreement.

4.6 **Compelled Disclosure.** If the receiver receives a subpoena or other validly issued administrative or judicial process requesting Confidential Information of the other party, it will promptly notify the other party of such receipt and tender to the other party the defense of such subpoena or process. If requested by the other party, the receiver will reasonably cooperate (at the expense of the other party) in opposing such subpoena or process. Unless the subpoena or process is timely limited, quashed or extended, the receiver will then be entitled to comply with such request to the extent permitted by law.

## 5. **Intellectual Property Rights.**

5.1 **Rights.** Intellectual property ("IP") conceived pursuant to this Agreement will remain the property of the originating party. In the event of joint IP, the parties will engage in good-faith negotiations to establish their respective rights. Failing agreement, each party will have equal ownership and rights in such joint IP, without further obligation to the other party.

5.2 **Prime Contract Requirements.** It is understood and agreed that the parties may be required to and will grant licenses or other rights to the Client to inventions, data, and information in accordance with the Prime Contract unless exception to rights in data or similar clauses has been taken. Partner understands that it may be required to grant to Accrete and/or the Client licenses or ownership of certain IP as required by the Prime Contract.

## 6. **Relationship of the Parties.**

6.1 **Independent Contractors.** The parties will act as independent contractors in the performance of this Agreement. Neither party will act as, or be deemed to be, agent for or partner of the other party for any purpose. The employees of one party will not be deemed the employees of the other party. Nothing in this Agreement allows either Accrete or Partner the right to make commitments of any kind on behalf of the other party without the other party's prior written consent. Each party will be responsible for all of its costs and expenses in connection with the performance of its obligations under this Agreement.

6.2 **Prime Contractor.** If the Client awards the Prime Contract to Accrete, Accrete will be the prime contractor. Accrete will not solicit from any other firm the specific services and deliverables included in Partner's proposed portion of the Project unless this Agreement is terminated pursuant to Section 7 below or Partner agrees in writing that Accrete may solicit other firms.

6.3 **Exclusivity.** Partner agrees that during the term of this Agreement it will not bid as a prime contractor, subcontractor, joint venturer, or in a similar relationship with any other company (and will not facilitate the bid of any other company) which is preparing a proposal in response to the RFP. However, Partner may participate in the Project with another company upon termination of this Agreement if that other company is finally awarded the contract by the Client.

6.4 **Client Contact.** Accrete will be responsible for all contacts with the Client regarding the Proposal. Partner will not make any contact or have any discussions with the Client without Accrete's prior written consent. Accrete may elect to participate in any of these contacts or discussions.

6.5 **Subcontracting.** During the term of this Agreement, Partner will not subcontract any of its responsibilities or obligations without Accrete's prior written consent.

6.6 **Non-Solicitation.** During the term of this Agreement and for a period of one year after its termination or expiration or until one year following the submission of the Proposal (whichever is later), neither Accrete nor Partner will make an offer of employment to the other's Proposal Personnel without the prior written consent of the other party. "Proposal Personnel" will mean any officers, partners, employees, permitted subcontractors or agents of the other who are directly involved with the efforts under this Agreement and with whom Accrete or Partner came into contact as a result of the activities under this Agreement. This restriction will not apply to individuals who independently respond to indirect solicitations (such as general newspaper advertisements, employment agency referrals and internet postings) not targeting such individual.

6.7 **Conflicts.** Partner affirms that to the best of its knowledge neither it nor its officers, partners, employees, permitted subcontractors and/or agents have knowledge of any existing or potential interest in conflict with the Project or this Agreement that could reasonably be considered to: (a) negatively impact Partner's participation in preparing and submitting the Proposal or its performance during the Project, (b) influence the Client to select a party other than Accrete with whom to contract, (c) cause it or Accrete to violate any law or regulation, or

(d) create any appearance of impropriety (each a "Conflict"). If either party becomes aware of a Conflict during the term of this Agreement, it will promptly notify the other party in writing and the parties will work together to mutually resolve the issue. If the parties cannot resolve the issue within a reasonable period of time (not to exceed five (5) days after first notice, unless mutually agreed otherwise in writing), then Accrete may immediately terminate this Agreement.

**6.8 No Lobbying.** Partner will not engage in "lobbying" (as that term is defined under applicable Federal, state and local laws and regulations) in connection with this Agreement. If Partner does, it will be a material breach of this Agreement and will be grounds for immediate termination by Accrete.

**6.9 Compliance with Laws.** Each party will comply with applicable laws, rules and regulations of the United States and the state designated in the governing law provision below, and with any other jurisdiction in which it acts, including but not limited to, the laws of foreign countries relating to government procurement, payment to government officials or employees, conflicts of interest and the like.

**6.10 Client Data Security.** If applicable, due to the nature of the data which may be accessible to Partner as part of the engagement, Accrete may require Partner to follow a Client or Accrete developed Data Protection Plan which may include, but not be limited to, a requirement to utilize encryption or other technologies on Partner computers to assist in protecting client data.

## **7. Termination.**

**7.1 Termination Events.** This Agreement will terminate upon the first to occur of any of the following events:

- (a) the parties have not executed the Subcontract within sixty (60) days of contract award and either party gives written notice specifying a date for termination of the Agreement, such date to be no earlier than two (2) days following the date of such notice;
- (b) the insolvency, bankruptcy, reorganization under the bankruptcy laws, or assignment for the benefit of creditors of either party;
- (c) if either party materially breaches this Agreement and the breaching party does not cure the breach within five (5) days after it receives written notice of such breach;
- (d) there is a Conflict that is not resolved within five (5) days' notice, and Accrete thereafter gives written notice of termination of this Agreement, effective as of the date specified in such notice of termination, which may be immediately;
- (e) Partner engages in "lobbying" in connection with this Agreement;

- (f) Partner fails to provide Accrete competitive pricing for Partner's proposed scope;  
or
- (g) the parties agree in writing to terminate this Agreement.

7.2 **Survival.** All provisions of this Agreement which are by their nature intended to survive the expiration or termination of this Agreement will survive such expiration or termination.

7.3 **Notice of Termination.** In the event of termination of this Agreement, except as otherwise stated herein, the terminating party will first provide written notice of the intent to terminate to the other party, the reason(s) for termination, and the effective date of termination.

8. **Publicity.** Partner will not use Accrete's name outside Partner's organization without Accrete's express written consent, which may be withheld by Accrete in its sole discretion. If the Client awards Accrete the Prime Contract, either party may issue a news release, public announcement, advertisement or similar forms of publicity about its role in the Project, subject to the prior written consent and approval of the other party (and the Client, if required).

9. **Liability.** The parties acknowledge that there is no guarantee that Accrete will be awarded the Prime Contract. Except for a breach of Section 4 above, neither party will be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including but not limited to business interruption, lost business, lost profits, lost opportunity, or lost savings) even if it has been advised of their possible existence. A party must bring an action within two (2) years after the cause of action arose. Neither party will be liable for delays or failure in performance due to causes beyond its control.

10. **Dispute Resolution.** The parties will make good faith efforts to first resolve internally any dispute under this Agreement by escalating it to higher levels of management. Any dispute, controversy, or claim arising out of, relating to, involving, or having any connection with this Agreement, including any question regarding the validity, interpretation, scope, performance, or enforceability of this dispute resolution provision, will be exclusively and finally settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA") and the AAA Optional Procedures for Large, Complex Commercial Disputes. Any arbitration will be conducted on an individual, rather than a class-wide, basis. The arbitration will be conducted in Redmond, Washington, unless the parties agree on another location, by three arbitrators, with each party selecting one arbitrator and the third selected by the AAA. The parties will be entitled to engage in reasonable discovery, including requests for production of relevant non-privileged documents. Depositions and interrogatories may be ordered by the arbitral panel upon a showing of need. All decisions, rulings, and awards of the arbitral panel will be made pursuant to majority vote of the three arbitrators. The award will be in accordance with the applicable law, will be in writing, and will state the reasons upon which it is based. The arbitrators will have no power to modify or abridge the terms of this Agreement.

11. **Miscellaneous.**

**11.1 Entire Agreement.** This Agreement sets forth the entire understanding between the parties with respect to its subject matter, and supersedes all prior agreements, conditions, warranties, representations, arrangements and communications, whether oral or written, and whether with or by Accrete, any of its affiliates, or any of their employees, officers, directors, agents or shareholders. Each party acknowledges that it is entering into this Agreement solely on the basis of the agreements and representations contained herein, and that it has not relied upon any representations, warranties, promises, or inducements of any kind, whether oral or written, and from any source, other than those that are expressly contained within this Agreement. Each party acknowledges that it is a sophisticated business entity and that in entering into this Agreement it has had the opportunity to consult with counsel of its choosing. This Agreement may be executed by facsimile and in any number of counterparts, each of which will be considered an original for all purposes, and all of which when taken together will constitute one agreement binding on the parties, notwithstanding that both parties are not signatories to the original or the same counterpart. Nothing in this Agreement is intended or will be construed to confer on any party (other than Accrete, Partner, and the parties entitled to indemnification) any rights, benefits or remedies of any kind, and no other party will be deemed to be a third party beneficiary.

**11.2 Modification.** This Agreement may not be modified or amended except by the mutual written agreement of the parties. If a court of competent jurisdiction or arbitral panel finds any term or provision of this Agreement to be invalid, illegal or otherwise unenforceable, such term or provision will not affect the other terms or provisions of this Agreement or this Agreement as a whole. Such term or provision will be deemed modified to the extent necessary, in the court's or panel's opinion, to render such term or provision enforceable while preserving to the fullest extent permissible, the intent and agreements of the parties set forth in this Agreement. Upon such modification, the rights and obligations of the parties will be construed and enforced in accordance with such modification.

**11.3 Notices.** Any notice or other communication provided under this Agreement will be in writing and will be effective either when delivered personally to the other party, or five (5) days following deposit of such notice or communication into the United States mail (certified mail, return receipt requested), or upon delivery by overnight delivery service (with confirmation of delivery), addressed to such party at the address set forth below. Either party may designate a different address by notice to the other given in accordance with this Agreement.

**11.4 Waiver.** No waiver of any provision of this Agreement will be effective unless it is in writing and signed by the party against which it is sought to be enforced. The delay or failure by either party to exercise or enforce any of its rights under this Agreement will not constitute or be deemed a waiver of that party's right to thereafter enforce those rights, nor will any single or partial exercise of any such right preclude any other or further exercise of these rights or any other right.

**11.5 Governing Law.** This Agreement will be governed by and construed in accordance with the laws of Washington, without giving effect to conflict of law rules.

## 12. Non Disclosure

"Confidential Information" means any information disclosed by either party to the other party, either directly or indirectly, in writing, orally or by inspection of tangible objects, including without limitation documents, prototypes, samples, plant and equipment, research, product plans, products, services, customer lists, software, developments, inventions, processes, designs, drawings, engineering, hardware configuration, marketing materials or finances, which is designated as "Confidential," "Proprietary" or some similar designation. Information communicated orally shall be considered Confidential Information if such information is confirmed in writing as being Confidential Information within a reasonable time after the initial disclosure. Confidential Information may also include information disclosed to a disclosing party by third parties. Confidential Information shall not, however, include any information which (i) was publicly known and made generally available in the public domain prior to the time of disclosure by the disclosing party; (ii) becomes publicly known and made generally available after disclosure by the disclosing party to the receiving party through no action or inaction of the receiving party; (iii) is already in the possession of the receiving party at the time of disclosure by the disclosing party as shown by the receiving party's files and records immediately prior to the time of disclosure; (iv) is obtained by the receiving party from a third party without a breach of such third party's obligations of confidentiality; (v) is independently developed by the receiving party without use of or reference to the disclosing party's Confidential Information, as shown by documents and other competent evidence in the receiving party's possession; or (vi) is required by law to be disclosed by the receiving party, provided that the receiving party gives the disclosing party prompt written notice of such requirement prior to such disclosure and assistance in obtaining an order protecting the information from public disclosure.

Non-use and Non-disclosure. Each party shall not use the Confidential Information of the other party for any purpose except to evaluate and engage in discussions concerning a potential business relationship between the parties or for the purposes of pursuing the mutual business opportunity. Neither party shall disclose any Confidential Information of the other party to third parties. If any party makes copies of the Confidential Information of the other party, such copies shall also constitute Confidential Information and any and all confidential markings on such documents shall be maintained. Neither party shall reverse engineer, disassemble or decompile any prototypes, software or other tangible objects which embody the other party's Confidential Information and which are provided to the party hereunder.

Maintenance of Confidentiality. Each party shall take reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information of the other party. Without limiting the foregoing, each party shall take at least those measures that it takes to protect its own most highly confidential information, and shall promptly notify the disclosing party of any misuse or misappropriation of Confidential Information of which it becomes aware. The non-disclosing party shall also notify the disclosing party if there is a request, demand or other order compelling the production of the disclosing party's Confidential Information, and provide the disclosing party with an opportunity to object to such disclosure prior to complying with the demand. Each party shall disclose Confidential Information only to those officers, directors, employees and contractors who are required to have the information in order to evaluate or engage in discussions concerning the contemplated business relationship, and such

party shall remain responsible for compliance with the terms of this Agreement by its officers, directors, employees and contractors.

**No Obligation.** Nothing herein shall obligate either party to proceed with any transaction between them, and each party reserves the right, in its sole discretion, to terminate the discussions contemplated by this Agreement concerning the business opportunity.

**No Warranty.** ALL CONFIDENTIAL INFORMATION IS PROVIDED "AS IS." NEITHER PARTY MAKES ANY WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE, REGARDING ITS ACCURACY, COMPLETENESS OR PERFORMANCE.

**Return of Materials.** All documents and other tangible objects containing or representing Confidential Information which have been disclosed by either party to the other party, and all copies thereof which are in the possession of the other party, shall be and remain the property of the disclosing party and shall be promptly returned to the disclosing party upon the disclosing party's written request.

**No License.** Nothing in this Agreement is intended to grant any rights to either party under any patent, mask work right or copyright of the other party, nor shall this Agreement grant any party any rights in or to the Confidential Information of the other party except as expressly set forth herein.

**Term.** The obligations of each receiving party hereunder shall survive for a period of three years after the disclosure of the Confidential Information or until such time as all Confidential Information of the other party disclosed hereunder becomes publicly known and made generally available through no action or inaction of the receiving party, whichever is earlier.

**Remedies.** Each party agrees that any violation or threatened violation of this Agreement may cause irreparable injury to the other party, entitling the other party to seek injunctive relief in addition to all legal remedies.

**Miscellaneous.** Neither party may assign its rights or obligations under this Agreement without the prior written consent of the other party. Any attempted assignment in violation of this provision shall be null and void. This Agreement shall be governed by the laws of the State of Washington, without reference to conflict of laws principles, and that venue is proper in the Courts in King County, Washington. This document contains the entire agreement between the parties with respect to the subject matter hereof, and neither party shall have any obligation, express or implied by law, with respect to trade secret or proprietary information of the other party except as set forth herein. The invalidity or unenforceability of any provision of this Agreement, or any of its terms or provisions, will not affect the validity of this Agreement as a whole, which will at all times remain in full force and effect. A failure to enforce any provision of this Agreement will not constitute a waiver thereof or of any other provision. This Agreement may not be amended, nor any obligation waived, except as set forth in a separate writing signed by all parties hereto. Any notices required to be given under this Agreement shall be deemed given upon the earlier of receipt of five (5) days after mailing by certified mail, return receipt requested, or hand delivery by messenger or express service, to the addresses stated above, or to




such other address as the either party may specify to the other in writing from time to time. This Agreement may be signed in one or more counterparts (by original or facsimile or electronic signature), each of which, when so executed, shall be deemed to an original, and all which together shall constitute one in the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CodeRed Business Solutions INC.

Accrete Consulting Solutions Inc.

By:   
(Authorized Signature)

By:   
(Authorized Signature)

Name: Ronald G Humphrey  
(Printed or Typed)

Name: Ashish Saxena  
(Printed or Typed)

Title: CEO

Title: Vice President  
(Printed or Typed)

Address: 966 Wescott LN  
Atlanta, GA 30319

Address: 7116 252nd Avenue NE  
Redmond WA 98053

Date: September 19, 2021

Date: August 31st 2021

[This is only a sample - Exhibit A should be tailored to the specific Proposal effort and the contemplated contract with the Client]

## **EXHIBIT A**

### **Additional Responsibilities of the Parties.**

In order to establish the basis for negotiation of a Subcontract in the event Accrete is awarded the Prime Contract, the following are the anticipated responsibilities of the parties. Although this Exhibit discusses the potential framework for Project work, this Exhibit does not create a Subcontract for the Project.

#### **1. General.**

(a) Accrete will have the overall project management responsibility and final decision-making authority on all Project matters, including those areas under responsibility of Partner.

(b) Partner personnel will work as members of the Project team, with assigned tasks, deliverables and due dates. Assignments will be made by Accrete.

(c) In order to facilitate coordination, communications and project control, all Project work, including subcontracted work, will be done at the designated Accrete Project location. Exceptions will be made for those activities requiring work to be done at the Client sites and certain activities which may be done at Partner's site with prior Accrete approval.

(d) Work status reviews, Quality Assurance reviews, and approvals of major actions in all Project related matters will be headed by Accrete, with the participation of Partner's personnel as required. Final decision-making authority rests with Accrete.

(e) Quality Assurance procedures, the Change Control process, standards and procedures, and project planning and reporting procedures for the overall Project will be established by Accrete, in concert with Partner and approved by the Client.

(f) Partner will communicate only with Accrete in all matters relating to the work stated in the Subcontract. Client communication will be limited to those aspects of obtaining or confirming information for the purpose of performing the work subcontracted.

(g) Decisions related to Project performance, status, system architecture or any major issue affecting the Project, are to be discussed with Accrete prior to joint discussion with the Client.

(h) Accrete reserves the right to approve assignment of Partner personnel to the Project and to require replacement of Partner personnel during the Project.

## 2. Areas of Responsibility of the Parties.

### 2.1 **Accrete.**


The following are Accrete's anticipated responsibilities if Accrete is awarded the Prime Contract:

- (a) Overall Project Management and Control, including without limitation Quality Assurance, Project Planning and Control, and Change Control functions.
- (b) Final decision-making authority for all Project matters, including, without limitation, assignment of Partner's Project personnel.
- (c) Primary Client interface in all matters which could change the goals and objectives to be established in the Prime Contract.
- (d) Reviewing, controlling and following up on all Project activities and milestones, and prescribing corrective measures as required, including Partner areas of responsibility.
- (e) Coordination with Partner as required by the Project.
- (f) Reporting the overall Project status and performance against plans (including Partner work status) to the Client.
- (g) Administering the Prime Contract and subcontracts.

### 2.2 **Partner.**

The following are CodeRed's anticipated responsibilities if Accrete is awarded the Prime Contract:

(a) Participate in Project activities and related work tasks as required and supervised by Accrete:

- (a) Business Process Reengineering Support Activities and All Related Work Tasks.
  - 1. Business Process Engineering (BPE) Recommendations
  - 2. Update Business Requirements & Traceability Matrix
  - 3. Final "To Be Business Process, New Changes Documentation, and SOP's, KPI Goals
- (b) Organizational Change Management and All Related Work Tasks.
  - 1. Continuous change management activities
  - 2. Frequent, consistent and positive communication
  - 3. Support mechanism like visible support from leaders and one-on-one coaching
  - 4. Tracking through KPI's, Surveys, audits and assessments
  - 5. Establish Rewards and Recognition for Success In Individual Efforts



## PROPOSAL

Solicitation No. CRFP 0803 DOT2200000001

### FLEET MANAGEMENT SYSTEM - 7021EC12



Submitted by:



**Accrete Consulting Solutions Inc.**

**Contact info:**

Name: Ashish Saxena

Email: [ashish@acnsol.com](mailto:ashish@acnsol.com)

Phone: +1-877-849-5838



September 21<sup>st</sup> , 2021

Department of Administration  
Purchasing Division  
State of West Virginia  
2019 Washington Street East  
Charleston, WV 25305-0130

Attn: Tara Lyle, Buyer Supervisor

Sub: Fleet Management System – 7021EC12

Accrete would like to thank you for giving us the opportunity to submit our credentials for the Fleet Management System.

Accrete is a highly focused process advisory and systems integration firm assisting our clients in doing roadmaps/assessments/strategies, design, implementation, and support of Enterprise Asset Mgt. (EAM) & ERP/CRM solutions with specialization in Service & Maintenance processes. We are partnering with Berger-Levrault and CodeRed Business Solutions to offer complete solutions for Fleet Management Software.

Together our team brings multiple years of EAM/ERP experience, Public Sector experience, IOT/AI/ML expertise, Service experience including Asset Life cycle Mgt, Fleet Management including rail rolling stock, Plant Maintenance, Field Service, Workshop repairs and ISO5500 experience. We have done multiple EAM/ERP/CRM projects (which include Roadmaps, Assessment, Design, Implementation and Support). We will be leveraging Berger-Levrault's software platform - CARL Source, a Cloud-based Fleet Management solution that can easily be configured to manage State of West Virginia fleet and maintenance processes. Our team also includes CodeRed Business Solutions which brings experience in Asset Management, Change Management and both vehicle and facility maintenance systems.

Some of our customers where we have done Enterprise Asset Mgt (including Fleet Management), Field Service, Repair, Customer Service, IoT and Plant Maintenance projects include Semitan (Public Transportation), City of POINTE CLAIRE, City of Sept Iles, City of Montpellier, SEMITAG (Public Transportation), Colas Rail, Mesas Rail, Municipality of CLERMONT-FERRAND, St Louis Metro, New York's Metropolitan Transit Authority, Long Island Railroad, CP Rail, Honda Aircraft, Barloworld Equipment (Caterpillar Distributor), Honeywell, Komatsu, Lennox, Applied Material, KLA-Tencor, Mining Safety Appliances, Karl Storz, Intuitive Surgical and others.

Our team recognizes that projects of this nature impact almost all functions that are performed by the end user. Through our efforts we seek to understand the "As-Is" business processes and use this understanding to work with your organization to develop "To-be" business processes that make maximum use of the software solution we are proposing and deliver the state-of-the-art outcomes sought by the West Virginia Department of Transportation. Our previous experience in projects such as this have led us to develop unique solutions for a wide range of public and private enterprises. All this experience will be utilized to ensure the best possible solution for each of the key users within your organization.



This is to further state that the entire proposal and the price contained therein is binding upon us in all respects for a period of 180 days from receipt of the BAFO (Best and Final Offer) or from submission if no BAFO is requested.

We further state that Accrete, Berger-Levrault and CodeRed presently have no interest, direct or indirect, which would conflict with the performance of services under this Contract and shall not employ, in the performance of this Contract, any person having a conflict.

We also state that all the staff members of the proposed team shall follow all WVDOT and State of West Virginia administrative policies, procedures, requirements, specifications, and standards.

Accrete is looking forward to the opportunity to provide Fleet Management Software solution to the State of West Virginia. Please find our proposal for the project and if any additional information is required, please contact Ashish Saxena, Vice President at 425-861-4056 or [ashish@acnsol.com](mailto:ashish@acnsol.com).

Sincerely,

Ashish Saxena  
Vice President



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## 1. TAB 1 - Executive Summary

Our objective at Accrete while working with our clients is to become a trusted partner in improving and optimizing our client's business processes and systems, helping our client to clarify their vision through the execution of initiatives, and towards the realization of sustainable value and growth.

Our proposed solution is based upon Berger-Levrault's CARL Source platform which is a system that has enjoyed widespread implementation in some of Europe's largest and most technically complex transportation networks. The application of this solution often crosses national borders and as such has been developed with maximum flexibility in mind. CARL Source platform includes functionality for Asset inventory, Work order, Service request, Preventive Maintenance, Inventory mgt., Employees, Warranty, Subcontracting, Reporting/Analytics, Workflow, Motorpool, Leasing, Purchasing, Inventory mgt. Costing, Billing, and integration with fuel systems, GIS, and systems such as wvOASIS, BRIM etc. and provide associated implementation services, business process design, integration with third-party systems and migration of legacy data.


Our joint team of Accrete, Berger Levrault, CodeRed Business Solutions brings multiple years of Enterprise Asset Management (EAM) experience, Public/Private Sector experience, IoT/AI/ML expertise, Service best practices including Fleet Management including rail sector, Asset Life cycle Mgt, Plant Maintenance, Field Service, Workshop repairs and ISO5500. We have done multiple EAM projects (which include Roadmaps, Assessment, Design, Implementation and Support). Our team has strong expertise in deploying Fleet Management solutions and their integration with 3<sup>rd</sup> party systems including Fuel management, ERP, GIS, IoT and other software in public sector organizations, cities, and municipalities.

We will establish State of West Virginia Fleet Management business requirements and workflow processes with respect to the management and maintenance of its asset inventory. This will be discovered and documented through various interviews and workshops. Based on these findings, the CARL Source platform will be configured to align with the desired business processes of the State of West Virginia. Our team will review and edit the location, asset, and preventive maintenance data provided by State of West Virginia to prepare for migration to CARL Source. We will ensure data is consistent and aligns with State of West Virginia nomenclature standards. Train-the-trainer training will ensure that State of West Virginia team is autonomous once CARL Source software is live.

### 1.1 Modules and Functionalities Included

#### ***CARL Source Jupiter***

- Cloud-Based Platform
- Asset Inventory
- Work Orders & Resources
- Stock/Inventory Mgt.
- Purchasing (Optional)
- Finance and Budget
- Tracking and data control
- Billing
- Leasing (Optional)



• Most building area	8,453,000 k.t
• Most equipment users	430
• Most point count	700,000
• Most track assets (miles)	100,000
• Most SVU's	50,000
• Most work orders	700,000 / year
• Most vehicles	25,000
• Most motorist bench	2,000
• Most biomed devices	100,000
• Most mobility	1,000



- Costing
- Fueling
- GIS Integration (Optional)
- Analytics (Birt/PowerBI)
- CARL Touch mobile application
- CARL Flash requester application

## 1.2 Professional Services

- Project Management: Define and monitor Project Plan, Risk & Issue Management Plan, Quality Plan, Cutover Plan, Project costs & schedule.
- Business process design: Define and Design the To-Be end-to-end business process flows.
- Solution Configuration: Configuration including workflow, security profile, home screens/dashboards, resources, asset, asset hierarchy, Service request, WO templates, fuel, leasing, work orders, preventive maintenance, billing, and inventory management.
- Development: Enhance the solution for functionality that is missing, reports, workflows, and forms
- Transfer of legacy data: Historical/Open transaction & Master data will be provided by State of West Virginia in Excel files, or a standard database format (Access, MS SQL, or Oracle) and it will be migrated into the Carl Source system
- Authentication: Connection to your Active Directory or SSO
- Reports: Design and Develop reports as per the RFP
- Training: Training plans will be developed that will incorporate Training logistics and Training documents and Train the Trainer trainings will be conducted
- Change Management: Define and execute Stakeholder analysis, Communication Plan and Training Plan
- Integration of third-party systems: wvOASIS, HRM, BRIM, FuelMaster, DOA Fleet Management Office

Our solution supports the management of assets, maintenance, human resources, time, payroll, financial resources, investments, debt, scheduling, and citizen relations in terms of core functionalities. With deep roots working with government clients, we understand the challenges associated with the public sector, such as the need for strict security, the privacy of data, but also the need for transparency for all stakeholders.

Every two years we survey our clients to ensure their satisfaction and to ask them what financial benefits CARL Source provides. The following is a summary of those findings:

- |   |  |
|---|--|
| ✓ <b>ROI:</b>                           | less than <b>16</b> months for <b>44%</b> of clients         |
| ✓ <b>Availability:</b>                  | improvement of asset availability by <b>15</b> to <b>20%</b> |
| ✓ <b>Life Cycle:</b>                    | asset life extended by <b>5</b> to <b>10%</b>                |
| ✓ <b>Cost Control:</b>                  | improvement of <b>15</b> to <b>20%</b>                       |
| ✓ <b>Stock Control:</b>                 | improvement of <b>15</b> to <b>25%</b>                       |
| ✓ <b>External Resource Utilization:</b> | improvement of <b>10</b> to <b>15%</b>                       |





✓ **Supply Chain (investment):**

**improvement of 5 to 20%**

✓ **Productivity gain:**

**improvement of 10 to 20%**

### **1.3 Out of Scope**

- IoT and AI predictive maintenance
- Changes to WVDOT and other third-party systems
- Integration with GIS

### **1.4 Assumptions and Expectations from WVDOT**

- 10 business days response time is expected from WVDOT for our queries
- A dedicated Project Manager from WVDOT side who can help in identifying key stakeholders, co-ordination/schedule of workshops, review of requirements, issue resolution, risk mitigation and escalation etc.
- Provide access to business process documentation and process flows, network, relevant systems, and other items as needed. Provide remote network access
- Shared folder for storing project documents
- All Deliverables should be reviewed and approved within a 10-business day cycle from the submission date of the deliverable
- Data extraction and cleansing of Historical/Open transaction & Master data will be done as per defined schedule
- Provide system information and resources for integration of Carl Source system to WVDOT systems
- Help with the coordination with third party system vendors for interfaces as well as systems issues. Third party system issues should be resolved within 5 to 7 business days.
- Identify and dedicate a senior executive to the project who can help co-ordinate Change Management within WVDOT with help from our Change Management Lead
- SOP changes will be done by WVDOT will help from Accrete resources
- Business requirements from Attachment A have been used for the project timeline and cost estimates



## 2. TAB 2 - Company Profile

### 2.1 About Accrete

Our objective at Accrete while working with our clients is to be a trusted partner in improving and optimizing our client's business processes and systems, from guiding our client to clarify their vision through the execution of initiatives, and towards the realization of sustainable value and growth.

Our consultants have a proven track record in designing and deploying industry specific EAM/ERP/CRM solutions to small and large organizations, with many of the projects delivered globally. A key aspect of our value proposition to our clients is the deep experience of our consulting team who has successfully delivered multiple end-to-end global EAM/ERP/CRM projects. Our senior consulting team has led the EAM/ERP practices of Big 5 consulting companies in the past.

Our consultants have diverse interests and multifaceted personalities and stem from industry backgrounds in engineering, software design and development, coding, program managers and business analysts. In addition, we think strategically in putting technology to work, have a passion and curiosity for solving problems and believe technology is best measured by the solution it brings to those with a problem.

Accrete was founded in January 2008 by a team of Big 5 consultants from KPMG and BearingPoint. As a highly focused process advisory and systems integration firm, we leverage many years of business process experience, often including process automation through EAM, ERP and CRM solutions, to deliver high-impact results that help clients meet their objectives. We are a true global company with around 300 consultants working on different projects across the globe. We are a boutique consulting company and have been growing steadily since our inception. The State of West Virginia project will be delivered from primarily from Redmond, WA office.

Our clients are in different industries: Cities, Municipalities, Heavy Equipment, Public Sector, Transit, High Tech, Medical Devices, Mining & Construction and Manufacturing and we have deployed EAM/ERP/CRM solutions especially in Maintenance and Service areas. Accrete is a platinum partner of Berger-Levrault EAM (Carl Source) solution and will be primarily responsible for implementing the solution with support from Berger Levrault and CodeRed.

#### Statements:

- Accrete states that in the last ten (10) years, the Company, and any officers in their individual or professional capacity or associated with another company have not filed any bankruptcy or insolvency proceeding.
- Accrete further states that there are no pending Securities Exchange Commission investigations.
- Accrete has no pending litigation initiated by Accrete or where Accrete is a defendant in a customer matter.
- Accrete further discloses that we have no public sector Fleet and Equipment Management System related contracts terminated in the past five (5) years.
- Accrete further states that there any no criminal or civil offense; and
- Accrete has the financial capacity to provide the entire solution and has adequate resources to continue as an ongoing concern.



### 3. Tab 3 - Subcontractor Company Profiles

#### 3.1 Berger-Levrault

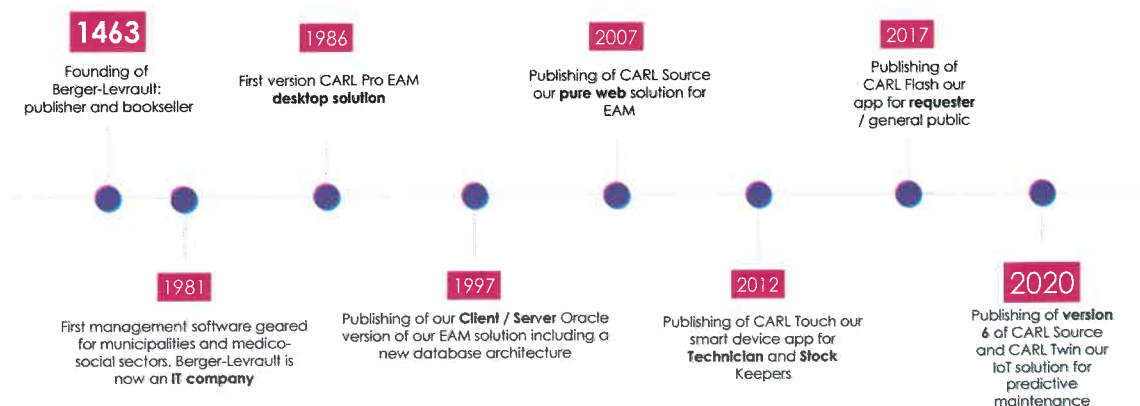
Berger-Levrault will provide Fleet and Equipment Management System that will be used to implement the Fleet Management solution at WVDOT.

Berger-Levrault founded in **1463** develops, deploys, and supports solutions for asset management and computer-assisted maintenance, resource management, time and attendance, payroll, financial resources, investments, debt management, planning and citizen relations.





## A culture of innovation



### Statements:

- Berger Levrault has no potential conflict of interest with providing services to West Virginia DOT.
- Berger Levrault states that in the last ten (10) years, the Company, and any officers in their individual or professional capacity or associated with another company have not filed any bankruptcy or insolvency proceeding.
- Berger Levrault further states that there are no pending Securities Exchange Commission investigations.
- Berger Levrault has no pending litigation of any type.
- Berger Levrault discloses that we have no public sector Fleet and Equipment Management System related contracts terminated in the past five (5) years.
- Berger Levrault has performed check on all employees and no employees have been involved in any criminal activity offenses.
- Berger Levrault is a financially sound company and has the financial capability to provide services to West Virginia DOT.

### 3.2 About CodeRed Business Solutions

CodeRed Business Solutions Inc. (CRBS) is a certified Disadvantaged Business Enterprise (DBE) certified in 13 states across the United States. Established in 2002 in the state of Georgia, a S Corporation, CRBS provides fleet management and detailed maintenance analysis services for Bus, Rail, and Service vehicles maintained by a State Transportation Department. Also, CRBS is a New York State Certified Service-Disabled Veteran Owned Business (SDVOB) with experience supporting organizations in Public Transportation and Public Utilities.





Personnel at CodeRed Business Solutions Inc. (CRBS) successfully developed and implemented a sustainable RCM program at St. Louis Metro that was recognized as an industry best practice on page 48958 of the October 2016 Federal Register (<https://www.govinfo.gov/content/pkg/FR-2016-07-26/pdf/2016-16883.pdf>). The maintenance effort led to unparalleled reliability levels and significant improvement in the transit system's capital and operating expenses. CRBS has supported the implementation of RCM for Cleveland's Healthline Bus Rapid Transit system, which has seen reliability improvement approaching 400%.

CodeRed Business Solutions Inc. was the prime contractor selected by the FTA to perform the original research for Asset Management. This research provided the FTA with a complete hierarchical structure for all physical assets owned and operated by a transit system. CRBS acted as the prime contractor in developing Asset Management Plans for St Louis Metro, Charlotte Area Transit System (CATS). CRBS has also provided asset management support to New York's Metropolitan Transit Authority, Long Island Railroad, Chicago CTA, Denver RTD, Cleveland RTA and LA Metro.

CRBS has experience working with transit systems needing support with regulatory requirements, including Asset Management Programs, Fleet Maintenance or Management strategies, NTD reporting, and other grant management efforts.

#### **Statements:**

- CodeRed Business Solutions Inc has no potential conflict of interest with providing services to West Virginia DOT.
- CodeRed Business Solutions Inc states that in the last ten (10) years, the Company, and any officers in their individual or professional capacity or associated with another company have not filed any bankruptcy or insolvency proceeding.
- CodeRed Business Solutions Inc further states that there are no pending Securities Exchange Commission investigations.
- CodeRed Business Solutions Inc has no pending litigation of any type.
- CodeRed Business Solutions Inc discloses that we have no public sector Fleet and Equipment Management System related contracts terminated in the past five (5) years.
- CodeRed Business Solutions Inc. has performed check on all employees and no employees have been involved in any criminal activity offenses.
- CodeRed Business Solutions Inc is a financially sound company and has the financial capability to provide services to West Virginia DOT.

### **3.3 Project locations**

All project work will be delivered from Accrete's Redmond office with consultants traveling to the site as needed. Work will be done remotely by consultants across US as well as offshore in India. Berger Levrault's team will perform their work from Canada and Paris, France.

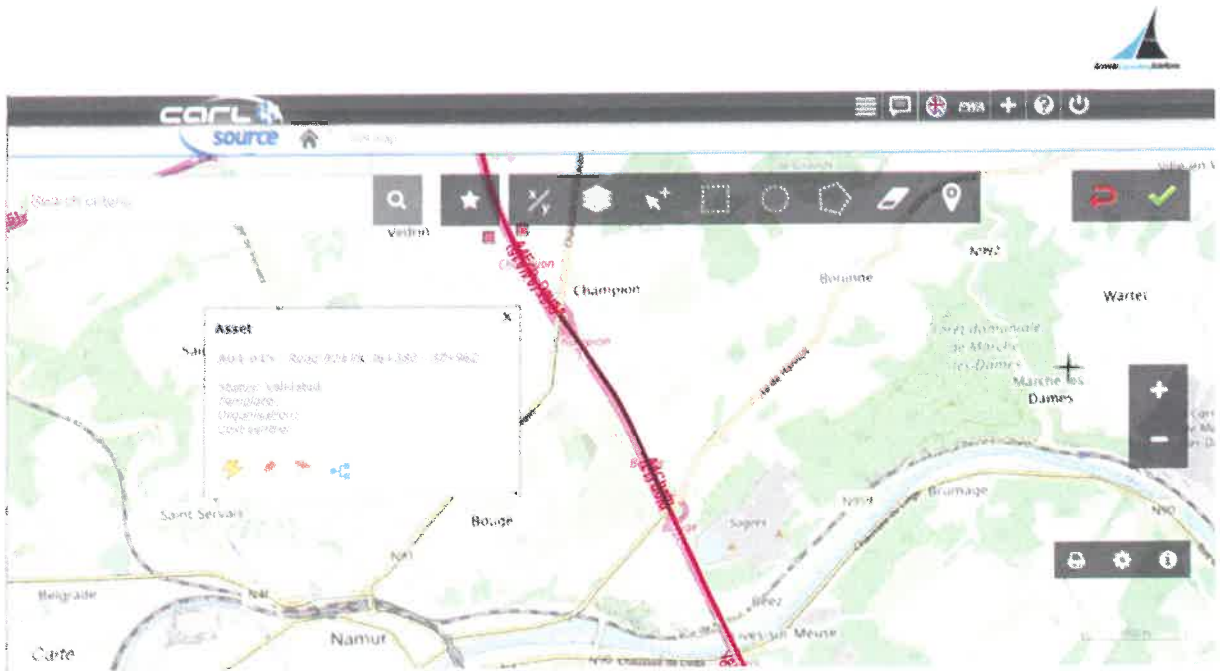
## 4. Tab 4- Product Information

### 4.1 Business Application

We present in this document a complete proposal addressing all the needs expressed by the State of West Virginia. We strongly believe that CARL Source software is uniquely positioned to meet The State's demands of a strong, SAAS based and scalable Fleet Management solution. We are convinced that our experienced team coupled with our software will be able to meet the challenges expressed by the State of West Virginia,



Asset management activities operate around 4 major pillars: 1-knowing what assets you have, 2-knowing the condition of your assets, 3-maintaining your assets and 4-planning activities to keep your assets in good condition. Proven, with over one thousand clients, our solution can handle all asset management function across all, and any asset types be it vehicle, building, parking, equipment, space allocation, etc. The solution can also handle assets that WVDOT would like to manage in the future that are not listed currently in the RFP such as IT equipment, furniture, etc.



### Asset Hierarchy and Plan positioning

To meet WVDOT's requirement we are planning to deploy the Jupiter version of Carl Source software, 8 environments as requested and our PowerBI option. Connection to Esri GIS and our IoT/AI platform can be added later as an option.

Features	Mars	Nephtune	Sahen	Jupiter
<b>Assets / Work Orders</b>				
Asset inventory, Work Orders & After-sales Service, Meters & alarms	✓	✓	✓	✓
<b>Resources &amp; Scheduling</b>				
Technicians & Tools/equipment, Resources Scheduling	✓	✓	✓	✓
<b>Inventory &amp; General ledger</b>				
Item list & work order consumption	✓	✓	✓	✓
Inventory Management, Automatic Restocking, Budget, cost center and financial analysis	-	✓	✓	✓
<b>Purchasing</b>				
Suppliers, Purchase request, Sub-contractors & Goods & Service Contracts	✓	✓	✓	✓
Purchase process (order, delivery, invoice)	-	-	✓	✓
<b>Security</b>				
GDPR, Application Security, Datacenter (ISO 27001)	✓	✓	✓	✓
E-Signature & audit trail	Standard	Standard	Standard	Advanced
Authentication	-	LDAP/SSO	LDAP/SSO	LDAP/SSO
Multi-sites and multi-departments	-	3 max	Unlimited	Unlimited
<b>Language &amp; Time zones</b>				
Multi-language	1	2	3	8
Multi-Time Zone	-	-	-	-
<b>Personalization</b>				
Business integration / interfaces	-	✓	✓	✓
Mass data loading tool	✓	✓	✓	✓
Personalization of entry screens (GUI)	Standard	Standard	Advanced	Advanced
Branding	-	-	✓	✓
Workflow	-	Standard	Advanced	Advanced
<b>Analysis</b>				
Reporting writer, Reporting wizard, Excel&CSV export, KPI's & dashboards	✓	✓	✓	✓
<b>Requests</b>				
Request Portal - Unlimited	-	✓	✓	✓
Mobile application (CARL Flash) - Unlimited	-	✓	✓	✓
<b>Work Order &amp; Stock Management - Mobile</b>				
CARL Touch includes offline capability	✓	✓	✓	✓

### Software Release Details

- We are planning to use V6 of the Carl Source product for the project.
- The next version level to be released is V7 and is planned for Q3 2022.

## 4.2 Technology Products

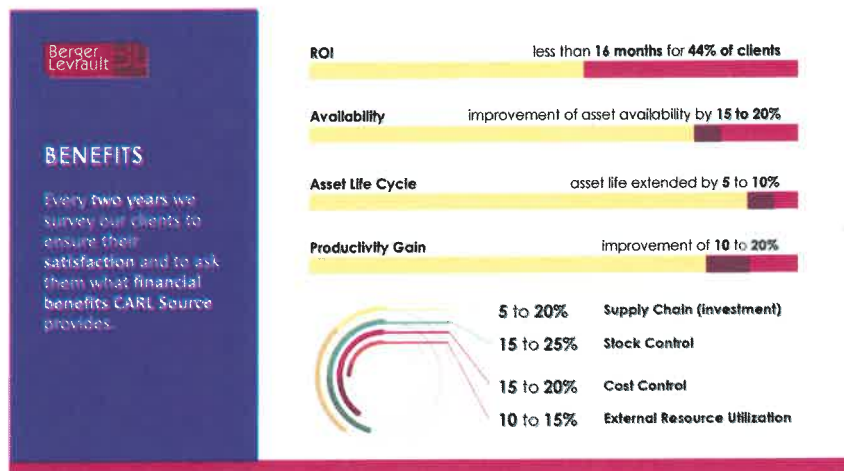
### 4.2.1 System Capabilities

CARL Source fleet management solution was created more than **30** years ago, in 1986 to be exact. As a pioneer in asset and facilities management Berger-Levrault has focused on two strategies that have enabled them to be in the **#1** solution in France, Top 3 in Europe, and a true international leader with over **1,000** clients worldwide:

1. Focus on a user-friendly interface to ensure fast and high user adoption to drive quality data.
2. Embrace new technologies to continue to deliver added value to clients.

#### 4.2.1.1 User-Friendly

The most important feature of software is one that unfortunately does not fit in a nice yes or no checkbox. It is how fast and to what degree a solution is adopted by end users. We think this is best measured by evaluating the ROI. Here almost 50% of our clients, not us, tell us they are able to get their money back **within 16 months**.



#### 4.2.1.2 Continuously delivering added value

In 1995 Berger-Levrault migrated their solution from a DOS based desktop application to a client / server solution and seized the opportunity to rethink the architecture. Since then, the architecture has remained essentially the same while still enabling the addition of new functionalities (ex: accident management) and new technologies (ex: QR code). In 2007 they were one of the first companies to offer a pure web-based solution. Carl Source version 6 introduced support for IoT, and AI assisted predictive maintenance. The architecture has proven to be highly scalable and completely asset agnostic, allowing CARL Source to manage any type of assets (vehicles/fleets, real estate, equipment, medical devices, furniture, roads, and linear assets, etc.). CARL Source is a proven and mature solution that has stood the test of time.

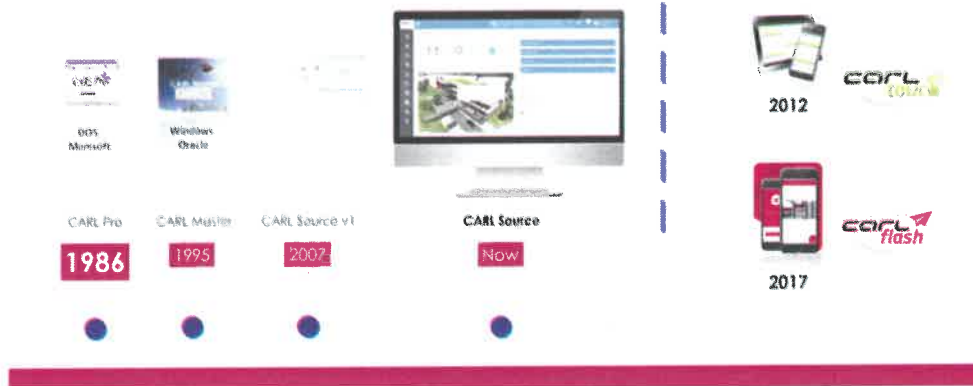


## Continuous and Integrated Evolution

### Web Solution

Oracle / SQL Server / PostgreSQL  
Webbased / Java / Tomcat

### Mobile Solution



## 4.2.2 Hardware and Operating System Requirements

The CARL Source platform is composed, at a minimum, of the following components:

### CARL Source

Since we are delivering the software as a service no hardware is required. To use CARL Source only a modern browser (Edge, Chrome, Firefox, Safari, etc.) is required. Note that the amount of memory and speed of the CPU of the device has an impact on performance, we recommend a minimum of 8gb for memory and the equivalent of Intel Core i5 processor.

### CARL Touch

Any Android device running 5.0 or later, 2gb of ram and 512Mb of storage. Any device less than 2 years old normally meets these requirements. iOS will be supported in 2022, we plan to support iOS 11 and later.



## 4.2.3 Ad Hoc Reporting Tools

Any file format/size can be uploaded to the Carl Software applications. CARL Source used BIRT reporting engine the most widely used report writer worldwide. We provide over 130 reports out of the box which can be used as a base to create new ones as required. New reports can also be created from scratch.

We output to all the standard formats:

Viewer

PDF file

Print out the attachments (only for the PDF format)

Microsoft Word file (DOC)

Microsoft Word file (DOCX)

Microsoft Excel file (XLS)

Microsoft Excel file (XLSX)

Open Office Calc file (ODS)

Open Office Writer file (ODT)

Furthermore ad hoc tabular reports can be created on the fly using our report wizard.

WU - Report Creation Wizard

REPORT CREATION WIZARD

Report:  Name:  Orientation:  Width:  Height:  Pages:  Report template:  Search criteria:

Fields: Filter: Structure

Field	Attribute	Name	Width	Disp	Value if null	Sorting
Actual cost of material resource	code	code	10.00%	✓		
Actual item purchase cost	item name	item name	10.00%	✓		
Actual labour cost	code	code	10.00%	✓		
Actual operating cost	code	code	10.00%	✓		
Actual service purchase cost	code	code	10.00%	✓		
Actual stock cost	code	code	10.00%	✓		
Are work order dates set?	code	code	10.00%	✓		
Assign out of order?	code	code	10.00%	✓		
coverage/valuation	code	code	10.00%	✓		
Costs: Total risk status	code	code	10.00%	✓		
Costs in upper case and with no account id	code	code	10.00%	✓		
Comment on presence check	code	code	10.00%	✓		

Lastly, within any list view you can export to an Excel or CSV file.

WU

EXPORT DATA

Exported format: ☒ Excel ☐ CSV ☐ XML

Export to:

Export

ID	NAME	STATUS	TYPE	START DATE
100001	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100002	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100003	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100004	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100005	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100006	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100007	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100008	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100009	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00
100010	Work scheduling on line	Work scheduling on line	PREVENTIVE	11/03/2021 14:00:00



#### 4.2.4 Business Intelligence Tools

For Business Intelligence Tools, we would like to propose Power BI. Power BI is an online service, with connection to other Software-as-a-Service (SaaS) applications, that helps you transform, analyze, and visualize data quickly and easily. With the use of Power BI dashboards, rich visualizations and interactive reports, your company will make better decisions in less time, and with less effort.

#### 4.2.5 Product Maintenance

Our proposal to the WVDOT is that during the first year all implementation defects will be rectified within a week. Furthermore, for the period of 30 days after go-live, all defects found will be corrected by your dedicated project team ensuring the quality of work delivered and that there will be nothing loss in translation.

**Normal Support:** After go-live, support will be transitioned to our help desk and client management department via a formal meeting between WVDOT's team and Accrete project team. From that point on, all our helpdesk activities will be conducted remotely by our support teams and will be offered between **9:00 and 17:00** Monday to Friday, Eastern time. For **system down (Severity 1)** issues, support will be provided **24/7/365**. Support can be accessed via phone, email, or chat. As part of our support contract WVDOT will have access, free of charge, to all future versions as long as the SaaS contract is in place.

**Project Support:** In addition, a mix of onsite and offsite team will provide support to WVDOT for the first year after go-live of the solution. Knowledge Transfer sessions will be conducted for WVDOT personnel who will be responsible for support of the solution during the first year after go-live. This support will be offered between **9:00 and 17:00** Monday to Friday, Eastern time.

WVDOT can request additional support at extra cost from Accrete after 1<sup>st</sup> year of support.

#### 4.2.6 Accomplishments & Future Direction

##### Last 3-year accomplishments:

- Added full text search (think google) to the application.
- Redesigned user interface for modern system.
- Full library of web services.
- New graphical work order scheduling interface.
- Added notepad functionality for all records.
- Native Esri GIS connector.
- IoT and Predictive Maintenance.

##### Roadmap:

- Focus on mobility,
- Improve GIS functionality
- AI and Predictive Maintenance,
- Optimization of resources

## 5 TAB 5 - References

With more than 1,000 clients worldwide across all sectors, it is impossible to list them all here. We have provided references in this section. Here is a sample representation of clients using Carl Platform in Transportation sector.



### Reference 1:

- Organization Name: City of Pointe Claire
- Project Name: Implementation of a CMMS
- Project Description: Implementation of a CMMS for the management of all assets at the city including the management of all vehicles (175+), buildings and IT. Interface with ERP, AVL and Fuel management systems.
- Contact Name: Marc Desrosiers, Senior Computer Technician - Finance Department
- Contact Mailing Address: 451 Saint-Jean Boulevard, Pointe-Claire, Quebec H9R 3J3, Canada
- Contact Phone Number: 450-630-1300 ext. 1424
- Contact Email Address: marc.desrosiers@pointe-claire.ca
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V5

### Reference 2:

- Organization Name: City of Sept Iles
- Project Name: Implementation of a Fleet and Equipment Management Software
- Project Description: Implementation of a CMMS for the management of all fleet assets for the city and interface with stock/purchasing system.
- Contact Name: Suzy Levesque, Finance Director
- Contact Mailing Address: 546 avenue deQuen, Sept Iles, Quebec, G4R 2R4, Canada
- Contact Phone Number: 418-964-3215 ext. 2018
- Contact Email Address: [suzy.levesque@septiles.ca](mailto:suzy.levesque@septiles.ca)
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V6





Reference 3:

- Organization Name: SEMITAN
- Project Name: Implementation of a CMMS for the management of assets
- Project Description: Implementation of a solution for the management of all fleet assets (incl. bus and tramways), real estate and other assets. Five maintenance sites. Management of purchasing and inventory.
- Contact Name: Jacques Leclair, Logistic Director
- Contact Mailing Address: 3 rue bellier, 44000 Nantes, France
- Contact Phone Number: +33 6 64 49 76 00
- Contact Email Address: jleclair@semitan.fr
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V4

Reference 4:

- Organization Name: TAM (Montpellier)
- Project Name: Implementation of a Fleet and Equipment Management Software
- Project Description: Implementation of a solution for the management of all fleet assets (incl. bus, tramways, and light vehicles). Management of purchasing and inventory.
- Contact Name: Laurent Chatillon, Fleet solution administrator
- Contact Mailing Address: 125 Leon Trotsky, CS 600014, 34075 Montpellier, France
- Contact Phone Number: +33 4 67 10 32 52
- Contact Email Address: Laurent.chatillon@tam-way.com
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V4

Reference 5:

- Organization Name: SEMITAG (Grenoble)
- Project Name: Implementation an ASSET Management Software
- Project Description: Implementation of a solution for the management of all fleet assets (incl. bus and tramways), real estate and other assets. Five maintenance sites. Management of purchasing and inventory. 75,000 work orders per year
- Contact Name: Laurent Meillour, Project manager CARL Source
- Contact Mailing Address: 15 ave Salvador, Allende, CS 60014, BP258, 38044 Grenoble, France
- Contact Phone Number: +33 4 76 20 66 81
- Contact Email Address: l.meillour@semitag.fr
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V5

Reference 6:

- Organization T2C (Clermont-Ferrand)
- Project Name: Implementation an ASSET Management Software
- Project Description: Implementation of a solution for the management of all fleet assets and IT assets. 2 maintenance sites. Management of purchasing and inventory. 75,000 work orders per year
- Contact Name: Cyrille Berger, Superuser
- Contact Mailing Address: 17, boulevard Robert Shumann, 63000 Clermont-Ferrand, France



- Contact Phone Number: +33 4 73 44 49 84
- Contact Email Address: cyrille.berger@t2c.fr
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V4

Reference 7:

- Organization Name: Saur
- Project Name: Implementation of a CMMS for the management of fleet and water utility assets
- Project Description: Implementation of a CMMS for the management of all assets at Saur, including the management of all vehicles (4,000+), equipment and water utility assets. Integration with Esri GIS, SCADA and ERP. 3,000,000 work orders a year.
- Contact Name: Philippe Bovagnet, Assistant Director IT Maintenance Solution
- Contact Mailing Address: 2 rue Bresle, Maurepas 78310, France
- Contact Phone Number: +33 6 63 04 87 51
- Contact Email Address: philippe.bovagnet@saur.com
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V4 (430 concurrent users)

Reference 8:

- Organization Name: MESEA Rail
- Project Name: Implementation of a CMMS for the management of rail assets
- Project Description: Implementation of a CMMS for the management of all assets for the high-speed rail line between Bordeaux and Tours (~200 miles) including the management of all catenary support, ballast, communication equipment, etc. Integration with GIS
- Contact Name: Frederick Declunder, Manager Maintenance Process
- Contact Mailing Address: CS 60484, POITIERS CEDEX 86012, France
- Contact Phone Number: +33 6 16 59 75 36
- Contact Email Address: frederic.declunder@messea.fr
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V4

Reference 9:

- Organization Name: COLAS Rail
- Project Name: Implementation of a CMMS for the management of rail rolling stock
- Project Description: Implementation of a CMMS for the management of all rolling stock (3000+) in multiple countries.
- Contact Name: Arnaud Ling, IT Manager CMMS
- Contact Mailing Address: 1 RUE DU PETIT CLAMART, VELIZY VILLACOUBLAY 78140, France
- Contact Phone Number: + +33 6 64 16 37 45
- Contact Email Address: arnaud.ling@colasds.com
- Fleet and Equipment Management Software Product and Release Number(s) Implemented: CARL Source V5



Reference 10:

- Organization Name: Long Island Railroad
- Project Name: EAM Process Optimization and Project Support
- Project Description: Within the whole life cycle activities of LIRR assets, we collaborated with Long Island Railroad staff to develop detailed business process maps to outline the current and future state of all LIRR business processes.
- Contact Name: Lakshmin Sai
- Contact Mailing Address: Sutphin Blvd, Jamaica, NY 11435
- Contact Phone Number: (347) 494-6100
- Contact Email Address: [lsai@lirr.org](mailto:lsai@lirr.org)

***CARL Source is also being deployed at Geodis to manage 25,000 vehicles and at SNCF freight the 2nd largest rail freight company in France.***



## 6 Tab 6 - Proposed Project Staff and Organization

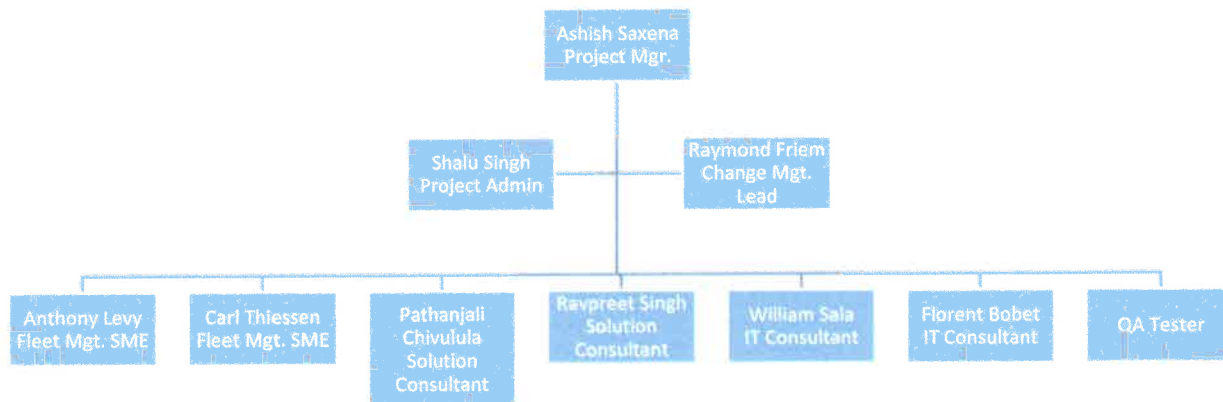
### 6.1 Project Organization

Accrete is a platinum implementation partner for CARL Source, the fleet management solution from Berger Levrault. Qualified and experience resources will be deployed to design, configure, and develop the solution outlined in the RFP including interfaces. Accrete will be the prime vendor for this RFP with Berger Levrault, the software editor, being a direct and integral subcontractor to Accrete.

CodeRed Business Solutions Inc. (CRBS) is an MBTA certified Disadvantaged Business Enterprise (DBE). Also, CRBS is a Service-Disabled Veteran Owned Business (SDVOB) with experience supporting organizations in Public Transportation, Public Utilities, and the Departments of Defense. CRBS provides subject matter expertise and detailed maintenance process design services for all transit system modes or equipment at maintenance procedures and planning levels. CodeRed will be a subcontractor to Accrete for Business processes.

We suggest that the state identify an internal project manager as the point of contact for our project manager. In addition, we recommend having SME's (Subject Matter experts) for different areas like maintenance, inventory etc. as well as IT folks for the interfaces and data migration. It is critical that roles, responsibilities, and communication channels are set at the start of the project to ensure smooth flow of information.

Our Project Organization structure will look like below:





The Steering Committee, made up of representatives of WVDOT and the Accrete/Berger Leadership, ensures:

- The official launch of the project and updated work plan
- General monitoring of the project's activities and making strategic decisions to guide the solution philosophy
- Plan and allocate the resources needed for project implementation
- Ensure adherence to the project budget and scope
- Process and arbitrate issues escalated by the project team
- Make decisions on Scope changes if any

The Project team is the operational body of the project. Its mission and responsibilities are:

- Monitoring the progress of the project and the production of deliverables
- Project management
- Raising strategic questions to the Steering Committee for final decision
- Managing the change management process
- Identification and tracking of risks and issues to resolution
- Management of issues submitted by the stakeholders

## 6.2 Personnel Summary Table

Role	Name	Experience Summary
Project Manager / EAM Architect	Ashish Saxena	Experience of 25+ Global Full cycle EAM, Service and ERP implementations in public and private sector organizations. Worked as National Head for Repair, Logistics and Customer Service. Certified PMP with experience in agile and waterfall methodologies.
Change Management Lead	Raymond Friem	Proven 30-year track record in the public mass transit industry, with coaching style of leadership and practical management skills and experience to develop and deliver unique, comprehensive, and cost-effective solutions to the task of improving the St. Louis region through high quality mass transit services and coordination for regional issues and needs including regional emergency management.
Fleet Management Subject Matter Expert	Carl Thiessen	30+ years of fleet experience in Transportation, Maintenance and Logistics. Over 44 years of experience managing fleet maintenance operations, he was responsible for the day-to-day maintenance as well as long-term Fleet capital planning. Responsible for staff of over 300





Fleet Management Subject Matter Expert	Anthony Levy	<p>maintenance personnel engaged in maintaining over 900 vehicles providing multimodal transit service to the St. Louis Metropolitan region.</p> <p>10+ years of project management and architecting EAM/CMMS solutions and Public Transit transformations. 30+ years' experience managing fleet maintenance operations at St. Louis Metro. 10+ experience of performing system administration of Spear (by Infor) Enterprise Asset Management System (EAMS).</p>
Solution Consultant & Trainer	Pathanjali Chivukula	<p>15+ years of ERP, EAM and CRM experience in multiple projects to carry on design and implementations shored up with Interpersonal Communication, analytical, presentation skills coupled with highly organized &amp; dependable managerial &amp; project management skills.</p>
Solution Consultant – Data migration & Interfaces	Ravpreet Singh	<p>16+ years of EAM and ERP experience in multiple projects across many industries with responsibilities including configuration, data migration, interfaces with third party systems. 10+ years of industry experience in Service, Logistics, Inventory mgt. and integration with Finance and other applications.</p>
IT Specialist	William Sala	<p>6+ years of experience on Berger Levrault solution; Performed implementation, integration, and configuration of the Berger Levrault solution for multiple clients. EAM Process and system design, data loading, Enterprise application integration (EAI) with operational and financial apps using webservices</p>
IT Specialist	Florent Bobet	<p>12+ years of experience on Berger Levrault EAM solution. Implemented multiple EAM projects at various public and private sector clients including many in the transportation sector. Worked as Plant Maintenance Manager and performed planning and monitoring of preventive, corrective, and new work maintenance activities.</p>
Project Admin	Shalu Holman	<p>7+ years of experience in project management with 10+ years of experience in implementing ERP solutions. Strong consulting and communication skills with</p>



experience in Project Management and Business Analysis. Experience working with 4+ large Global Full cycle implementations & support in the US, Mexico, Asian and European countries.

## 6.3 Team Profiles

### **Ashish Saxena – Project Manager / EAM Architect**

- Ashish Saxena is a Program/Project Manager and Architect with strong business process expertise in Service, Plant Maintenance, Repairs, Enterprise Asset Management, Logistics, Procurement, Supply chain and Financials.
- 25+ years of project management and architecting EAM, ERP and CRM solutions and service business transformations
- 10+ years of industry experience in Service, Maintenance and Logistics
- Implementation experience includes multiple full lifecycle projects with responsibilities including program/project management and team leadership, strategy and business process design, scoping, solution design and configuration, solution deployment and support.
- Experience of 15+ large Global Full cycle EAM & Service implementations in the US, Europe, Asian and South African countries.
- Program and Project management skills with a proven delivery track record and highly reference-able clients. Worked on Agile and Waterfall Methodologies.
- Strong consulting and communication skills with deep experience leading design workshops and solution architecting
- Worked in High Tech, Public Sector, Medical devices, Construction, Heavy Equipment, Manufacturing and Consumer goods industries
- Solution design and configuration experience in Service, Fleet Mgt., Logistics, Plant Maintenance, Inventory, Procurement, and Finance. EAM/Service/Plant Maintenance includes Asset Life Cycle, Fleet Management, Preventive/Predictive Maintenance, Work order, Resource scheduling, Measurement readings, Self Service, Service Contract, Repair order, Parts logistics & planning, Notification/Ticket, Customer Service, Billing, MRO, Subcontracting, Third Party service and integration with third party systems
- PMI Certified Project Management Professional (PMP), Leadership Trainings, Six Sigma
- Education – Bachelor of Technology, Electronics

### **Raymond A Friem – Change Management Lead**

- Ray is a results-oriented executive with extensive experience in leading successful Fleet Maintenance, and process improvement teams resulting in organizational change. Ray is a professional team leader with high standards, expectations, and performance. Successful in a variety of environments including railcar management and sustainability, with over 30 years in the transportation industry, he is highly experienced and passionate about efficiency, maximizing asset utilization and improving performance.
- Executive Director of metro transit St Louis responsible for the execution of the transit system for the Greater St. Louis Metropolitan area including system design, planning operations, maintenance, and Community Relations.



- Responsible for the operations of a fleet of 420 transit buses, 120 paratransit vans, and a light rail system that includes 45 miles of right of way and 37 stations.
- Industry expert in developing long term maintenance strategies for transit fleets and supporting facilities.
- Extensive experience with regulatory requirements including ADA, State of Good Repair, and State Safety Oversight.
- Metro Transit recognized in Federal Register as the leader in asset management. Link to story attached: <http://www.metro-magazine.com/bus/news/715152/metro-transit-recognized-for-maintenance-and-asset-management>
- Extensive experience developing a twenty-year sustainability plan which factored local sales tax revenues, anticipated federal formula funding, and state assistance into a long-term plan to support both the operational and capital needs.
- 25+ years of vehicle Project and Fleet management and developing change management strategies to support EAM business transformations.
- 25+ years of fleet experience in Transportation, Maintenance and Logistics
- Strong consulting and communication skills with deep experience leading EAM design workshops
- 20+ years of experience conducting workshops to guide organizational change to ensure the continued improvement of fleet reliability.
- Solution design and configuration experience in EAM, Vehicle Maintenance, including Asset Life Cycle, Fleet Management, Preventive/Predictive Maintenance, Work order, Resource scheduling Repair work-order, Parts logistics & planning.
- EDUCATION ,Ä®Point Park College, Pittsburgh, PA.
- Attended various courses in advanced mathematics, electrical engineering, general sciences, and prerequisites in US Navy College Afloat Program.
- Attended basic and advanced courses in electricity and electronics for basic Electronic Technician qualification at US Navy Electronics Technician Schools

#### **Carl Thiessen - Fleet Mgt. SME**

- As a key senior consultant with over 44 years' experience managing fleet maintenance operations, Carl was responsible for the day-to-day maintenance as well as long-term Fleet capital planning at St. Louis Metro. Carl held various positions of responsibility within the Vehicle Maintenance Department including Division Maintenance Superintendent, Main Overhaul Superintendent, Vehicle Maintenance Computer System Administrator and Chief Mechanical Officer.
- 25+ years of project management and architecting EAM/CMMS solutions and service business transformations
- 30+ years of fleet experience in Transportation, Maintenance and Logistics
- Responsible for staff of over 300 maintenance personnel engaged in maintaining over 900 vehicles providing multimodal transit service to the St. Louis Metropolitan region. This included all bus and van maintenance garages and the main office complex as well as Metro's communications and CAD AVL system. Equipment managed included 87 light rail trains, 370 heavy duty intercity transit buses, 120 paratransit vans and over 400 non-revenue vehicles of a large variety.
- Implementation experience includes multiple full lifecycle projects with responsibilities including program/project management and team leadership, strategy and business process design, solution design and configuration, support.





- Strong consulting and communication skills with deep experience leading EAM design workshops
- Solution design and configuration experience in EAM, Vehicle Maintenance, and Inventory. EAM/Service/Plant Maintenance
- EDUCATION:
  - Bachelor of Arts, Business Administration Lindenwood University, St. Charles, Missouri
  - Transit Management Effectiveness, University of California, Irvine, California
  - Transit Controls and Evaluation of Performance, University of Wisconsin, Milwaukee, Wisconsin

#### **Anthony Levy - Fleet Mgt. SME**

- As a key senior consultant with over 30 years' experience managing fleet maintenance operations, Carl was responsible for the day-to-day maintenance at St. Louis Metro. Carl held various positions of responsibility within the Vehicle Maintenance Department including Division Maintenance Superintendent, Main Overhaul Superintendent, Vehicle Maintenance Computer System Administrator and Chief Mechanical Officer.
- 10+ years of project management and architecting EAM/CMMS solutions and Public Transit transformations
- Implementation experience includes multiple full lifecycle projects with responsibilities including program/project management and team leadership, strategy, and business process design.
- Extremely skilled in Fleet Management solutions
- Develop several multimedia training courses to support EAM training during the recent Covid virus crisis
- Strong consulting and communication skills with deep experience leading EAM design workshops
- Solution design and configuration experience in EAM/CMMS, Vehicle Maintenance, and Inventory.
- 10+ experience of performing system administration of Spear (by Infor) Enterprise Asset Management System (EAMS). Functions include system- and user security- configuration, testing scripts, creating custom reports utilizing Crystal Reports, monitoring data integrity, and providing day to day system support.
- EDUCATION: B.Sc. Mechanical Engineering Graduated June 1991

#### **Pathanjali Chivukula – Solution Consultant & Trainer**

- Analytical and goal oriented professional with extensive experience in project implementation in Service management, Repair Processing, Service Order, Parts/Labor reporting, Enterprise asset management, fleet management, Order and Logistics processing, Plant maintenance.
- 15+ years of ERP, EAM (Fleet Mgt.) and CRM experience in multiple projects to carry on design and implementations shored up with Interpersonal Communication, analytical, presentation skills coupled with highly organized & dependable managerial & project management skills.
- Worked on large scale global implementations in high-tech, medical imaging devices, public sector, manufacturing, and consumer industries with main concentration on Repair processing, Asset Management, Logistics and Service processes
- Analysis and Solution design experience (including workshop) in EAM/Service/Plant maintenance which includes asset life cycle management, assets, fleet mgt., work order



management, Inventory management, calibration, service orders, service request logistics and planning, delivery management, consignment, billing, service contracts, accounting, and third-party applications.

- Hands on experience working on interfaces integration across third-party applications for large projects which involved Equipment/Asset, Repair Processing, Logistics, Consignment processes.
- Designed and implemented solutions in various applications like Berger Levrault, SAP, Managed Maintenance Inc, Salesforce etc.
- Planned, scheduled, and conducted training sessions
- Education – Master's in Engineering Management

#### **Ravpreet Singh – Solution Consultant – Interfaces & Data Migration**

- Ravpreet Singh is a senior consultant with strong business process expertise in Repairs, Service, Logistics, Procurement, Supply chain and Financials.
- 16+ years of designing EAM and ERP solutions and service business transformations
- Multiple full lifecycle projects as a team lead with responsibility including strategy and business process design, scoping, solution design and configuration, solution deployment and support.
- Experience in leading design workshops and solution architecting, configuration, GAP analysis, data migration and interfacing with third party systems
- Experience of 5+ Global Full cycle Service implementations in the US, Europe, Asia and ANZ regions
- 10+ years of industry experience in Service, Logistics, Inventory mgt. and integration with Finance and other applications
- Solution design and configuration experience in Maintenance, Logistics, Inventory, Procurement. Service experience includes scheduling, Service Contract, Repair order, Install Base, Preventive Maintenance, Parts logistics & planning, Service Request, Customer Service, Billing, Subcontracting, Third Party service, Integration with Finance
- Education – Master's in Computer Engineering

#### **William Sala – IT Specialist**

- 6+ years of experience on Berger Levrault EAM solution
- Performed implementation, integration, and configuration of the Berger Levrault solution for multiple clients
- EAM Process and system design, data loading, Enterprise application integration (EAI) with operational and financial apps using webservices
- Participated in the identification of customer business requirements
- Conducted review of the customer's internal business processes
- Designed and developed reports using Birt Tool
- Developed training material for the configured solution
- Planned, scheduled, and conducted training sessions
- Education - Engineering Degree - HEI Lille, Industrial Studies

#### **Florent Bobet - IT Specialist**

- 12+ years of experience on Berger Levrault EAM solution
- Conducted EAM business process workshops and promotion meetings with clients
- As-is customer process audit (Maintenance, Stock and Purchasing)



- Performed Redaction of specifications, UAT scripts and gap analysis
- CARL Source software customization and configuration
- Managed CARL Source and clients' project teams
- Project lead for: SEPTODONT (pharmaceutical industry, Canada & France), EURATOM (European Commission, Luxembourg), IGPP (Gabon), SETRAG (Gabon), PRIORA FM (Switzerland), Iranian Railways (Tehran), UIJEONGBU subway (South Korea), New York PATH subway (USA), BVI (pharmaceutical industry, Botswana), PONIC (petroleum, Iran), SAFRAN (FM, France), DIKEOS (Futuroscope, France)
- Responsible for Safety, Quality, Delivery, Cost and Moral objectives (SQDCM), budget planning and reporting to the steering committee
- Worked as Plant Maintenance Manager and performed
  - Planning and monitoring of preventive, corrective, and new work maintenance activities
  - Creation and monitoring of KPI Maintenance indicators
  - Monitoring of Single-Minute Exchange of Dies (SMED), Kaizen and 5S projects
  - Continuous improvement management: 5S, Kaizen
  - Responsible for quality, productivity, and performance of workshops
  - Documentation of business processes (ISO certification) and TPM procedures
  - Implementation of new processes in European factories, training of Operational Managers
  - Creation of preventive maintenance plan and management of maintenance budget
  - Installation and configuration of CARL Source CMMS in all French and European factories
- Education: MASTER'S Degree - Major Optics and industrial vision

#### **Project Admin: Shalu Holman**

- Shalu Holman is a Project Manager/ Business Analyst with strong business process expertise in Finance area
- 10+ years of experience working in ERP systems
- 7+ years of industry experience in Project Management
- Implementation experience includes working with PMO on multiple full lifecycle projects with responsibilities including project management, kickoff, business/functional analysis, requirement gathering, testing, design, scoping, documentation, WBS, user training, facilitation, and post-production support.
- Experience working with 4+ large Global Full cycle implementations & support in the US, Mexico, Asian and European countries.
- Project management skills with a proven delivery track record and highly reference-able clients. Worked on Agile and Waterfall Methodologies.
- Strong consulting and communication skills with experience in Project Management and Business Analyst role.
- Scope definition and Management (WBS, Project Change control, Scope Document, Contact lists, Risk Management, Communication), Testing, User Training, Implementation support and Conference. Facilitate weekly meetings, prepare meeting deck, meeting minutes, training sessions, demos, and workshops.
- Project Management in IT (PMGT) Master's degree from Harrisburg University, PA.
- Education – MBA in Finance from Symbiosis International University, Pune



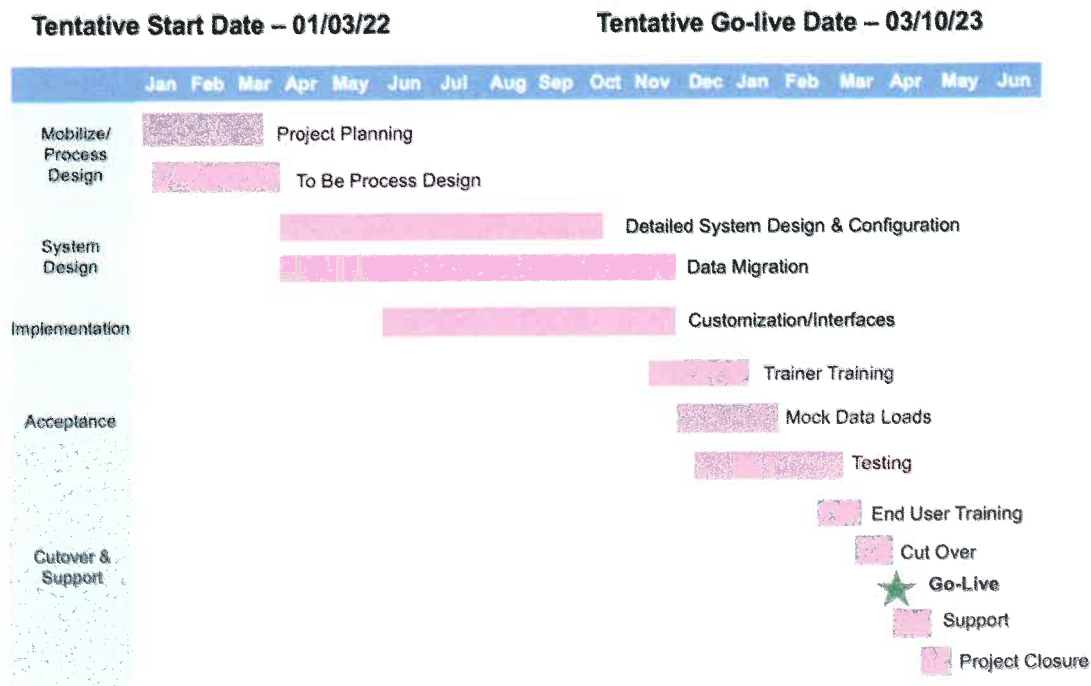
## 6.4 Staffing Changes

Accrete states that no change will be made in the staffing of the Fleet and Equipment Management System project without the prior approval of the WVDOT. Throughout the term of the Contract, Accrete further states:

- We shall provide qualified personnel to perform all services required in this RFP.
- We shall promptly remove and replace personnel at the request of the WVDOT; and
- Provide written notice and seek WVDOT: approval of any plan to add, remove and replace personnel.

## 7 Tab 7- Proposed Plan for Providing Services

### 7.1 Timeline & Implementation Approach



Notwithstanding the usual project management activities, the implementation plan of CARL Source regroups a key set of structured activities that are recurrent depending on the modules installed. We will go through an iteration of those structured activities for each of the components that will be deployed as part of State of WV project. We are also attaching a proposed project plan for this RFP.

Many software implementations projects fail due to lack of key stakeholder involvement, supervision, and discipline during the implementation phase. Accrete strongly believes in a close client/vendor relationship considering all the goals of the various stakeholders of the client from the beginning of the project up to “go live” without neglecting the analysis of the true benefits brought by the implementation of the asset management solution. Over the course of several years, our teams have developed and now apply a proven project approach. This approach is designed to successfully implement and deploy CARL Source in all types of organizations (public and private).

Our approach is built around three major principles:

- Governance
- Structured activities
- Agile Methodologies

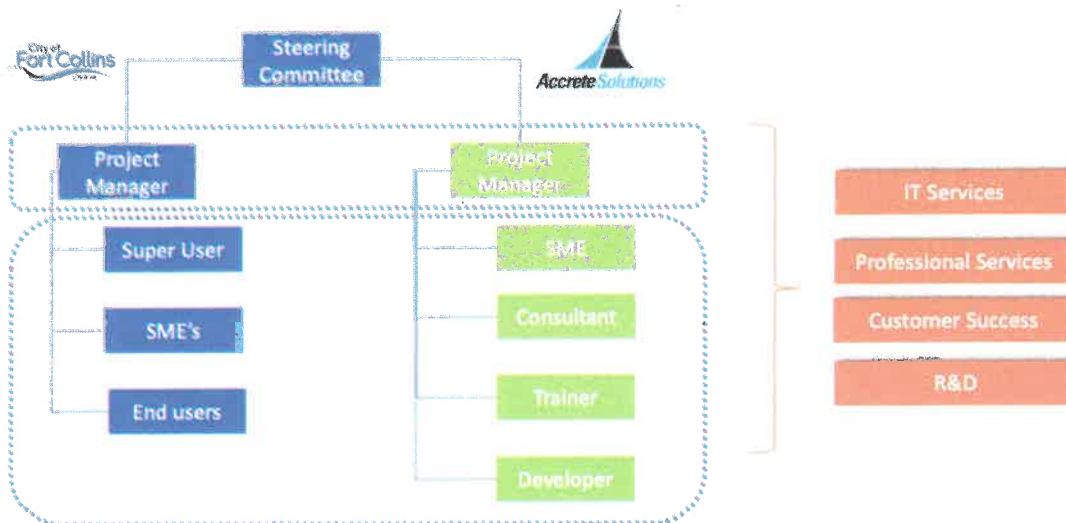




### 7.1.1 Governance

Good governance requires identifying the roles and responsibilities of all involved stakeholders of Accrete and WVDOT. Accrete's Project Sponsor will be responsible for the monitoring of the contract, the global monitoring of the planned activities, the settlement of project issues as needed and the payment schedule. The Sponsor is responsible for making the necessary resources available to fulfill the required mandate. We suggest that WVDOT identify a resource with a similar role. As part of the project, we propose a follow-up communication at this level every 2 or 3 weeks. The representatives will also participate in the project's Steering Committee.

Accrete's project manager (PM) assigns the appropriate resources over time for the execution and delivery of identified deliverables and is responsible for the overall quality control and thus ensures the traceability of approvals by the State in this regard. The PM will coordinate and ensure the enactment of the planned implementation activities and will, in collaboration with the stakeholders identified by the State, make the key decisions in terms of procedures and process reviews allowing a proper configuration of CARL Source. The PM is responsible for the quality of the deliverables related to the Carl Source implementation activities. Moreover, the PM is responsible for clear, timely and regular project reporting as needed but a minimum of every week.



### 7.1.2 Structured activities

Notwithstanding the usual project management activities, the implementation plan of CARL Source regroups a key set of structured activities that are recurrent depending on the modules installed. We will go through an iteration of those structured activities for each of the components that will be deployed as part of WVDOT's project.





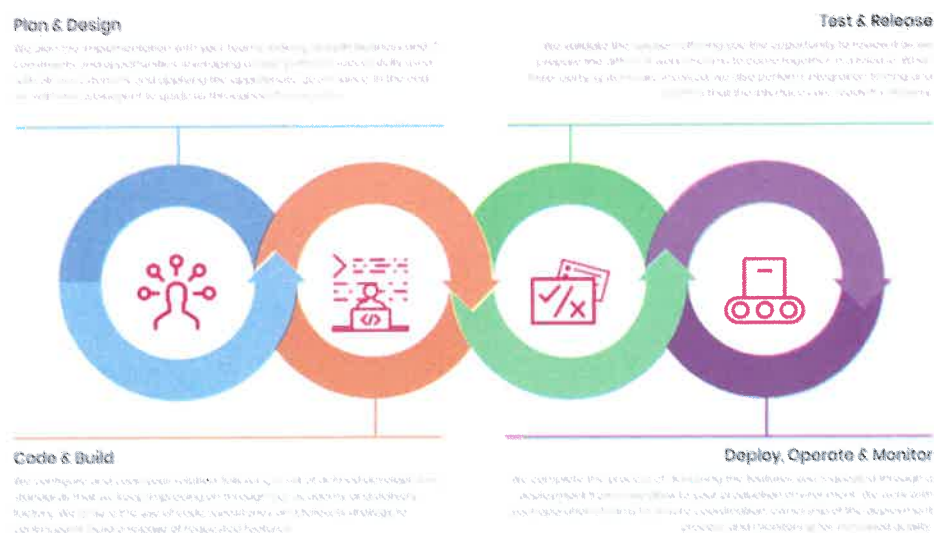
### 7.1.3 Agile Methodology

Given the proven benefits of the Agile methodology ([www.agilealliance.org](http://www.agilealliance.org)), Accrete has adopted its philosophy in our implementation activities. Our team members are constantly in touch with respect to the implementation deliverables for which they are responsible by communicating their progress and sharing major issues encountered as well as major successes throughout the project. These exchanges take place on a weekly basis. The project manager leads the weekly "scrums" or the review of "sprints" to be performed (a typical sprint will last 3 weeks).

## 7.2 System Development Methodology Overview

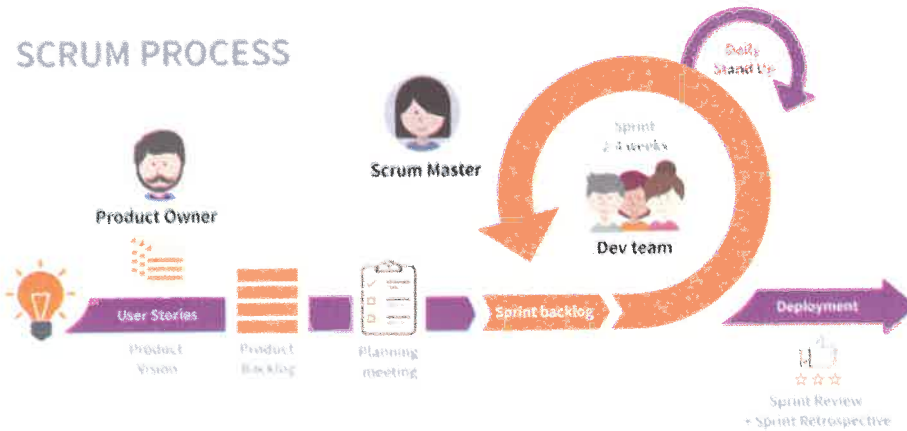
Regarding the life cycle of CARL software solutions, a general diagram distinguishes the product development phases. The Dissemination and Design phases cover activities shared between R&D, Services, Support and Operation teams (when CARL is hosted or provided as SaaS). These phases take place following the certification (the availability of distributions by the R&D team) of a version.

Likewise, the aspects of deliveries, services may relate to the process / Support (creation of support ticket), the creation of enhancement request, the consolidation of requests which are considered periodically in batches with regard to the general areas and according to development efforts authorized by the MPMC (Monitoring & Product Management Committee).



The development of the software is organized through different projects that work in parallel, each consisting of a team collaborating according to the Scrum method. Scrum is an "agile" method which consists in regularly producing and delivering programs in successive sprints (lasting 3 weeks for CARL). The CARL R&D teams apply this method while respecting the various principles, supported by Trac software: ticket backlog, sprint planning, supply of outstanding amounts (Kanban), progress monitoring (burndown chart), demonstration and periodic / target realignment etc.

## SCRUM PROCESS



Each Project team brings together all necessary resources: design, architecture, development and in particular testing. This aspect is important as it makes it possible to consider as early as possible and according to a continuous cycle, the compliance of deliverable with regard to the requirements (translated into "Use case") by writing the functional test scenarios.

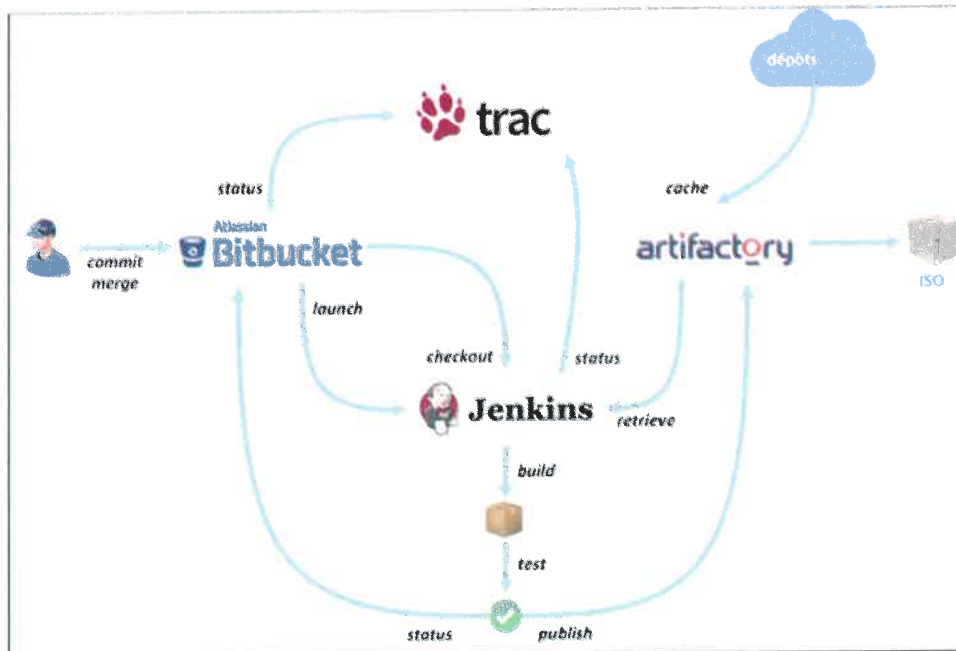
Functional tests are described (textual) then scripted using different software tools:

- First, via the ALM Quality Center software suite which makes it possible to organize the test repository in the form of Test Cases, managed and mapped, chained into campaigns for execution in manual or automatic mode (scripting).
- Second, these tests can be scripted and automated using a test engine developed by CARL, based on the principles summarized by the acronym BDD (Behavior Driven Development). The BDD CARL platform is based on several components (JBehave, Selenium, Gherkin language) integrated following internal development.

This platform makes it possible to describe the scenarios in natural language (from the Eclipse environment used by the entire team), which are developed and validated before feeding a repository of automated tests. Developments (technical design / architecture, coding / developer) are carried out in parallel (Eclipse / Java platform, IntelliJ / JavaScript). Each developer codes and write associated unit tests (JUnit) in order to validate the behavior of each low-level method class. These elements do not cover frontend components and processing but complement the functional test coverage described above.

Finally, all these activities above are anchored in a Continuous Integration Platform (CIP) which is made up of several blocks, mainly trac, Jenkins, Bitbucket, artifactory.

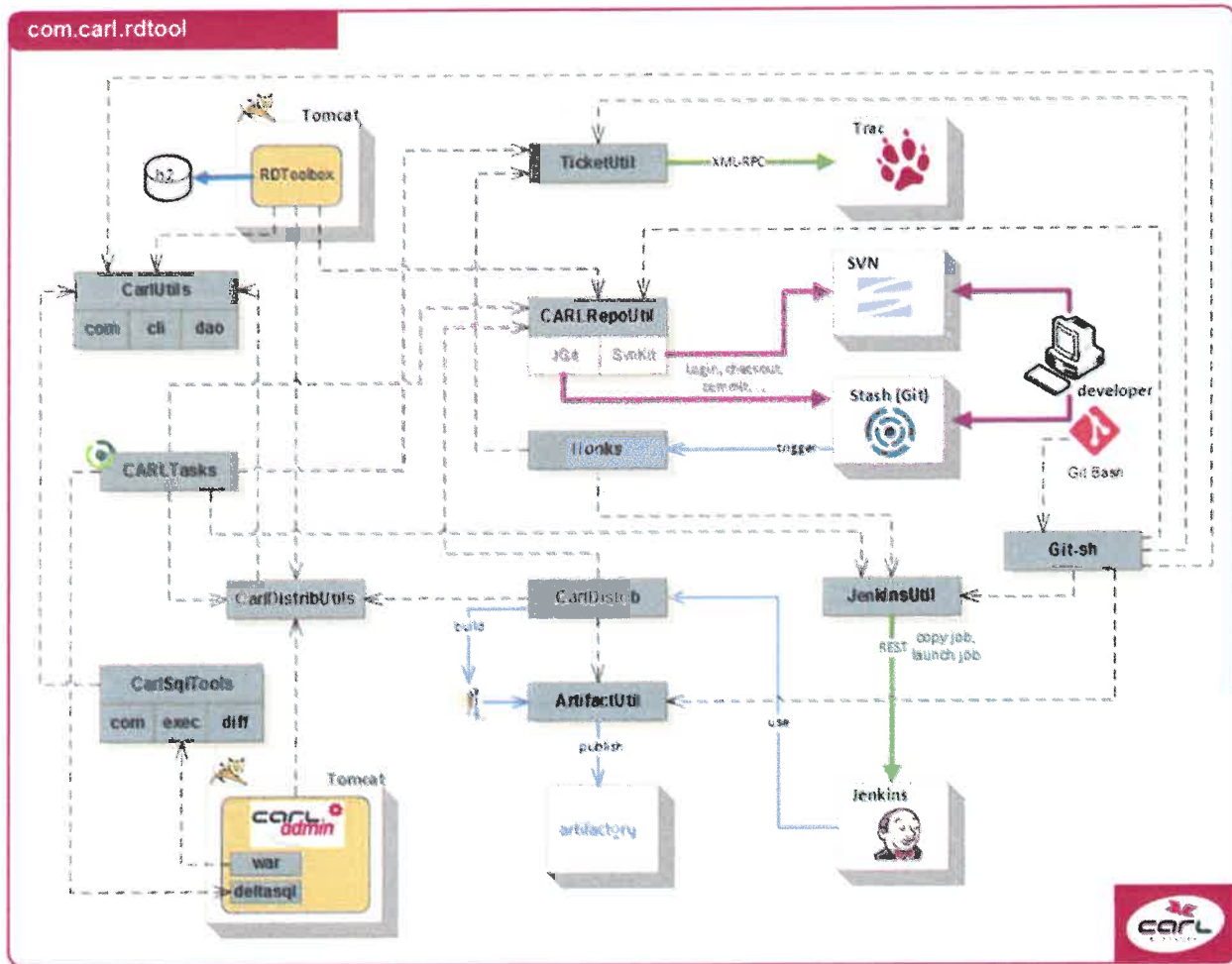
Development platform / continuous integration.



As its name suggests, this environment aims to continuously cover the Development and Integration aspects of all the components that make up the final solution. In addition, this process has been designed to cover:

- Configuration (versions, compatibility, documentation, etc.) of all the components packaged in a deliverable.
- The Testing component is also considered, the tests described above (unit tests / JUnit, BDD tests) being executed during the cycle managed via the Jenkins tool.
- A data model migration script is automatically enriched to allow continuous updating (incremental migration process) which makes it possible to test and immediately deliver a working solution, as well as consistently updating the persistence model. We note the presence of the CARL Admin executable program (derived from the end-user version) which is used for deploying production packages (final deliverable files).

## CARL Solution Factory



Finally, we can describe the final production process for deliverables, which assembles all the components: products, addon, patch, doc, online help, linguistic data, etc. This process is based on open-source libraries and components, it includes tools to perform technical tests (ex: load testing) to meet the requirements of the distribution package and CARL Source solution in general.

## 7.3 Project Management Methodology and Approach

### Project Methodology & Approach

Our methodology and approach are based on the principle of aligning expectations and getting a commonly accepted definition of project success, including success metrics. A strong focus on business process, stakeholder identification, KPI definition and business impact will be maintained throughout the project. Change management is also a key part of the project approach.

### 7.3.1 Project Approach

The following components are included as part of our Approach and Methodology and is recommended to be followed for Fleet Asset Management system project.





### **Business Impact Validation**

Our approach for this project is to focus on the business first. Far too often projects of this nature are driven by IT with the actual impact on the business being lost during the solution design and development. During the assessment phase, through time spent with key project stakeholders, an executive vision will be established to ensure solution alignment with business objectives. The stakeholder analysis, clearly defined KPI's and measurable goals will be defined at this stage which will serve as a target to guide the business requirements and ultimate implementation of the solution.

### **Industry Leading Capabilities**

Based on our strong experience with companies that operates fleet such as Cities, Public Transportation and Heavy Equipment, we bring strong experience across various industries to the project. Our capabilities include leveraging fleet business processes, industry leading practices and requirements to accelerate the project.

### **Business Process Requirements & Gap Analysis**

The Business Process Requirements will be outlined through a series of Business Process workshops. In these sessions, all Key Capabilities, Requirements and Use cases of the solution will be documented. A high-level Solution Analysis will be performed for the business requirements which will identify the gaps and their closure.

### **Validate and Adjust, Don't Re-invent**

We bring extensive service and EAM experience, and assets from our work in the Public Transportation, Cities, Medical Device & Heavy Equipment and High-Tech industries, working on Service business transformation and deploying large scale EAM/Service management solutions. These assets and experiences are of high value to the State of WV as they will translate into reduced risk, faster deployments, higher quality, and overall improved business impact.

### **Sequence of Rollouts based on business value**

The decision of which portions of the solution will be rolled out in which order is driven by the business value identified in the design phase. At a high-level functionality will be grouped based on business processes. This approach reduces the risk through clearly defined scope of each phase with emphasis on achieving the project goals and supporting the KPIs.

### **Organizational Change Management**

Organizational alignment, consistent project communication, and continued management of expectations are key throughout the project. Our approach is that every person on the project has a role to fill in helping drive and implement the change. Our expectation is that WVODT will designate an individual who will be responsible for change management for people, process, and technology.

Organizational Change Management (OCM) will be practiced throughout this project to encourage participation of employees in this digital transformation initiative. Our digital transformation roadmap will help WVODT adapt to constantly changing models and develop the strategic competencies to ensure that changes in technology core will be leveraged to meet new requirements and objectives. In this manner, continuous improvement within WVODT's Fleet Management program will be driven by business objectives, and support alignment across the workforce, deploying best practices in work methods, and extending the lifecycle of WVODT's physical assets and fleets, and the ever-developing technology core system.



### Digital Maturity Assessment

We recognize that KPIs are an important aspect of Change Management and engagement. We will help WVDOT instill reinforcement strategies and systems to ensure behaviors are changing. We have pre-existing recommended scorecards, performance management coaching cards and rewards/incentives for achievements. These scorecards leverage four tactics to reinforce and sustain change:

- Frequent, consistent, and positive communication
- Support mechanisms, like visible support from leaders and one-on-one coaching
- Tracking through KPIs, surveys, audits, and assessments
- Rewards and recognition for successes and individual efforts

An example of Digital Maturity Assessment is captured below:

	#	Reliability Goal	Verification Method	Tools	Frequency /Timing		
#	Who/Where	Goal What Behavior you want to see?	Current State What are people doing?	Action Plan to Reach Goal How to Manage Resistance or Reinforce Compliance to Reach Goal	Owner	Deadline	Complete?
1	Department Name				Name		
2	Department Name				Name		
3	Department Name				Name		
4	Department Name				Name		
5	Department Name				Name		
6	Department Name				Name		

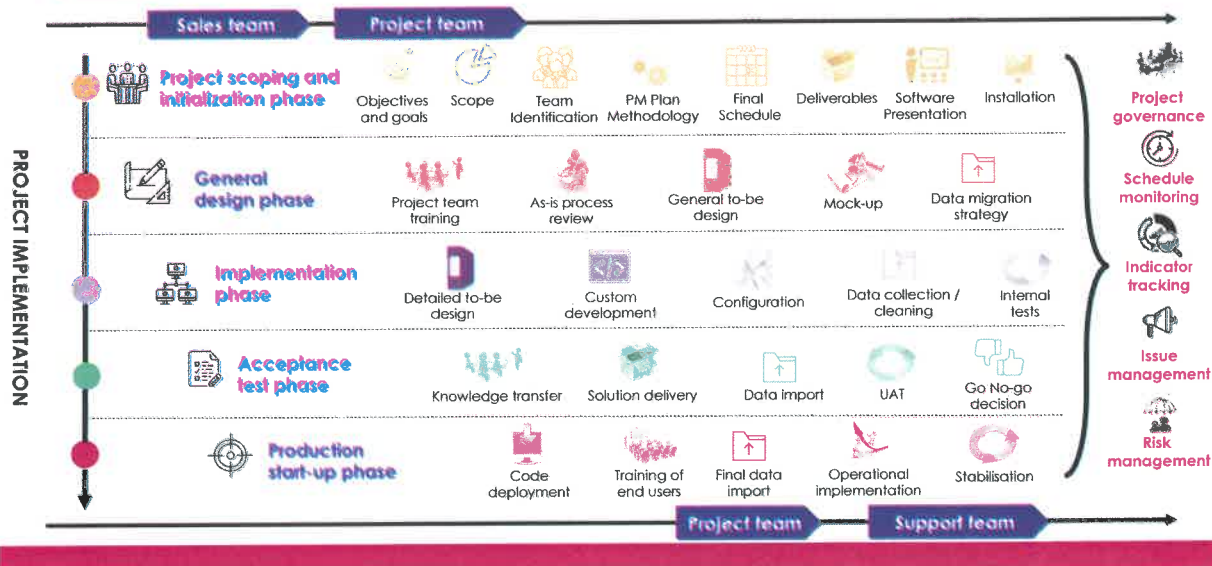
This transformation project will introduce business change on several levels. New business processes and systems are being introduced. The consolidation and standardization of core processes, while essential for the enterprise, will not come without significant implementation and adoption challenges in individual process areas. All business changes identified will be logged and mitigation plans designed and refined throughout each phase of the project.

### 7.3.2 Project Methodology

The following diagram presents all the major phases in the implementation of CARL Software. This plan is followed by our team members given its proven success within our clients. Depending on the size and depth of the project, various steps are either adjusted in agreement with the client.



## Project Management Phases



### Project scoping and initialization phase:

- This phase consists of three key tasks to ensure a successful start of the project.
- It marks the transition between the sales/contract team and the project teams. It will guarantee lossless handover of information between the teams.
- It also serves to ensure that the customer and CARL Software teams have the same level of information and understanding of all aspects of the project (goals, objectives, scope, schedule, etc.).
- Lastly, the standard products ordered are installed during this phase. The scoping and initialization phase provide general training for administrators and super-users on the fundamentals of CARL Source and the scope of its set up to facilitate their participation in the design phase.

### Design phase:

- This phase includes the WVDOT's project team familiarization with Carl Source (commercial off-the-shelf) software as it is essential for the success of the project that WVDOT's team understands the philosophy behind the design of the software.
- Accrete's project team familiarization with the State's business and existing environment.
- The general design intended to highlight functional deltas between the WVDOT's actual requirements, and the standard operation of the applications delivered, and the strategy for handling these differences.
- The definition of the interfaces to be established
- Orientation and review of data (correlation) to be converted and imported

### Data Conversion/Migration Phase:

As for the data import, we must specify that CARL Source includes functionalities, through its migration tool CARL Loader, allowing to load diverse data types. A detailed analysis will be carried out

and along with training on how to use CARL Loader and data requirements to ensure a smooth import. Data cleansing will be done in parallel by the State. Our experience is that in the end it takes two days to import the data, one day to ensure there is no issue and QC the data, and one day to do import before go-live.

Typically, our clients prepare the data, and the files are validated by our consultants. The main reason that clients perform this task is that it provides an opportunity to review data to ensure that “clean data” is imported into CARL Source.

The process to convert data is straight forward. We provide the State Excel templates with column headers to be populated for each type of entity (assets, resources, stock, locations, etc.). The data is either typed in, pasted, or exported from other systems into the Excel templates. The data is then uploaded into CARL Source via our CARL Loader tool. Note that CARL Loader will validate data to ensure that there are no structural errors. This process is done iteratively throughout the project.

Before go-live, a dry run is done to validate that there is no issue with the data before being uploaded for go-live production.

- Definition of crossover columns in legacy system (including Excel) and Carl
- Review an explanation of import templates
- Test loading legacy to be ready for go-live

#### **Implementation phase:**

- General configuration of the software
- Write up the detailed specifications: this task is performed jointly by WVDOT and Accrete at workshops and entails describing in detail the items to be implemented
- Custom development performed by Accrete as part of the implementation
- Implementation of customization
- Data collection, which is generally coordinated exclusively by WVDOT, with Accrete providing expertise and technical support.

#### **Acceptance Test phase and Quality control:**

The acceptance test and quality control phase represent two major tasks:

- Preparation and training of testers.
- Performance of quantitative and qualitative capability tests to confirm that the solution is fit to go live.

#### **Training**

We believe that having a sustainable training program is critical. Our strategy for training is a Train-the-Trainer approach. We are focused on making sure the WVDOT’s super-users become autonomous with all the technical and functional aspects of CARL Source, therefore, guaranteeing a strong adherence and usage by all identified users. Once all staff members are properly trained (total of 5 days of training planned), they will have access to “internal experts” who themselves are supported by Accrete’s team. This is the only approach that ensures that WVDOT has a scalable and sustainable onboarding process going forward.



One of the WVDOT's Trainer is typically the power user (project manager) that has been accompanying the project implementation. An additional trainer should be identified for redundancy (ex: vacation). Therefore, the training task for Accrete will be to ensure that WVDOT's trainers are comfortable with the training material and delivering the curriculum, which will be provided by Accrete. We also believe that end user training should be done as close to go-live as possible to ensure knowledge is retained and to greatly increase user adoption of CARL Source. The tasks done under training are as follows:

- Adapt training material and curriculum to the State's processes and assets
- Train the trainers
- Provide support and trainers during pre-go-live end user training.

**Training Type:** Different training sessions will be done for different roles. For example, technicians will be trained on filling out work orders and updating asset conditions. Our solution enables technicians to be trained in a half-day session. Supervisors will take same training as the technician training but have an additional training on asset life cycle, work planning, resource management, stock management and reporting. This normally takes a day and a half. Stock managers will be trained solely on stock management. The main idea here is that training will be tailored to the State's roles and responsibilities and not dictated by the software. This ensures that users have maximum retention and make the best use of the State's valuable resources i.e., its employees.

#### **Production start-up phase**

The 'go live' phase is crucial and must be properly prepared, especially if transferring from one system to another. The transition period must be as short as possible to ensure the expected continuity of service for users and that training provided is retained.

As demonstrated above, the implementation plan entails many steps that ensure a proper roll-out of the software with WVDOT. A successful implementation is the result of a strong collaboration between internal staff members and Accrete's implementation team. Our team members ensure the adequate level of involvement of all staff members in every critical step of the implementation, from design, configuration to data collection and training. The following are key activities during this phase:

- Establish cutover/go-live plan including rollback plan
- Confirm end user hardware is ready/configured (memory, display, smartphone configuration)
- Finalize communication plan to all stakeholders
- Finalize files for legacy and new data migration

**Go-live!**

## **7.4 Description of Services / Deliverables**

The activities and deliverables associated with the implementation of the Fleet Management solution are described below. Accrete will have the responsibility for the project deliverables that are in scope along with WVDOT, on condition that WVDOT provides resources who have the required skill set and availability to contribute to any shared deliverables, as specified in the plan. Given the nature of the project team, with shared resources between Accrete Solutions and WVDOT, the underlying



assumption to all activities and deliverables are that the combined project team will work as one team towards a common goal of a successful project, and that any discussions on work sharing during the project will be conducted in good faith.

Listed below are activities and deliverables to be created during the project by each Track.

**Project Management Track:**

- Mobilize Project Team
- Project objectives, vision, and scope validation
- Develop Project governance model
- Develop Project Organization chart
- Develop Project team resource plan
- Develop and co-ordinate design workshop schedule
- Perform Project Kick off
- Develop and monitor Project plan
- Develop and execute Sprint Plan
- Develop and manage Risk management plan
- Develop and manage Quality management plan
- Track Project budget and cost
- Define and ensure Phase gate closure
- Develop Testing strategy and Plan and its execution
- Develop Cut Over Plan
- Define and agree on Change control process
- Define documentation tools, processes, and procedures
- Issue management procedure and issue management
- Finalize scope
- Conduct weekly status and steering committee meetings
- Provide Integration across all tracks
- Develop Post Go-Live Support Plan
- Promote a One Team environment
- Develop Knowledge Transfer Plan

**Deliverables for PM Track:**

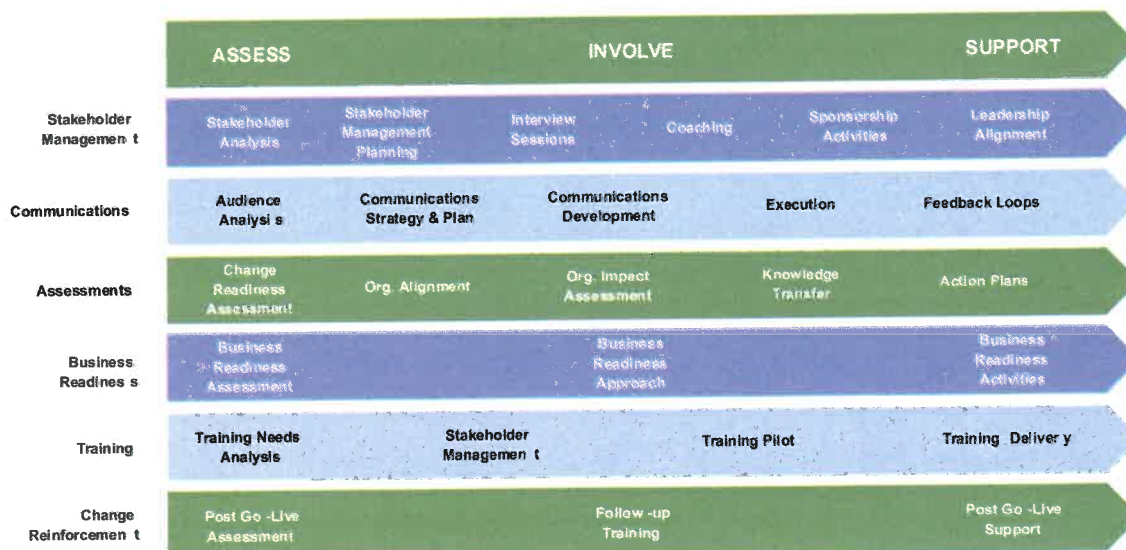
- Project plan
- Sprint plan
- Project Kick off
- Project Organization chart
- Project team resource plan
- Design workshop schedule
- Testing plan
- Issue mgt. plan
- Cutover plan
- Scope control procedure
- Risk management plan
- Quality management plan
- Status reporting
- Support plan
- Knowledge Transfer Plan





### Change Management (CM) Track:

Our OCM approach is the application of a systematic methodology which takes into consideration several major areas when organizing, prescribing, and executing an OCM support solution. Paired with extensive experience in providing OCM support in the Transit industry, this approach has the capacity to significantly leverage positive results and outcomes from change within WVDOT. Below is a diagram that depicts the key OCM activities.



Our OCM team will partner with WVDOT's business owners throughout the project to define, develop, and implement a Business Transformation Plan and ensure WVDOT's business readiness in adoption of the Carl Source Fleet Management solution. This approach will align roles and responsibilities, management of tasks, performance systems, and workflows to the new business processes enabled by Carl Source. With the overarching goal of providing best practice support to the employees of WVDOT, this involvement will directly impact the success of the project by developing change agents, fostering knowledge transfer, and accelerating user adoption and training.

The role of Change Management will be to:

- Accelerate the achievement of business results and sustain those outcomes
- Prepare WVDOT to successfully own and operate the new system and processes
- Shape communications and events to be clear, simple, repeated messages delivered by respected senders.

In our experience implementing EAM-driven business initiatives, strong Change management is needed to:

- Minimize the disruption to the operations of the business
- Minimize and mitigate project risks associated with business user resistance
- Accelerate the adoption of the business operations change
- Effectively communicate the desired business outcomes and targets
- Achieve the expected benefits (ROI)
- Sustain on-going efforts and benefits of the EAMS program after the implementation

Key activities of Change Management plan for the EAM implementation are outlined below.



- **Organizational Change Strategy:** Manages the overall process of change with a structured plan, experienced/dedicated resources, and the tools/techniques to develop and transition to new ways of operating.
- **Executive Alignment:** Defines roles and expectations for sponsorship, governance, key stakeholders and maintaining continued support throughout the change.
- **Stakeholder Analysis:** Identifies the organizations, groups, and positions/roles impacted and assesses the amount of change expected for each group.
- **Organizational Alignment (Change Impacts):** Starts with a business impact assessment so gaps, issues and concerns are identified early and addressed throughout the program.
- **Communications:** Builds support and buy-in for the changes, transition, and acceptance of the change.
- **Training:** Identifies the training and education that is needed and creates a learning environment for new ways of operating.
- **Governance Support:** Provides support as needed to the overall Transformation Program for governance and strategic alignment.

**Deliverables for CM Track:**

- Change Management Plan
- Communication Plan
- Training Plan
- Training logistics
- Stakeholder Engagement Plan

**Business Process:**

- Confirm Fleet & Equipment Management, Service request, Work order, Resource management (Sub contractor, Employees, Parts, Tools etc.), Work order planning & scheduling, Inventory Management, Preventive Maintenance, Warranty, Motor pool, Costing/Billing, Fuel, Tire, Analytics and Financial business process scope
- Define KPI's/reports to be developed
- Assist in the definition of business processes and requirements
- Help in driving resolution of business decisions
- Work with the Functional and Technical tracks to determine the content for Test cases, Scripts and Master data
- Provide support to WV in the update of SOP's
- Identify and develop a list of Business scenarios, Test cases and Master data for User Acceptance Testing
- Participate in Business process design workshops
- Develop and tracks requirements

**Deliverables for Business Process Track:**

- Testing Scenarios
- Test Cases
- To-Be Business process flows
- Requirement Traceability Matrix
- Business Process improvement opportunities

**Functional Track:**

- Gather and validate detailed business rules and business values specifics for configuration





- Design the solution for all business requirement as identified in Design workshops
- Develop Concept of Operations for managing fleet management software including rail using Carl Source platform
- Perform Configuration and Unit Testing
- Develop functional specifications
- Author Configuration documents
- Birt Report creation
- Application Role, User Authorization and Security definition
- Resolve issues & defect related to design and propose solutions
- User Acceptance Testing – Manage, Support and Issue Resolution
- Knowledge Transfer and Training sessions to the Trainers
- Cutovers – Trial and Final – Preparation, Execution, and Issue Resolution
- Go-Live – Readiness Review
- Go-Live – Preparation and Execution
- Post Go-Live – Support and Issue resolution

#### **Deliverables for Functional Track:**

- Configuration document
- Training documentation
- Defect resolution
- Configured Carl Source solution
- Conduct Training
- Test scripts
- Fit Gap analysis

#### **Technical Track**

- Validate requirements for systems, integration, security, and infrastructure
- Setup environments for Carl Source
- Create detailed technical specifications
- Create detailed interface specifications
- Development of RICEFW items based on functional specifications
- Unit testing of the development items
- Co-ordinate with functional team for unit testing
- Resolve defects related to system setup and environment
- Track RICEFW allocation and delivery status
- Application Role, User Authorization and Security setup
- User Acceptance Testing – Support Preparation, Execution, and Issue Resolution
- Cutovers – Trial Cutovers and Final
- Go-Live – Readiness Review
- Go-Live – Preparation and Execution
- Post Go-Live – Support and Issue Resolution
- Develop a detailed design for the solution

CARL Source is a commercial off the shelf software. Every version is performance tested to support a minimum of 400,000 fully configured assets and 500 users connected concurrently. This greatly surpasses WVDOT's requirements. Performance test results will be provided if required.



#### **Deliverables for Technical Track:**

- Multiple Environment provisioning
- Interface Diagram
- Technical specs
- Interface specs
- Defect resolution
- Carl Source RICEFW's deployment
- Detailed Design document

#### **Data Migration & Interface Track**

- Define Data sources, volume, historical
- Define Data migration strategy
- Help in Data mapping
- Identify data objects and field/values to be profiled and cleansed
- Define Business rule for data
- Enforce Data Governance policies and standards
- Develop and provide data load templates
- Perform data loads multiple environments
- Resolve data load issues
- Define Data validation process
- Provide loaded data for validation
- Coordinate Interface testing
- Perform Interface testing

#### **Deliverables for Data Migration Track:**

- Mock Master and Transaction data in multiple systems
- Tested interfaces
- Data load templates
- Data validation
- Data migration strategy/plan

## **7.5 System Support Services**

CARL Cloud, SaaS service proposed by Berger-Levrault, is **independent** from the licensing mode. It is a complete solution to **deploy, upgrade and support** of CARL Software. This simplifies your CARL Source, Touch and Flash implementation, with a **faster** deployment of your solution.

CARL Cloud releases you from the management of the IT infrastructure, Installation, Maintenance, Administration, Hardware server and lets you focus on your operations and adding value to your customers. Our solution is hosted 100% in the USA via Amazon Web Services.

#### **Test and Training Instances**

As part of our proposal in addition to the production environment we will be providing WVDOT with a **TEST and TRAINING** environments as requested in the RFP.

Refresh of an environment from production or to re-initialize a database must be requested five (5) business days in advance. Additional environment can be provided at additional cost.

#### **Upgrades to new versions / patches**



For new versions a suggested deployment plan will be provided to WVDOT. This will consist of release notes including new features and issues resolved, any new configuration required, testing plan and mini schedule. For patches release notes will be provided. New versions and patches will be deployed to the Test environment first for configuration and validation. Once WVDOT has validated and approved the new versions or patches, they will be deployed to the Production and Training environment.

#### **Disaster Recovery**

We have an established disaster recovery plan that we practice on a yearly schedule to ensure our team is ready to recover your data should an incident occur. Because of our IT architecture we can guarantee that the last 24 hours of data will always be able to be recovered. We keep a backup daily for the prior week, weekly backups for the current month and monthly backups for the past twelve (12) months.

#### **Planned Service Outages**

You will be provided with no less than twenty-four (24) hours advanced notice for Planned Service Outages not inclusive of Automatic Updates.

#### **Unplanned Service Outages**

If the Service Outage exceeds five (5) minutes, Berger-Levrault will give as much prior notice as possible for the Unplanned Service Outage including emergency or critical issues.

#### **Average Response Time**

- Less than four-hour response for normal/low-priority tickets
- Less than one-hour response for high priority/critical tickets
- Resolution time will depend on the nature of the issue

#### **Service Uptime**

Outside of Planned Service Outages and Automatic Updates, the Hosted Service shall have an availability of ninety-nine-point seven percent (99.7%) in an annual billing cycle.

## **7.6 Lessons Learned**

Listed below are some of the challenges that we have encountered during design and implementation of Fleet Management / EAM projects.

#### **Challenge No. 1: Data Migration**

Arguably, the most time-consuming part of any software implementation is the migration of data from the legacy system to the new solution. Unfortunately, it's a necessary part of the process, so finding ways to make it easier and more accurate can keep your implementation timeline on track and minimize data errors and issues at go-live. Focusing on this part early in the process can help reduce the risk. Business involvement for data validation preload and post load are critical. In addition, ETL tool for Data extract, cleansing and loading is highly recommended.

#### **Challenge No. 2: Project timeline**

- The average length of a typical software implementation varies widely. Many organizations will set overly optimistic go-live dates despite the realities and limitations of the actual project.
- For our projects, we pay attention to the details and allow adequate time to understand the system intricacies, business processes, system interfaces and adequate business testing &



training. We work with our clients to understand their business requirements and propose a detailed implementation and training plan to set a realistic expectation from the start of the project.

- Scope definition at the start of the project by all parties and a change control board for any scope changes with impacts on timeline and budget is a must have for any project.

### **Challenge No. 3: Organizational Culture**

The need to develop organizational culture that considers and integrates enterprise asset management across all departments. A strong culture supporting asset management will be able to move from a response and reaction-based asset management approach to a more informed and proactive approach. Successful efforts to better align culture with asset management include:

- Hosting a series of workshops across the agency to help staff define their role in asset management.
- Launching a pilot to improve processes for Asset Life cycle management.
- Using internal marketing campaigns to raise awareness, including adopting a mascot or slogan.
- Developing a communications plan for asset management; and
- Refreshing organizational structures and staff roles and responsibilities to support enterprise asset management plan.

5246

### **Challenge #4: Total Cost of Ownership**

It is important to have a full understanding of vehicle and equipment lifecycle costs. Analyzing the total cost of assets in your operation – from initial purchase through operations and maintenance to resale – presents a financial picture that leads to the most cost-effective choices.

With an effective cost analysis approach, strengths in asset management can be leveraged and weaknesses can be addressed. Drilling down into costs of vehicles and equipment, maintenance overheads, labor and parts, fuel and drivers leads to a better understanding of everything from acquisition to disposal of vehicles and equipment.

Managing a fleet's total cost of ownership leads to a more productive, cost-effective operation that meets its efficiency goals.

### **Challenge #5: High Quality Data**

Gathering complete, accurate, and high-quality data and integrating it across the system can be a challenge. With better data, enterprise asset management system will enable the users to be more equipped to track performance, measure risk, report data uniformly across groups, and allow in planning efforts. Some specific steps agencies have taken to improve and integrate data include:

- Geocoding assets and integrating data with GIS
- Implementing IoT Sensors for predictive maintenance resulting in reduced costs and improved quality
- Updating Asset lifecycle management plans
- Continuous improvement and monitoring
- Condition monitoring of Assets during which current and future asset health is continuously assessed

### **Challenge # 6: Retiring Workforce**

A looming retiring workforce sometimes referred to as "the Great Crew Change". Countless operational experts will retire over the next decade. Many of these professionals have been working





in, and sometimes managing and running, production or maintenance operations in asset intensive industries for two, three, or in some cases four decades. When these wizards retire, they will take a great deal of knowledge and "tricks of the trade" with them. Some of the initiative that we would recommend are:

- Identify critical work and procedures that are currently being accomplished with tribal knowledge or without the benefit of documented standard operating procedures.
- Capture knowledge and data for this critical work from existing employees and transform that knowledge into institutionalized training programs and documented procedures or Knowledge Management systems.
- Establish training programs that drive accountability and ensure all employees have the skills, competency, and knowledge to perform the assigned tasks as well as the ability to record data from those tasks.
- Develop continuously evolving standard operating procedures that are followed via checklists and supervisory oversight.
- Utilize an enterprise asset management system that allows managers to make decisions and plans based on factual information, captured data and trends rather than gut feel or the experience of employees who may no longer be around.

#### **Challenge # 7: Regulatory and Industry compliance**

Implementing best practices does not alleviate the risk of non-compliance. You need to assess your performance on a regular basis. Investing in asset management software to further streamline performance monitoring is even better. Centralize your compliance practices with asset management software. We recommend our customers to centralize all their compliance efforts with an asset management system.

#### **Challenge # 8: Use of Technology**

By harnessing the Internet of Things (IoT), companies can digitalize the asset integrity management processes. Technology advance can make a remarkable difference in production capability, profitability, and optimized inspection and maintenance scheduling. It's possible to garner actionable intelligence from asset data – in real time, all the time – a big game changer for decision making process. It significantly reduces unplanned shutdowns and inspection costs, while paving the way for machine learning (ML) and artificial intelligence (AI).

#### **Challenge # 9: Ease of Use**

Asset management systems that are not easy to use because they have clunky user interfaces or poor taxonomy/metadata development inherently have poor user adoption. Systems with good UI design which are efficient make a big difference for advancing user adoption. We keep a close on eye on Ease of Use when developing a solution for our customers. We keep ease of use as a primary focus when developing the system, counting taxonomies and metadata structures, are among the most important factors for a digital asset management system.

#### **Challenge No. 10: Executive Support**

A challenge many organizations face is gaining executive support for the Enterprise Asset Management solution. In addition, the future direction of the Fleet Management / EAM solution should be aligned with key business goals & objectives of the organization. We recommend the that key executives be a big supporter of the project and should be involved as a part of Steering committee, decision making and project direction.





## 8 Tab 8 – Response to WVDOT’s Goal and Objectives

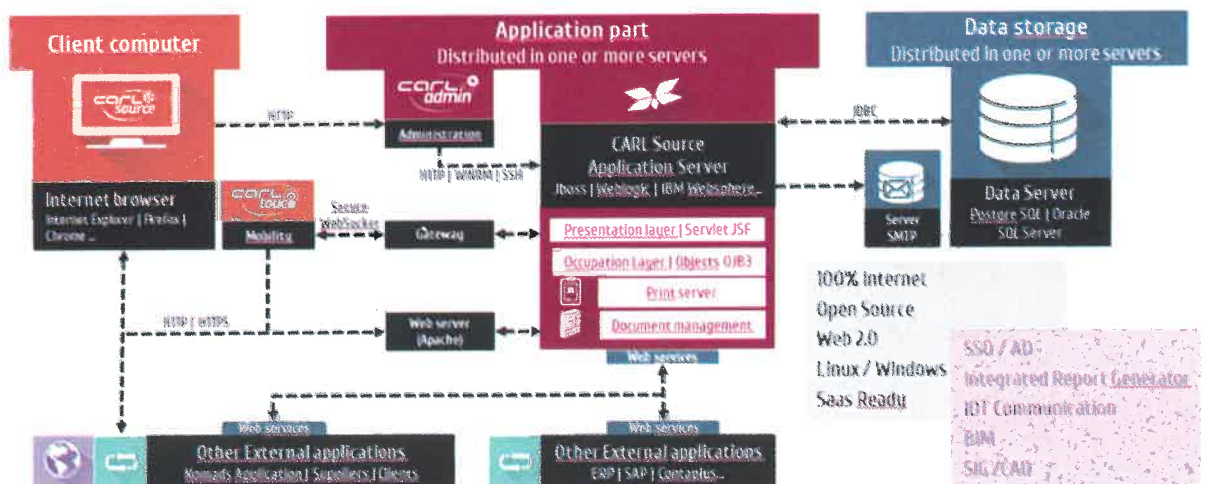
A successful project depends on three factors:

1. A great solution: CARL Source, certified ISO 27001:2013, was created over 35 years ago and has stood the test of time to be the **#1** solution in France, top 3 in Europe and a worldwide leader. There is no solution in North America with more **rail customers** and one of our clients manages over **25,000 vehicles** using CARL Source.
2. Implementation knowhow: Accrete brings multiple years of **EAM/ERP** experience including in the public/private sector, interface definition, IoT/AI/ML expertise, business experience including asset life cycle management, fleet management including rail rolling stock, maintenance, field service, workshop repairs and ISO 55000 certification support.
3. Business knowhow: For more than 17 years CodeRed Business Solution has been providing fleet management and detailed maintenance analysis services for **Vehicles** and **Rail** rolling stock maintained by Transportation Departments. A true sign of CodeRed expertise was their selection by the FTA to be the prime contractor to perform the original research for Asset Management.

We strongly believe that our team is uniquely positioned to meet WVDOT’s Goals and Objectives from the functionality and delivery standpoint. We are convinced that our experienced team coupled to our proprietary software will be able to meet the challenges expressed by WVDOT.

### 8.1 Architecture, Approach & Methodology

CARL Source SaaS solution is architected to support a minimum of 400,000 assets and 500 users concurrently which considerably beyond the maximum requirement of WVDOT. Carl Source architecture is shown below:

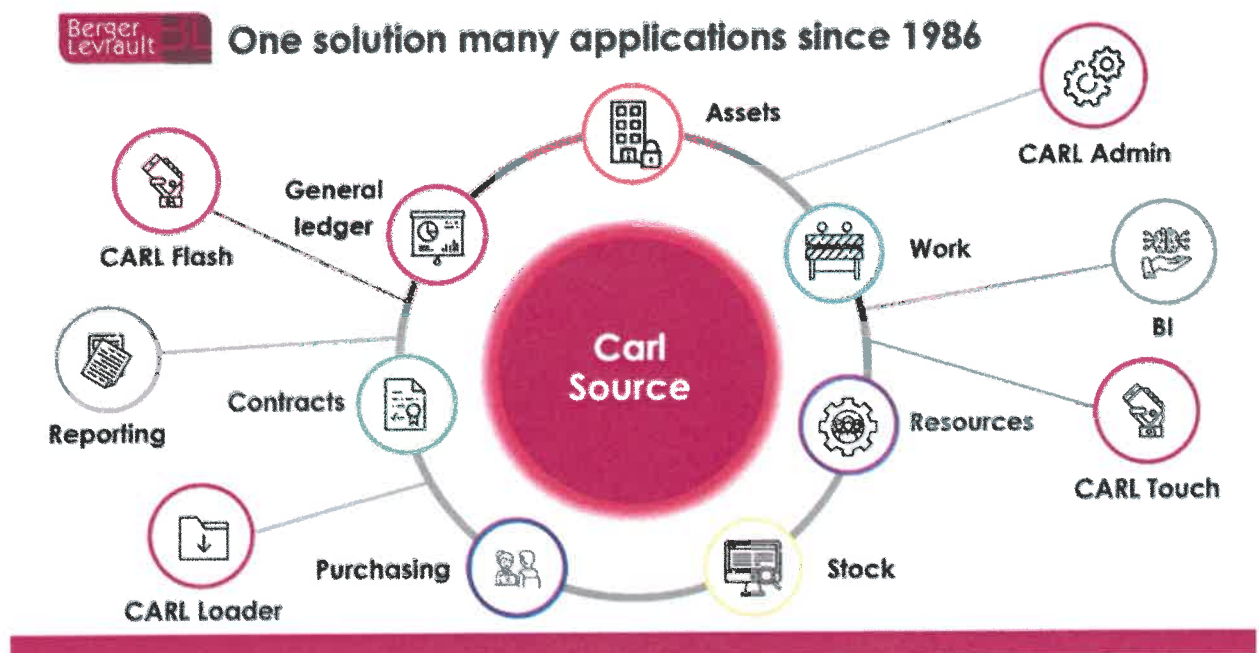




Please check in Section 7.3 Project Management Methodology and Approach about our proposed project approach and methodology for WVDOT Fleet Management project.

## 8.2 Outline of Software Components

Carl Source is delivered as SaaS solution. As such only a modern browser is required to access the web solution (Edge, Firefox, Chrome, Safari, etc.). Our mobile solution CARL Touch is supported by Android device running OS 5 or greater and will support iOS and iPadOS running 11 or greater. Below are the components of the Carl Source solution. Please refer to Section 9 [Tab 9 - Capabilities of Proposed Solutions](#) for details of the different modules listed below.



Listed below are functionalities that exceed the RFP requirements:

- General Ledger
- Purchase Contracts
- Accident and Crash module
- Subcontract services
- Supplier invoices
- Quotes

## 8.3 Carl Source solution deployment and Data migration

Please refer to Section 7.3.2 Project Methodology that describes in details of how the Carl source will be deployed. It also addresses the Data migration activities that will be performed during the project.



## 8.4 Production Support and Maintenance

Please refer to Section 4.2.5 Product Maintenance for post go-live support of the Carl Source solution.

## 8.5 State of West Virginia software standards and Google Workspace

- CARL Source is ISO 27001 certified and is monitored 24/7 for threat detection backed by Microsoft Azure infrastructure
- CARL Source is compatible with Google Workspace products and Microsoft products.

## 8.6 Fleet Equipment Scheduled Maintenance Process

CARL Source meets and often exceeds the requirement for Fleet Equipment Schedule Maintenance Process.

- Easily facilitates the configuration of Preventive Maintenance criteria which triggers preventive maintenance activities and notify owners about due activities. The work orders for preventive maintenance will be created automatically based on business rules defined.
- With few click's it facilitates in-house repair order and work reporting
- Keeps a history of all maintenance records

Please check in Section 9.2.3 [Vehicle inventory maintenance](#) for more details on Preventive Maintenance.

## 8.7 Equipment Repair Business Process

CARL Source meets and often exceeds the requirement for Equipment Repair Business Process.

- Easy creation of repair orders and work reporting in the Carl Source.
- Carl Source supports the importing of commercial repair data for work performed by a third party.
- Carl Source keeps maintenance history of all repairs up to date for every asset.

Please check in Section 9.2.9 [Work orders](#) for more details on repair orders.

## 8.8 Fueling Process

CARL Source meets and often exceeds the requirement for the Fueling Process.

- Carl Source can easily and accurately track the fuel usage and cost history
- It can track all types of fueling transactions including automated bulk fueling transactions, commercial fuel cards, and manual fueling transactions.
- Billing of fuel to other State Agencies is also supported.



Please check in Section 9.2.4 [Fuel inventory](#) for more details on Fuel mgt.

## 8.9 Asset Life Cycle

CARL Source meet and often exceeds the requirement for the Asset Life Cycle.

- Carl Source can be integrated with wvOasis and will support cost allocation and billing,
- Carl Source supports Retirement/replacement of equipment and the acquisition of equipment.
- Asset ownership assignments and transfers during the lifecycle of the assets can be easily managed in the solution.
- Carl Source can be integrated with wvOasis Asset module to manage disposal/retirement of equipment.

Please check in Section 9.2.3 [Vehicle inventory maintenance](#) for more details on Asset Life cycle.

## 9 Tab 9 - Capabilities of Proposed Solutions

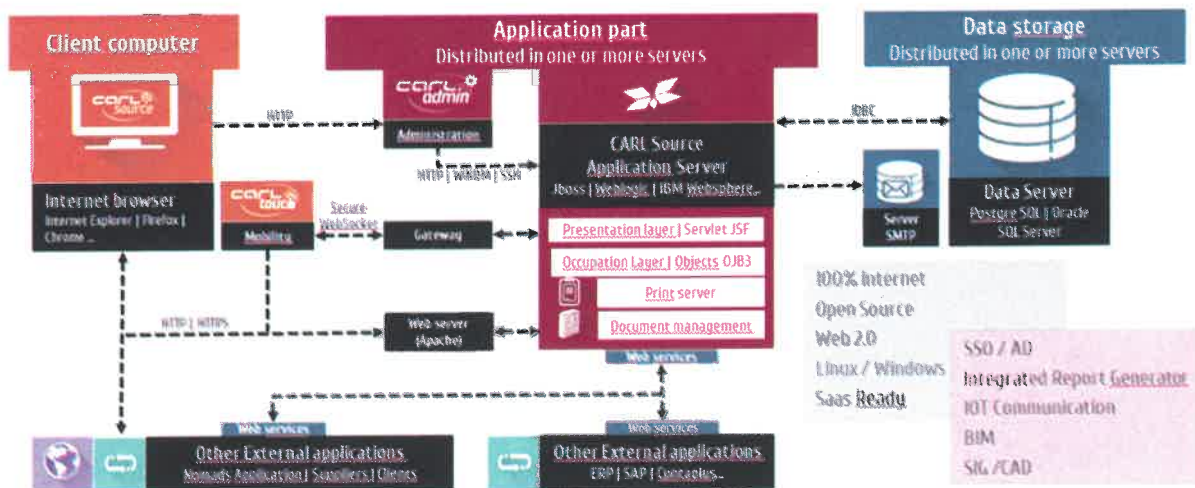
### 9.1 Cloud Hosting

CARL Cloud, SaaS service proposed by Berger-Levrault, is **independent** from the licensing mode. It is a complete solution for **deploying, upgrade and support** of CARL Software. This simplifies your CARL Source, Touch and Flash implementation, with a **faster** deployment of your solution.

CARL Cloud releases you from the management of the IT infrastructure, Installation, Maintenance, Administration, Hardware server and lets you focus on your operations and adding value to your customers.

Our solution is hosted 100% in the USA via Amazon Web Services.

In order to provide a good understanding of the solution, the technical architecture of CARL Source is shown below:





## 9.2 Fleet management- Features

### 9.2.1 Asset Inventory / Asset Registry

#### 9.2.1.1 Asset Inventory

Assets can have any number/level of sub-assets including tires.

Sub assets can have their own meter that can be populated using the readings of the meter of the main assets.

For a given asset or for all assets, the system lets you easily identify what maintenance is overdue. The filter can be refined to include a specific asset, family of assets, type of maintenance (preventive, corrective, accident, etc.), technicians, priority, etc.



#### **9.2.1.2 Leasing and Financing**

CARL Source can support Leasing and Financing:

- ✓ Store lease/rental information for any fleet units
- ✓ With the integration with wvOASIS Advantage Financials generate payment request for monthly or other recurring payments for leased or financed vehicles, and store financing information.

#### **9.2.1.3 Licenses and Permits**

CARL Source can support Licenses and Permits:

- ✓ Track annual registration/license/permit/emission renewals for vehicles

#### **9.2.1.4 Service Call and Incident Tracking**

CARL Source can support Service Call and Incident Tracking:

- ✓ Easily track information on incidents fleet and equipment assets.
- ✓ Track incident such as accidents, vandalism, tire blowouts, or any non- accident related items

#### **9.2.1.5 AVL Integration**

CARL Source can support AVL Integration:

- ✓ Integration with CAD AVL equipment and system(s) to allow for viewing vehicle activity history (such as operator, activity, location and date and time of activity).

#### **9.2.1.6 Fuel Management**

CARL Source can support the following functionalities as demonstrated by the screenshots that follow:

- ✓ Track and post all fuel transactions by vehicle, employee, pump, quantity, and type
- ✓ Track all variances for pumps and tanks
- ✓ Allow multiple facilities, tanks, and pumps

**Track and post all fuel transactions by vehicle, employee, pump, quantity, and type**

In CARL Source fuels are tracked as stock items. The different type of fuels will each be tracked under different stock ids. Each stock id can have multiple holding tanks to draw from.



Stock > Item detail  
**ITEM DETAIL : 01010002 - DIESEL FUEL STOCK**

General Substitute parts Nomenclature Storage detail Stocking Colating Simulation

Management: Stock, Name, Unit, Description, Equipment, Card center, Budget, Fund type, Standard price, Asset, Updated on this, By

Stock summary: Purchase summary

Quantities per warehouse

WAREHOUSE	NAME	QTY IN STOCK	QTY ORDERED	QTY RESERVED	QTY IN TRANSIT	ESTIMATED QTY	AP	STOCK VALUE	ORDER VALUE
01010002	Diesel fuel stock	68,715 Unit	0 Unit	0 Unit	0 Unit	68,715 Unit	USD0.00	USD0.00	USD0.00

Total quantities: 68,715 Unit, 0 Unit, 0 Unit, 0 Unit, 68,715 Unit, USD0.00

All transactions are recorded, for any stock items, and can be audited using the transaction history functionality.

Stock > Movement history  
**MOVEMENT HISTORY**

Result

DATE	NAME	MOVEMENT	WAREHOUSE	QTY	ASSET/BATCH	NOTE NO.
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	
2020-01-01	01010002	General fuel stock	01010002	100 Unit	01010002	

### Track all variances for pumps and tanks

Tank variances can be entered using the inventory function.

Stock > Item detail > Inventory taking  
**INVENTORY : 01010002 - DIESEL FUEL STOCK**

General

Inventory: Inventory, Inventory date, Inventory by, Warehouse, Name, Batch

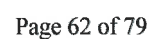
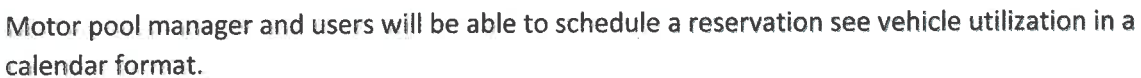
Quantity by warehouse

WAREHOUSE	NAME	QTY IN STOCK	QTY ORDERED	QTY RESERVED	QTY IN TRANSIT	ESTIMATED QTY	AP	STOCK VALUE	ORDER VALUE
01010002	Diesel fuel stock	41,953 Unit	0 Unit	0 Unit	0 Unit	41,953 Unit	USD0.00	USD0.00	USD0.00

### 9.2.1.7 Work Management Integration

Carl Software will be integrated with the wvOASIS Advantage Financials application to obtain vehicle and equipment usage information entered by WVDOT staff.









## 9.2.1.11 Maintenance History

For any given asset, you can access repair and part consumption history via a simple click.

**Detail of asset TR721 - Bus 721**

An asset is mobile. The

**General** Purchase Troubles Preventive Safety Specifications Addresses

Asset **TR721** Name **Bus 721**

Type **Vehicle** Pictogram **ICON-BUS**

**General**

Serial number **72100100** Trademark **IRISBUS** Criticality **Normal**

Trim **CITELIS-12** Citelis 12 bus Repairable ☒

Main Meter **TR721-MI** Mileage bus 721 Referrer ☒

Cost centre **100** Manager **JEAN** Availability group **STD-BUS**

Customer MPG **273**

**Allocation**

Organisation **TR** TRANSPORT site

Location parent **TR0010103** Bus operating depot

Main parent **TR02010101** Irisbus standard bus

**Life cycle**

Status **Being serviced**

Last inventory **31/12/2010 18:00:00**

Commissioning **31/12/2007** 12.3 Years

**Warranty**

Warranty **1-LABOUR** End date **31/12/2019** Max Mileage **300 000**

**Equipment follow-up of TR721 - Bus 721**

You can view the list of work orders which have an impact on this piece of equipment

**Work orders**

Displaying 20 items

**Result** from 1 to 20 of 21

Work order	Title	Geographical	Main	Asset	Status	Date	Type	Process	Cost	Duration
000001	Changement huile de moteur	TR0010103	TR0010103	TR721	Closed	11/02/2015 09:00	US0175		USD 150	04:00
000004	Verification securite	TR0010103	TR0010103	TR721	Closed	20/01/2015 09:00	US0180		USD 150	04:00
000076	Patente électrique	TR0010103	TR0010103	TR721	Closed	26/01/2015 09:00	US0180		USD 150	04:00
000078	Recharge air clim	TR0010103	TR0010103	TR721	Closed	05/06/2015 09:00	US0270		USD 270	05:00
000079	Verification securite	TR0010103	TR0010103	TR721	Closed	22/07/2015 09:00	US0180		USD 150	04:00
000080	Peinture de chassis	TR0010103	TR0010103	TR721	Closed	18/02/2016 09:00	US0180		USD 150	04:00
000089	Contrôle technique	TR0010103	TR0010103	TR721	Closed	19/02/2016 09:00	US0180		USD 150	04:00
000090	Problème de la batterie	TR0010103	TR0010103	TR721	Closed	06/03/2016 09:00	US0180		USD 150	04:00
000091	Peinture de chassis	TR0010103	TR0010103	TR721	Closed	24/02/2016 09:00	US0180		USD 150	04:00
000092	Problème sur la batterie	TR0010103	TR0010103	TR721	Closed	14/02/2016 09:00	US0003		USD 000	00:00
000093	Peinture de chassis	TR0010103	TR0010103	TR721	Closed	03/01/2016 09:00	US0236		USD 236	06:00
000094	Contrôle technique	TR0010103	TR0010103	TR721	Closed	06/03/2016 09:00	US0000		USD 000	00:00
000095	Contrôle technique	TR0010103	TR0010103	TR721	Closed	03/02/2016 09:00	US0175		USD 150	04:00
000096	Changement de la batterie	TR0010103	TR0010103	TR721	Archived	03/01/2016 09:00	Task No		USD 000	00:00
000097	Contrôle technique	TR0010103	TR0010103	TR721	Closed	02/05/2016 09:00	US0000		USD 000	00:00
000098	Contrôle technique	TR0010103	TR0010103	TR721	In progress	19/05/2016 09:00	US0175		USD 150	04:00
000099	Recharge électrique	TR0010103	TR0010103	TR721	Archived	25/01/2016 09:00	US0000		USD 000	00:00
000100	Contrôle technique	TR0010103	TR0010103	TR721	Closed	26/01/2016 09:00	US0175		USD 150	04:00
000101	Contrôle technique	TR0010103	TR0010103	TR721	Closed	02/07/2016 09:00	Task No		USD 000	00:00

Number of work orders: 21

Searches can be further refined via the search screen. For example, to have any work down in the last 2 years.

You can search for the transaction for a given asset by using the search tab in the transaction history in the stock module.



**Transaction History**

Criteria Result

Item Description of storage

Family Warehouse Batch No

Asset Location Prepared inventory

Movement

Movement type

Min date

Max date

Created by

Agent

Assignment

Cost centre

Work order

Structure point

Asset TR721

### 9.2.1.12 Performance Analysis

Carl Platform can support performance analysis:

- ✓ Easily define and track asset performance

### 9.2.1.13 Acquisition, Replacement and Surplus

Carl Platform can support acquisition, replacement and surplus:

- ✓ Easily track detailed information on the acquisition and replacement of both purchased and constructed assets.

**Replacement of equipment**

Filter criteria

Organisation associated with asset/Organisation code like 'TR'; Type of equipment like 'Vehicle'; Purchase date < '10/04/2014'

Asset	Age (year)	Purchase date	Purchase value	Depreciation	Residual value	Last calculation	Replacement value	Cost of failure	Total costs
B1031 - Evobus Citaro articulated bus 1031	10	12/09/2009			0.00			0.00	1140.00
MTR-S721 - Metro trainset 721	9	31/12/2010	250000.00		0.00			235.04	21505.04
TR721 - Bus 721	12	31/12/2007	45000.00	Linear (10)	27000.00	31/12/2010	50000.00	1641.55	3901.55

### 9.2.1.14 Fleet and Asset Planning

Carl Platform can support Fleet and Asset Planning:

- ✓ Easily define parameters for long term fleet planning projections

### 9.2.1.15 Costing and Billing


Carl Platform can support Costing and Billing:











- ✓ Easily support allocation of vehicle operating cost to projects, grants and overhead accounts.



CARL Source has a client module that fully supports billing activities. In addition, quotes/estimates can be created for approval by the cost center owner prior to the work being carried out. Different rates or lump sum can be applied depending on the line items (parts or parts type, work order type, etc.). A client complete history is available on screen.

🏠 > Clients > Client detail

**CLIENT DETAIL : FINANCE - FINANCE** 


General Contact details Addresses Asset T&C **Work history** Departments











Display

**Summary**

YEAR	WRS	WOS	SUBMITTED QUOTES	# APPROVED	% APPROVED	\$ APPROVED
2021	8	44	7	2	100.00%	USD167.00
2019	0	43	0	0	0.00%	USD0.00
2018	0	1	0	0	0.00%	USD0.00
2017	0	23	0	0	0.00%	USD0.00
2016	1	30	0	0	0.00%	USD0.00
2015	0	23	0	0	0.00%	USD0.00
2014	0	2	0	0	0.00%	USD0.00
2013	0	3	0	0	0.00%	USD0.00

🏠 > Clients > Client detail

**CLIENT DETAIL : FINANCE - FINANCE** 

General Contact details Addresses Asset **T&C** Work history Departments

**T&C**

PRIORIT	COST TYPE	CODE	NAME	SUPPLIER/ WAREHOUSE	CATEGORY	UNIT	COST PRICE	COEFF.	MINIMUM SALE AMOUNT	SALES PRICE	TAX
2	TRADE				Resources	Hour		1.2%	USD100.00		
3	CTOCE				Supplies			1.1			
4	TASK	ORAIN	Orain		Miscellaneous work					USD90.00	
5	INT. SERVICE	PAINV	Paint work	OU/BUIS	Purchasing	Hour	USD40.88	1.25		USD40.22	



## **9.2.2 Work Management**

### **9.2.2.1 Problem Reporting**

Carl Platform can support problem reporting related to fleet and equipment assets

- ✓ Carl Source web portal over the Intranet
- ✓ CARL Touch mobile application over tablet or a smart Phone.

### **9.2.2.2 Reporting and Managing Work Requests**

CARL Source can support the following functionalities as demonstrated by the screenshots that follow:

- ✓ Automatically generate work request based on mileage-based (meter), time-based, or alarm based.
- ✓ Manually generate work request during preventive maintenance / operator vehicle conditioning.
- ✓ Work Orders are easily created from Work Requests

### **9.2.2.3 Planned/Preventive Maintenance Program Management**

CARL Source is able to support the following functionalities as demonstrated by the screenshots that follow:

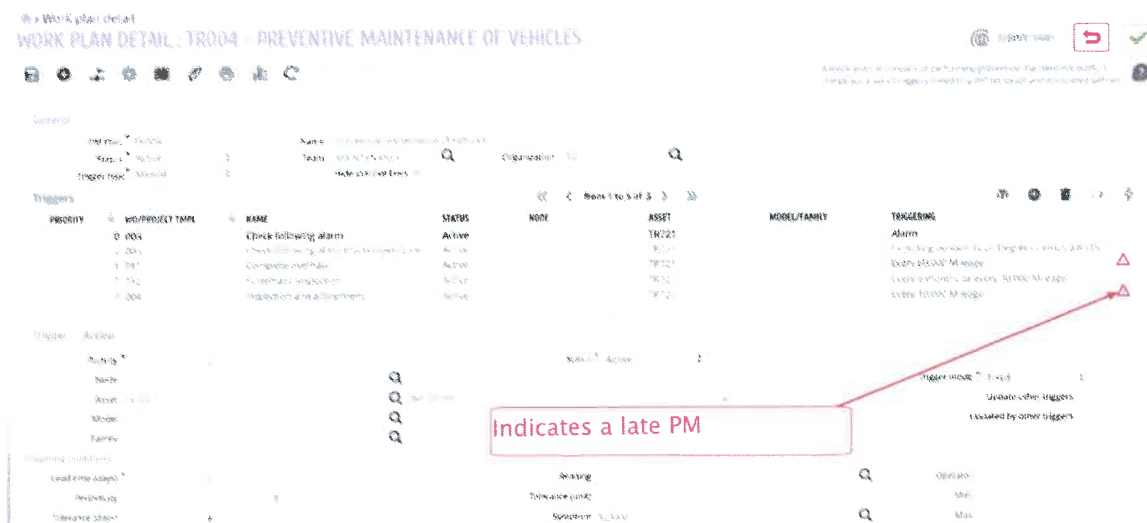
- ✓ Track vehicle usage, tires, MPG, and report maintenance overdue.
- ✓ Purchase Information (date, price, trim, etc.)
- ✓ Warranty Information
- ✓ PM Schedules
- ✓ Depreciation
- ✓ Fluid Types and capacities
- ✓ Alternate meters (hours, days, etc.)
- ✓ Replacement schedules
- ✓ Vehicle Specs (possibly loaded by VIN)
- ✓ Repair and Parts History
- ✓ Renumbering capability

Indicators (you can have as many as required) can be placed on the dashboard to have a quick link to the information. Clicking on the link will open the same list as above, which can be further refined using the search tab.



## PM Schedule

Preventive WO's can be triggered based on three different criteria or a combination of all three: mileage-based (meter), time-based, or alarm based. Triggers can be nested so that for example a 5,000-mile oil change will not be triggered at the same time as a 100,000-mile service which already includes an oil change. The next PM can be scheduled on trigger or on execution of the PM. On trigger means that for example a PM will be triggered every 5,000 miles no matter when the work is carried out. On execution means that a PM will be triggered exactly 5,000 miles after the last PM was completed, for example this is typically the situation for an oil change PM.



### 9.2.2.4 Major Overhauls, Asset Rehab and Campaigns

CARL Source is able to support the Major Overhauls, Asset Rehab and Campaigns as demonstrated by the screenshots that follow:

- ✓ Capability to define and track major maintenance programs





- ✓ Ability to track series of maintenance jobs to be completed for a single asset, or specific asset groupings, models or series, or location performed on user defined scheduling criteria.
- ✓ A detailed tracking of the actual work performed, costs, and resources consumed is available.

#### **9.2.2.5 Maintenance Standard Job Definition**

CARL Source is able to support the Job Definition of Standard Maintenance:

- ✓ Standard maintenance job templates can be easily defined for specific asset classes or asset types, including the specification of a job code, labor hours, skills, materials, and equipment.

#### **9.2.2.6 Maintenance Resource Definition**

CARL Source is able to support Maintenance Resource Definition:

- ✓ Easily define specific maintenance locations, shops, and facilities
- ✓ Define list of maintenance to be performed at each facility.
- ✓ Indicate the specific assets maintained by facility and location

#### **9.2.2.7 Work Order Planning**

CARL Source is able to Work Order Planning:

- ✓ Easily define specific maintenance locations, shops, and facilities
- ✓ Easily define maintenance work and resource requirements
- ✓ Schedule and assign work and resources
- ✓ Allows to easily monitor work in process, capture information on work activity, and record work results, including time and costs.
- ✓ Easily manage maintenance resources such as contractor personnel, facilities, materials, and tools.
- ✓ Allows ability to plan, monitor, and forecast annual work quantities and required resources (labor, equipment, material, and budget) for fleet and equipment assets

#### **9.2.2.8 Work Order Description**

CARL Source is able to define Work Order:

- ✓ Identify the fleet and equipment asset to which the work applies.
- ✓ Ability to attach/access/retrieve standard asset documentation from the work order
- ✓ Define the reason for the work order, outlay the work to be done and the labor resources required etc.



### **9.2.2.9 Work Order Creation**

CARL Source is able to easily create Work Order:

- ✓ Create work orders using several methods
  - on Demand,
  - from templates,
  - preventive maintenance activity,
  - from incidents, warranty failure, recall or service bulletins etc.

### **9.2.2.10 Work Order Recording**

CARL Source is able to allow Work Order Recording:

- ✓ Ability for multiple individuals to work on multiple assets on a single work order
- ✓ Link specific work jobs or steps to a specific asset
- ✓ Easily allocate labor and material cost accurately to specific assets
- ✓ Designate a work order as a service/road call, or link a work order to a service/road call/incident event.
- ✓ Allows detailed description, classification, and reporting of asset failures by asset type, component, and system.
- ✓ Easily match repair codes to the reported failure.
- ✓ Support various maintenance failure analysis methods

### **9.2.2.11 Work Activity Timekeeping**

CARL Source is able to allow Work Activity Timekeeping:

- ✓ Integration with wvOASIS Advantage Financials and Human Resource Management (HRM) will allow the Carl Source to capture and track the actual time and associated labor cost attributed to a work order.

### **9.2.2.12 Work Order Tracking and Monitoring**

CARL Source is able to allow Work Order Tracking and Monitoring:

- ✓ Real-time monitoring of work order status
- ✓ Provides information required to manage and adjust work (including the estimated time remaining on the work order (planned or estimated time less elapsed time).
- ✓ Work Order tracking and monitoring is available by various options:
  - Percent complete based on the projected time to complete remaining tasks
  - Current task or step being performed, and the employee(s) currently assigned,
  - Number of tasks completed and percentage,
  - Hours accumulated against each task,



- Projected completion date/time,
- Percent ahead or behind schedule based on actual labor versus standard for the job tasks or steps completed,
- Accumulated cost detail,
- Current work order status.

#### **9.2.2.13 Work Order Closeout**

CARL Source is able to easily enable Work Order Closeout.

- ✓ Automatically calculate total work order costs
- ✓ Automatically update asset maintenance history upon closing a work order.

#### **9.2.2.14 Component Rebuild Management**

CARL Source is able to easily track Component Rebuild.

- ✓ Track components through the entire repair and rebuild cycle
- ✓ Maintains component operating and maintenance history
- ✓ Able to manage and track the status, movement, and history of serialized components
- ✓ Easily define major components, sub-components, assemblies and sub-assemblies

#### **9.2.2.15 Handheld/Mobile/Tablet Devices**

CARL Touch is able to support Handheld / Mobile / Devices

- ✓ Easily create and perform work orders from handheld/mobile devices (create and perform).

#### **9.2.2.16 Management of Contractors**

CARL Source is able to easily Manage Contractors.

- ✓ Manage inspection, maintenance, and work contracted out to contractors
- ✓ Easily capture work details and cost.
- ✓ Monitor actual vendor / contractor performance versus service-level targets.
- ✓ Easily track performed warranty work.
- ✓ Easily manage repair and return of rebuilt assets

#### **9.2.2.17 Workforce Management**

CARL Source is able to easily manage workforce.

- ✓ With the integration with wvOASIS Advantage HRM module, Carl Source will be able to obtain employee information including status, vacations, training and certification information.



- ✓ Store basic information on workforce records.

### **9.2.2.18 Costing and Billing**

CARL Source is able to manage Costing and Billing.

- ✓ Integration with wvOASIS Advantage Financials will allow to obtain the required actual cost data.
- ✓ Easily allow maintenance costs by asset, type of work, and other breakdowns
- ✓ Enable maintenance cost analysis, repair or replace decisions, internal versus external maintenance decisions, etc.

## **9.2.3 Warranty Management**

### **9.2.3.1 Work Management**

CARL Source is able to easily perform Warranty Work Management.

- ✓ Easily generate and track warranty claims from the work order system based on user-defined business rules

### **9.2.3.2 Claims**

CARL Source is able to easily manage Warranty Claims.

- ✓ Generate and track warranty claims from the work order system

### **9.2.3.3 Payments / Reimbursements**

CARL Source is able to easily manage Payments / Reimbursements.

- ✓ Track warranty work performed by external contractors and vendors
- ✓ Create claims for reimbursement
- ✓ Ability to credit an asset or inventory

## **9.2.4 Planning and Budgeting**

### **9.2.4.1 Performance Standards**

CARL Source is able to define performance standards.

- ✓ Able create and maintain performance guidelines (based on user-defined business rules)

### **9.2.4.2 Operating Budget Development**

CARL Source is able to assist in Operating Budget Development.



- ✓ Allow annual budgetary plans utilizing existing asset data and standard work order templates to project labor and material needs.

#### **9.2.4.3 Operating and Maintenance History, Performance Analysis and Costs**

CARL Source is able maintain operating and maintenance history analysis.

- ✓ Maintain operating and maintenance history detail for all
- ✓ Record and track the source and category of funds used for acquisition, operations and maintenance.

#### **9.2.4.4 Long Term Maintenance Resource and Fleet / Asset Planning**

CARL Source is able forecast asset disposal / retirement.

- ✓ Forecast asset disposal/retirement based on user-defined criteria

#### **9.2.4.5 Capital Programming**

CARL Source is able to support long term forecasting.

- ✓ Support long term forecasting of capital needs.





## **10 Tab 10- Draft Statement of Work**

### **10.1 Scope of Service:**

#### **10.1.1 Project Management & Change Management**

All project management and change management activities will be done by the Accrete team following a methodology based on PMBOK. All project management activities and deliverables are defined in Section 7.4 Description of Services / Deliverables.

#### **10.1.2 Business processes**

Accrete along with Berger Levrault and CodeRed will provide consulting resources to design, develop, test, and deploy the Fleet management solution for the following business processes:

- Asset inventory/registry
- Service request/Incident tracking
- Work order creation, planning and execution
- Fuel mgt.
- Tire mgt.
- Preventive maintenance
- Inventory management
- Motorpool
- Costing and billing
- Acquisition, Replacement and Surplus Assets
- Work activity recording
- Workforce management including subcontractors
- Warranty management
- Planning and budgeting
- Analytics

To Be Business Process flows will be defined for all the above processes and implemented using the software defined in the next section.

#### **10.1.3 Software**

Accrete will implement Berger Levrault's SAAS based Carl Source Fleet Management solution. Carl Touch will be the mobility solution that will be deployed along with Carl Source. PowerBI will be the reporting solution integrated with Carl Source for all analytical business requirements. Some reporting will also be made available in Carl Source systems. Carl Flash will be deployed for service requests.

The following environments will be configured and deployed as part of the implementation for the business processes defined in previous section:

1. Baseline
2. Sandbox
3. Development



4. System Testing
5. Training
6. Acceptance Test
7. Quality Assurance
8. Production

#### **10.1.4 Interfaces**

Listed below are systems that will be interfaced with Carl Source:

- wvOasis Procurement module for Purchase Requisitions
- wvOasis Procurement and Asset module for receipt and commissioning of new Assets
- Vehicle information in Carl Source will be interfaced with WV BRIM for Risk Mgt. and Insurance
- Task orders in wvOasis for Carl Source Repair orders for employees to charge time in HRM
- wvOasis Financials for labor hours and actual costs for Task order/Repair order during payroll
- Vehicle and Equipment usage information from wvOasis HRM module
- Bi-directional interface for inventory transactions
- Bi-directional interface for fuel usage
- Bi-directional interface for leased equipment

Detailed design document will be created for each interface that will contain field mapping between the two systems and technical details like error correction, file format, etc.

#### **10.1.5 Custom Development and enhancements**

Based on the Fit Gap analysis document, the custom development objects will be identified. These custom objects/enhancements be developed as per the sprint plan. A functional specification document will be created for each enhancement which will include a detailed design and how the enhancement will accomplish the business requirement. Technical Specs will be created based on the Functional Specs. Technical Specs will contain details of the technical design. Any changes to forms or new forms that needs to be developed will also be part of this.

#### **10.1.6 Workflow**

Carl Source standard workflows will be customized based on business requirements. Complex Workflows will be designed, developed, and deployed based on the business requirements excel provided by WVDOT. In addition, 10 workflows with varying complexities as defined below will also be developed.

- Complex – 3
- Average - 5
- Simple - 2

Workflows will be defined in Carl Source; however, Carl touch (mobile application) will integrate with the workflow for the execution of work.

### **10.1.7 Data migration**

Data migration will be done using master data like parts, assets, employees, inventory etc. and open transactions like Work orders, Incidents/Service requests, costs, billing etc. In addition, historical information for certain objects like work order history etc. will also be migrated to Carl Source. All the Data migration objects will be identified and defined

Data Migration will be 3-step process commonly known as ETL (extract, transform, and load):

- Extract data from Legacy data sources
- Cleanse & Transform data to format required by new system
- Load data into new system

To ensure that data is migrated in a controlled manner an intermediate (staging) database will be used to store extracted data prior to loading into Carl Source. The extraction, cleansing and transformation process will be the responsibility of WVDOT. Accrete will be responsible for the overall Data migration and will coordinate with WVDOT for data extraction and transformation. At least 2 mock data loads and data validations will be done.

### **10.1.8 Security**

A security role matrix will be developed for all security roles needed and user assignment to those roles. Carl Source is hosted on Microsoft Azure and hence all Azure security protocols will be applicable for Carl Source software.

### **10.1.9 Reports**

Carl Source standard reports will be enhanced to meet some of the reporting requirements. PowerBI will be the BI tool that will be used for different types of reporting that is needed to meet the business requirements for WVDOT.

#### **10.1.10 Testing**

Unit Testing will be done for all interfaces, workflows, custom enhancements, reports, security roles and forms. User acceptance testing and Performance testing will also be done for the RICEFW items. All defects will be tracked and resolved.

#### **10.1.11 Training**

Training will be done based on Train the Trainer approach. Accrete team will conduct training for the key users identified by WVDOT. These key users will then train all the end users. Training curriculum and documents will be developed by Accrete which will be used for project team training.

#### **10.1.12 Documentation**

The following documents will be created during the project:

- Configuration document



- Technical Specs
- Functional Specs
- Training guide
- Design document
- Interface Specs
- Interface diagram
- Online help for Carl Source

#### **10.1.13 Knowledge Transfer**

Knowledge Transfer sessions will be scheduled and conducted with WVDOT IT team based on KT plan.

#### **10.1.14 Cutover**

A detailed cutover plan will be developed which will include all activities, their dependencies, resource assignment, activity duration and time. This cutover plan will be developed during migration of configuration, enhancements, data migration to other systems like Acceptance Testing, Quality Assurance etc.

#### **10.1.15 Post Go-live support**

Users will be able to log defects in the WVDOT defect tool which will then be assigned to Accrete resources. Accrete resources will then perform defect resolution, unit testing and coordinate with business to close the issues. A shadow and reverse shadow program will also be developed for transition of support to WVDOT IT Team.

### **10.2 Out of Scope Items**

Any deliverables not explicitly mentioned under this SOW should be considered out of scope for this project, and in particular the items listed below:

- Project communication internally within WVDOT and to customers
- Changes to wvOasis system and other third-party systems
- Data extraction, cleansing and transformation of Fleet management master and transaction data. WVDOT will provide the data to be migrated in a specified format.

### **10.3 Activities & Deliverables**

The activities and deliverables associated with the implementation of the Fleet Management project are described below. Accrete will have the responsibility for the project deliverables that are in scope along with WVDOT on condition that WVDOT provides resources who have the required skill set and availability to contribute to any shared deliverables, as specified in the plan. Given the nature of the project team, with shared resources between Accrete and WVDOT, the underlying assumption to all activities and deliverables are that the combined project team will work as one team towards a common goal of a successful project, and that any discussions on work sharing during the project will be conducted in good faith.



Please refer to Section 7.4 for all activities and Deliverables [Description of Services / Deliverables](#)

## 10.4 Project Timelines and Schedule

The project schedule for this project with key milestones are defined below. The project schedule has been defined as in Section 7.1 [Timeline & Implementation Approach](#). Listed below is a sample key milestone list.

Phase	Duration in Weeks	Start Date	End Date
Mobilize			
Business process design			
Sprint plan 1			
Sprint plan 2			
Sprint plan 3			
Sprint plan 4			
Sprint plan 5			
Data Conversion 1			
Data Conversion 2			
User Acceptance Testing			
User Training			
Cutover			
Production Go-Live			
Production Support			

## 10.5 Assumptions

### General Assumptions

- WVDOT shall cooperate on a timely basis with Accrete and shall perform commercially reasonable activities required by Accrete to enable them to fulfill their obligations and responsibilities under this SOW.
- WVDOT shall be responsible for approving and deploying all Business policies and procedures in a timely manner.
- WVDOT leadership shall be reasonably accessible throughout the project to provide direction and support the project management team if needed.
- WVDOT shall provide the Accrete team with reasonable access to relevant documentation and personnel required to provide information on this documentation.
- WVDOT shall provide reasonable access to facilities systems, network, software, documentation, and other items as necessary to enable the integrators to perform the Services. The remote network access will allow consultants to connect to the project related systems after hours, on weekends, and to support remote work from their offices.
- WVDOT shall provide the required workspace for the periods when consultants work onsite.
- Work for this Statement of Work shall be performed at WVDOT locations, and/or remote from Accrete offices in US and India.
- Deliverables will be reviewed and are expected to be signed-off within a 5-business day cycle from the submission date of the deliverable. If no written notices are submitted within the 5-day review





window indicating any non-conformity on the deliverable, the deliverable will be assumed as signed-off.

- Accrete will work with WVDOT to investigate unanticipated issues or requirements, with the intent to document proposed strategies, including estimates of effort and cost where applicable, for submission for change order approval.

#### **Scope Assumptions**

- Accrete and WVDOT shall be responsible for various Services and Deliverables as specified in the Scope & Deliverable section of this Statement of Work. Given the co-dependence of these services and deliverables, failing in delivering on these Services and Deliverables could affect each other's ability to provide the Services as specified in this Statement of Work.
- Accrete Solutions will not provide legal, accounting, or regulatory services or advice and that all such legal, accounting, or regulatory services and advice are the sole responsibility of WVDOT
- Any Services, Deliverables, Business, scope areas that are not specifically identified are assumed to be out of scope.

#### **Resource and Staffing Assumptions**

- WVDOT shall identify Business Process team leads, Business Analysts and Subject Matter experts and make them available to the project
- WVDOT shall supply personnel to the project that are knowledgeable about the functional area they are representing as defined in the Staffing section in this Statement of Work
- Accrete shall supply personnel to the project that are knowledgeable about the functional area they are representing

## **10.6 Change Request**

Accrete and WVDOT must agree upon additions or changes to the project scope, deliverables, project plan or staffing requirements or assumptions in writing via jointly agreed scope control and change control processes. Accrete understands that situations may arise when WVDOT will require additional work to be performed that is either not included within the scope or is specifically deemed to be out of scope in this document. Requests for such additional work will be analyzed jointly by Accrete and WVDOT and based on the criticality of the request, the level of effort required completing the work, its effect on the schedule and the associated costs. If after such an analysis, it is mutually agreed between Accrete and WVDOT to proceed with such additional work, Accrete will require a change request to be authorized and executed by WVDOT in advance. Such change requests may affect the project schedule and/or associated costs and will be treated as amendments to this Statement of Work.

The Parties agree that a material delay caused by WVDOT, and/or any of their contractors, in performing its responsibilities under this Statement of Work that impacts the critical path to timely completion of the deliverables will cause Accrete to incur additional costs if the Accrete personnel are prevented from advancing the project due to such delay. In the event of such delay, Accrete shall be entitled to request a Change Order adjusting the project schedule to account for the delay, and adjusting the project fees to compensate Accrete for its additional costs associated with the delay.



## 11 Table 11- Requirement Matrix Response (Attachment)

**WVDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Data Fields**

Req. #	Priority	Category	Sub-Category	Data Field Requirement	Vendor Response	Customization Estimate, If Applicable	Core Module(s)	Comments/Notes
FDF-001	1	Fleet Management	General	Store and display fleet/equipment class name, code, and description.	Off the Shelf			
FDF-002	1	Fleet Management	General	Store and display skills/certifications required by operator.	Off the Shelf			
FDF-003	1	Fleet Management	General	Store and display rental rate, cost per hour (for activity costing purposes).	Off the Shelf			
FDF-004	1	Fleet Management	General	Store Utilization entry.	Off the Shelf			
FDF-005	1	Fleet Management	General	Store and display fleet/equipment class name, code, and description.	Off the Shelf			
FDF-006	1	Fleet Management	General	Store and display skills/certifications required by operator.	Off the Shelf			
FDF-007	1	Fleet Management	General	Store and display rental rate, cost per hour (for activity costing purposes).	Off the Shelf			
FDF-008	1	Fleet Management	General	Store Utilization entry.	Off the Shelf			
FDF-009	2	Fleet Management	General	Store warranties for equipment and parts.	Off the Shelf			
FDF-010	1	Fleet Management	Inventory	Store and display fleet/equipment type name and class code.	Off the Shelf			
FDF-011	1	Fleet Management	Inventory	Store and display fleet/equipment unit ID number.	Off the Shelf			
FDF-012	1	Fleet Management	Inventory	Store and display manufacturer.	Off the Shelf			
FDF-013	1	Fleet Management	Inventory	Store and display make.	Off the Shelf			
FDF-014	1	Fleet Management	Inventory	Store and display model.	Off the Shelf			
FDF-015	1	Fleet Management	Inventory	Store and display serial number (16 to 20 alpha-numeric characters).	Off the Shelf			
FDF-016	1	Fleet Management	Inventory	Store and display USDOT number.	Off the Shelf			
FDF-017	1	Fleet Management	Inventory	Store and display 7 Digit ED number (WVDOT assigned equipment number) with possibility for expansion on the field.	Off the Shelf			
FDF-018	1	Fleet Management	Inventory	Store at least 30 preventive maintenance schedules applicable to each fleet/equipment unit; preventive maintenance schedules must be supported for time, miles/hours, fuel consumed, or any combination of all three.	Off the Shelf			
FDF-019	1	Fleet Management	Inventory	Store and display assigned organization.	Off the Shelf			
FDF-020	1	Fleet Management	Inventory	Store and display current location of equipment.	Off the Shelf			
FDF-021	1	Fleet Management	Inventory	Store and display prior history of equipment assignment.	Off the Shelf			
FDF-022	1	Fleet Management	Inventory	Store and display eligibility of the equipment to be pooled.	Off the Shelf			
FDF-023	1	Fleet Management	Inventory	Store and display fleet/equipment type name and class code.	Off the Shelf			
FDF-024	1	Fleet Management	Inventory	Store and display fleet/equipment unit ID number.	Off the Shelf			
FDF-025	1	Fleet Management	Inventory	Store and display manufacturer.	Off the Shelf			
FDF-026	1	Fleet Management	Inventory	Store and display make.	Off the Shelf			
FDF-027	1	Fleet Management	Inventory	Store and display model.	Off the Shelf			
FDF-028	1	Fleet Management	Inventory	Store and display serial number (16 to 20 alpha-numeric characters).	Off the Shelf			
FDF-029	1	Fleet Management	Inventory	Store and display USDOT number.	Off the Shelf			
FDF-030	1	Fleet Management	Inventory	Store and display prior history of equipment assignment.	Off the Shelf			
FDF-031	2	Fleet Management	Inventory	Store a minimum of 5 major component makes, models and serial #s per fleet/ equipment unit (e.g., chassis, engine).	Off the Shelf			
FDF-032	2	Fleet Management	Inventory	Store at least 15 warranties applicable to each fleet/equipment unit or major subcomponent of the fleet/equipment unit; warranties must be supported for time, miles or any combination of the two.	Off the Shelf			
FDF-033	2	Fleet Management	Inventory	Store unlimited notes for each fleet/equipment unit record.	Off the Shelf			
FDF-034	2	Fleet Management	Inventory	Store lease/rental information for any equipment which is leased.	Off the Shelf			
FDF-035	2	Fleet Management	Inventory	Store vendor identification number for lessor for external leases.	Off the Shelf			
FDF-036	2	Fleet Management	Inventory	Store lease term.	Off the Shelf			
FDF-037	2	Fleet Management	Inventory	Store lease start date.	Off the Shelf			
FDF-038	2	Fleet Management	Inventory	Store lease end date.	Off the Shelf			
FDF-039	2	Fleet Management	Inventory	Store lease payment terms (lease amount, period).	Off the Shelf			
FDF-040	2	Fleet Management	Inventory	Store lease payment due date.	Off the Shelf			
FDF-041	2	Fleet Management	Inventory	Store financing information for any fleet units which are financed.	Off the Shelf			
FDF-042	2	Fleet Management	Inventory	Store accidents involving a fleet unit.	Off the Shelf			
FDF-043	2	Fleet Management	Inventory	Store date of accident.	Off the Shelf			
FDF-044	2	Fleet Management	Inventory	Store employee operating fleet/equipment unit.	Off the Shelf			
FDF-045	2	Fleet Management	Inventory	Store other employees in fleet unit or working with equipment.	Off the Shelf			
FDF-046	2	Fleet Management	Inventory	Store accident description.	Off the Shelf			
FDF-047	2	Fleet Management	Inventory	Store names/contact information of non-State employees involved in incident/accident.	Off the Shelf			
FDF-048	2	Fleet Management	Inventory	Store work orders (multiple) associated with any repairs.	Off the Shelf			
FDF-049	2	Fleet Management	Inventory	Store other optional fields based on fleet class and/or fleet/equipment type.	Off the Shelf			
FDF-050	2	Fleet Management	Inventory	Store and display separate fields for Home and Controlling Organizations.	Off the Shelf			
FDF-051	2	Fleet Management	Inventory	Store and display warranty information and any recall history.	Off the Shelf			
FDF-052	2	Fleet Management	Inventory	Store and display repair history.	Off the Shelf			
FDF-053	2	Fleet Management	Inventory	Store and display history of equipment utilization.	Off the Shelf			

**WV DOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Data Fields**

FDF-054	2	Fleet Management	Inventory	Store and display current equipment status (Active, Pooled, Reserved, Under Repair, Scheduled for Maintenance, etc.) - X,S,A,R,W,P. X=Down, S=Sale, A=Active, R=Repair, W=Warranty, and P=Pool	Off the Shelf			
FDF-055	2	Fleet Management	Inventory	Store and display combined current equipment status of equipment units which are needed to be reserved as a unit; for example, a loader and hauler.	Off the Shelf			
FDF-056	2	Fleet Management	Inventory	Store a minimum 3 fuel types per fleet/equipment unit.	Off the Shelf			
FDF-057	2	Fleet Management	Inventory	Store work orders (multiple) associated with any repairs.	Off the Shelf			
FDF-058	2	Fleet Management	Inventory	Store and display warranty information and any recall history.	Off the Shelf			
FDF-059	3	Fleet Management	Inventory	Store vendor identification number for bank or finance company.	Off the Shelf			
FDF-060	3	Fleet Management	Inventory	Store loan date.	Off the Shelf			
FDF-061	3	Fleet Management	Inventory	Store loan start and end date.	Off the Shelf			
FDF-062	3	Fleet Management	Inventory	Store loan terms (rate, period, payment).	Off the Shelf			
FDF-063	3	Fleet Management	Inventory	Store loan payment due date.	Off the Shelf			
FDF-064	3	Fleet Management	Inventory	Store organization to whom loan payment is made (bank or other).	Off the Shelf			
FDF-065	3	Fleet Management	Inventory	Store loan payment location.	Off the Shelf			
FDF-066	3	Fleet Management	Inventory	Store loan payment address.	Off the Shelf			
FDF-067	2	Fleet Management	Motorpool	Store for each motor pool: unique motor pool identifier.	Off the Shelf			
FDF-068	2	Fleet Management	Motorpool	Store for each motor pool: unit.	Off the Shelf			
FDF-069	2	Fleet Management	Motorpool	Store for each motor pool: motor pool manager.	Off the Shelf			
FDF-070	2	Fleet Management	Motorpool	Store for each motor pool: pool location.	Off the Shelf			
FDF-071	2	Fleet Management	Motorpool	Store for each motor pool: unique motor pool identifier.	Off the Shelf			
FDF-072	2	Fleet Management	Motorpool	Store for each motor pool: unit.	Off the Shelf			
FDF-073	2	Fleet Management	Motorpool	Store for each motor pool: motor pool manager.	Off the Shelf			
FDF-074	2	Fleet Management	Motorpool	Store for each motor pool: pool location.	Off the Shelf			
FDF-075	1	Fleet Management	Parts Inventory	Store part type code.	Off the Shelf			
FDF-076	2	Fleet Management	Parts Inventory	Store part number.	Off the Shelf			
FDF-077	2	Fleet Management	Parts Inventory	Store manufacturer.	Off the Shelf			
FDF-078	2	Fleet Management	Parts Inventory	Store manufacturer part number.	Off the Shelf			
FDF-079	2	Fleet Management	Parts Inventory	Store serial number.	Off the Shelf			
FDF-080	2	Fleet Management	Parts Inventory	Store alternate part number.	Off the Shelf			
FDF-081	2	Fleet Management	Parts Inventory	Store description.	Off the Shelf			
FDF-082	2	Fleet Management	Parts Inventory	Store part usage codes (multiple).	Off the Shelf			
FDF-083	2	Fleet Management	Parts Inventory	Store part reference fields (multiple).	Off the Shelf			
FDF-084	2	Fleet Management	Parts Inventory	Store cross reference fields (multiple).	Off the Shelf			
FDF-085	2	Fleet Management	Parts Inventory	Store part usage codes (multiple).	Off the Shelf			

Req. #	Priority	Category	Sub-Category	Business (Functional) Requirement	Vendor Response	Customization Estimate, if Applicable	Capability Planned for Future Release	Core EAM Module(s)	Third Party Solution(s)	Comments/Notes
RPT-001	1	Management Reporting	General	Provide a wide range of pre-defined reports that support day-to-day fleet management, work management and planning and budgeting business functions. Reports should be able to be scheduled and automatically generated and distributed (pushed to the user) by the operational system at a user defined time for publication.	Off the Shelf					
RPT-002	2	Management Reporting	General	Provide capability to copy and modify existing reports as the basis for a new report.	Off the Shelf					
RPT-003	2	Management Reporting	General	Provide tools within the Vendor solution to configure new reports.	Off the Shelf					
RPT-004	3	Management Reporting	General	Provide an ad-hoc query tool within the Vendor solution. The adhoc query toolset within the Vendor solution will not require knowledge and training on its own proprietary language for the majority of users (non power users).	Off the Shelf					
RPT-005	2	Management Reporting	General	Provide the ability to utilize JasperReports with the EAMS database	Off the Shelf					
RPT-006	3	Management Reporting	General	Provide the ability to integrate other third-party reporting tools (Crystal Reports, PowerBI, etc.) with the Vendor solution.	Off the Shelf					
RPT-007	2	Management Reporting	General	Provide an entity relationship diagram(s) to support development of end-user reports through the ad-hoc query tool within the Vendor solution or a third-party reporting application.	Off the Shelf					
RPT-008	2	Management Reporting	General	Provide ability to view key performance indicators and other organizational performance data on a user-friendly intuitive dashboard.	Off the Shelf					
RPT-009	1	Management Reporting	General	Provide the capability to integrate with a future WVDOT business intelligence environment.	Off the Shelf					
RPT-010	1	Management Reporting	General	Provide a solution which is architected to support the ability to have 24-hour/7 day a week access (excluding defined maintenance windows) to the reporting functions.	Off the Shelf					
RPT-011	2	Management Reporting	General	Provide user access to predefined reports available within the Vendor solution without requiring the installation of any client software.	Off the Shelf					
RPT-012	2	Management Reporting	General	Provide user access to the functionality of the adhoc query tool for a minimum of 80% of the available functionality without requiring the installation of any client software (it is recognized that some capabilities utilized by power users may require the installation of additional software on the client desktop).	Off the Shelf					
RPT-013	2	Management Reporting	General	Provide user access to the forecasting capabilities within the Vendor solution for a minimum of 50% of the available forecasting capabilities without requiring the installation of any client software.	Off the Shelf					
RPT-014	2	Management Reporting	General	Provide user access to analysis, modeling and dashboarding tools within the Vendor solution for a minimum of 50% of the available capabilities within these functions without requiring the installation of any client software.	Off the Shelf					
RPT-015	1	Management Reporting	General	Leverage the roles and security definitions that will be deployed for the main Fleet Management product within the reporting and business function to minimize duplication of security administration functions.	Off the Shelf					
RPT-016	2	Management Reporting	General	Support utilization of the same hardware and operating system specifications (architectural landscape) that are required for the operational platform for the reporting environment to the extent feasible.	Off the Shelf					
RPT-017	2	Management Reporting	General	Provide a reporting solution which is architected to allow sizing of data repositories to meet changing business needs allowing clients and servers to be added, upgraded or removed as computing capacity needs change, without reconfiguring the operational system or reporting environment.	Off the Shelf					
RPT-018	2	Management Reporting	Report Portal	Provide users with a personalized report portal that allows access to only those reports that the user is authorized to see consistent with role-based security definitions.	Off the Shelf					
RPT-019	3	Management Reporting	Report Portal	Display on the reports portal a list of reports that have been distributed to the user (i.e. the user has been granted authorization to view a report by the designated report publisher/owner).	Off the Shelf					
RPT-020	3	Management Reporting	Report Portal	Display on the reports portal a list of saved personalized reports and ad-hoc queries that the user has authority to either create or modify in the user's personal reports list.	Off the Shelf					
RPT-021	3	Management Reporting	Report Portal	Allow users to search existing reports inventory and subscribe to reports after requesting and receiving permission from the report owner/publisher.	Off the Shelf with Configuration					
RPT-022	3	Management Reporting	Report Portal	Provide the ability for designated report publishers to un-publish reports to individual users or groups of users, with the un-publication subject to approval based on WVDOT business rules.	Off the Shelf with Configuration					
RPT-023	3	Management Reporting	Report Portal	Allow end-users to share saved personalized reports and ad-hoc queries for use by another user.	Off the Shelf					
RPT-024	3	Management Reporting	Report Portal	Allow end-users to delete shared reports from their personal reports list without deleting the shared report from another user's personal reports list.	Off the Shelf					



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RPT-025	3	Management Reporting	Report Portal	Allow users to refresh (run) saved personal reports or ad-hoc queries from the portal with an option to run in the background and send a notification to the user upon completion.	Off the Shelf					
RPT-026	3	Management Reporting	Standard Report Features	Allow users to execute reports and modify report query parameters on-line and allow users to save modified report parameter sets as personal versions without impacting the base query.	Off the Shelf					
RPT-027	2	Management Reporting	Standard Report Features	Provide drill down capability from summary information to the supporting detail transactions and drill up from the detail transaction to the summary information.	Off the Shelf					
RPT-028	2	Management Reporting	Standard Report Features	Provide, as part of drill down functionality, the ability to print the expanded sections of the drill down results with the content of the original query results.	Off the Shelf					
RPT-029	3	Management Reporting	Standard Report Features	Link the report generator directly to the data dictionary to provide point and click data item selection and drag-and-drop formatting by the user.	Off the Shelf					
RPT-030	3	Management Reporting	Standard Report Features	Allow users to define or modify the sort order of reports.	Off the Shelf					
RPT-031	3	Management Reporting	Standard Report Features	Allow users to search for data, transactions or documents using a range of data values.	Off the Shelf					
RPT-032	3	Management Reporting	Standard Report Features	Provide authorized users with the capability to perform a search within a report output/results set.	Off the Shelf					
RPT-033	3	Management Reporting	Standard Report Features	Provide authorized users with the capability to perform searches with full "if..then..else" logic within a report output/results set.	Off the Shelf					
RPT-034	4	Management Reporting	Standard Report Features	Provide authorized users with the capability to perform free-form text searching within a report output/results set. Search capability shall include the specification of words that are in a given range of words and shall include embedded, attached or linked documents.	Off the Shelf					
RPT-035	2	Management Reporting	Standard Report Features	Present data in both tabular and graphical formats.	Off the Shelf					
RPT-036	3	Management Reporting	Standard Report Features	Provide reporting and analytical capabilities with a similar user interface/user experience to the extent practical as other Fleet Management system functions (reporting toolset should not have a significantly different look and feel to the end-user from other parts of the Vendor system).	Off the Shelf					
RPT-037	3	Management Reporting	Standard Report Features	Provide ability to allow the results from any online search or query performed within the Vendor solution to be printed.	Off the Shelf					
RPT-038	2	Management Reporting	Standard Report Features	Provide standard print capabilities such as those typically available in Windows-based products such as print preview, print a range of pages, print a number of copies, etc.	Off the Shelf					
RPT-039	2	Management Reporting	Standard Report Features	Provide ability to schedule a report to run automatically if certain conditions (business rules) are met.	Off the Shelf					
RPT-040	2	Management Reporting	Standard Report Features	Support export of query and report results as an external database (for example in Microsoft Access or SQL Server readable formats).	Off the Shelf					
RPT-041	2	Management Reporting	Standard Report Features	Support export of query and report results in a variety of different industry standard formats including but not limited to .xls or .xlsx, .doc or .docx, PDF, .txt, XML, ASCII, comma delimited, tab delimited, etc.	Off the Shelf					
RPT-042	3	Management Reporting	Standard Report Features	Provide for report distribution based on events, process milestones, or predefined data thresholds or values, e.g., based on data values contained within the report (i.e., conditional operators >, <, =, etc.)	Off the Shelf					
RPT-043	3	Management Reporting	Standard Report Features	Provide the capability to integrate third party report distribution software solutions.	Off the Shelf					
RPT-044	3	Management Reporting	Standard Report Features	Provide functionality to distribute reports by a variety of methods such as sending links to reports via email, web, fax, or PDA.	Off the Shelf					
RPT-045	3	Management Reporting	Standard Report Features	Support effective date selection and query including Boolean operations such as date ranges.	Off the Shelf					
RPT-046	3	Management Reporting	Standard Report Features	Provide functionality for the user to incorporate formulas, functions, and mathematical calculations into reports as well as typical grouping, mathematical and statistical functions on data in reports (such as sum, count, average, etc.)	Off the Shelf					
RPT-047	3	Management Reporting	Standard Report Features	Provide the ability to create and specify report templates.	Off the Shelf					

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RPT-048	3	Management Reporting	Standard Report Features	Provide wizards to guide the users through report building steps.	Off the Shelf					
RPT-049	3	Management Reporting	Standard Report Features	Provide cursor selection and drag-and-drop features to assist users in formatting of files, elements, and operands (e.g., +, -, /, *) from data dictionary or other pre-established lists.	Off the Shelf					
RPT-050	3	Management Reporting	Standard Report Features	Provide graphical report layout tools and drag-and-drop features to assist users in formatting reports and inquiries.	Off the Shelf					
RPT-051	3	Management Reporting	Standard Report Features	Provide support for graphical data visualization features including but not limited to stacked bar charts, min/mid/max line graphs, regression lines, dashboard gauges, etc.	Off the Shelf					
RPT-052	3	Management Reporting	Standard Report Features	Provide ability to link from reporting tool to Microsoft Office graphic, spreadsheet and presentation applications.	Off the Shelf					
RPT-053	3	Management Reporting	Ad-hoc Query	Allow users to build ad-hoc queries to report on any fields in the Vendor solution for which they are authorized using one or more of a combination of different criteria; provide online access to a data dictionary showing data element and table to assist query building.	Off the Shelf					
RPT-054	3	Management Reporting	Ad-hoc Query	Allow a user to save an ad-hoc query for later execution without impacting any base query that was used as a start point.	Off the Shelf					
RPT-055	3	Management Reporting	Ad-hoc Query	Display a user's saved ad-hoc queries by descriptive name on the user's report portal.	Off the Shelf with Configuration					
RPT-056	3	Management Reporting	Ad-hoc Query	Allow a user to authorize one or more additional users to have access to a saved ad-hoc query through the report portal.	Off the Shelf					
RPT-057	3	Management Reporting	Ad-hoc Query	Display any ad-hoc queries that are authorized (shared) by one user for use by a second user on the second user's report portal.	Off the Shelf					
RPT-058	2	Management Reporting	Ad-hoc Query	Provide ability to track data by user-defined performance indicators.	Off the Shelf					
RPT-059	2	Management Reporting	Report Administration	Provide a solution architected so as to centrally manage the reporting tool set to ensure that any updates are distributed to users and that all users are accessing the same version of the reporting software.	Off the Shelf					
RPT-060	1	Management Reporting	Report Administration	Ensure solution is architected so system performance is not impacted when a large report or inquiry is being run.	Off the Shelf					
RPT-061	3	Management Reporting	Report Administration	Provide the ability to schedule, view and modify the start time for batch printing including any dependencies on certain business conditions or events; provide option to restrict batch printing of large volume outputs by job or to certain authorized users to minimize on paper usage.	Off the Shelf					
RPT-062	1	Management Reporting	Report Administration	Enable users to run ad hoc reports and queries without degradation of system performance.	Off the Shelf					
RPT-063	2	Management Reporting	Report Administration	Allow the system administrator or other authorized user to define limits on the execution time for a report or query and/or the numbers being retrieved.	Off the Shelf					
RPT-064	2	Management Reporting	Report Administration	Cancel automatically a query or report job if it fails to meet system administrator defined criteria (e.g., time limits, infinite loops, excessive pages, etc.).	Off the Shelf					
RPT-065	2	Management Reporting	Report Administration	Provide the ability for authorized users or system administrator to terminate any query or report that significantly reduces system performance.	Off the Shelf					
RPT-066	3	Management Reporting	Report Administration	Allow system administrator or other authorized user to override parameters for an individual query or report.	Off the Shelf					
RPT-067	3	Management Reporting	Report Administration	Provide functionality to audit exports of report data and modifications to report definitions.	Off the Shelf					
RPT-068	2	Management Reporting	Report Administration	Provide the ability to configure reports such that information can be suppressed based on a user's role.	Off the Shelf					
RPT-069	2	Management Reporting	Report Administration	Provide reports on user production statistics by user ID, time of day, length of job, etc. to determine who is viewing a report, what reports are being used and resources consumed by department/user suitable for billing purposes.	Off the Shelf					
RPT-070	2	Management Reporting	Report Administration	Maintain an active metadata repository that contains definitions of all data elements and attributes within the Vendor's solution (maintain both product meta-data and user configured changes).	Off the Shelf					

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APP-001	1	Application Architecture	General	Provide a suite of fully-integrated application modules in which data captured in one module is readily available for use and updated as appropriate in other modules of the system.	Off the Shelf					
APP-002	1	Application Architecture	General	Provide ability to share all related business information across functional areas and organizations, subject to application security and user-defined business rules and security considerations.	Off the Shelf					
APP-003	1	Application Architecture	General	Provide an integrated data management structure that is utilized across the proposed software solution minimizing system processing or administration required on the data integration points.	Off the Shelf					
APP-004	1	Application Architecture	General	Provide user-controlled definition and maintenance of system values and business rules in tables, system configuration files, coding, and business rules in data structures and interfaces without requiring programmer intervention to modify and providing the capability for an application administrator or other authorized users to manage and maintain system configurations, settings, and data tables.	Off the Shelf					
APP-005	2	Application Architecture	General	Update all related modules and tables immediately with a single entry; that is, any change to a project attribute or project status information is made only once but takes effect throughout the system.	Off the Shelf					
APP-006	2	Application Architecture	General	Provide means of altering tables and/or data structures to support user-defined fields and capability for system administrator or other authorized users to create new data items on-line and automatically update a global data dictionary with these new elements.	Off the Shelf					
APP-007	2	Application Architecture	General	Provide application administrator or other authorized user with screen layout configuration capabilities including movement of fields on the screen and/or across tables, removal of fields, addition of user-defined fields, reorder or consolidation of tables, buttons to enable prints and selection of related reports, links to other business objects (such as CAD drawings, user manuals, project records, contract records, etc.)	Off the Shelf					
APP-008	2	Application Architecture	General	Support consistency in terms of field labels such that a screen label defined in one place would be referred to in the same way everywhere and separated by line of business, role, etc.	Off the Shelf					
APP-009	2	Application Architecture	General	Within the system, utilize a design which provides the end user with a perspective of real-time update of data (even if some processes may be happening in the background to complete database updates); that is, users should not be required to toggle back and forth from a screen being used to perform a business process using a job queue to check the status of a batch/background task being able to proceed to the next screen in a series of screens required to perform a specific business function/task.	Off the Shelf					
APP-010	2	Application Architecture	General	Perform transactions in real-time in the sense that online access will display the most current element value (e.g., if a user changes the value of a data element on one screen, the newly changed data value will be shown when the user moves to another screen with that same data element).	Off the Shelf					
APP-011	1	Application Architecture	General	Edit all system input according to user-defined business rules so that the rules are appropriately and consistently applied and data is validated at the time the data is entered into the system (on-line or via a batch transaction).	Off the Shelf					
APP-012	2	Application Architecture	General	Utilize effective-dated transactions and table updates (either dated for future action or dated to be retroactive) with the ability to specify data edits by type of transaction.	Off the Shelf					
APP-013	2	Application Architecture	General	Support multiple concurrent application sessions for each user; each concurrent session must be able to support the same security profile or a different profile if the user has multiple profiles.	Off the Shelf					
APP-014	2	Application Architecture	General	Provide capability for a user to have multiple screens or tabs open within a single user session.	Off the Shelf					
APP-015	2	Application Architecture	General	Maintain security logs and audit trails distinctly for each concurrent user session.	Off the Shelf					
APP-016	2	Application Architecture	General	Support encryption, masking, or hiding of any fields with restricted access to only authorized users by department/business unit and role and responsibility.	Off the Shelf					
APP-017	2	Application Architecture	General	Provide capability to indicate at the field level user classes or individual users who are authorized to view masked or encrypted fields.	Off the Shelf					
APP-018	2	Application Architecture	General	Allow display of masked, hidden, or encrypted fields by an authorized user.	Off the Shelf					
APP-019	1	Application Architecture	General	Comply with the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) Section 508 standards for accessibility of all system functions.	Off the Shelf					
APP-020	1	Application Architecture	User Interface	Utilize a consistent user interface across the software (excluding proposed third party solutions) including user definable hot keys; screen naming functions; navigation patterns; consistent use of controls; and online help and menus (as defined by the user's security profile).	Off the Shelf					
APP-021	2	Application Architecture	User Interface	Ensure messages appear in a consistent format across all system functions for both batch and on-line processing.	Off the Shelf					
APP-022	2	Application Architecture	User Interface	Allow manual entry and also context specific drop-down lists of all valid values for each validated field where appropriate.	Off the Shelf					
APP-023	2	Application Architecture	User Interface	Provide immediate transfer/paste of value(s) from a "pop up" list of values tables to the appropriate field when selected.	Off the Shelf					
APP-024	2	Application Architecture	User Interface	Architect so as to have interfaces proceed directly and automatically to the next appropriate field when data is entered, for example "Tabbing" through fields in a defined sequence.	Off the Shelf					
APP-025	2	Application Architecture	User Interface	Allow user to directly access other input screens and modules without need for backing out of menus or menu paths.	Off the Shelf					
APP-026	2	Application Architecture	User Interface	Allow navigation between multiple, related input screens without losing any information input on the original (or header) screen.	Off the Shelf					
APP-027	2	Application Architecture	User Interface	Allow user to move backward within a menu structure and screens without losing previously entered data.	Off the Shelf					
APP-028	2	Application Architecture	User Interface	Allow a user to cancel transaction and/or exit any document or screen without saving changes.	Off the Shelf					
APP-029	1	Application Architecture	User Interface	Support cut and paste for copying data between screens.	Off the Shelf					
APP-030	2	Application Architecture	User Interface	Provide a display that indicates (e.g., highlighting) all required fields for entry on any screen.	Off the Shelf					

APP-031	2	Application Architecture	User Interface	Provide a search and filter capability on user screens containing columns of data.	Off the Shelf				
APP-032	2	Application Architecture	Functions and Features	Support use of keyboard data entry only (i.e., allow screen functions to be performed without use of a mouse).	Off the Shelf				
APP-033	1	Application Architecture	Functions and Features	Support the generation of email messages by the system based on various system/business events utilizing SMTP for outbound messages.	Off the Shelf				
APP-034	2	Application Architecture	Functions and Features	Allow any master record or validation table entry to be activated or inactivated.	Off the Shelf				
APP-035	1	Application Architecture	Functions and Features	Provide for wildcard, partial, and multi-term searches: include ability to define must-have and optional criteria.	Off the Shelf				
APP-036	2	Application Architecture	Functions and Features	Provide capability to auto-populate the value of a field based on the value of a previously entered field using user-defined business rules and/or validations.	Off the Shelf				
APP-037	2	Application Architecture	Functions and Features	Allow overriding of system or user-defined defaults based on business rules with an audit trail within individual functions.	Off the Shelf				
APP-038	2	Application Architecture	Functions and Features	Allow for descriptions on all transactions.	Off the Shelf				
APP-039	2	Application Architecture	Functions and Features	Provide/support spell check capability.	Off the Shelf				
APP-040	2	Application Architecture	Functions and Features	Support text formatting in the system (i.e., the ability to support mixed case letters, word wrap, line wrap, and character count when there is a limit, etc.)	Off the Shelf				
APP-041	2	Application Architecture	Functions and Features	Provide query features that supports alternate field lookup (e.g., using item name to look up item code or project name to look up project number).	Off the Shelf				
APP-042	2	Application Architecture	Functions and Features	Provide table look-up fields that can be linked to or refer to other tables.	Off the Shelf				
APP-043	2	Application Architecture	Functions and Features	Utilize effective and expiration dates to version reference tables and data.	Off the Shelf				
APP-044	1	Application Architecture	Functions and Features	Provide capability to add, change, and inactivate reference tables in both batch and on-line mode.	Off the Shelf				
APP-045	2	Application Architecture	Functions and Features	Provide capability to recognize and capture rejected (bypassed) transactions for review, correction and reprocessing: Place batch loaded reference data into a suspended state if errors exist in non-key fields. This process should be non-blocking and the processing should continue.	Off the Shelf				
APP-046	2	Application Architecture	Functions and Features	Provide capability to perform cross-reference table validations.	Off the Shelf				
APP-047	1	Application Architecture	Functions and Features	Support use of "digital signatures" or "online approvals" to initiate or approve a business event within the system using user authentication within the system via validation of user credentials at the time the user signed on to the system; Support these digital signatures for approvals and rejections of workflow tasks.	Off the Shelf				
APP-048	2	Application Architecture	Functions and Features	Provide ability to integrate with third-party eSignature solutions to support electronic signature approval processes initiated within the software solution.	Customization	Small			
APP-049	2	Application Architecture	Functions and Features	Support mass changes to defined groups of transactions or data with appropriate audit trail.	Off the Shelf				
APP-050	2	Application Architecture	Functions and Features	Provide capability to review and approve a batch load prior to execution.	Off the Shelf				
APP-051	2	Application Architecture	Functions and Features	Provide capability to back out (rollback) previously executed batch loads.	Customization	Small			
APP-052	2	Application Architecture	Functions and Features	Provide capability to define/set-up batch checkpoints.	Customization	Small			
APP-053	2	Application Architecture	Functions and Features	Provide a sequential unique identifier for a batch process.	Off the Shelf				
APP-054	3	Application Architecture	Functions and Features	Support ability to add printable and non-printable notes to any field or document.	Off the Shelf				
APP-055	2	Application Architecture	Functions and Features	Support creation of user-defined form letters or business forms using system-defined naming standards configurable by the system administrator or authorized user.	Off the Shelf				
APP-056	2	Application Architecture	Functions and Features	Provide capability to set up standard document and letter templates at the department/business unit level for use throughout the system with names, titles, labels, pre-defined backgrounds, etc. using system-defined naming standards configurable by the system administrator or authorized user.	Off the Shelf				
APP-057	2	Application Architecture	Functions and Features	Provide automatic date and time stamping of all documents generated by the system.	Off the Shelf				
APP-058	2	Application Architecture	Functions and Features	Provide functionality to copy a document in order to create a new document of the same type.	Off the Shelf				
APP-059	2	Application Architecture	Functions and Features	Generate special clauses on documents as defined by users or by standard clauses.	Off the Shelf				
APP-060	2	Application Architecture	Functions and Features	Provide ability to view multiple different file formats for attachment in all modules/functions including, but not limited to, Microsoft Office products, PDFs, and image file formats.	Off the Shelf				
APP-061	2	Application Architecture	Functions and Features	Support ability to use the "print screen" function on any screen.	Off the Shelf				
APP-062	1	Application Architecture	Functions and Features	Provide ability for authorized end-users to import from a .xls, csv, or a text file meeting import formatting requirements.	Off the Shelf				
APP-063	1	Application Architecture	Workflows	Provide tools to model and modify pre-existing workflows or create new workflows (the workflows shall be implementable globally or by specific business units).	Off the Shelf with Configuration				
APP-064	1	Application Architecture	Workflows	Support establishment of user-defined rules-based workflows for any system event or transaction.	Off the Shelf with Configuration				
APP-065	2	Application Architecture	Workflows	Provide bi-directional electronic routing of documents for approval or other tasks through workflow.	Off the Shelf with Configuration				
APP-066	2	Application Architecture	Workflows	Support routing of workflow to multiple destinations based on various user-defined criteria.	Off the Shelf with Configuration				
APP-067	2	Application Architecture	Workflows	Integrate with Active Directory to access organizational hierarchies and incumbent information for current employees in order to establish workflow routings.	Off the Shelf				
APP-068	2	Application Architecture	Workflows	Support parallel approvals and single-threaded approvals in the same approval path.	Off the Shelf with Configuration				
APP-069	2	Application Architecture	Workflows	Reverse any approvals and return the workflow transaction to the originating user and any other users who had previously approved the transaction in the event that one or more reviewers disapproves a transaction.	Off the Shelf with Configuration				
APP-070	2	Application Architecture	Workflows	Allow workflow destination to be defined as specific users or a class of users or by using some other user-defined criteria.	Off the Shelf				

APP-071	1	Application Architecture	Workflows	Allow for copying/extending preconfigured workflows to meet specific business requirements.	Off the Shelf				
APP-072	1	Application Architecture	Workflows	Support definition of workflow events based on user-defined criteria including transaction code; department/business unit; user roles and responsibilities; user position in organization; data values and other user-defined values or parameters.	Off the Shelf				
APP-073	2	Application Architecture	Workflows	Allow user-defined standard approval timeframes.	Off the Shelf with Configuration				
APP-074	2	Application Architecture	Workflows	Allow user-defined alternative approval paths.	Off the Shelf with Configuration				
APP-075	1	Application Architecture	Workflows	Support multiple levels of approvals for transactions based on profile security and other user-defined criteria.	Off the Shelf with Configuration				
APP-076	1	Application Architecture	Workflows	Allow a user to enter descriptive information in a note field or to upload and attach a file (Microsoft Office, Microsoft Office 365, PDF, JPEG, etc.) to content items within the workflow and store these notes with user id and date/time stamp.	Off the Shelf with Configuration				
APP-077	2	Application Architecture	Workflows	Allow workflows to be designated as either 'informational' or 'action (such as approval) required.	Off the Shelf with Configuration				
APP-078	2	Application Architecture	Workflows	Ensure a transaction is not finalized until all required approval workflows are complete.	Off the Shelf				
APP-079	2	Application Architecture	Workflows	Allow a workflow to be designed to support either simultaneous actions or require consecutive actions, as defined by an authorized user.	Off the Shelf with Configuration				
APP-080	1	Application Architecture	Workflows	Provide a dashboard which displays the status of workflows including workflows pending for a user-defined period of time.	Off the Shelf with Configuration				
APP-081	1	Application Architecture	Workflows	Provide capability for personnel, or their supervisors to delegate their approval authority to another individual or work group, along with allowing the delegate to access their "inbox" should that be desired by the user. This function is primarily to allow for coverage when an employee is out on leave.	Off the Shelf with Configuration				
APP-082	2	Application Architecture	Workflows	Provide email notification of workflow items.	Off the Shelf				
APP-083	2	Application Architecture	Workflows	Provide capability to allow an application system administrator to authorize a user to be able to opt in/opt out of email notifications.	Off the Shelf with Configuration				
APP-084	2	Application Architecture	Workflows	Allow user with appropriate authorization to disable email notification (opt in/opt out capability).	Off the Shelf with Configuration				
APP-085	2	Application Architecture	Workflows	Provide integrated workflow error handling.	Off the Shelf with Configuration				
APP-086	2	Application Architecture	Workflows	Track workflow approvals and rejections.	Off the Shelf with Configuration				
APP-087	1	Application Architecture	Workflows	Support various user-defined transaction statuses, including approved, rejected, pending, under consideration, etc.	Off the Shelf				
APP-088	1	Application Architecture	Workflows	Provide for the display of the status of items submitted to a workflow at any time.	Off the Shelf				
APP-089	1	Application Architecture	Workflows	Maintain document status based on routing and approvals and allow authorized users to determine where the document is in the routing process.	Off the Shelf				
APP-090	2	Application Architecture	Workflows	Notify users automatically via email when items in their "inbox" have gone unprocessed for a user-defined period of time.	Off the Shelf with Configuration				
APP-091	2	Application Architecture	Workflows	Route transactions automatically to a workgroup after a specific time of inaction (based on user-defined criteria).	Off the Shelf with Configuration				
APP-092	2	Application Architecture	Workflows	Allow steps in the workflow to be bypassed by allowing approvers higher in the approval chain to approve transactions. Should this transaction be in the "inbox" of an approver lower in the approval chain automatically remove transaction from lower approver's inbox.	Off the Shelf with Configuration				
APP-093	2	Application Architecture	Workflows	Support the use of a "master approver" for each workflow who may approve a transaction at any time whether included in the normal workflow or not.	Off the Shelf with Configuration				
APP-094	1	Application Architecture	Mobile Technology	System should be "mobile-friendly" for mobile platforms/environments including IOS and Android.	Off the Shelf				
APP-095	1	Application Architecture	Mobile Technology	Utilize responsive design to ensure that web pages display accurately on a range of screen sizes and aspect ratios including smart phones, desktops, tablets, etc.	Off the Shelf				
APP-096	1	Application Architecture	Security	Comply with WVDOT and any applicable State of West Virginia security policies.	Off the Shelf				
APP-097	1	Application Architecture	Security	Comply with encryption requirements in Internal Revenue Service Publication 1075.	Off the Shelf				
APP-098	1	Application Architecture	Security	Comply with Federal Information Processing Standard (FIPS) 140 or most current.	Off the Shelf				
APP-099	1	Application Architecture	Security	Comply with ISO/IEC 15408: Common Criteria for Information Technology Security Evaluation.	Off the Shelf				
APP-100	1	Application Architecture	Security	Support digital certificates.	Off the Shelf				
APP-101	1	Application Architecture	Security	Support public key Infrastructure (PKI).	Off the Shelf				
APP-102	1	Application Architecture	Security	Support Transport Layer Security (TLS) > 1.2.	Off the Shelf				
APP-103	1	Application Architecture	Security	Provide an efficient, flexible way to control and administer access to all components of the solution using role-based security.	Off the Shelf				
APP-104	1	Application Architecture	Security	Provide role-based security and privileges and access rights by position and department/business unit.	Off the Shelf				
APP-105	1	Application Architecture	Security	Provide granular management and administrator control over transactions, forms access, field updates, row locking, interfacing events, data queries and other types of authorizations using role-based security.	Off the Shelf				
APP-106	1	Application Architecture	Security	Provide capability to establish "security profiles" or templates by user-defined job category or role, and to apply the templates to individuals and to user groups to grant privileges.	Off the Shelf				
APP-107	1	Application Architecture	Security	Restrict display of system functions upon sign-in to the software to only the options, functions, menu selections, screens, and data fields to which the user or business unit has rights to.	Off the Shelf				



APP-108	1	Application Architecture	Security	Provide ability to ensure that if two or more distinct security roles are needed to perform a business function and all needed roles are held by the same user, the user must log on separately under each security role in order to perform the full business transaction. Further, if a user has approval privileges over a business process that they also enter data for, the user shall NOT be able to approve their own work or requests. User-generated work or requests must be approved by a different/independent approver (such as a supervisor).	Off the Shelf						
APP-109	1	Application Architecture	Security	Provide ability for the system within the security function of the application to allow an authorized user to configure available controls, actions, and access for interfaces based upon user role / privileges.	Off the Shelf						
APP-110	1	Application Architecture	Security	Integrate with Active Directory to define users to the system, including following user information: unique user identification; user first name; user last name; department/business unit; user email address; and effective date of user access to the system.	Off the Shelf						
APP-111	1	Application Architecture	Security	Allow the system administrator or other authorized users to define user access groups based on job responsibilities to ensure separation of duties; the system administrator must be able to define a group name, a description of the role and capabilities of the user group. Additional fields may be offered for further separation, finer grouping.	Off the Shelf						
APP-112	1	Application Architecture	Security	Integrate with Active Directory to obtain user groups and assignments of users to those groups. Provide capability to grant user groups access to each system function and establish the type of access to be allowed (add, change, inquire, delete) along with an effective start and end date for this access.	Off the Shelf						
APP-113	1	Application Architecture	Security	Allow system administrator, or other authorized user, to assign users to one or more user groups including an effective-date and optional end-date for inclusion in each user group.	Off the Shelf						
APP-114	1	Application Architecture	Security	Allow system administrator or other authorized users to remove users from one or more user groups including recording of an effective date for end of inclusion in each user group.	Off the Shelf						
APP-115	2	Application Architecture	Security	Log incidents of invalid password attempts which exceed a system-configurable maximum allowable number of attempts capturing user identification entered, type of violation (invalid user id, invalid password or invalid id and password) and date and time of the violation; place the incident log in the audit trail log.	Off the Shelf						
APP-116	2	Application Architecture	Security	Log incidents of security violations within the system capturing user identification, IP address with X-Forward IP if load balancer is involved, system function for which unauthorized access was attempted and date and time of security violation.	Off the Shelf						
APP-117	2	Application Architecture	Security	Allow the system administrator or authorized users to generate a formatted user-defined report of invalid password attempts or security violations within the system.	Off the Shelf						
APP-118	2	Application Architecture	Security	Provide an online function for review of the logs of invalid password attempts or security violations by the system administrator or other authorized users.	Off the Shelf						
APP-119	1	Application Architecture	Security	Ensure report and ad-hoc query results are subject to the system security model such that users cannot access data through reports and queries for which they are not authorized in the operational system.	Off the Shelf						
APP-120	1	Application Architecture	Security	Support access to the software solution by authorized third-party business partners through VPN or VDI technology, subject to WVODT and state of West Virginia security procedures for external access.	Off the Shelf						
APP-121	1	Application Architecture	Security	Provide capability for the system to allow users to choose from a list of security roles (user or group based) if the user has more than one role available to them.	Off the Shelf with Configuration						
APP-122	2	Application Architecture	Security	Provide capability for the system administrator or an authorized user to delegate proxy roles to other users with an expiration date, and provide capability to notify user of the new proxy; Start and end dates shall be within 30 calendar days of each other.	Customization	Small					
APP-123	1	Application Architecture	Security	Allow system administrator or other authorized user to define the allowable period for user inactivity while logged on; such time shall be consistent with WVODT and State of West Virginia security policy.	Off the Shelf						
APP-124	1	Application Architecture	Security	Disconnect or log out a user session when it exceeds the allowable period of inactivity as established by the system administrator and configured in the system.	Off the Shelf						
APP-125	2	Application Architecture	Security	Warn user that they will be disconnected before automatically logging user out of the system.	Off the Shelf						
APP-126	1	Application Architecture	Security	Ensure security on report creation or distribution software so that a user cannot view/create a report containing data that they are not authorized to see within the system.	Off the Shelf						
APP-127	1	Application Architecture	Audit Trail	Maintain an audit trail of all user actions that update and access the database including at a minimum: user id, action performed, and time/date stamp; this includes any update via online, batch, web services or self-service functions.	Off the Shelf						
APP-128	1	Application Architecture	Audit Trail	Provide a standardized audit trail format / row for each data structure (whether that's a table row or document depending on database type) in the system and track information including but not limited to: timestamp when the record was inserted, changed or deleted; user id or program id inserting, changing or deleting the record; copy of record before change/deletion; and copy of record after addition/change.	Off the Shelf						
APP-129	1	Application Architecture	Audit Trail	Provide an audit trail for each interface program which shows: user or program initiating an interface, the date and time of interface execution and the interface completion status (Completed, Completed with Errors, Cancelled, Ended with Errors, etc.).	Off the Shelf						
APP-130	2	Application Architecture	Archiving	Provide reporting and analysis tools which guide a system data administrator in determining which data is appropriate and safe to archive.	Off the Shelf						
APP-131	2	Application Architecture	Archiving	Provide capability to store specific data elements for an indefinite period of time while other data may be able to be archived after user-defined periods based on record retention policies.	Off the Shelf						
APP-132	2	Application Architecture	Archiving	Provide authorized user with ability to mark (and unmark) records for deletion but not removed database until archived.	Off the Shelf						
APP-133	2	Application Architecture	Archiving	Provide capability to purge, archive, and restore inactive records based on user-defined criteria and tracking history.	Off the Shelf						
APP-134	2	Application Architecture	Archiving	Allow system administrator to define archiving criteria for different types of data.	Off the Shelf						
APP-135	2	Application Architecture	Archiving	Provide an automated archiving routine that archives data following the user-defined archiving rules; the process shall be able to be scheduled or manually initiated by an authorized user.	Off the Shelf with Configuration						
APP-136	2	Application Architecture	Archiving	Provide for restoration of archived data by various parameters including the date range of the archiving process and other user-defined business rules.	Off the Shelf with Configuration						

APP-137	2	Application Architecture	Archiving	Provide a flexible, automated archival routine to archive inactive reference data; this archival routine must validate that other table entries do not use the inactive data before archiving it and maintain overall system referential data integrity.	Off the Shelf with Configuration						
APP-138	1	Application Architecture	Help	Provide a centrally stored and maintained system wide help function.	Off the Shelf						
APP-139	1	Application Architecture	Help	Provide context-sensitive, field-level on-line help features for all screen elements, screen errors, and error codes.	Off the Shelf						
APP-140	2	Application Architecture	Help	Utilize an on-line help feature which directs the user either to a help screen specific to the field they are on if help is available for that field or to a help screen which is specific to the screen they are on if no field level help is available.	Off the Shelf						
APP-141	1	Application Architecture	Help	Provide table-driven error message handling.	Off the Shelf						
APP-142	1	Application Architecture	Help	Allow authorized users to modify and maintain error message text.	Off the Shelf						
APP-143	2	Application Architecture	Help	Ensure an error message points the user to the field in error (e.g., by identifying the field name, field number or providing a link to tab to the field).	Off the Shelf						
APP-144	2	Application Architecture	Help	Provide capability to identify processing or navigation path for a screen.	Off the Shelf						
APP-145	2	Application Architecture	Help	Allow customization of help files provided with the system by the application system administrator or other authorized users to incorporate WVDOT-wide or business unit/department specific information.	Off the Shelf with Configuration						
APP-146	2	Application Architecture	Help	Allow customization of help files by the system administrator or other authorized user by department/business unit or by roles and responsibilities within the proposed system; users must be able to modify the part of the help text that they are authorized to maintain without impacting other help text.	Off the Shelf with Configuration						
APP-147	2	Application Architecture	Help	Ensure all customized help text and files carry forward automatically during system updates and upgrades.	Off the Shelf						
APP-148	1	Application Architecture	User Documentation	Provide user documentation that is comprehensive, clear and easy to use (e.g., user documentation must provide quick answers to questions regarding the navigation of application screens, execution of pre-defined reports, and use of the ad-hoc query capability); it must also contain clear and thorough descriptions of all screen and batch processing functions, screen data, programs, system reports, and any processing parameters.	Off the Shelf						
APP-149	1	Application Architecture	User Documentation	Provide all system documentation and manuals electronically.	Off the Shelf						
APP-150	1	Application Architecture	User Documentation	Provide search functions for on-line documentation, across all documentation and within component pieces of the on-line documentation.	Off the Shelf						
APP-151	2	Application Architecture	User Documentation	Allow system administrator to authorize components of the system documentation to be available for download by authorized users.	Off the Shelf						
APP-152	2	Application Architecture	User Documentation	Provide capability to allow authorized users to download user documentation approved by the system administrator for distribution as one or multiple PDF files.	Off the Shelf						
APP-153	2	Application Architecture	User Documentation	Enable users to incorporate user-defined documentation into system documentation (e.g., user procedures, business rules, etc.), which is accessible in the same manner as documentation from the software provider.	Off the Shelf with Configuration						
APP-154	2	Application Architecture	User Documentation	Support version control for user-defined documentation.	Off the Shelf						
APP-155	1	Application Architecture	Upgradeability	Provide capability for all upgrade and patched processes for the system to automatically re-apply configurations and customizations made by WVDOT (Should these customizations/configurations have to manually be re-applied, the system shall identify these exceptions for manual re-application before applying any upgrade/patch software).	Off the Shelf						

Req. #	Priority	Category	Sub-Category	Business (Functional) Requirement	Vendor Response	Customization Estimate, if Applicable	Capability Planned for Future Release	Core Module(s)	Third Party Solution(s)	Comments/Notes
TEC-001	1	Technical Architecture	General	Provide a solution architecture with expandable configurations and customizations, along with the capability to scale more or less for concurrent users and data storage as needed.	Off the Shelf					
TEC-002	1	Technical Architecture	General	Utilize a vendor-independent design that is based on non-proprietary technology and does not require the solution to be operated on proprietary hardware or operating system platforms.	Off the Shelf					
TEC-003	1	Technical Architecture	General	Implement a system design architected to allow system availability on a continuous basis, (i.e., 24x7). Support high-availability including during patches and updates. Provide a robust data recovery architecture design that minimizes system downtime.	Off the Shelf					
TEC-004	1	Technical Architecture	General	Utilize a service-oriented architecture (SOA) to facilitate seamless integration with heterogeneous internal and external systems.	Off the Shelf					
TEC-005	1	Technical Architecture	General	Provide the SOA capability which is platform and protocol independent and complies with Advancing Open Standards for the Information Society (OASIS) standards such as WS-Security, WS-Reliability, etc. and utilizing other open-standards (such as JSON, XML, OAuth and SAML).	Off the Shelf					
TEC-006	2	Technical Architecture	General	Support virtualization for all tiers.	Off the Shelf					
TEC-007	1	Technical Architecture	General	Provide a browser-based interface.	Off the Shelf					
TEC-008	1	Technical Architecture	General	Deliver content via the current and most recent previous supported browser versions that include but are not limited to Microsoft Edge, Google Chrome, Mozilla Firefox and Safari.	Off the Shelf					
TEC-009	1	Technical Architecture	General	Ensure that content can be delivered via a web browser without requiring browser security settings to be lowered beyond typical industry standards in order for system functionality to perform properly.	Off the Shelf					
TEC-010	1	Technical Architecture	General	Deliver content via browser without Active X controls or plug-in support (such as Java Runtime Environment, Adobe Flash, etc.)	Off the Shelf					
TEC-011	1	Technical Architecture	General	Deliver content via web browser capability available on the iOS and Android.	Off the Shelf					
TEC-012	2	Technical Architecture	General	Ensure any additional required software required on a desktop can be deployed through industry standard Office Automation push technology.	Off the Shelf					
TEC-013	2	Technical Architecture	General	Support the following character sets: UTF-8 Unicode, UTF-16 Unicode, and ASCII.	Off the Shelf					
TEC-014	2	Technical Architecture	General	Utilize application stack at all points in terms of the operating system, network, database, desktop, and storage.	Off the Shelf					
TEC-015	2	Technical Architecture	General	Ensure Web and security server is 64 bit.	Off the Shelf					
TEC-016	2	Technical Architecture	Enterprise Application Integration	Support connectivity services through TCP/IP, IPPB v4, IPPB v6.	Off the Shelf					
TEC-017	2	Technical Architecture	Enterprise Application Integration	Provide connectivity across and between WV DOT's network zones.	Off the Shelf					
TEC-018	2	Technical Architecture	Enterprise Application Integration	Provide communication services that guarantee message delivery and handles queuing and encryption for various types of communication (e.g., publish and subscribe, request/reply, etc.)	Off the Shelf					
TEC-019	2	Technical Architecture	Enterprise Application Integration	Provide configurable data-transformation services to handle data validation, calculations, lookups, padding, scrambling, truncation, etc.	Off the Shelf					
TEC-020	2	Technical Architecture	Enterprise Application Integration	Provide ability to link software solution business process flows with business process flows in other state and WV DOT applications to support automating a business transaction which crosses application systems (for example, linking a workflow with an ERP workflow such as payments to outside entities).	Off the Shelf					
TEC-021	2	Technical Architecture	Data Integration	Provide capability for bulk data uploads/imports from CSV or through API calls.	Off the Shelf					
TEC-022	2	Technical Architecture	Data Integration	Support multiple data-transfer methods such as XML, JSON, CSV and flat files (e.g. ASCII, variable and/or fixed length, comma-delimited, etc.)	Off the Shelf					
TEC-023	2	Technical Architecture	Data Integration	Provide capability in exposing business objects and processes as web services through robust technical frameworks such as RESTful JSON microservices. Web services, APIs, etc., must maintain the same referential integrity as batch and on-line user transactions. This should include Application Programming Interfaces (API) and API programming documentation containing proper use (such as related RESTful commands) and valid parameters and parameter values that may be utilized, along with expected return data structure and example(s) (XML, JSON, etc.). As a substitute to the latter, in lieu of providing an API with documentation (or additionally), provide access directly to the database, tables, and columns with documentation of database table structure, table names, and associated data elements.	Off the Shelf					
TEC-024	2	Technical Architecture	Data Integration	Support data encryption where appropriate based on user-defined business rules following Advanced Encryption Standards (AES) for data both in transit and at rest in all file structures.	Off the Shelf					
TEC-025	2	Technical Architecture	Data Integration	Encrypt any data with personally identifiable information in transit and at rest in all file structures.	Off the Shelf with Configuration					
TEC-026	2	Technical Architecture	Data Integration	Provide capability for data in the software solution to be extensible to authorized users from both an exposure and consumption standpoint.	Off the Shelf					
TEC-027	2	Technical Architecture	Data Integration	Provide capability to execute interfaces with other systems on a pre-defined schedule or on the request of an authorized user.	Off the Shelf					
TEC-028	2	Technical Architecture	Data Integration	Edit interfaced data by applying the same business rules that are defined for the equivalent transaction entered through the system.	Off the Shelf					
TEC-029	2	Technical Architecture	Data Integration	Generate an error report for any validation issues or other errors identified during execution of a data load or an interface program.	Off the Shelf					
TEC-030	2	Technical Architecture	Data Integration	Display validation errors on-line within a job history function or print in a report format at user option.	Off the Shelf					
TEC-031	2	Technical Architecture	Data Integration	Place records not passing validation into a suspense file or table within the software solution.	Off the Shelf with Configuration					
TEC-032	2	Technical Architecture	Data Integration	Allow correction of suspended records within the software solution.	Off the Shelf with Configuration					
TEC-033	2	Technical Architecture	Data Integration	Provide capability to validate data during both the initial load step and during processing steps.	Off the Shelf					
TEC-034	2	Technical Architecture	Data Integration	Allow the system administrator or other authorized users to browse the suspense file in the system.	Off the Shelf					
TEC-035	2	Technical Architecture	Data Integration	Provide facilities for verification and batch controls tools to ensure the complete file was received and that the file was not a duplicate.	Off the Shelf with Configuration					
TEC-036	2	Technical Architecture	ETL Tools	Provide data integration and data management tools with a range of extract, transform, and load (ETL) capabilities.	Third Party					
TEC-037	2	Technical Architecture	ETL Tools	Support ability to integrate third-party ETL tools to perform ETL functions.	Third Party					
TEC-038	2	Technical Architecture	ETL Tools	Utilize scripting or other object-oriented structured languages to define advanced transformation routines/procedures.	Third Party					

TEC-039	2	Technical Architecture	ETL Tools	Provide 'data exchange management' to schedule and monitor inbound and outbound files, notify appropriate contacts in the event of problems, automatically detect duplicate files, and perform other data interchange management functions.	Third Party					
TEC-040	2	Technical Architecture	ETL Tools	Validate and handle exceptions during transformation.	Third Party					
TEC-041	2	Technical Architecture	ETL Tools	Verify and maintain referential integrity as part of any transformation process.	Third Party					
TEC-042	2	Technical Architecture	ETL Tools	Provide the capability to override the default source mapping and use specific SQL statements.	Third Party					
TEC-043	2	Technical Architecture	ETL Tools	Provide ability to map data from multiple source systems and into multiple target source systems.	Third Party					
TEC-044	2	Technical Architecture	ETL Tools	Provide ability to schedule and monitor the extraction, cleansing, transformation, and loading processes.	Third Party					
TEC-045	2	Technical Architecture	ETL Tools	Provide ability to rebuild/reload transactions from a specific date/time forward.	Third Party					
TEC-046	1	Technical Architecture	System Tools	Provide report design and generation tools within the system solution.	Off the Shelf					
TEC-047	1	Technical Architecture	System Tools	Provide end-user interface design tools within the system solution.	Off the Shelf					
TEC-048	2	Technical Architecture	System Tools	Provide tools for system monitoring within the system solution.	Off the Shelf					
TEC-049	2	Technical Architecture	System Tools	Provide configuration management tools within the system solution.	Off the Shelf					
TEC-050	2	Technical Architecture	System Tools	Provide source management tools within the system solution.	Off the Shelf					
TEC-051	2	Technical Architecture	System Tools	Provide ability to work with third-party configuration management and source management tools.	Off the Shelf					
TEC-052	2	Technical Architecture	System Tools	Provide tools for Application Program Interface (API) maintenance within the system solution.	Off the Shelf					
TEC-053	1	Technical Architecture	Database	Maintain referential integrity of data through either database referential integrity declarations or application code.	Off the Shelf					
TEC-054	1	Technical Architecture	Database	Support data replication, load balancing and synchronization across multiple physical or virtual servers as appropriate.	Off the Shelf					
TEC-055	1	Technical Architecture	Database	Leverage DBMS database features and database and application design to reduce contention between updates by online users and those of concurrently running batch processes.	Off the Shelf					
TEC-056	1	Technical Architecture	Database	Ensure that on-line search queries will not be delayed by waiting for locks to be released.	Off the Shelf					
TEC-057	1	Technical Architecture	Database	Ensure in a two user scenario when both users retrieve data and attempt to update data one after another, to avoid loss of updates and/or to avoid overwriting of each other's data the system must notify the second user as the data is being updated by the first user (provide selection of "first in wins", last, etc.).	Off the Shelf					
TEC-058	1	Technical Architecture	Database	Ensure that in a two transaction read/update cycle, the user will always update ONLY what was being read, avoiding the so-called 'update collision' or 'deadly embrace'.	Off the Shelf					
TEC-059	1	Technical Architecture	Database	Support automatic "clean up" of partial database updates after suspended network sessions or after other failures.	Off the Shelf					
TEC-060	2	Technical Architecture	Database	Allow database structure changes to be made with a minimal impact to system availability.	Off the Shelf					
TEC-061	1	Technical Architecture	Database	Provide utilities which support automatic replication of table updates to multiple databases; provide replication of tables across application instances (test, training, dev, QA, prod, etc.).	Off the Shelf					
TEC-062	1	Technical Architecture	Database	Support record-locking at the row level.	Off the Shelf					
TEC-063	1	Technical Architecture	Database	Support configuration of data attributes by the system administrator.	Off the Shelf					
TEC-064	1	Technical Architecture	Database	Provide structured query language (SQL) capabilities for database queries.	Off the Shelf					
TEC-065	2	Technical Architecture	Database	Include new data items automatically in migration paths during software upgrades.	Off the Shelf					
TEC-066	1	Technical Architecture	Reliability	Provide a solution which is architected to enable support for 99.99% availability of the production environment for online inquiry and updates seven days a week (other than for a defined maintenance window and other scheduled outages approved by WVDOT).	Off the Shelf					
TEC-067	1	Technical Architecture	Performance	Provide a solution which is architected to support up to 300 concurrent users across all system functions; respondent must be able to provide WVDOT with documented evidence of the ability of its proposed system solution to support these user volumes at the required performance levels as part of the evaluation and selection process.	Off the Shelf					
TEC-068	1	Technical Architecture	Performance	Provide a solution which is architected to fully process a transaction within the application and database environments within one second of receipt of the transaction 75% of the time and all transactions within five seconds for 300 concurrent users.	Off the Shelf					
TEC-069	1	Technical Architecture	Performance	Provide a solution which is architected to support best practice load-balancing techniques.	Off the Shelf					
TEC-070	1	Technical Architecture	Performance	Ensure that batch processing does not adversely impact on-line responsiveness or availability.	Off the Shelf					
TEC-071	1	Technical Architecture	Performance	Provide a solution architected to support implementation of application controlled parallel batch processing.	Off the Shelf					
TEC-072	1	Technical Architecture	Performance	Provide support for user session isolation such that a failure in one session has no impact on other user sessions.	Off the Shelf					
TEC-073	1	Technical Architecture	Performance	Provide a solution architected to support access to data for pre-defined reports, ad-hoc queries, and business intelligence without impacting online transaction performance.	Off the Shelf					
TEC-074	2	Technical Architecture	Performance	Support utilization of industry leading third-party performance monitoring tools for real-time monitoring by administrators of response time, system use and capacity, concurrent users, and system errors.	Off the Shelf					
TEC-075	2	Technical Architecture	Performance	Support utilization of industry leading third-party performance testing tools with proposed software solution to verify compliance with performance requirements.	Off the Shelf					
TEC-076	1	Technical Architecture	Performance	Provide ability to integrate with DBMS tools which allow the database administrator or authorized user to tune the system for performance.	Off the Shelf					
TEC-077	2	Technical Architecture	Performance	Provide for an automatic timeout for ad hoc queries (e.g., 10 minutes) configurable by the system administrator.	Off the Shelf					
TEC-078	1	Technical Architecture	Business Continuity	Provide an architecture which supports fail-over to a parallel load-balanced environment on a real time basis.	Off the Shelf					
TEC-079	1	Technical Architecture	Business Continuity	Provide a system design architected to ensure that normal system operations are restored within four hours of a catastrophic disruption of a production system component 99% of the time.	Off the Shelf					
TEC-080	1	Technical Architecture	Business Continuity	Provide the capability to perform full backups, incremental backups, and recovery capabilities for data and application components. Back-ups shall not require maintenance windows; backups shall be able to function in the background of a production SOA or clustered environment and not impact system availability.	Off the Shelf					
TEC-081	1	Technical Architecture	Business Continuity	Provide a system design which supports the capability to provide disaster recovery at an off-site location.	Off the Shelf					

TEC-082	1	Technical Architecture	Business Continuity	Allow for maintenance of a current back-up of the system solution including application data and system tables and configurations to be utilized for restoration in the event of catastrophic failure and loss of data.	Off the Shelf				
TEC-083	1	Technical Architecture	Supportability	Construct using current but mature industry-standard application development tools, techniques and standards that can be maintained for the expected life of the system.	Off the Shelf				
TEC-084	1	Technical Architecture	Supportability	Allow at a minimum for configuration across multiple environments including production, patch, user acceptance test, system test, user training, development and sand box.	Off the Shelf				
TEC-085	1	Technical Architecture	Supportability	Provide production support for the last two major releases of the proposed software solution.	Off the Shelf				
TEC-086	1	Technical Architecture	Networking	Support execution of the proposed software solution over a TCP/IP network with a minimum speed of 10mb/sec.	Off the Shelf				
TEC-087	1	Technical Architecture	Networking	Identify access requirements through firewalls and follow standard port designations, where possible.	Off the Shelf				
TEC-088	1	Technical Architecture	Custom Development	Ensure any program code provided by the systems integrator or any of its software providers within the proposed system solution passes industry standard vulnerability checks prior to promotion into the WVDOT environment.	Off the Shelf				
TEC-089	2	Technical Architecture	Custom Development	Allow authorized technical staff to create new tables.	Off the Shelf				
TEC-090	2	Technical Architecture	Custom Development	Allow authorized technical staff to create new fields.	Off the Shelf				
TEC-091	2	Technical Architecture	Custom Development	Allow authorized technical staff to create new objects.	Off the Shelf				
TEC-092	2	Technical Architecture	Custom Development	Allow authorized technical staff to change field structure.	Off the Shelf				
TEC-093	2	Technical Architecture	Custom Development	Allow for identification/reporting of new user-defined tables.	Off the Shelf				
TEC-094	2	Technical Architecture	Custom Development	Allow for identification/reporting of new user-defined fields.	Off the Shelf				
TEC-095	2	Technical Architecture	Custom Development	Allow for identification/reporting of new user-defined objects.	Off the Shelf				
TEC-096	2	Technical Architecture	Custom Development	Support inclusion of any user-defined or developed objects (user-defined tables, fields, and other objects, etc.) in the upgrade path.	Off the Shelf				
TEC-097	2	Technical Architecture	Job Scheduling and Processing	Provide a central enterprise job scheduler which can schedule jobs (across platforms and across multiple servers within a platform).	Off the Shelf				
TEC-098	1	Technical Architecture	Job Scheduling and Processing	Integrate with a software scheduler to provide job scheduling functionality for the system solution.	Off the Shelf				
TEC-099	1	Technical Architecture	Job Scheduling and Processing	Provide capability to design/manage a batch job stream with multiple dependencies.	Off the Shelf				
TEC-100	2	Technical Architecture	Job Scheduling and Processing	Provide capability to notify designated users via email or text based on job and job completion status. The user shall be able to tailor whether or not they see a notification based on statuses such as Completed, Completed with Errors, Incomplete, Failed, Not run. For example, a user may elect to not see any notifications for Completed jobs, just the exceptions like Errors, Incomplete, Failed, etc.	Off the Shelf				
TEC-101	2	Technical Architecture	Job Scheduling and Processing	Provide capability to utilize job scheduling tools to automate administrative tasks such as database backups or regular report production.	Off the Shelf				
TEC-102	2	Technical Architecture	Job Scheduling and Processing	Provide ability to establish job dependencies and control subsequent job execution based on user-defined condition codes.	Off the Shelf				
TEC-103	2	Technical Architecture	Job Scheduling and Processing	Allow authorized users to control priority of the batch processes.	Off the Shelf				
TEC-104	2	Technical Architecture	Job Scheduling and Processing	Allow authorized users to control job start times.	Off the Shelf				
TEC-105	2	Technical Architecture	Job Scheduling and Processing	Provide an audit trail of job execution at a minimum noting the job's name, start time, end time, and status.	Off the Shelf				
TEC-106	2	Technical Architecture	Job Scheduling and Processing	Allow authorized user to modify job status (e.g., changing status of a job to "Complete", etc.).	Off the Shelf				
TEC-107	2	Technical Architecture	Job Scheduling and Processing	Provide capability to establish job groups.	Off the Shelf				
TEC-108	2	Technical Architecture	Job Scheduling and Processing	Provide capability to re-start a multi-step job from a user-defined point/step.	Off the Shelf				
TEC-109	2	Technical Architecture	Job Scheduling and Processing	Allow authorized users to control job by transaction type.	Off the Shelf				
TEC-110	2	Technical Architecture	Job Scheduling and Processing	Produce a log of job results and append to this log if the job re-runs.	Off the Shelf				
TEC-111	2	Technical Architecture	Job Scheduling and Processing	Provide the capability to establish and maintain user-defined calendars of scheduled jobs.	Off the Shelf				
TEC-112	2	Technical Architecture	Job Scheduling and Processing	Provide a suspense file for rejected batch transactions.	Off the Shelf				
TEC-113	2	Technical Architecture	Job Scheduling and Processing	Allow an authorized user to delete rejected records from the suspense file.	Off the Shelf				
TEC-114	2	Technical Architecture	Job Scheduling and Processing	Produce daily reports of error transactions by system function.	Off the Shelf				
TEC-115	2	Technical Architecture	Job Scheduling and Processing	Provide ability for an authorized user to edit a transaction in error and resubmit.	Off the Shelf				
TEC-116	1	Technical Architecture	Technical Documentation	Provide comprehensive technical system documentation and technical manuals for the solution system including any third-party add-on modules included in the proposed system solution. Documentation shall include comprehensive technical system documentation and technical manuals for the proposed system including any third-party add-on modules included in the proposed system solution.	Off the Shelf				
TEC-117	1	Technical Architecture	Technical Documentation	Include program descriptions in technical system documentation.	Off the Shelf				
TEC-118	1	Technical Architecture	Technical Documentation	Include screen definitions and descriptions in technical system documentation.	Off the Shelf				
TEC-119	1	Technical Architecture	Technical Documentation	Include database definitions, logical data model, and record layouts in technical system documentation.	Off the Shelf				
TEC-120	1	Technical Architecture	Technical Documentation	Include audit trail management documentation in technical system documentation.	Off the Shelf				
TEC-121	1	Technical Architecture	Technical Documentation	Include security administration documentation in technical system documentation.	Off the Shelf				
TEC-122	1	Technical Architecture	Technical Documentation	Include installation documentation in technical system documentation.	Off the Shelf				
TEC-123	1	Technical Architecture	Technical Documentation	Include performance tuning documentation in technical system documentation.	Off the Shelf				
TEC-124	1	Technical Architecture	Technical Documentation	Include workflow process and administration documentation in technical system documentation.	Off the Shelf				
TEC-125	1	Technical Architecture	Technical Documentation	Include disaster recovery procedures in technical system documentation.	Off the Shelf				



Req. #	Priority	Category	Sub-Category	Business (Functional) Requirement	Vendor Response	Customization Estimate, if Applicable	Capability Planned for Future Release	Core Module(s)	Third Party Solution(s)	Comments/Notes
APP-001	1	Application Architecture	General	Provide a suite of fully integrated application modules in which data captured in one module is readily available for use and updated as appropriate in other modules of the system.	Off the Shelf					
APP-002	1	Application Architecture	General	Provide ability to share all related business information across functional areas and organizations, subject to application security and user-defined business rules and security considerations.	Off the Shelf					
APP-003	1	Application Architecture	General	Provide an integrated data management structure that is utilized across the proposed software solution minimizing system processing or administration required on the data integration points.	Off the Shelf					
APP-004	1	Application Architecture	General	Provide user-controlled definition and maintenance of system values and business rules in tables, system configuration files, coding, and business rules in data structures and interfaces without requiring programmer intervention to modify and providing the capability for an application administrator or other authorized users to manage and maintain system configurations, settings, and data tables.	Off the Shelf					
APP-005	2	Application Architecture	General	Update all related modules and tables immediately with a single entry; that is, any change to a project attribute or project status information is made only once but takes effect throughout the system.	Off the Shelf					
APP-006	2	Application Architecture	General	Provide means of altering tables and/or data structures to support user-defined fields and capability for system administrator or other authorized users to create new data items on-line and automatically update a global data dictionary with these new elements.	Off the Shelf					
APP-007	2	Application Architecture	General	Provide application administrator or other authorized user with screen layout configuration capabilities including movement of fields on the screen and/or across tables, removal of fields, addition of user-defined fields, reorder or consolidation of tables, buttons to enable prints and selection of related reports, links to other business objects (such as CAD drawings, user manuals, project records, contract records, etc.)	Off the Shelf					
APP-008	2	Application Architecture	General	Support consistency in terms of field labels such that a screen label defined in one place would be referred to in the same way everywhere and separated by line of business, role, etc.	Off the Shelf					
APP-009	2	Application Architecture	General	Within the system, utilize a design which provides the end user with a perspective of real-time update of data (even if some processes may be happening in the background to complete database updates); that is, users should not be required to toggle back and forth from a screen being used to perform a business process using a job queue to check the status of a batch/background task being able to proceed to the next screen in a series of screens required to perform a specific business function/task.	Off the Shelf					
APP-010	2	Application Architecture	General	Perform transactions in real-time in the sense that online access will display the most current element value (e.g., if a user changes the value of a data element on one screen, the newly changed data value will be shown when the user moves to another screen with that same data element).	Off the Shelf					
APP-011	1	Application Architecture	General	Edit all system input according to user-defined business rules so that the rules are appropriately and consistently applied and data is validated at the time the data is entered into the system (on-line or via a batch transaction).	Off the Shelf					
APP-012	2	Application Architecture	General	Utilize effective-dated transactions and table updates (either dated for future action or dated to be retroactive) with the ability to specify data edits by type of transaction.	Off the Shelf					
APP-013	2	Application Architecture	General	Support multiple concurrent application sessions for each user; each concurrent session must be able to support the same security profile or a different profile if the user has multiple profiles.	Off the Shelf					
APP-014	2	Application Architecture	General	Provide capability for a user to have multiple screens or tabs open within a single user session.	Off the Shelf					
APP-015	2	Application Architecture	General	Maintain security logs and audit trails distinctly for each concurrent user session.	Off the Shelf					
APP-016	2	Application Architecture	General	Support encryption, masking, or hiding of any fields with restricted access to only authorized users by department/business unit and role and responsibility.	Off the Shelf					
APP-017	2	Application Architecture	General	Provide capability to indicate at the field level user classes or individual users who are authorized to view masked or encrypted fields.	Off the Shelf					
APP-018	2	Application Architecture	General	Allow display of masked, hidden, or encrypted fields by an authorized user.	Off the Shelf					
APP-019	1	Application Architecture	General	Comply with the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) Section 508 standards for accessibility of all system functions.	Off the Shelf					
APP-020	1	Application Architecture	User Interface	Utilize a consistent user interface across the software (excluding proposed third party solutions) including user definable hot keys; screen naming functions; navigation patterns; consistent use of controls; and online help and menus (as defined by the user's security profile).	Off the Shelf					
APP-021	2	Application Architecture	User Interface	Ensure messages appear in a consistent format across all system functions for both batch and on-line processing.	Off the Shelf					
APP-022	2	Application Architecture	User Interface	Allow manual entry and also context specific drop-down lists of all valid values for each validated field where appropriate.	Off the Shelf					
APP-023	2	Application Architecture	User Interface	Provide immediate transfer/paste of value[s] from a "pop up" list of values tables to the appropriate field when selected.	Off the Shelf					
APP-024	2	Application Architecture	User Interface	Architect so as to have interfaces proceed directly and automatically to the next appropriate field when data is entered, for example "Tabbing" through fields in a defined sequence.	Off the Shelf					
APP-025	2	Application Architecture	User Interface	Allow user to directly access other input screens and modules without need for backing out of menus or menu paths.	Off the Shelf					
APP-026	2	Application Architecture	User Interface	Allow navigation between multiple, related input screens without losing any information input on the original (or header) screen.	Off the Shelf					
APP-027	2	Application Architecture	User Interface	Allow user to move backward within a menu structure and screens without losing previously entered data.	Off the Shelf					
APP-028	2	Application Architecture	User Interface	Allow a user to cancel transaction and/or exit any document or screen without saving changes.	Off the Shelf					
APP-029	1	Application Architecture	User Interface	Support cut and paste for copying data between screens.	Off the Shelf					
APP-030	2	Application Architecture	User Interface	Provide a display that indicates (e.g., highlighting) all required fields for entry on any screen.	Off the Shelf					

APP-031	2	Application Architecture	User Interface	Provide a search and filter capability on user screens containing columns of data.	Off the Shelf					
APP-032	2	Application Architecture	Functions and Features	Support use of keyboard data entry only (i.e., allow screen functions to be performed without use of a mouse).	Off the Shelf					
APP-033	1	Application Architecture	Functions and Features	Support the generation of email messages by the system based on various system/business events utilizing SMTP for outbound messages.	Off the Shelf					
APP-034	2	Application Architecture	Functions and Features	Allow any master record or validation table entry to be activated or inactivated.	Off the Shelf					
APP-035	1	Application Architecture	Functions and Features	Provide for wildcard, partial, and multi-term searches; include ability to define must-have and optional criteria.	Off the Shelf					
APP-036	2	Application Architecture	Functions and Features	Provide capability to auto-populate the value of a field based on the value of a previously entered field using user-defined business rules and/or validations.	Off the Shelf					
APP-037	2	Application Architecture	Functions and Features	Allow overriding of system or user-defined defaults based on business rules with an audit trail within individual functions.	Off the Shelf					
APP-038	2	Application Architecture	Functions and Features	Allow for descriptions on all transactions.	Off the Shelf					
APP-039	2	Application Architecture	Functions and Features	Provide/support spell check capability.	Off the Shelf					
APP-040	2	Application Architecture	Functions and Features	Support text formatting in the system (i.e., the ability to support mixed case letters, word wrap, line wrap, and character count when there is a limit, etc.)	Off the Shelf					
APP-041	2	Application Architecture	Functions and Features	Provide query features that supports alternate field lookup (e.g., using item name to look up item code or project name to look-up project number).	Off the Shelf					
APP-042	2	Application Architecture	Functions and Features	Provide table look-up fields that can be linked to or refer to other tables.	Off the Shelf					
APP-043	2	Application Architecture	Functions and Features	Utilize effective and expiration dates to version reference tables and data.	Off the Shelf					
APP-044	1	Application Architecture	Functions and Features	Provide capability to add, change, and inactivate reference tables in both batch and on-line mode.	Off the Shelf					
APP-045	2	Application Architecture	Functions and Features	Provide capability to recognize and capture rejected (bypassed) transactions for review, correction and reprocessing; Place batch loaded reference data into a suspended state if errors exist in non-key fields. This process should be non-blocking and the processing should continue.	Off the Shelf					
APP-046	2	Application Architecture	Functions and Features	Provide capability to perform cross-reference table validations.	Off the Shelf					
APP-047	1	Application Architecture	Functions and Features	Support use of "digital signatures" or "online approvals" to initiate or approve a business event within the system using user authentication within the system via validation of user credentials at the time the user signed on to the system; Support these digital signatures for approvals and rejections of workflow tasks.	Off the Shelf					
APP-048	2	Application Architecture	Functions and Features	Provide ability to integrate with third-party eSignature solutions to support electronic signature approval processes initiated within the software solution.	Customization	Small				
APP-049	2	Application Architecture	Functions and Features	Support mass changes to defined groups of transactions or data with appropriate audit trail.	Off the Shelf					
APP-050	2	Application Architecture	Functions and Features	Provide capability to review and approve a batch load prior to execution.	Off the Shelf					
APP-051	2	Application Architecture	Functions and Features	Provide capability to back out (rollback) previously executed batch loads.	Customization	Small				
APP-052	2	Application Architecture	Functions and Features	Provide capability to define/set-up batch checkpoints.	Customization	Small				
APP-053	2	Application Architecture	Functions and Features	Provide a sequential unique identifier for a batch process.	Off the Shelf					
APP-054	3	Application Architecture	Functions and Features	Support ability to add printable and non-printable notes to any field or document.	Off the Shelf					
APP-055	2	Application Architecture	Functions and Features	Support creation of user-defined form letters or business forms using system-defined naming standards configurable by the system administrator or authorized user.	Off the Shelf					
APP-056	2	Application Architecture	Functions and Features	Provide capability to set-up standard document and letter templates at the department/business unit level for use throughout the system with names, titles, labels, pre-defined backgrounds, etc. using system-defined naming standards configurable by the system administrator or authorized user.	Off the Shelf					
APP-057	2	Application Architecture	Functions and Features	Provide automatic date and time stamping of all documents generated by the system.	Off the Shelf					
APP-058	2	Application Architecture	Functions and Features	Provide functionality to copy a document in order to create a new document of the same type.	Off the Shelf					
APP-059	2	Application Architecture	Functions and Features	Generate special clauses on documents as defined by users or by standard clauses.	Off the Shelf					
APP-060	2	Application Architecture	Functions and Features	Provide ability to view multiple different file formats for attachment in all modules/functions including, but not limited to, Microsoft Office products, PDFs, and image file formats.	Off the Shelf					
APP-061	2	Application Architecture	Functions and Features	Support ability to use the "print screen" function on any screen.	Off the Shelf					
APP-062	1	Application Architecture	Functions and Features	Provide ability for authorized end-users to import from a .xls, csv, or a text file meeting import formatting requirements.	Off the Shelf					
APP-063	1	Application Architecture	Workflows	Provide tools to model and modify pre-existing workflows or create new workflows (the workflows shall be implementable globally or by specific business units).	Off the Shelf with Configuration					
APP-064	1	Application Architecture	Workflows	Support establishment of user-defined rules-based workflows for any system event or transaction.	Off the Shelf with Configuration					
APP-065	2	Application Architecture	Workflows	Provide bi-directional electronic routing of documents for approval or other tasks through workflow.	Off the Shelf with Configuration					
APP-066	2	Application Architecture	Workflows	Support routing of workflow to multiple destinations based on various user-defined criteria.	Off the Shelf with Configuration					
APP-067	2	Application Architecture	Workflows	Integrate with Active Directory to access organizational hierarchies and incumbent information for current employees in order to establish workflow routings.	Off the Shelf					
APP-068	2	Application Architecture	Workflows	Support parallel approvals and single-threaded approvals in the same approval path.	Off the Shelf with Configuration					
APP-069	2	Application Architecture	Workflows	Reverse any approvals and return the workflow transaction to the originating user and any other users who had previously approved the transaction in the event that one or more reviewers disapproves a transaction.	Off the Shelf with Configuration					
APP-070	2	Application Architecture	Workflows	Allow workflow destination to be defined as specific users or a class of users or by using some other user-defined criteria.	Off the Shelf					

APP-071	1	Application Architecture	Workflows	Allow for copying/extending preconfigured workflows to meet specific business requirements.	Off the Shelf						
APP-072	1	Application Architecture	Workflows	Support definition of workflow events based on user-defined criteria including transaction code; department/business unit; user roles and responsibilities; user position in organization; data values and other user-defined values or parameters.	Off the Shelf						
APP-073	2	Application Architecture	Workflows	Allow user-defined standard approval timeframes.	Off the Shelf with Configuration						
APP-074	2	Application Architecture	Workflows	Allow user-defined alternative approval paths.	Off the Shelf with Configuration						
APP-075	1	Application Architecture	Workflows	Support multiple levels of approvals for transactions based on profile security and other user-defined criteria.	Off the Shelf with Configuration						
APP-076	1	Application Architecture	Workflows	Allow a user to enter descriptive information in a note field or to upload and attach a file (Microsoft Office, Microsoft Office 365, PDF, JPEG, etc.) to content items within the workflow and store these notes with user id and date/time stamp.	Off the Shelf with Configuration						
APP-077	2	Application Architecture	Workflows	Allow workflows to be designated as either 'informational' or 'action (such as approval) required.	Off the Shelf with Configuration						
APP-078	2	Application Architecture	Workflows	Ensure a transaction is not finalized until all required approval workflows are complete.	Off the Shelf						
APP-079	2	Application Architecture	Workflows	Allow a workflow to be designed to support either simultaneous actions or require consecutive actions, as defined by an authorized user.	Off the Shelf with Configuration						
APP-080	1	Application Architecture	Workflows	Provide a dashboard which displays the status of workflows including workflows pending for a user-defined period of time.	Off the Shelf with Configuration						
APP-081	1	Application Architecture	Workflows	Provide capability for personnel, or their supervisors to delegate their approval authority to another individual or work group, along with allowing the delegate to access their "inbox" should that be desired by the user. This function is primarily to allow for coverage when an employee is out on leave.	Off the Shelf with Configuration						
APP-082	2	Application Architecture	Workflows	Provide email notification of workflow items.	Off the Shelf						
APP-083	2	Application Architecture	Workflows	Provide capability to allow an application system administrator to authorize a user to be able to opt in/opt out of email notifications.	Off the Shelf with Configuration						
APP-084	2	Application Architecture	Workflows	Allow user with appropriate authorization to disable email notification (opt in/opt out capability).	Off the Shelf with Configuration						
APP-085	2	Application Architecture	Workflows	Provide integrated workflow error handling.	Off the Shelf with Configuration						
APP-086	2	Application Architecture	Workflows	Track workflow approvals and rejections.	Off the Shelf with Configuration						
APP-087	1	Application Architecture	Workflows	Support various user-defined transaction statuses, including approved, rejected, pending, under consideration, etc.	Off the Shelf						
APP-088	1	Application Architecture	Workflows	Provide for the display of the status of items submitted to a workflow at any time.	Off the Shelf						
APP-089	1	Application Architecture	Workflows	Maintain document status based on routing and approvals and allow authorized users to determine where the document is in the routing process.	Off the Shelf						
APP-090	2	Application Architecture	Workflows	Notify users automatically via email when items in their "inbox" have gone unprocessed for a user-defined period of time.	Off the Shelf with Configuration						
APP-091	2	Application Architecture	Workflows	Route transactions automatically to a workgroup after a specific time of inaction (based on user-defined criteria).	Off the Shelf with Configuration						
APP-092	2	Application Architecture	Workflows	Allow steps in the workflow to be bypassed by allowing approvers higher in the approval chain to approve transactions. Should this transaction be in the "inbox" of an approver lower in the approval chain automatically remove transaction from lower approver's inbox.	Off the Shelf with Configuration						
APP-093	2	Application Architecture	Workflows	Support the use of a "master approver" for each workflow who may approve a transaction at any time whether included in the normal workflow or not.	Off the Shelf with Configuration						
APP-094	1	Application Architecture	Mobile Technology	System should be "mobile-friendly" for mobile platforms/environments including iOS and Android.	Off the Shelf						
APP-095	1	Application Architecture	Mobile Technology	Utilize responsive design to ensure that web pages display accurately on a range of screen sizes and aspect ratios including smart phones, desktops, tablets, etc.	Off the Shelf						
APP-096	1	Application Architecture	Security	Comply with WVDOT and any applicable State of West Virginia security policies.	Off the Shelf						
APP-097	1	Application Architecture	Security	Comply with encryption requirements in Internal Revenue Service Publication 1075.	Off the Shelf						
APP-098	1	Application Architecture	Security	Comply with Federal Information Processing Standard (FIPS) 140 or most current.	Off the Shelf						
APP-099	1	Application Architecture	Security	Comply with ISO/IEC 15408: Common Criteria for Information Technology Security Evaluation.	Off the Shelf						
APP-100	1	Application Architecture	Security	Support digital certificates.	Off the Shelf						
APP-101	1	Application Architecture	Security	Support public key infrastructure (PKI).	Off the Shelf						
APP-102	1	Application Architecture	Security	Support Transport Layer Security (TLS) > 1.2.	Off the Shelf						
APP-103	1	Application Architecture	Security	Provide an efficient, flexible way to control and administer access to all components of the solution using role-based security.	Off the Shelf						
APP-104	1	Application Architecture	Security	Provide role-based security and privileges and access rights by position and department/business unit.	Off the Shelf						
APP-105	1	Application Architecture	Security	Provide granular management and administrator control over transactions, forms access, field updates, row locking, interfacing events, data queries and other types of authorizations using role-based security.	Off the Shelf						
APP-106	1	Application Architecture	Security	Provide capability to establish "security profiles" or templates by user-defined job category or role, and to apply the templates to individuals and to user groups to grant privileges.	Off the Shelf						
APP-107	1	Application Architecture	Security	Restrict display of system functions upon sign-in to the software to only the options, functions, menu selections, screens, and data fields to which the user or business unit has rights to.	Off the Shelf						

APP-108	1	Application Architecture	Security	Provide ability to ensure that if two or more distinct security roles are needed to perform a business function and all needed roles are held by the same user, the user must log on separately under each security role in order to perform the full business transaction. Further, if a user has approval privileges over a business process that they also enter data for, the user shall NOT be able to approve their own work or requests. User generated work or requests must be approved by a different/independent approver (such as a supervisor).	Off the Shelf					
APP-109	1	Application Architecture	Security	Provide ability for the system within the security function of the application to allow an authorized user to configure available controls, actions, and access for interfaces based upon user role / privileges.	Off the Shelf					
APP-110	1	Application Architecture	Security	Integrate with Active Directory to define users to the system, including following user information: unique user identification; user first name; user last name; department/business unit; user email address; and effective date of user access to the system.	Off the Shelf					
APP-111	1	Application Architecture	Security	Allow the system administrator or other authorized users to define user access groups based on job responsibilities to ensure separation of duties; the system administrator must be able to define a group name, a description of the role and capabilities of the user group. Additional fields may be offered for further separation, finer grouping.	Off the Shelf					
APP-112	1	Application Architecture	Security	Integrate with Active Directory to obtain user groups and assignments of users to those groups. Provide capability to grant user groups access to each system function and establish the type of access to be allowed (add, change, inquire, delete) along with an effective start and end date for this access.	Off the Shelf					
APP-113	1	Application Architecture	Security	Allow system administrator, or other authorized user, to assign users to one or more user groups including an effective-date and optional end-date for inclusion in each user group.	Off the Shelf					
APP-114	1	Application Architecture	Security	Allow system administrator or other authorized users to remove users from one or more user groups including recording of an effective date for end of inclusion in each user group.	Off the Shelf					
APP-115	2	Application Architecture	Security	Log incidents of invalid password attempts which exceed a system-configurable maximum allowable number of attempts capturing user identification entered, type of violation (invalid user id, invalid password or invalid id and password) and date and time of the violation; place the incident log in the audit trail log.	Off the Shelf					
APP-116	2	Application Architecture	Security	Log incidents of security violations within the system capturing user identification, IP address with X-Forward IP if load balancer is involved, system function for which unauthorized access was attempted and date and time of security violation.	Off the Shelf					
APP-117	2	Application Architecture	Security	Allow the system administrator or authorized users to generate a formatted user-defined report of invalid password attempts or security violations within the system.	Off the Shelf					
APP-118	2	Application Architecture	Security	Provide an online function for review of the logs of invalid password attempts or security violations by the system administrator or other authorized users.	Off the Shelf					
APP-119	1	Application Architecture	Security	Ensure report and ad-hoc query results are subject to the system security model such that users cannot access data through reports and queries for which they are not authorized in the operational system.	Off the Shelf					
APP-120	1	Application Architecture	Security	Support access to the software solution by authorized third-party business partners through VPN or VDI technology, subject to WV DOT and state of West Virginia security procedures for external access.	Off the Shelf					
APP-121	1	Application Architecture	Security	Provide capability for the system to allow users to choose from a list of security roles (user or group based) if the user has more than one role available to them.	Off the Shelf with Configuration					
APP-122	2	Application Architecture	Security	Provide capability for the system administrator or an authorized user to delegate proxy roles to other users with an expiration date, and provide capability to notify user of the new proxy. Start and end dates shall be within 30 calendar days of each other.	Customization	Small				
APP-123	1	Application Architecture	Security	Allow system administrator or other authorized user to define the allowable period for user inactivity while logged on; such time shall be consistent with WV DOT and State of West Virginia security policy.	Off the Shelf					
APP-124	1	Application Architecture	Security	Disconnect or log out a user session when it exceeds the allowable period of inactivity as established by the system administrator and configured in the system.	Off the Shelf					
APP-125	2	Application Architecture	Security	Warn user that they will be disconnected before automatically logging user out of the system.	Off the Shelf					
APP-126	1	Application Architecture	Security	Ensure security on report creation or distribution software so that a user cannot view/create a report containing data that they are not authorized to see within the system.	Off the Shelf					
APP-127	1	Application Architecture	Audit Trail	Maintain an audit trail of all user actions that update and access the database including at a minimum user id, action performed, and time/date stamp; this includes any update via online, batch, web services or self-service functions.	Off the Shelf					
APP-128	1	Application Architecture	Audit Trail	Provide a standardized audit trail format / row for each data structure (whether that's a table row or document depending on database type) in the system and track information including but not limited to: timestamp when the record was inserted, changed or deleted; user id or program id inserting, changing or deleting the record; copy of record before change/deletion; and copy of record after addition/change.	Off the Shelf					
APP-129	1	Application Architecture	Audit Trail	Provide an audit trail for each interface program which shows: user or program initiating an interface, the date and time of interface execution and the interface completion status (Completed, Completed with Errors, Cancelled, Ended with Errors, etc.).	Off the Shelf					
APP-130	2	Application Architecture	Archiving	Provide reporting and analysis tools which guide a system data administrator in determining which data is appropriate and safe to archive.	Off the Shelf					
APP-131	2	Application Architecture	Archiving	Provide capability to store specific data elements for an indefinite period of time while other data may be able to be archived after user-defined periods based on record retention policies.	Off the Shelf					
APP-132	2	Application Architecture	Archiving	Provide authorized user with ability to mark (and unmark) records for deletion but not removed database until archived.	Off the Shelf					
APP-133	2	Application Architecture	Archiving	Provide capability to purge, archive, and restore inactive records based on user-defined criteria and tracking history.	Off the Shelf					
APP-134	2	Application Architecture	Archiving	Allow system administrator to define archiving criteria for different types of data.	Off the Shelf					
APP-135	2	Application Architecture	Archiving	Provide an automated archiving routine that archives data following the user-defined archiving rules; the process shall be able to be scheduled or manually initiated by an authorized user.	Off the Shelf with Configuration					
APP-136	2	Application Architecture	Archiving	Provide for restoration of archived data by various parameters including the date range of the archiving process and other user-defined business rules.	Off the Shelf with Configuration					

APP-137	2	Application Architecture	Archiving	Provide a flexible, automated archival routine to archive inactive reference data; this archival routine must validate that other table entries do not use the inactive data before archiving it and maintain overall system referential data integrity.	Off the Shelf with Configuration					
APP-138	1	Application Architecture	Help	Provide a centrally stored and maintained system wide help function.	Off the Shelf					
APP-139	1	Application Architecture	Help	Provide context-sensitive, field-level on-line help features for all screen elements, screen errors, and error codes.	Off the Shelf					
APP-140	2	Application Architecture	Help	Utilize an on-line help feature which directs the user either to a help screen specific to the field they are on if help is available for that field or to a help screen which is specific to the screen they are on if no field level help is available.	Off the Shelf					
APP-141	1	Application Architecture	Help	Provide table-driven error message handling.	Off the Shelf					
APP-142	1	Application Architecture	Help	Allow authorized users to modify and maintain error message text.	Off the Shelf					
APP-143	2	Application Architecture	Help	Ensure an error message points the user to the field in error (e.g., by identifying the field name, field number or providing a link to tab to the field).	Off the Shelf					
APP-144	2	Application Architecture	Help	Provide capability to identify processing or navigation path for a screen.	Off the Shelf					
APP-145	2	Application Architecture	Help	Allow customization of help files provided with the system by the application system administrator or other authorized users to incorporate WV DOT-wide or business unit/department specific information.	Off the Shelf with Configuration					
APP-146	2	Application Architecture	Help	Allow customization of help files by the system administrator or other authorized user by department/business unit or by roles and responsibilities within the proposed system; users must be able to modify the part of the help text that they are authorized to maintain without impacting other help text.	Off the Shelf with Configuration					
APP-147	2	Application Architecture	Help	Ensure all customized help text and files carry forward automatically during system updates and upgrades.	Off the Shelf					
APP-148	1	Application Architecture	User Documentation	Provide user documentation that is comprehensive, clear and easy to use (e.g., user documentation must provide quick answers to questions regarding the navigation of application screens, execution of pre-defined reports, and use of the ad-hoc query capability); it must also contain clear and thorough descriptions of all screen and batch processing functions, screen data, programs, system reports, and any processing parameters.	Off the Shelf					
APP-149	1	Application Architecture	User Documentation	Provide all system documentation and manuals electronically.	Off the Shelf					
APP-150	1	Application Architecture	User Documentation	Provide search functions for on-line documentation, across all documentation and within component pieces of the on-line documentation.	Off the Shelf					
APP-151	2	Application Architecture	User Documentation	Allow system administrator to authorize components of the system documentation to be available for download by authorized users.	Off the Shelf					
APP-152	2	Application Architecture	User Documentation	Provide capability to allow authorized users to download user documentation approved by the system administrator for distribution as one or multiple PDF files.	Off the Shelf					
APP-153	2	Application Architecture	User Documentation	Enable users to incorporate user-defined documentation into system documentation (e.g., user procedures, business rules, etc.), which is accessible in the same manner as documentation from the software provider.	Off the Shelf with Configuration					
APP-154	2	Application Architecture	User Documentation	Support version control for user-defined documentation.	Off the Shelf					
APP-155	1	Application Architecture	Upgradeability	Provide capability for all upgrade and patched processes for the system to automatically re-apply configurations and customizations made by WV DOT (Should these customizations/configurations have to manually be re-applied, the system shall identify these exceptions for manual re-application before applying any upgrade/patch software).	Off the Shelf					



























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22
						S M T W T F
0	<b>West Virgina Fleet Management CMMS</b>	<b>344.5 days</b>	<b>Mon 1/3/22</b>	<b>Fri 4/28/23</b>		
1	<b>Phase 0: Contract Initiation &amp; Business Process</b>	<b>70 days</b>	<b>Mon 1/3/22</b>	<b>Fri 4/8/22</b>		
2	Award	0 days	Mon 1/3/22	Mon 1/3/22		
3	Mobilize Team & Project Preparation	20 days	Mon 1/3/22	Fri 1/28/22	2	
4	<b>Project Kick-Off</b>	<b>3 days</b>	<b>Mon 1/31/22</b>	<b>Wed 2/2/22</b>	<b>3</b>	
5	Kick-off Meeting (program, schedule and deliverables)	2 days	Mon 1/31/22	Tue 2/1/22		
6	Presentation of CARL Software Functionality	1 day	Wed 2/2/22	Wed 2/2/22	5	
7	Project Planning Activities	50 days	Mon 1/17/22	Fri 3/25/22		
8	Change Mgt. Planning Activities	50 days	Mon 1/17/22	Fri 3/25/22		
9	<b>Provision of Solution</b>	<b>61 days</b>	<b>Mon 1/3/22</b>	<b>Mon 3/28/22</b>		
10	Request technical data on WV's infrastructure	5 days	Mon 1/3/22	Fri 1/7/22		
11	Request security access to WV's IT infrastructure	10 days	Mon 1/3/22	Fri 1/14/22		
12	<b>Provisioning Environments</b>	<b>24 days</b>	<b>Mon 1/17/22</b>	<b>Thu 2/17/22</b>	<b>10,11</b>	
13	CARL Admin installation	1 day	Mon 1/17/22	Mon 1/17/22		
14	Provision of Production	4 days	Tue 1/18/22	Fri 1/21/22	13	
15	Provision of Load Testing	2 days	Mon 1/24/22	Tue 1/25/22	14	
16	Provision of Testing	2 days	Wed 1/26/22	Thu 1/27/22	15	
17	Provision of Training	2 days	Fri 1/28/22	Mon 1/31/22	16	
18	Provision of Environment #5	2 days	Tue 2/1/22	Wed 2/2/22	17	
19	Provision of Environment #6	2 days	Thu 2/3/22	Fri 2/4/22	18	
20	Provision of Environment #7	2 days	Mon 2/7/22	Tue 2/8/22	19	

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
21	Provision of Environment #8	2 days	Wed 2/9/22	Thu 2/10/22	20							
22	Provision of Environment #5	2 days	Fri 2/11/22	Mon 2/14/22	21							
23	<b>Deliverables</b>	<b>3 days</b>	<b>Tue 2/15/22</b>	<b>Thu 2/17/22</b>	<b>22</b>							
24	Infrastructure diagram	3 days	Tue 2/15/22	Thu 2/17/22								
25	Credentials and environments URL's	1 day	Tue 2/15/22	Tue 2/15/22	22,21,20							
26	Delivery of deliverables to client	0 days	Thu 2/17/22	Thu 2/17/22	23							
27	<b>IT Admin Training</b>	<b>27 days</b>	<b>Fri 2/18/22</b>	<b>Mon 3/28/22</b>	<b>12</b>							
28	Identify IT system administrators	1 day	Fri 2/18/22	Fri 2/18/22								
29	Schedule Resources to be trained	1 day	Fri 2/18/22	Fri 2/18/22								
30	Schedule training room	1 day	Fri 2/18/22	Fri 2/18/22								
31	Create training curriculum	15 days	Fri 2/18/22	Thu 3/10/22	23							
32	Approval of training curriculum	10 days	Fri 3/11/22	Thu 3/24/22	31							
33	Provide Training	2 days	Fri 3/25/22	Mon 3/28/22	32,23							
34	<b>Current Systems Overview</b>	<b>20 days</b>	<b>Mon 1/10/22</b>	<b>Fri 2/4/22</b>								
35	Workshops for current systems, architecture &	10 days	Mon 1/10/22	Fri 1/21/22								
36	Workshops for existing processes	10 days	Mon 1/24/22	Fri 2/4/22	35							
37	<b>Business Process Design</b>	<b>65 days</b>	<b>Mon 1/3/22</b>	<b>Fri 4/1/22</b>								
38	Schedule Business Process workshops	15 days	Mon 1/3/22	Fri 1/21/22								
39	Conduct Business process workshops	40 days	Mon 2/7/22	Fri 4/1/22	38,34							
40	<b>Deliverables</b>	<b>10 days</b>	<b>Mon 3/28/22</b>	<b>Fri 4/8/22</b>								
41	To Be Process Design and Flows	5 days	Mon 4/4/22	Fri 4/8/22	39							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
42	Finalized Project Plan	10 days	Mon 3/28/22	Fri 4/8/22	7							
43	Risk Mgt. Plan	10 days	Mon 3/28/22	Fri 4/8/22	7							
44	Quality Mgt. Plan	10 days	Mon 3/28/22	Fri 4/8/22	7							
45	Finalized Project Plan	10 days	Mon 3/28/22	Fri 4/8/22	7							
46	Sprint Plan	10 days	Mon 3/28/22	Fri 4/8/22	7							
47	Project Organization Chart	10 days	Mon 3/28/22	Fri 4/8/22	8							
48	Project Resource plan	10 days	Mon 3/28/22	Fri 4/8/22	7							
49	Training strategy	10 days	Mon 3/28/22	Fri 4/8/22	8							
50	Communicaton Plan	10 days	Mon 3/28/22	Fri 4/8/22	8							
51	<b>Project execution</b>	<b>260.5 days</b>	<b>Mon 4/11/22</b>	<b>Mon 4/10/23</b>	<b>1</b>							
52	<b>Phase 1 Project Scoping Initiation</b>	<b>17 days</b>	<b>Mon 4/11/22</b>	<b>Tue 5/3/22</b>								
53	Kick-off Meeting (program, schedule and deliver	6 days	Mon 4/11/22	Mon 4/18/22								
54	Presentation of CARL Software Functionality	4 days	Tue 4/19/22	Fri 4/22/22	53							
55	Task list to prepare for user workshops phase	2 days	Mon 4/25/22	Tue 4/26/22	54							
56	<b>Deliverables</b>	<b>5 days</b>	<b>Wed 4/27/22</b>	<b>Tue 5/3/22</b>	<b>55</b>							
57	Refined project plan	2 days	Wed 4/27/22	Thu 4/28/22								
58	Agenda, presentation and minutes	3 days	Fri 4/29/22	Tue 5/3/22	57							
59	Delivery of Phase 1 deliverables to client	0 days	Tue 5/3/22	Tue 5/3/22	56							
60	<b>Phase 2 Detailed System Design Phase</b>	<b>120.5 days</b>	<b>Wed 5/4/22</b>	<b>Wed 10/19/22</b>	<b>52</b>							
61	<b>1-Inventory (incl. warranty &amp; eqpt. Rental rate</b>	<b>32 days</b>	<b>Wed 5/4/22</b>	<b>Thu 6/16/22</b>								
62	<b>To be process</b>	<b>18 days</b>	<b>Wed 5/4/22</b>	<b>Fri 5/27/22</b>								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
63	Fields, LoV, labels & Legacy data mapping	2 days	Wed 5/4/22	Thu 5/5/22								
64	Validation Rules and required fields	2 days	Fri 5/6/22	Mon 5/9/22	63							
65	Profiles and security	2 days	Tue 5/10/22	Wed 5/11/22	64							
66	Workflows	2 days	Thu 5/12/22	Fri 5/13/22	65							
67	Integration	4 days	Mon 5/16/22	Thu 5/19/22	66							
68	Reports	6 days	Fri 5/20/22	Fri 5/27/22	67							
69	<b>Deliverables</b>	<b>14 days</b>	<b>Mon 5/30/22</b>	<b>Thu 6/16/22</b>	<b>62</b>							
70	High level configuration document	5 days	Mon 5/30/22	Fri 6/3/22								
71	High level technical specifications of the co	5 days	Mon 6/6/22	Fri 6/10/22	70							
72	Delta justification, and solution acceptance	1 day	Mon 6/13/22	Mon 6/13/22	71							
73	Records of attendance, take-aways	1 day	Tue 6/14/22	Tue 6/14/22	72							
74	Recommendations	2 days	Wed 6/15/22	Thu 6/16/22	73							
75	<b>2-Tires</b>	<b>9 days</b>	<b>Wed 5/18/22</b>	<b>Mon 5/30/22</b>	<b>61SS+10 days</b>							
76	<b>To be process</b>	<b>4.5 days</b>	<b>Wed 5/18/22</b>	<b>Tue 5/24/22</b>								
77	Fields, LoV, labels & Legacy data mapping	1 day	Wed 5/18/22	Wed 5/18/22								
78	Validation Rules and required fields	1 day	Thu 5/19/22	Thu 5/19/22	77							
79	Profiles and security	1 day	Fri 5/20/22	Fri 5/20/22	78							
80	Workflows	0.5 days	Mon 5/23/22	Mon 5/23/22	79							
81	Reports	1 day	Mon 5/23/22	Tue 5/24/22	80							
82	<b>Deliverables</b>	<b>4.5 days</b>	<b>Tue 5/24/22</b>	<b>Mon 5/30/22</b>	<b>76</b>							
83	High level configuration document	1 day	Tue 5/24/22	Wed 5/25/22								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
84	High level technical specifications of the co	1 day	Wed 5/25/22	Thu 5/26/22	83							
85	Delta justification, and solution acceptance	1 day	Thu 5/26/22	Fri 5/27/22	84							
86	Records of attendance, take-aways	1 day	Fri 5/27/22	Mon 5/30/22	85							
87	Recommendations	0.5 days	Mon 5/30/22	Mon 5/30/22	86							
88	<b>3-Acquisition Replacement and Surplus</b>	<b>23 days</b>	<b>Tue 5/31/22</b>	<b>Thu 6/30/22</b>	<b>75</b>							
89	<b>To be process</b>	<b>9 days</b>	<b>Tue 5/31/22</b>	<b>Fri 6/10/22</b>								
90	Fields, LoV, labels & Legacy data mapping	1 day	Tue 5/31/22	Tue 5/31/22								
91	Validation Rules and required fields	1 day	Wed 6/1/22	Wed 6/1/22	90							
92	Profiles and security	1 day	Thu 6/2/22	Thu 6/2/22	91							
93	Workflows	1 day	Fri 6/3/22	Fri 6/3/22	92							
94	Integration	2 days	Mon 6/6/22	Tue 6/7/22	93							
95	Reports	3 days	Wed 6/8/22	Fri 6/10/22	94							
96	<b>Deliverables</b>	<b>14 days</b>	<b>Mon 6/13/22</b>	<b>Thu 6/30/22</b>	<b>89</b>							
97	High level configuration document	5 days	Mon 6/13/22	Fri 6/17/22								
98	High level technical specifications of the co	5 days	Mon 6/20/22	Fri 6/24/22	97							
99	Delta justification, and solution acceptance	1 day	Mon 6/27/22	Mon 6/27/22	98							
100	Records of attendance, take-aways	1 day	Tue 6/28/22	Tue 6/28/22	99							
101	Recommendations	2 days	Wed 6/29/22	Thu 6/30/22	100							
102	<b>4-Parts Inventory</b>	<b>23 days</b>	<b>Tue 6/14/22</b>	<b>Thu 7/14/22</b>	<b>88SS+10 days</b>							
103	<b>To be process</b>	<b>9 days</b>	<b>Tue 6/14/22</b>	<b>Fri 6/24/22</b>								
104	Fields, LoV, labels & Legacy data mapping	1 day	Tue 6/14/22	Tue 6/14/22								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	


























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
105	Validation Rules and required fields	1 day	Wed 6/15/22	Wed 6/15/22	104							
106	Profiles and security	1 day	Thu 6/16/22	Thu 6/16/22	105							
107	Workflows	1 day	Fri 6/17/22	Fri 6/17/22	106							
108	Integration	2 days	Mon 6/20/22	Tue 6/21/22	107							
109	Reports	3 days	Wed 6/22/22	Fri 6/24/22	108							
110	<b>Deliverables</b>	<b>14 days</b>	<b>Mon 6/27/22</b>	<b>Thu 7/14/22</b>	<b>103</b>							
111	High level configuration document	5 days	Mon 6/27/22	Fri 7/1/22								
112	High level technical specifications of the co	5 days	Mon 7/4/22	Fri 7/8/22	111							
113	Delta justification, and solution acceptance	1 day	Mon 7/11/22	Mon 7/11/22	112							
114	Records of attendance, take-aways	1 day	Tue 7/12/22	Tue 7/12/22	113							
115	Recommendations	2 days	Wed 7/13/22	Thu 7/14/22	114							
116	<b>5-Fueling</b>	<b>12.5 days</b>	<b>Tue 6/28/22</b>	<b>Thu 7/14/22</b>	<b>102SS+10 days</b>							
117	<b>To be process</b>	<b>4.5 days</b>	<b>Tue 6/28/22</b>	<b>Mon 7/4/22</b>								
118	Fields, LoV, labels & Legacy data mapping	0.5 days	Tue 6/28/22	Tue 6/28/22								
119	Validation Rules and required fields	0.5 days	Tue 6/28/22	Tue 6/28/22	118							
120	Profiles and security	0.5 days	Wed 6/29/22	Wed 6/29/22	119							
121	Integration	2 days	Wed 6/29/22	Fri 7/1/22	120							
122	Reports	1 day	Fri 7/1/22	Mon 7/4/22	121							
123	<b>Deliverables</b>	<b>8 days</b>	<b>Mon 7/4/22</b>	<b>Thu 7/14/22</b>	<b>117</b>							
124	High level configuration document	2 days	Mon 7/4/22	Wed 7/6/22								
125	High level technical specifications of the co	2 days	Wed 7/6/22	Fri 7/8/22	124							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WV DOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
126	Delta justification, and solution acceptance	1 day	Fri 7/8/22	Mon 7/11/22	125							
127	Records of attendance, take-aways	1 day	Mon 7/11/22	Tue 7/12/22	126							
128	Recommendations	2 days	Tue 7/12/22	Thu 7/14/22	127							
129	<b>6-Labor</b>	<b>9 days</b>	<b>Tue 7/12/22</b>	<b>Fri 7/22/22</b>	<b>116SS+10 days</b>							
130	<b>To be process</b>	<b>4.5 days</b>	<b>Tue 7/12/22</b>	<b>Mon 7/18/22</b>								
131	Fields, LoV, labels & Legacy data mapping	1 day	Tue 7/12/22	Tue 7/12/22								
132	Validation Rules and required fields	1 day	Wed 7/13/22	Wed 7/13/22	131							
133	Profiles and security	0.5 days	Thu 7/14/22	Thu 7/14/22	132							
134	Workflows	1 day	Thu 7/14/22	Fri 7/15/22	133							
135	Reports	1 day	Fri 7/15/22	Mon 7/18/22	134							
136	<b>Deliverables</b>	<b>4.5 days</b>	<b>Mon 7/18/22</b>	<b>Fri 7/22/22</b>	<b>130</b>							
137	High level configuration document	1 day	Mon 7/18/22	Tue 7/19/22								
138	High level technical specifications of the co	1 day	Tue 7/19/22	Wed 7/20/22	137							
139	Delta justification, and solution acceptance	1 day	Wed 7/20/22	Thu 7/21/22	138							
140	Records of attendance, take-aways	1 day	Thu 7/21/22	Fri 7/22/22	139							
141	Recommendations	0.5 days	Fri 7/22/22	Fri 7/22/22	140							
142	<b>7-Warranty</b>	<b>10 days</b>	<b>Tue 7/26/22</b>	<b>Mon 8/8/22</b>	<b>129SS+10 days</b>							
143	<b>To be process</b>	<b>4.5 days</b>	<b>Tue 7/26/22</b>	<b>Mon 8/1/22</b>								
144	Fields, LoV, labels & Legacy data mapping	1 day	Tue 7/26/22	Tue 7/26/22								
145	Validation Rules and required fields	1 day	Wed 7/27/22	Wed 7/27/22	144							
146	Profiles and security	1 day	Thu 7/28/22	Thu 7/28/22	145							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
147	Workflows	0.5 days	Fri 7/29/22	Fri 7/29/22	146							
148	Reports	1 day	Fri 7/29/22	Mon 8/1/22	147							
149	<b>Deliverables</b>	<b>5.5 days</b>	<b>Mon 8/1/22</b>	<b>Mon 8/8/22</b>	<b>143</b>							
150	High level configuration document	2 days	Mon 8/1/22	Wed 8/3/22								
151	High level technical specifications of the co	1 day	Wed 8/3/22	Thu 8/4/22	150							
152	Delta justification, and solution acceptance	1 day	Thu 8/4/22	Fri 8/5/22	151							
153	Records of attendance, take-aways	1 day	Fri 8/5/22	Mon 8/8/22	152							
154	Recommendations	0.5 days	Mon 8/8/22	Mon 8/8/22	153							
155	<b>8-Work Orders (incl. repairs)</b>	<b>32 days</b>	<b>Tue 8/9/22</b>	<b>Wed 9/21/22</b>	<b>142,129</b>							
156	<b>To be process</b>	<b>18 days</b>	<b>Tue 8/9/22</b>	<b>Thu 9/1/22</b>								
157	Fields, LoV, labels & Legacy data mapping	2 days	Tue 8/9/22	Wed 8/10/22								
158	Validation Rules and required fields	2 days	Thu 8/11/22	Fri 8/12/22	157							
159	Profiles and security	2 days	Mon 8/15/22	Tue 8/16/22	158							
160	Workflows	2 days	Wed 8/17/22	Thu 8/18/22	159							
161	Integration	4 days	Fri 8/19/22	Wed 8/24/22	160							
162	Reports	6 days	Thu 8/25/22	Thu 9/1/22	161							
163	<b>Deliverables</b>	<b>14 days</b>	<b>Fri 9/2/22</b>	<b>Wed 9/21/22</b>	<b>156</b>							
164	High level configuration document	5 days	Fri 9/2/22	Thu 9/8/22								
165	High level technical specifications of the co	5 days	Fri 9/9/22	Thu 9/15/22	164							
166	Delta justification, and solution acceptance	1 day	Fri 9/16/22	Fri 9/16/22	165							
167	Records of attendance, take-aways	1 day	Mon 9/19/22	Mon 9/19/22	166							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























## WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
168	Recommendations	2 days	Tue 9/20/22	Wed 9/21/22	167							
169	<b>9-Preventive Maintenance</b>	<b>23 days</b>	<b>Tue 8/23/22</b>	<b>Thu 9/22/22</b>	<b>155SS+10 days</b>							
170	<b>To be process</b>	<b>9 days</b>	<b>Tue 8/23/22</b>	<b>Fri 9/2/22</b>								
171	Fields, LoV, labels & Legacy data mapping	1 day	Tue 8/23/22	Tue 8/23/22								
172	Validation Rules and required fields	1 day	Wed 8/24/22	Wed 8/24/22	171							
173	Profiles and security	1 day	Thu 8/25/22	Thu 8/25/22	172							
174	Workflows	1 day	Fri 8/26/22	Fri 8/26/22	173							
175	Integration	2 days	Mon 8/29/22	Tue 8/30/22	174							
176	Reports	3 days	Wed 8/31/22	Fri 9/2/22	175							
177	<b>Deliverables</b>	<b>14 days</b>	<b>Mon 9/5/22</b>	<b>Thu 9/22/22</b>	<b>170</b>							
178	High level configuration document	5 days	Mon 9/5/22	Fri 9/9/22								
179	High level technical specifications of the co	5 days	Mon 9/12/22	Fri 9/16/22	178							
180	Delta justification, and solution acceptance	1 day	Mon 9/19/22	Mon 9/19/22	179							
181	Records of attendance, take-aways	1 day	Tue 9/20/22	Tue 9/20/22	180							
182	Recommendations	2 days	Wed 9/21/22	Thu 9/22/22	181							
183	<b>10-Availability Usage and Downtime</b>	<b>8.5 days</b>	<b>Tue 9/6/22</b>	<b>Fri 9/16/22</b>	<b>169SS+10 days</b>							
184	<b>To be process</b>	<b>2 days</b>	<b>Tue 9/6/22</b>	<b>Wed 9/7/22</b>								
185	Profiles and security	1 day	Tue 9/6/22	Tue 9/6/22								
186	Reports	2 days	Tue 9/6/22	Wed 9/7/22								
187	<b>Deliverables</b>	<b>6.5 days</b>	<b>Thu 9/8/22</b>	<b>Fri 9/16/22</b>	<b>184</b>							
188	High level configuration document	2 days	Thu 9/8/22	Fri 9/9/22								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
189	High level technical specifications of the co	2 days	Mon 9/12/22	Tue 9/13/22	188							
190	Delta justification, and solution acceptance	1 day	Wed 9/14/22	Wed 9/14/22	189							
191	Records of attendance, take-aways	1 day	Thu 9/15/22	Thu 9/15/22	190							
192	Recommendations	0.5 days	Fri 9/16/22	Fri 9/16/22	191							
193	<b>11-Motorpool</b>	<b>29 days</b>	<b>Wed 5/4/22</b>	<b>Mon 6/13/22</b>								
194	<b>To be process</b>	<b>15 days</b>	<b>Wed 5/4/22</b>	<b>Tue 5/24/22</b>								
195	Fields, LoV, labels & Legacy data mapping	2 days	Wed 5/4/22	Thu 5/5/22								
196	Validation Rules and required fields	2 days	Fri 5/6/22	Mon 5/9/22	195							
197	Profiles and security	2 days	Tue 5/10/22	Wed 5/11/22	196							
198	Workflows	4 days	Thu 5/12/22	Tue 5/17/22	197							
199	Integration	2 days	Wed 5/18/22	Thu 5/19/22	198							
200	Reports	3 days	Fri 5/20/22	Tue 5/24/22	199							
201	<b>Deliverables</b>	<b>14 days</b>	<b>Wed 5/25/22</b>	<b>Mon 6/13/22</b>	<b>194</b>							
202	High level configuration document	5 days	Wed 5/25/22	Tue 5/31/22								
203	High level technical specifications of the co	5 days	Wed 6/1/22	Tue 6/7/22	202							
204	Delta justification, and solution acceptance	1 day	Wed 6/8/22	Wed 6/8/22	203							
205	Records of attendance, take-aways	1 day	Thu 6/9/22	Thu 6/9/22	204							
206	Recommendations	2 days	Fri 6/10/22	Mon 6/13/22	205							
207	<b>12-Cost and billing</b>	<b>23 days</b>	<b>Fri 9/16/22</b>	<b>Wed 10/19/22</b>	<b>193SS+10 days,183</b>							
208	<b>To be process</b>	<b>9 days</b>	<b>Fri 9/16/22</b>	<b>Thu 9/29/22</b>								
209	Fields, LoV, labels & Legacy data mapping	1 day	Fri 9/16/22	Mon 9/19/22								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
210	Validation Rules and required fields	1 day	Mon 9/19/22	Tue 9/20/22	209							
211	Profiles and security	1 day	Tue 9/20/22	Wed 9/21/22	210							
212	Workflows	1 day	Wed 9/21/22	Thu 9/22/22	211							
213	Integration	2 days	Thu 9/22/22	Mon 9/26/22	212							
214	Reports	3 days	Mon 9/26/22	Thu 9/29/22	213							
215	<b>Deliverables</b>	<b>14 days</b>	<b>Thu 9/29/22</b>	<b>Wed 10/19/22</b>	<b>208</b>							
216	High level configuration document	5 days	Thu 9/29/22	Thu 10/6/22								
217	High level technical specifications of the co	5 days	Thu 10/6/22	Thu 10/13/22	216							
218	Delta justification, and solution acceptance	1 day	Thu 10/13/22	Fri 10/14/22	217							
219	Records of attendance, take-aways	1 day	Fri 10/14/22	Mon 10/17/22	218							
220	Recommendations	2 days	Mon 10/17/22	Wed 10/19/22	219							
221	<b>Phase 3 Implementation</b>	<b>149 days</b>	<b>Wed 5/4/22</b>	<b>Mon 11/28/22</b>								
222	<b>Solution</b>	<b>126.5 days</b>	<b>Mon 5/30/22</b>	<b>Wed 11/23/22</b>								
223	<b>Excluding Motorpool</b>	<b>126.5 days</b>	<b>Mon 5/30/22</b>	<b>Wed 11/23/22</b>								
224	<b>1-Inventory (incl. warranty &amp; eqpt. Rental</b>	<b>20 days</b>	<b>Fri 6/17/22</b>	<b>Thu 7/14/22</b>	<b>61</b>							
225	<b>Construction</b>	<b>15 days</b>	<b>Fri 6/17/22</b>	<b>Thu 7/7/22</b>								
226	Configuration	10 days	Fri 6/17/22	Thu 6/30/22								
227	Customization	10 days	Fri 6/17/22	Thu 6/30/22								
228	Integration	15 days	Fri 6/17/22	Thu 7/7/22								
229	Reports	5 days	Fri 7/1/22	Thu 7/7/22	226,227							
230	<b>Deliverables</b>	<b>5 days</b>	<b>Fri 7/8/22</b>	<b>Thu 7/14/22</b>	<b>225</b>							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
231	Configured Software	1 day	Fri 7/8/22	Fri 7/8/22								
232	Final Configuration report & testing sc	3 days	Mon 7/11/22	Wed 7/13/22	231							
233	Updated Documentation of solution a	1 day	Thu 7/14/22	Thu 7/14/22	232							
234	<b>2-Tires</b>	<b>10 days</b>	<b>Mon 5/30/22</b>	<b>Mon 6/13/22</b>	<b>75</b>							
235	<b>Construction</b>	<b>5 days</b>	<b>Mon 5/30/22</b>	<b>Mon 6/6/22</b>								
236	Configuration	3 days	Tue 5/31/22	Thu 6/2/22								
237	Customization	0 days	Mon 5/30/22	Mon 5/30/22								
238	Integration	0 days	Mon 5/30/22	Mon 5/30/22								
239	Reports	2 days	Fri 6/3/22	Mon 6/6/22	236,237							
240	<b>Deliverables</b>	<b>5 days</b>	<b>Tue 6/7/22</b>	<b>Mon 6/13/22</b>	<b>235</b>							
241	Configured Software	1 day	Tue 6/7/22	Tue 6/7/22								
242	Final Configuration report & testing sc	3 days	Wed 6/8/22	Fri 6/10/22	241							
243	Updated Documentation of solution a	1 day	Mon 6/13/22	Mon 6/13/22	242							
244	<b>3-Acquisition Replacement and Surplus</b>	<b>20 days</b>	<b>Fri 7/1/22</b>	<b>Thu 7/28/22</b>	<b>88</b>							
245	<b>Construction</b>	<b>15 days</b>	<b>Fri 7/1/22</b>	<b>Thu 7/21/22</b>								
246	Configuration	10 days	Fri 7/1/22	Thu 7/14/22								
247	Customization	10 days	Fri 7/1/22	Thu 7/14/22								
248	Integration	15 days	Fri 7/1/22	Thu 7/21/22								
249	Reports	5 days	Fri 7/15/22	Thu 7/21/22	246,247							
250	<b>Deliverables</b>	<b>5 days</b>	<b>Fri 7/22/22</b>	<b>Thu 7/28/22</b>	<b>245</b>							
251	Configured Software	1 day	Fri 7/22/22	Fri 7/22/22								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
252	Final Configuration report & testing sc	3 days	Mon 7/25/22	Wed 7/27/22	251							
253	Updated Documentation of solution a	1 day	Thu 7/28/22	Thu 7/28/22	252							
254	<b>4-Parts Inventory</b>	<b>20 days</b>	<b>Fri 7/15/22</b>	<b>Thu 8/11/22</b>	<b>102</b>							
255	<b>Construction</b>	<b>15 days</b>	<b>Fri 7/15/22</b>	<b>Thu 8/4/22</b>								
256	Configuration	10 days	Fri 7/15/22	Thu 7/28/22								
257	Customization	10 days	Fri 7/15/22	Thu 7/28/22								
258	Integration	15 days	Fri 7/15/22	Thu 8/4/22								
259	Reports	5 days	Fri 7/29/22	Thu 8/4/22	256,257							
260	<b>Deliverables</b>	<b>5 days</b>	<b>Fri 8/5/22</b>	<b>Thu 8/11/22</b>	<b>255</b>							
261	Configured Software	1 day	Fri 8/5/22	Fri 8/5/22								
262	Final Configuration report & testing sc	3 days	Mon 8/8/22	Wed 8/10/22	261							
263	Updated Documentation of solution a	1 day	Thu 8/11/22	Thu 8/11/22	262							
264	<b>5-Fueling</b>	<b>20 days</b>	<b>Thu 7/14/22</b>	<b>Thu 8/11/22</b>	<b>116</b>							
265	<b>Construction</b>	<b>15 days</b>	<b>Thu 7/14/22</b>	<b>Thu 8/4/22</b>								
266	Configuration	2 days	Thu 7/14/22	Mon 7/18/22								
267	Customization	0 days	Thu 7/14/22	Thu 7/14/22								
268	Integration	15 days	Thu 7/14/22	Thu 8/4/22								
269	Reports	5 days	Mon 7/18/22	Mon 7/25/22	266,267							
270	<b>Deliverables</b>	<b>5 days</b>	<b>Thu 8/4/22</b>	<b>Thu 8/11/22</b>	<b>265</b>							
271	Configured Software	1 day	Thu 8/4/22	Fri 8/5/22								
272	Final Configuration report & testing sc	3 days	Fri 8/5/22	Wed 8/10/22	271							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
273	Updated Documentation of solution a	1 day	Wed 8/10/22	Thu 8/11/22	272							
274	<b>6-Labor</b>	<b>15 days</b>	<b>Fri 7/22/22</b>	<b>Fri 8/12/22</b>	<b>129</b>							
275	<b>Construction</b>	<b>10 days</b>	<b>Fri 7/22/22</b>	<b>Fri 8/5/22</b>								
276	Configuration	5 days	Mon 7/25/22	Fri 7/29/22								
277	Customization	0 days	Fri 7/22/22	Fri 7/22/22								
278	Integration	10 days	Mon 7/25/22	Fri 8/5/22								
279	Reports	5 days	Mon 8/1/22	Fri 8/5/22	276,277							
280	<b>Deliverables</b>	<b>5 days</b>	<b>Mon 8/8/22</b>	<b>Fri 8/12/22</b>	<b>275</b>							
281	Configured Software	1 day	Mon 8/8/22	Mon 8/8/22								
282	Final Configuration report & testing sc	3 days	Tue 8/9/22	Thu 8/11/22	281							
283	Updated Documentation of solution a	1 day	Fri 8/12/22	Fri 8/12/22	282							
284	<b>7-Warranty</b>	<b>10 days</b>	<b>Mon 8/8/22</b>	<b>Mon 8/22/22</b>	<b>142</b>							
285	<b>Construction</b>	<b>5 days</b>	<b>Mon 8/8/22</b>	<b>Mon 8/15/22</b>								
286	Configuration	3 days	Tue 8/9/22	Thu 8/11/22								
287	Customization	0 days	Mon 8/8/22	Mon 8/8/22								
288	Integration	0 days	Mon 8/8/22	Mon 8/8/22								
289	Reports	2 days	Fri 8/12/22	Mon 8/15/22	286,287							
290	<b>Deliverables</b>	<b>5 days</b>	<b>Tue 8/16/22</b>	<b>Mon 8/22/22</b>	<b>285</b>							
291	Configured Software	1 day	Tue 8/16/22	Tue 8/16/22								
292	Final Configuration report & testing sc	3 days	Wed 8/17/22	Fri 8/19/22	291							
293	Updated Documentation of solution a	1 day	Mon 8/22/22	Mon 8/22/22	292							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
294	<b>8-Work Orders (incl. repairs)</b>	<b>30 days</b>	<b>Thu 9/22/22</b>	<b>Wed 11/2/22</b>	<b>155</b>							
295	<b>Construction</b>	<b>25 days</b>	<b>Thu 9/22/22</b>	<b>Wed 10/26/22</b>								
296	Configuration	10 days	Thu 9/22/22	Wed 10/5/22								
297	Customization	15 days	Thu 9/22/22	Wed 10/12/22								
298	Integration	15 days	Thu 9/22/22	Wed 10/12/22								
299	Reports	10 days	Thu 10/13/22	Wed 10/26/22	296,297							
300	<b>Deliverables</b>	<b>5 days</b>	<b>Thu 10/27/22</b>	<b>Wed 11/2/22</b>	<b>295</b>							
301	Configured Software	1 day	Thu 10/27/22	Thu 10/27/22								
302	Final Configuration report & testing sc	3 days	Fri 10/28/22	Tue 11/1/22	301							
303	Updated Documentation of solution a	1 day	Wed 11/2/22	Wed 11/2/22	302							
304	<b>9-Preventive Maintenance</b>	<b>20 days</b>	<b>Thu 9/22/22</b>	<b>Thu 10/20/22</b>	<b>169</b>							
305	<b>Construction</b>	<b>15 days</b>	<b>Thu 9/22/22</b>	<b>Thu 10/13/22</b>								
306	Configuration	10 days	Fri 9/23/22	Thu 10/6/22								
307	Customization	3 days	Fri 9/23/22	Tue 9/27/22								
308	Integration	0 days	Thu 9/22/22	Thu 9/22/22								
309	Reports	5 days	Fri 10/7/22	Thu 10/13/22	306,307							
310	<b>Deliverables</b>	<b>5 days</b>	<b>Fri 10/14/22</b>	<b>Thu 10/20/22</b>	<b>305</b>							
311	Configured Software	1 day	Fri 10/14/22	Fri 10/14/22								
312	Final Configuration report & testing sc	3 days	Mon 10/17/22	Wed 10/19/22	311							
313	Updated Documentation of solution a	1 day	Thu 10/20/22	Thu 10/20/22	312							
314	<b>10-Availability Usage and Downtime</b>	<b>10 days</b>	<b>Fri 9/16/22</b>	<b>Fri 9/30/22</b>	<b>183</b>							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

## WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
315	<b>Construction</b>	<b>5 days</b>	<b>Fri 9/16/22</b>	<b>Fri 9/23/22</b>								
316	Configuration	0 days	Fri 9/16/22	Fri 9/16/22								
317	Customization	0 days	Fri 9/16/22	Fri 9/16/22								
318	Integration	0 days	Fri 9/16/22	Fri 9/16/22								
319	Reports	5 days	Fri 9/16/22	Fri 9/23/22	316,317							
320	<b>Deliverables</b>	<b>5 days</b>	<b>Fri 9/23/22</b>	<b>Fri 9/30/22</b>	<b>315</b>							
321	Configured Software	1 day	Fri 9/23/22	Mon 9/26/22								
322	Final Configuration report & testing sc	3 days	Mon 9/26/22	Thu 9/29/22	321							
323	Updated Documentation of solution a	1 day	Thu 9/29/22	Fri 9/30/22	322							
324	<b>12-Cost and billing</b>	<b>25 days</b>	<b>Wed 10/19/22</b>	<b>Wed 11/23/22</b>	<b>207</b>							
325	<b>Construction</b>	<b>20 days</b>	<b>Wed 10/19/22</b>	<b>Wed 11/16/22</b>								
326	Configuration	10 days	Wed 10/19/22	Wed 11/2/22								
327	Customization	5 days	Wed 10/19/22	Wed 10/26/22								
328	Integration	15 days	Wed 10/19/22	Wed 11/9/22								
329	Reports	10 days	Wed 11/2/22	Wed 11/16/22	326,327							
330	<b>Deliverables</b>	<b>5 days</b>	<b>Wed 11/16/22</b>	<b>Wed 11/23/22</b>	<b>325</b>							
331	Configured Software	1 day	Wed 11/16/22	Thu 11/17/22								
332	Final Configuration report & testing sc	3 days	Thu 11/17/22	Tue 11/22/22	331							
333	Updated Documentation of solution a	1 day	Tue 11/22/22	Wed 11/23/22	332							
334	<b>11-Motorpool</b>	<b>60 days</b>	<b>Mon 6/13/22</b>	<b>Mon 9/5/22</b>	<b>193</b>							
335	<b>Construction</b>	<b>55 days</b>	<b>Mon 6/13/22</b>	<b>Mon 8/29/22</b>								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
336	Configuration	0 days	Mon 6/13/22	Mon 6/13/22								
337	Customization	50 days	Tue 6/14/22	Mon 8/22/22								
338	Integration	15 days	Tue 6/14/22	Mon 7/4/22								
339	Reports	5 days	Tue 8/23/22	Mon 8/29/22	336,337							
340	<b>Deliverables</b>	<b>5 days</b>	<b>Tue 8/30/22</b>	<b>Mon 9/5/22</b>	<b>335</b>							
341	Configured Software	1 day	Tue 8/30/22	Tue 8/30/22								
342	Final Configuration report & testing scrip	3 days	Wed 8/31/22	Fri 9/2/22	341							
343	Updated Documentation of solution arcl	1 day	Mon 9/5/22	Mon 9/5/22	342							
344	<b>Data Migration</b>	<b>149 days</b>	<b>Wed 5/4/22</b>	<b>Mon 11/28/22</b>								
345	Construction	146 days	Wed 5/4/22	Wed 11/23/22	52							
346	<b>Deliverables</b>	<b>3 days</b>	<b>Thu 11/24/22</b>	<b>Mon 11/28/22</b>	<b>345</b>							
347	Final migration report	3 days	Thu 11/24/22	Mon 11/28/22								
348	<b>Phase 4 Acceptance</b>	<b>85 days</b>	<b>Wed 10/19/22</b>	<b>Wed 2/15/23</b>								
349	<b>Excluding motorpool</b>	<b>85 days</b>	<b>Wed 10/19/22</b>	<b>Wed 2/15/23</b>								
350	<b>Training (train the trainer)</b>	<b>36 days</b>	<b>Wed 10/19/22</b>	<b>Thu 12/8/22</b>	<b>60</b>							
351	Create Training Curriculum per user role	21 days	Wed 10/19/22	Thu 11/17/22								
352	Approval of training curriculum	10 days	Thu 11/17/22	Thu 12/1/22	351							
353	Schedule resources to be trained	5 days	Wed 10/19/22	Wed 10/26/22								
354	Schedule training rooms	2 days	Wed 10/19/22	Fri 10/21/22								
355	Conduct Training Sessions	10 days	Wed 11/23/22	Wed 12/7/22	223							
356	<b>Deliverables</b>	<b>5 days</b>	<b>Thu 12/1/22</b>	<b>Thu 12/8/22</b>								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



## WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22	S	M	T	W	T	F
357	Training curriculum	0 days	Thu 12/1/22	Thu 12/1/22	352							
358	Individual results on training sessions	1 day	Wed 12/7/22	Thu 12/8/22	355							
359	Delivery of training deliverables	0 days	Thu 12/8/22	Thu 12/8/22	356							
360	<b>Testing</b>	<b>49 days</b>	<b>Thu 12/8/22</b>	<b>Wed 2/15/23</b>	<b>350</b>							
361	Upload of legacy data for testing	3 days	Thu 12/8/22	Tue 12/13/22	344							
362	Testing	15 days	Tue 12/13/22	Tue 1/3/23	361							
363	Issue fix (2 sprints)	30 days	Tue 1/3/23	Tue 2/14/23	362							
364	<b>Deliverables</b>	<b>1 day</b>	<b>Tue 2/14/23</b>	<b>Wed 2/15/23</b>	<b>363</b>							
365	Detailed report of issues encountered during testing	1 day	Tue 2/14/23	Wed 2/15/23								
366	Delivery of task 7 deliverables	0 days	Wed 2/15/23	Wed 2/15/23	364							
367	Go-live approval	0 days	Wed 2/15/23	Wed 2/15/23	366							
368	<b>Motorpool</b>	<b>80 days</b>	<b>Wed 10/19/22</b>	<b>Wed 2/8/23</b>								
369	<b>Training (train the trainer)</b>	<b>31 days</b>	<b>Wed 10/19/22</b>	<b>Thu 12/1/22</b>	<b>60</b>							
370	Create Training Curriculum per user role	21 days	Wed 10/19/22	Thu 11/17/22								
371	Approval of training curriculum	10 days	Thu 11/17/22	Thu 12/1/22	370							
372	Schedule resources to be trained	5 days	Wed 10/19/22	Wed 10/26/22								
373	Schedule training rooms	2 days	Wed 10/19/22	Fri 10/21/22								
374	Conduct Training Sessions	10 days	Wed 10/19/22	Wed 11/2/22	334							
375	<b>Deliverables</b>	<b>21 days</b>	<b>Wed 11/2/22</b>	<b>Thu 12/1/22</b>								
376	Training curriculum	0 days	Thu 12/1/22	Thu 12/1/22	371							
377	Individual results on training sessions	1 day	Wed 11/2/22	Thu 11/3/22	374							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
378	Delivery of training deliverables	0 days	Thu 12/1/22	Thu 12/1/22	375							
379	<b>Testing</b>	<b>49 days</b>	<b>Thu 12/1/22</b>	<b>Wed 2/8/23</b>	<b>369</b>							
380	Upload of legacy data for testing	3 days	Thu 12/1/22	Tue 12/6/22	344							
381	Testing	15 days	Tue 12/6/22	Tue 12/27/22	380							
382	Issue fix (2 sprints)	30 days	Tue 12/27/22	Tue 2/7/23	381							
383	<b>Deliverables</b>	<b>1 day</b>	<b>Tue 2/7/23</b>	<b>Wed 2/8/23</b>	<b>382</b>							
384	Detailed report of issues encountered during testing	1 day	Tue 2/7/23	Wed 2/8/23								
385	Delivery of task 7 deliverables	0 days	Wed 2/8/23	Wed 2/8/23	383							
386	Go-live approval	0 days	Wed 2/8/23	Wed 2/8/23	385							
387	<b>Phase 5 Production Startup</b>	<b>38 days</b>	<b>Wed 2/15/23</b>	<b>Mon 4/10/23</b>	<b>348</b>							
388	Create communication management plan for Go-live	15 days	Wed 2/15/23	Wed 3/8/23								
389	Deployment of final configuration to all environments	3 days	Wed 2/15/23	Mon 2/20/23								
390	Deployment of final configuration to Training environment	2 days	Mon 2/20/23	Wed 2/22/23	389							
391	End user training by WV trainers	10 days	Wed 2/22/23	Wed 3/8/23	390							
392	Initiate black out	0 days	Wed 3/8/23	Wed 3/8/23	391,388							
393	Produce final legacy import data file	1 day	Wed 3/8/23	Thu 3/9/23	392,391							
394	Upload legacy data to Production Environment	1 day	Thu 3/9/23	Fri 3/10/23	393							
395	Go-live	0 days	Fri 3/10/23	Fri 3/10/23	394							
396	Refresh Test and Training Environment from Production	1 day	Fri 3/10/23	Mon 3/13/23	394							
397	Support and System Stabilization	20 days	Fri 3/10/23	Fri 4/7/23	395							
398	<b>Deliverables</b>	<b>1 day</b>	<b>Fri 4/7/23</b>	<b>Mon 4/10/23</b>	<b>397</b>							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

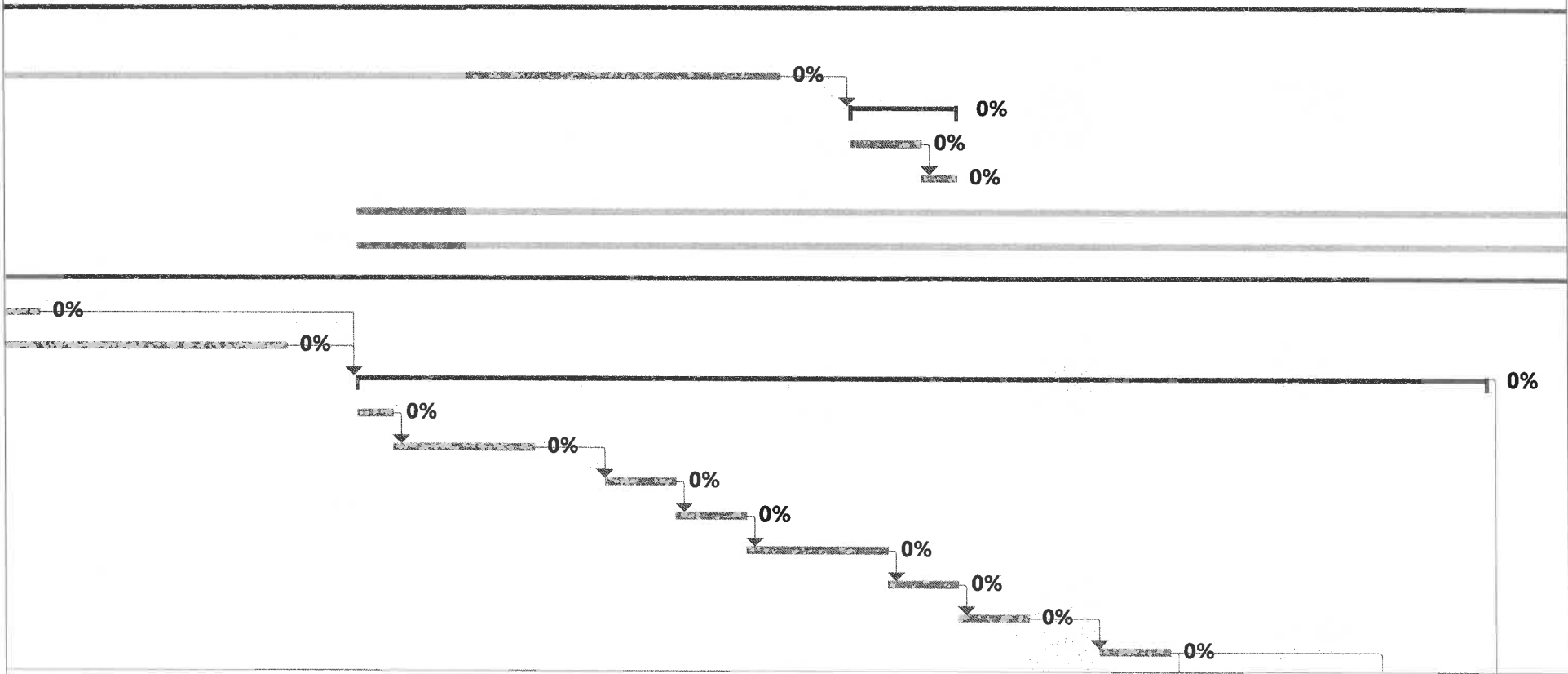
# WVDOT Fleet Mgt. Project Plan

ID	Task Name	Duration	Start	Finish	Predecessors	Jan 2, '22						
						S	M	T	W	T	F	
399	Detailed report of issues encountered during	1 day	Fri 4/7/23	Mon 4/10/23								
400	Delivery production startup eliverables	0 days	Mon 4/10/23	Mon 4/10/23	398							
401	<b>Project Close Out</b>	<b>14 days</b>	<b>Mon 4/10/23</b>	<b>Fri 4/28/23</b>	<b>51</b>							
402	Review Meeting	1 day	Mon 4/10/23	Tue 4/11/23								
403	<b>Deliverables</b>	<b>10 days</b>	<b>Tue 4/11/23</b>	<b>Tue 4/25/23</b>	<b>402</b>							
404	Final Project Report	10 days	Tue 4/11/23	Tue 4/25/23								
405	Agenda, minutes and presentation for meeting	3 days	Tue 4/11/23	Fri 4/14/23								
406	Delivery of project close out deliverables	3 days	Tue 4/25/23	Fri 4/28/23	403							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

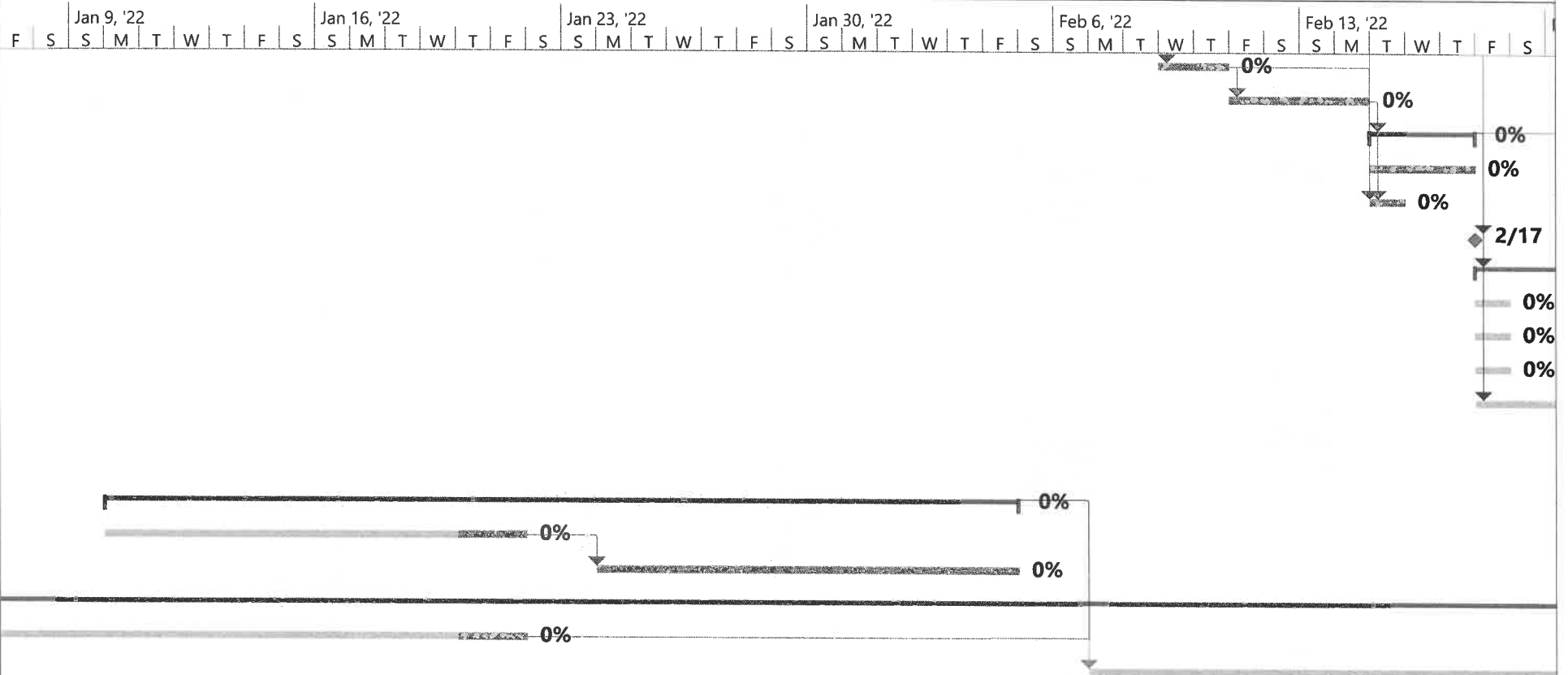
# WVDOT Fleet Mgt. Project Plan

		Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



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# WVDOT Fleet Mgt. Project Plan
























Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22								
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Critical		Finish-only		Manual Summary	
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# WVDOT Fleet Mgt. Project Plan
























Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22								
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan
























Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22								
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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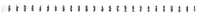



















# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22								
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task		Baseline Split		External Milestone	
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Task Progress		Milestone		Inactive Milestone	
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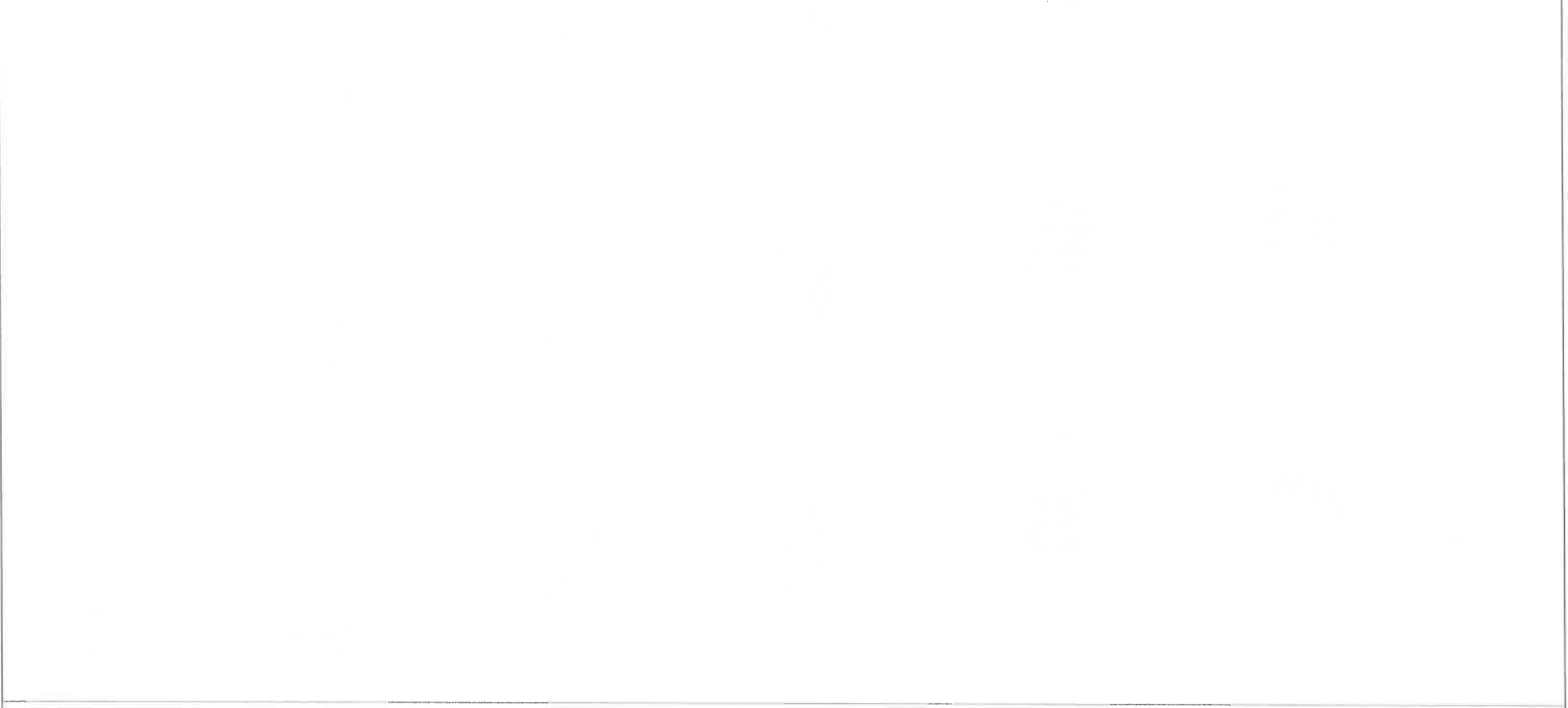
# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Jan 9, '22							Jan 16, '22							Jan 23, '22							Jan 30, '22							Feb 6, '22							Feb 13, '22						
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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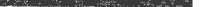

# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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Start-only		Summary		Deadline	

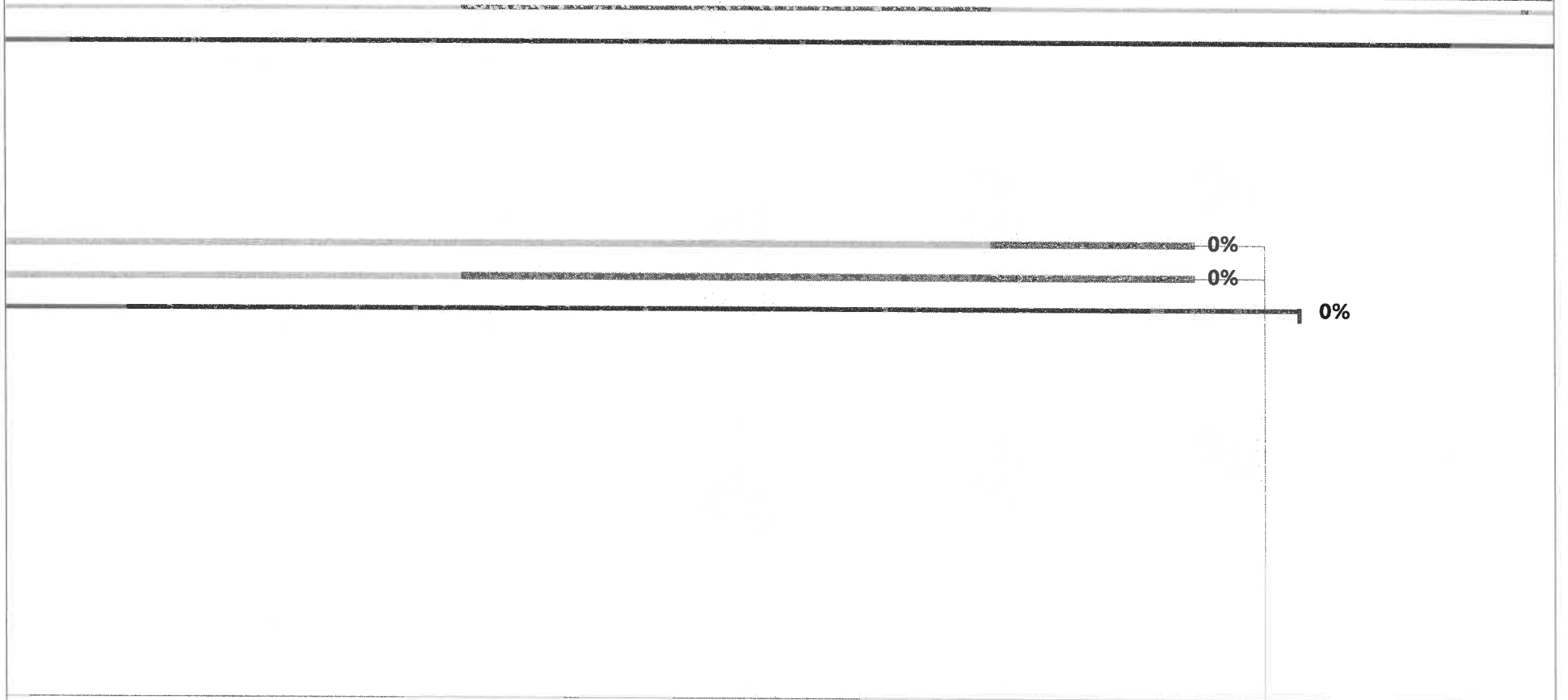
WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

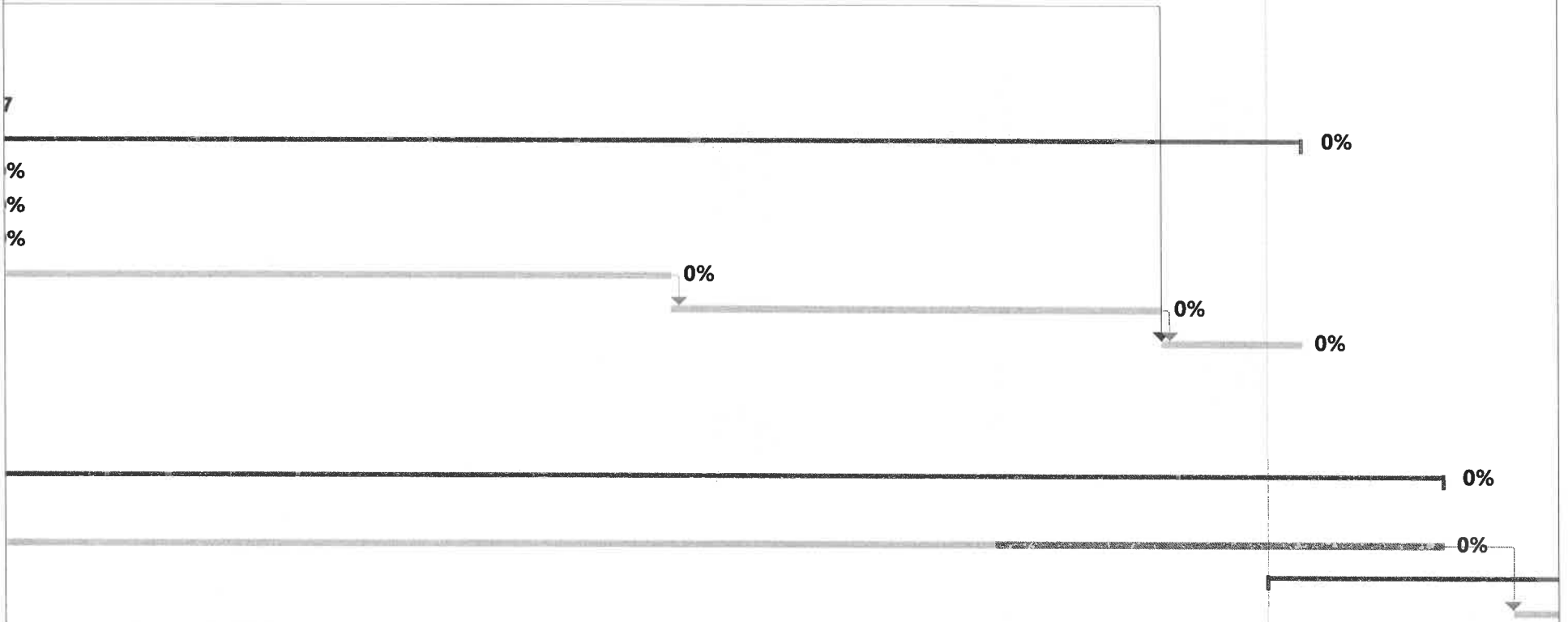


Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22      Feb 27, '22      Mar 6, '22      Mar 13, '22      Mar 20, '22      Mar 27, '22      Apr 3, '22

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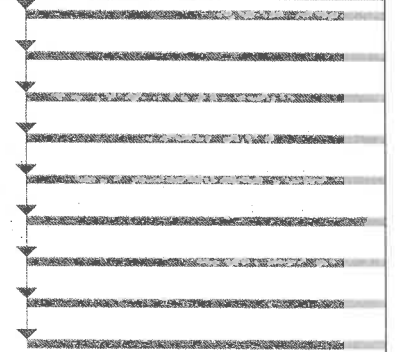


Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

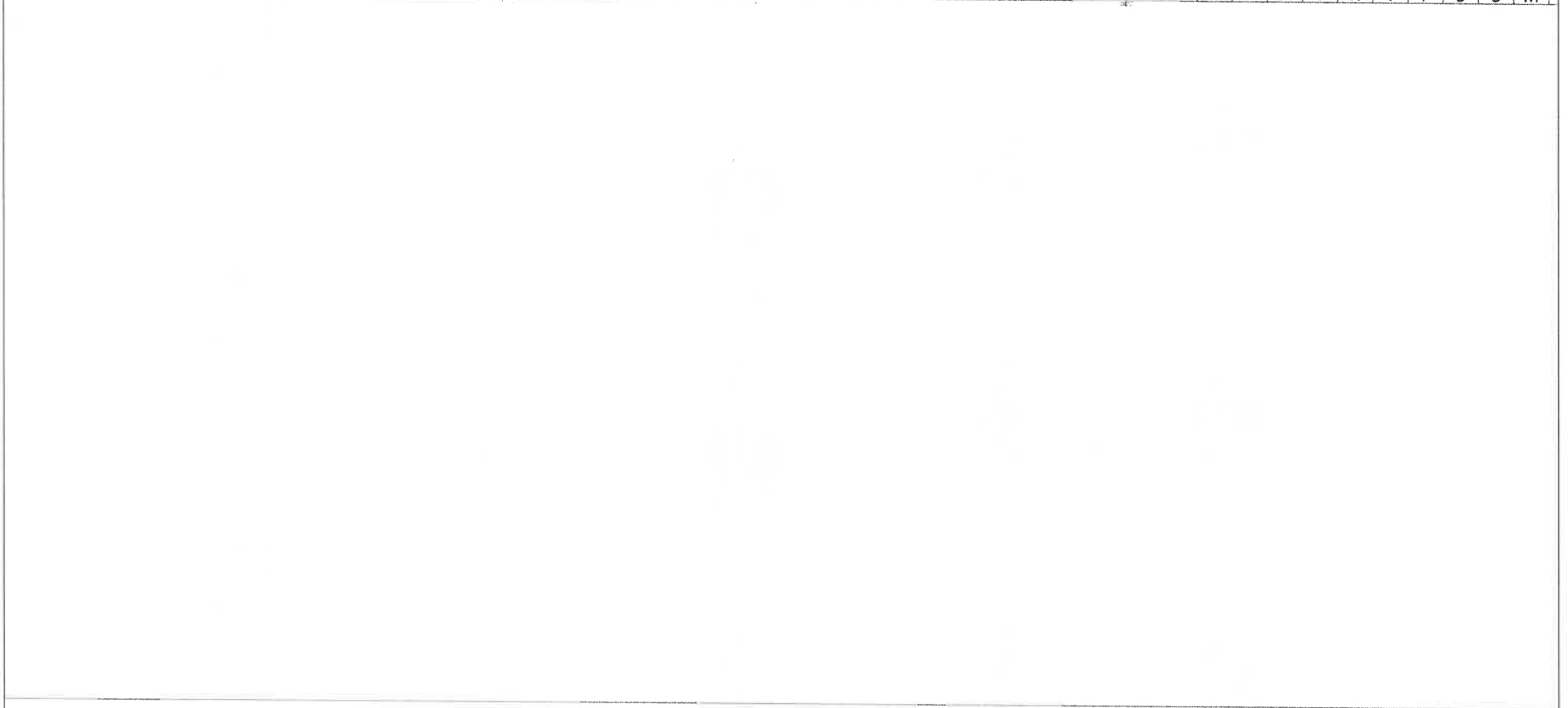
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

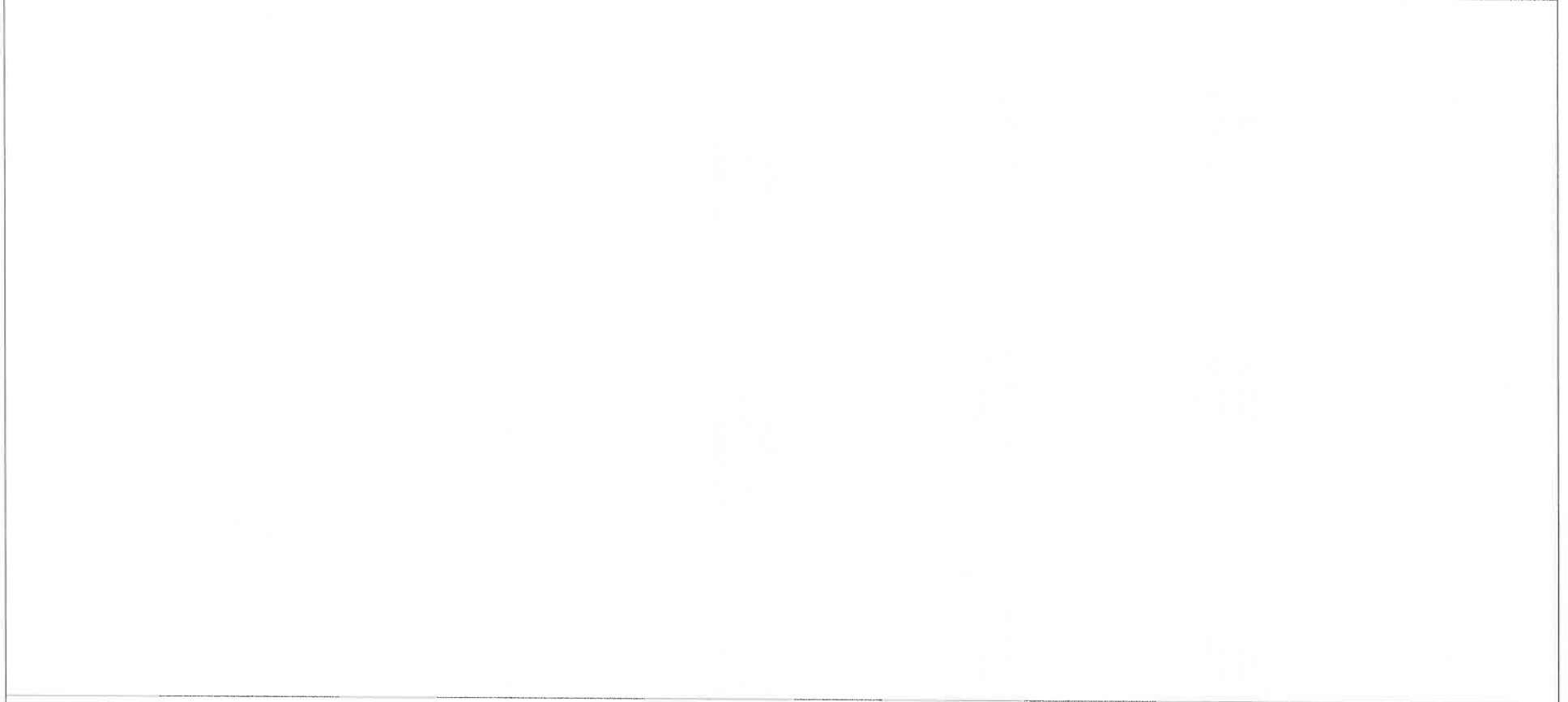
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

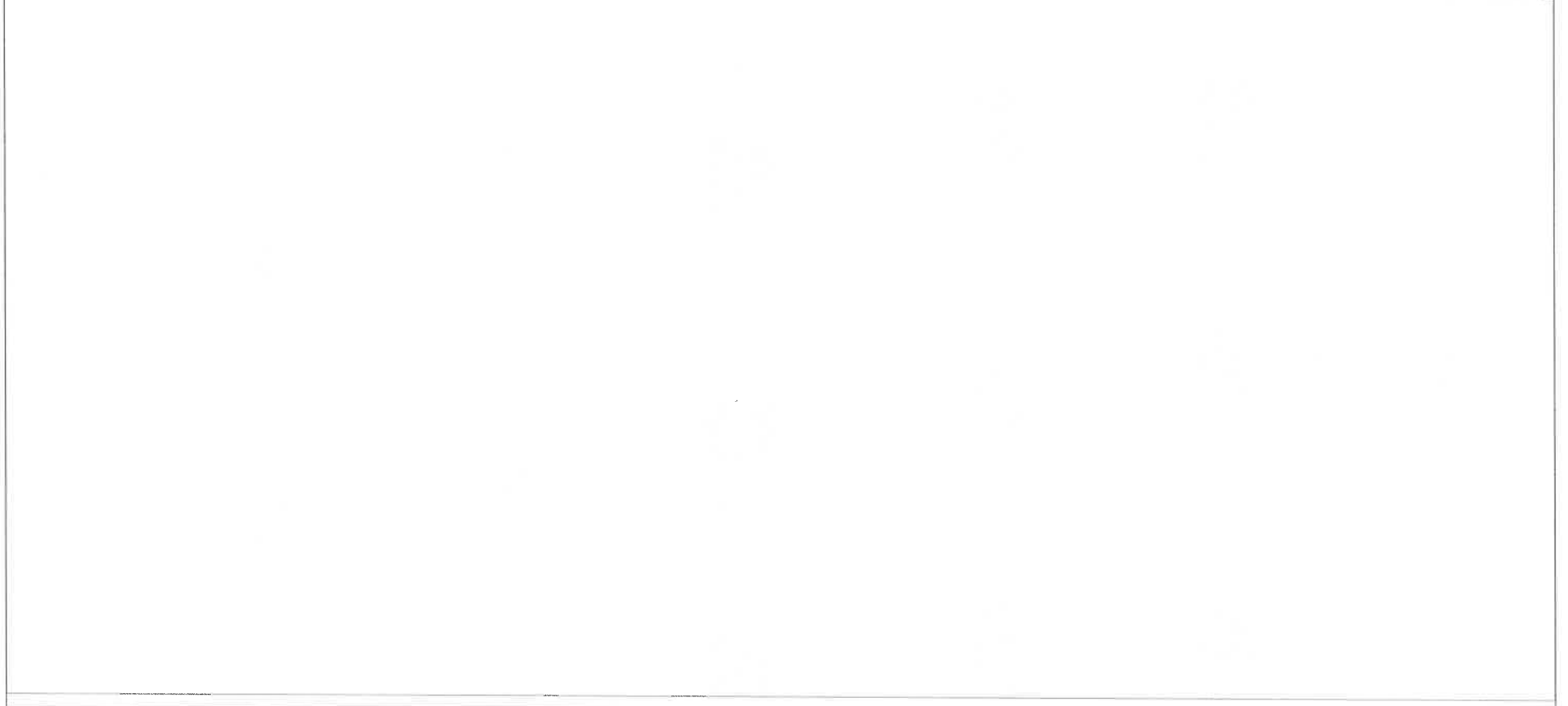
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								


























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

























Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

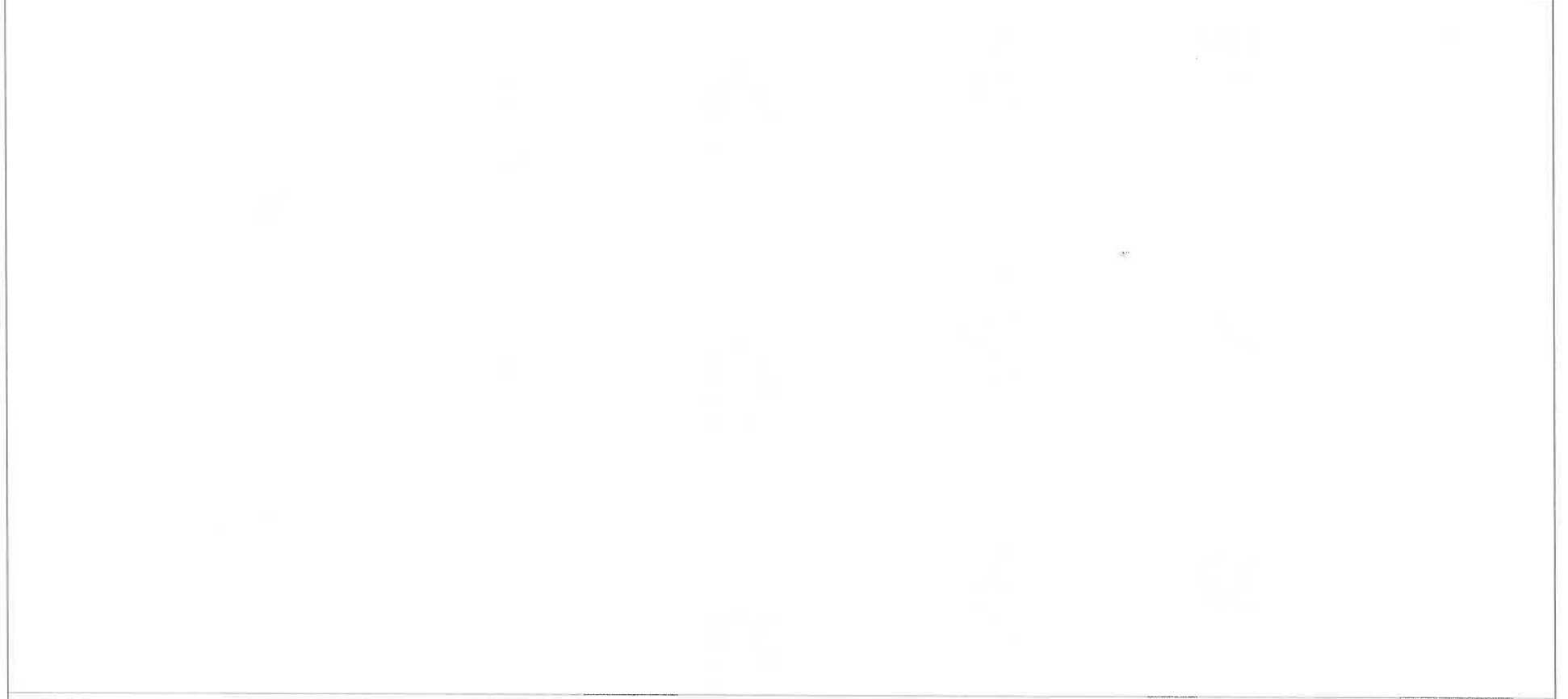
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

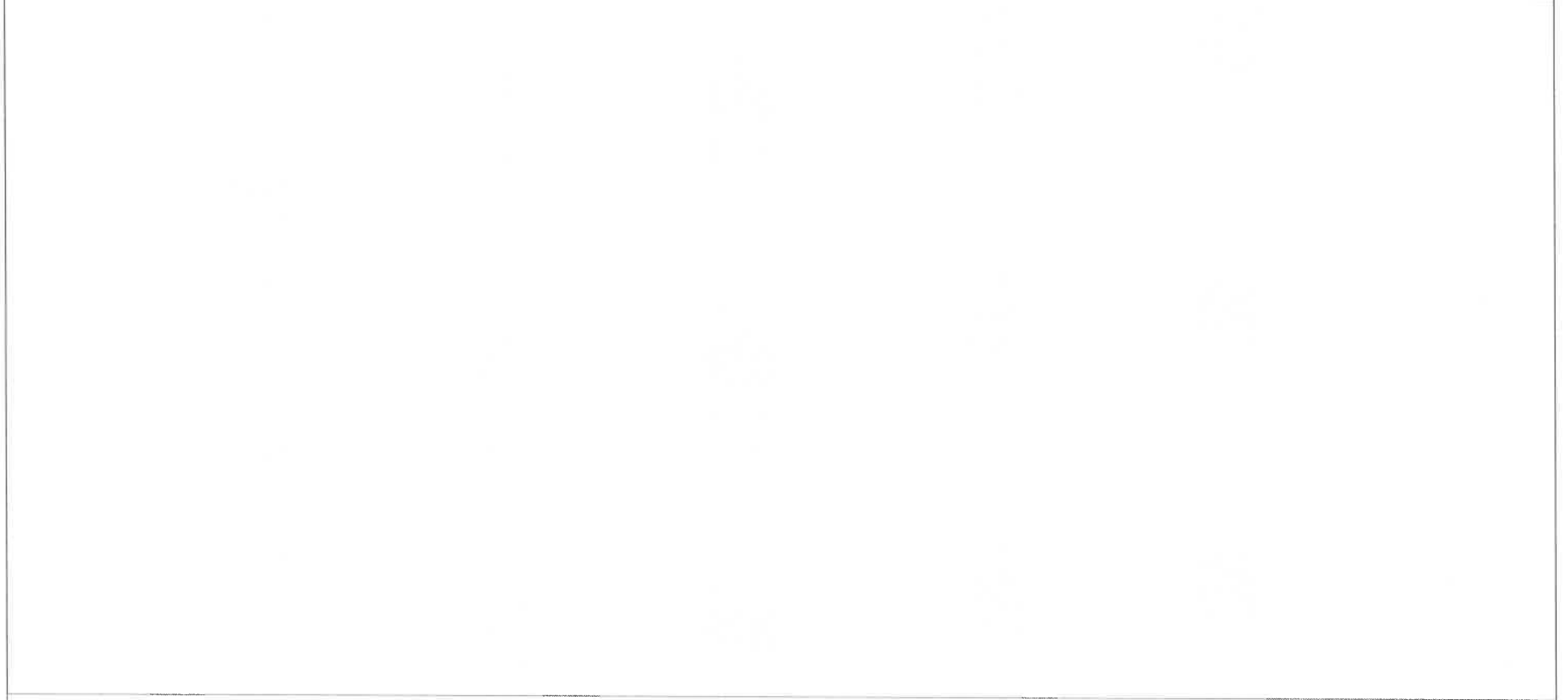
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



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| Critical Split    |  | Duration-only      |  | Project Summary    |  |
| Critical Progress |  | Baseline           |  | External Tasks     |  |
| Task              |  | Baseline Split     |  | External Milestone |  |
| Split             |  | Baseline Milestone |  | Inactive Task      |  |
| Task Progress     |  | Milestone          |  | Inactive Milestone |  |
| Manual Task       |  | Summary Progress   |  | Inactive Summary   |  |
| Start-only        |  | Summary            |  | Deadline           |  |

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

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| Critical Split    |  | Duration-only      |  | Project Summary    |  |
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| Task              |  | Baseline Split     |  | External Milestone |  |
| Split             |  | Baseline Milestone |  | Inactive Task      |  |
| Task Progress     |  | Milestone          |  | Inactive Milestone |  |
| Manual Task       |  | Summary Progress   |  | Inactive Summary   |  |
| Start-only        |  | Summary            |  | Deadline           |  |

# WVDOT Fleet Mgt. Project Plan

Feb 20, '22	Feb 27, '22	Mar 6, '22	Mar 13, '22	Mar 20, '22	Mar 27, '22	Apr 3, '22
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

Feb 20, '22	Feb 27, '22	Mar 6, '22	Mar 13, '22	Mar 20, '22	Mar 27, '22	Apr 3, '22
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Task Progress		Milestone		Inactive Milestone	
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# WVDOT Fleet Mgt. Project Plan

Feb 20, '22							Feb 27, '22							Mar 6, '22							Mar 13, '22							Mar 20, '22							Mar 27, '22							Apr 3, '22	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

WVDOT Fleet Mgt. Project Plan
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2	T	W	T	F	S	Apr 10, '22	S	M	T	W	T	F	S	Apr 17, '22	S	M	T	W	T	F	S	Apr 24, '22	S	M	T	W	T	F	S	May 1, '22	S	M	T	W	T	F	S	May 8, '22	S	M	T	W	T	F	S	May 15, '22	S	M	T	W
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

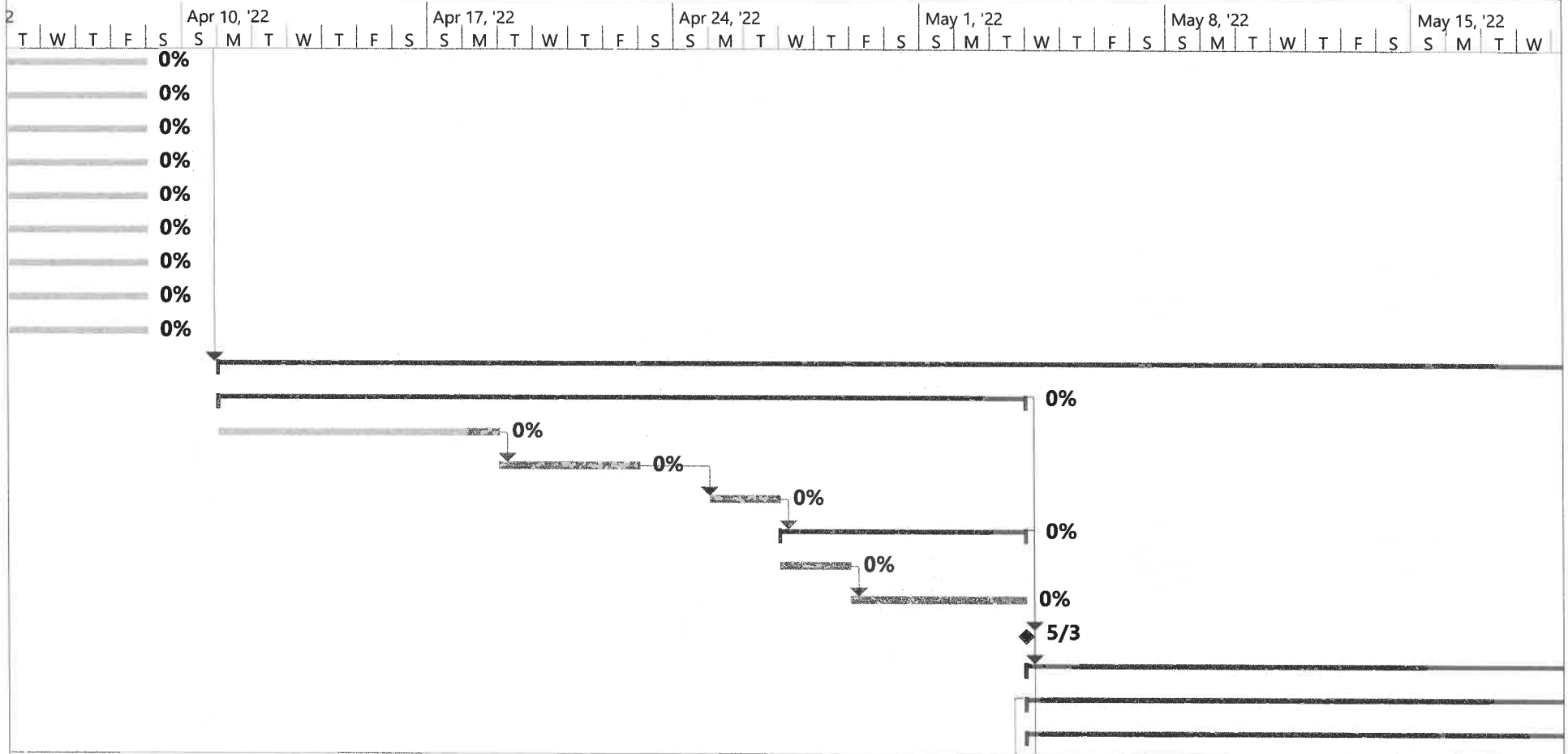
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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# WVDOT Fleet Mgt. Project Plan

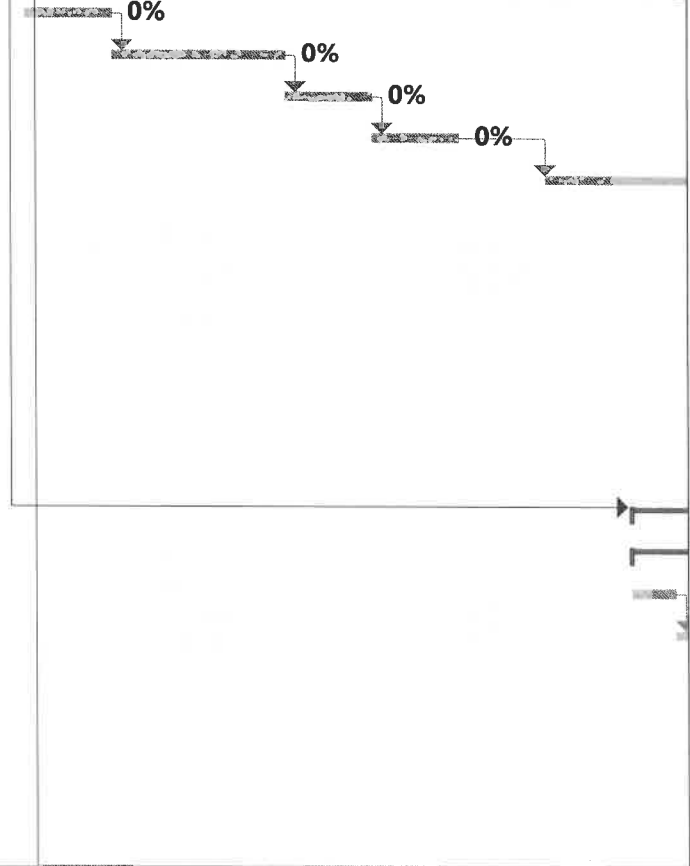


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Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

2

Apr 10, '22					Apr 17, '22					Apr 24, '22					May 1, '22					May 8, '22					May 15, '22				
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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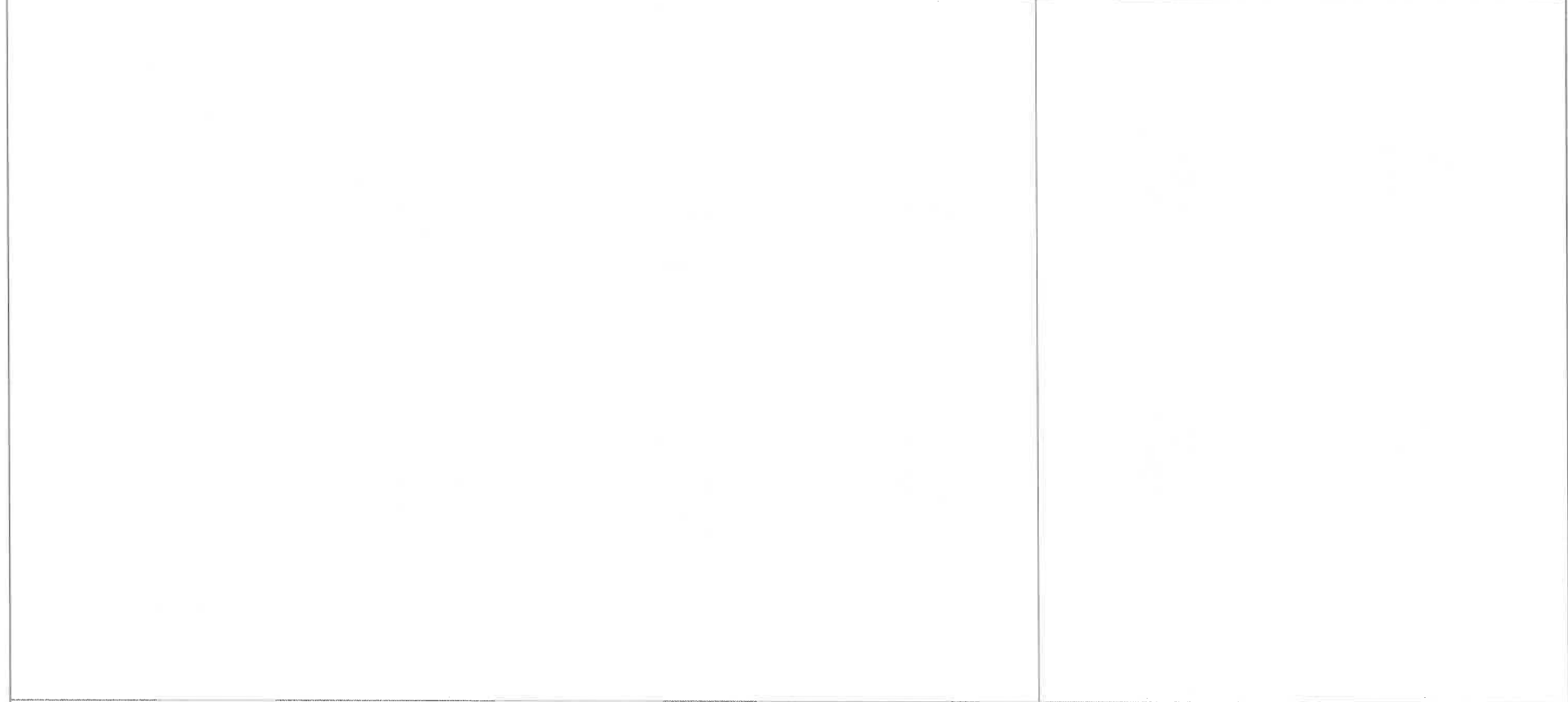
# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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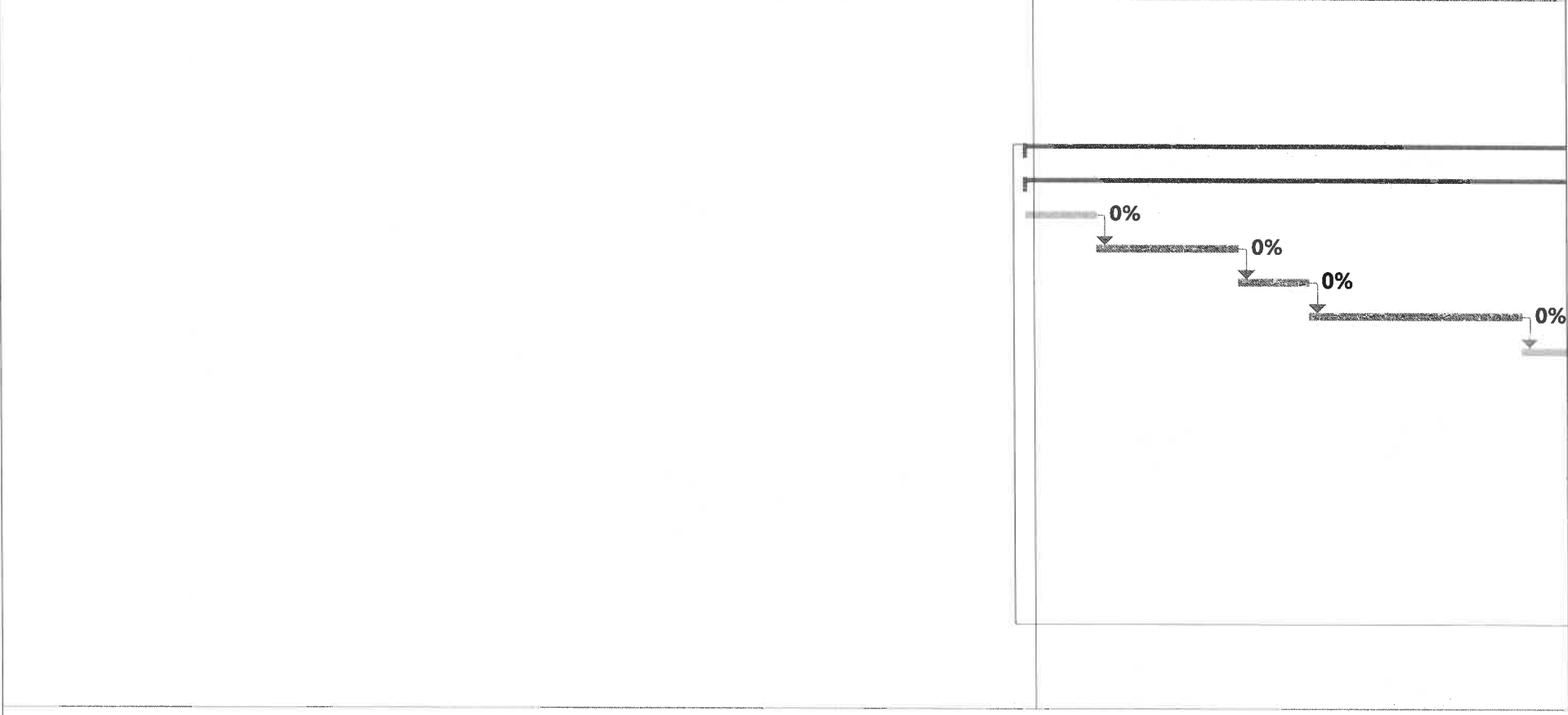
# WV DOT Fleet Mgt. Project Plan

























2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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Start-only		Summary		Deadline	


























WVDOT Fleet Mgt. Project Plan

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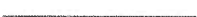
















May 15, '22

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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

























2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

2

					Apr 10, '22					Apr 17, '22					Apr 24, '22					May 1, '22					May 8, '22					May 15, '22								
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W		

Critical		Finish-only		Manual Summary	
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Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

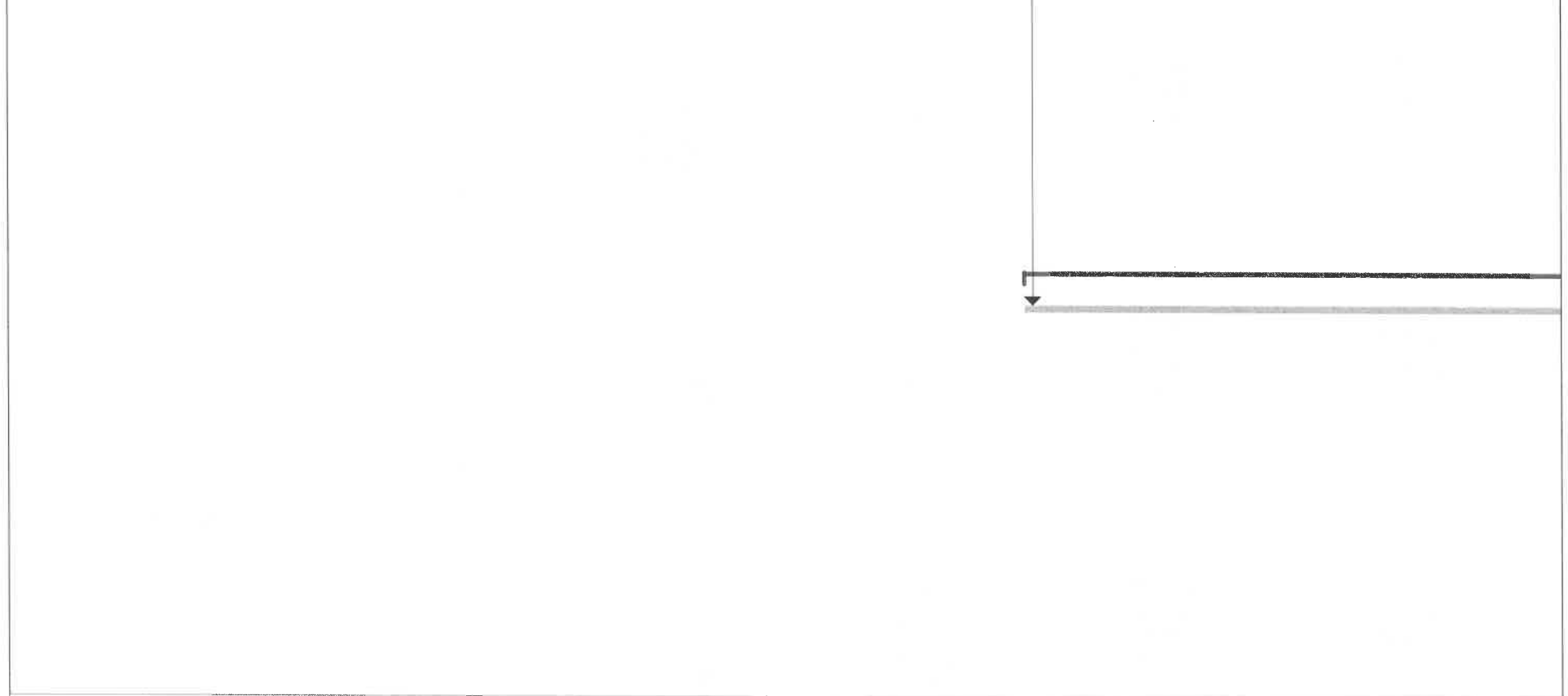
# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W

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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

2 T W T F S Apr 10, '22 S M T W T F S Apr 17, '22 S M T W T F S Apr 24, '22 S M T W T F S May 1, '22 S M T W T F S May 8, '22 S M T W T F S May 15, '22 S M T W


























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























2

Apr 10, '22					Apr 17, '22					Apr 24, '22					May 1, '22					May 8, '22					May 15, '22											
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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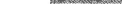









# WVDOT Fleet Mgt. Project Plan

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T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F														

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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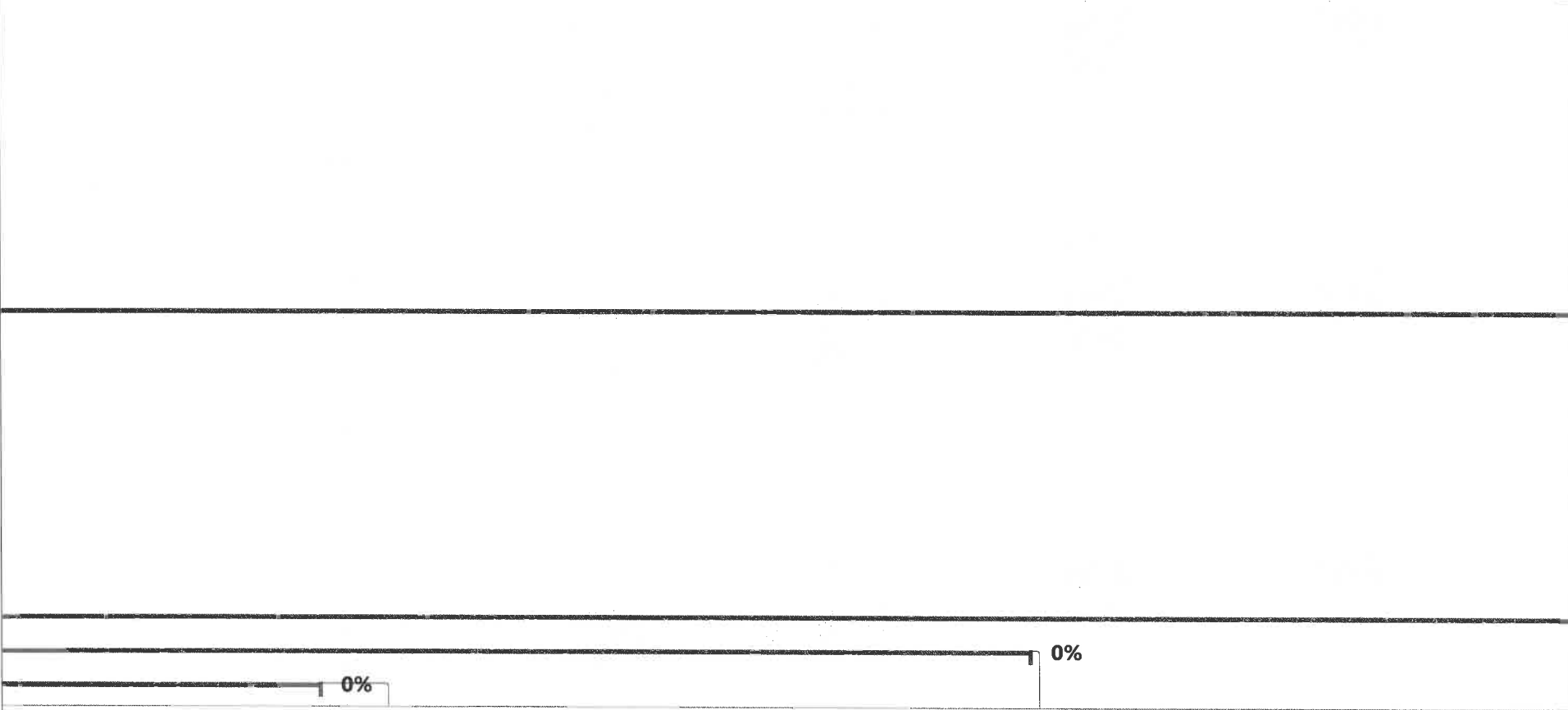
WVDOT Fleet Mgt. Project Plan

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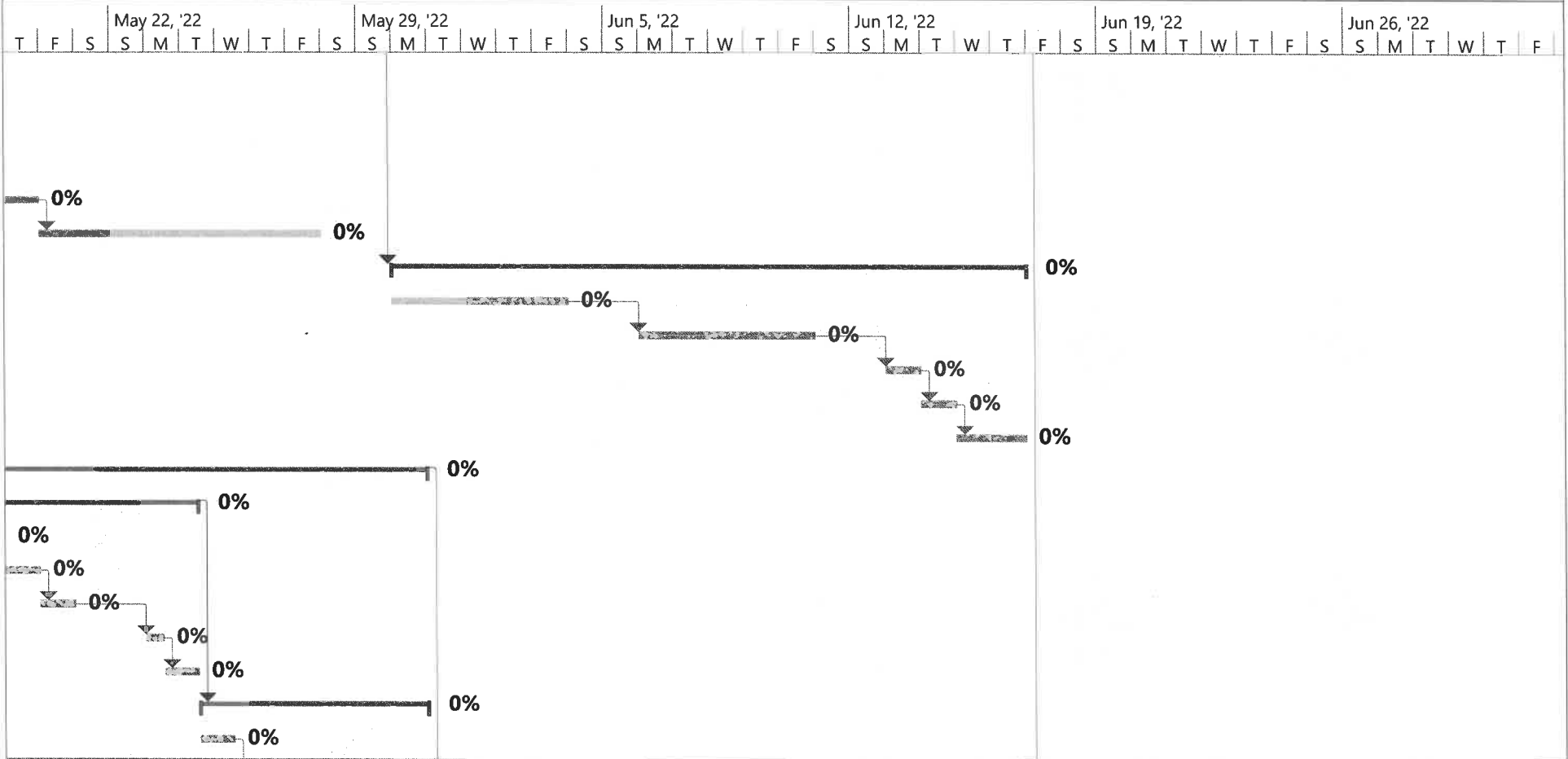
# WVDOT Fleet Mgt. Project Plan

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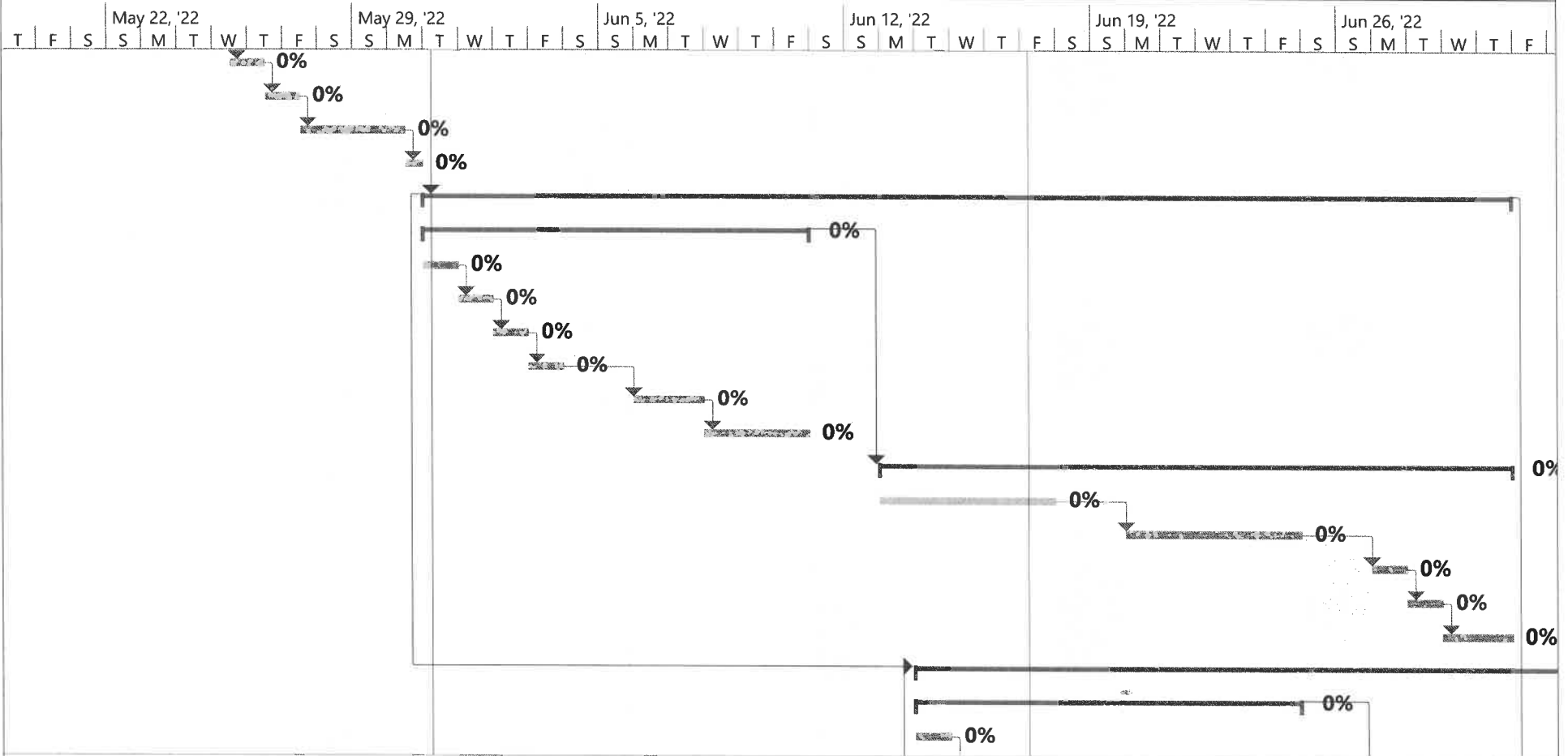
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



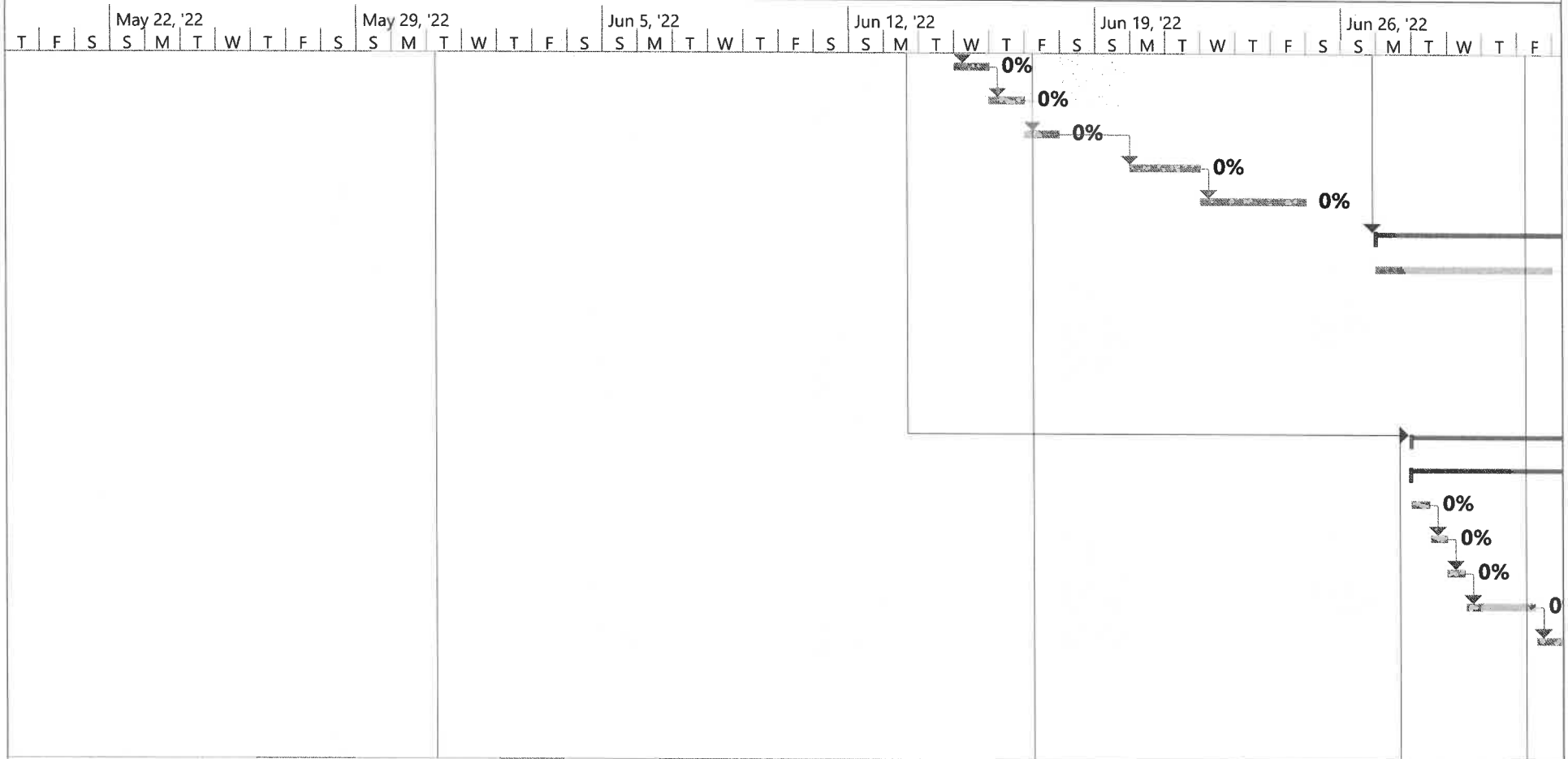
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



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Critical Split		Duration-only		Project Summary	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan


























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	


























WVDOT Fleet Mgt. Project Plan	
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T			F			S			May 22, '22			S			M			T			W			T			F			S			May 29, '22			S			M			T			W			T			F			S			Jun 5, '22			S			M			T			W			T			F			S			Jun 12, '22			S			M			T			W			T			F			S			Jun 19, '22			S			M			T			W			T			F			S			Jun 26, '22			S			M			T			W			T			F		

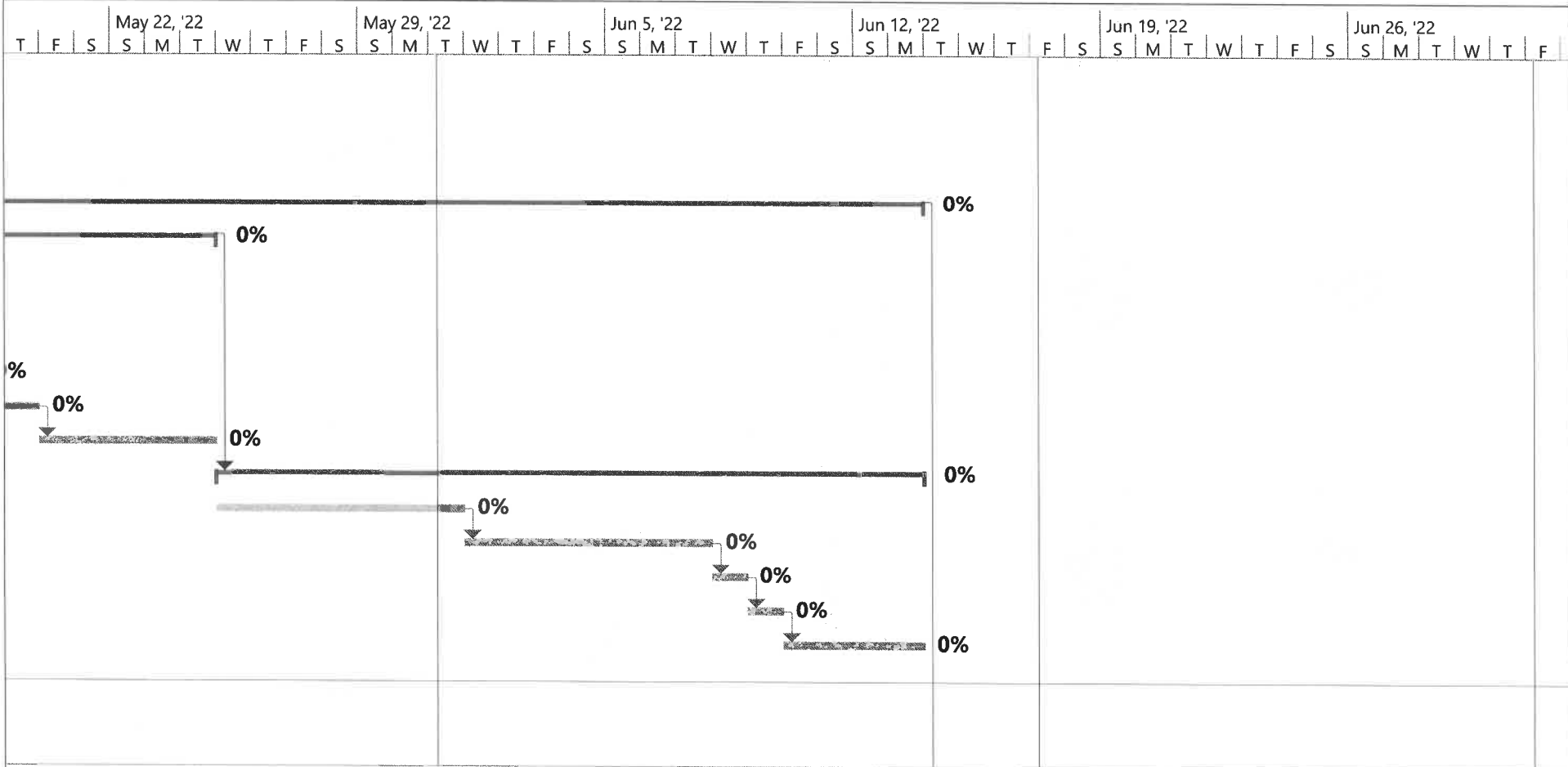
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























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WVDOT Fleet Mgt. Project Plan																																												
			May 22, '22							May 29, '22							Jun 5, '22							Jun 12, '22							Jun 19, '22							Jun 26, '22						
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

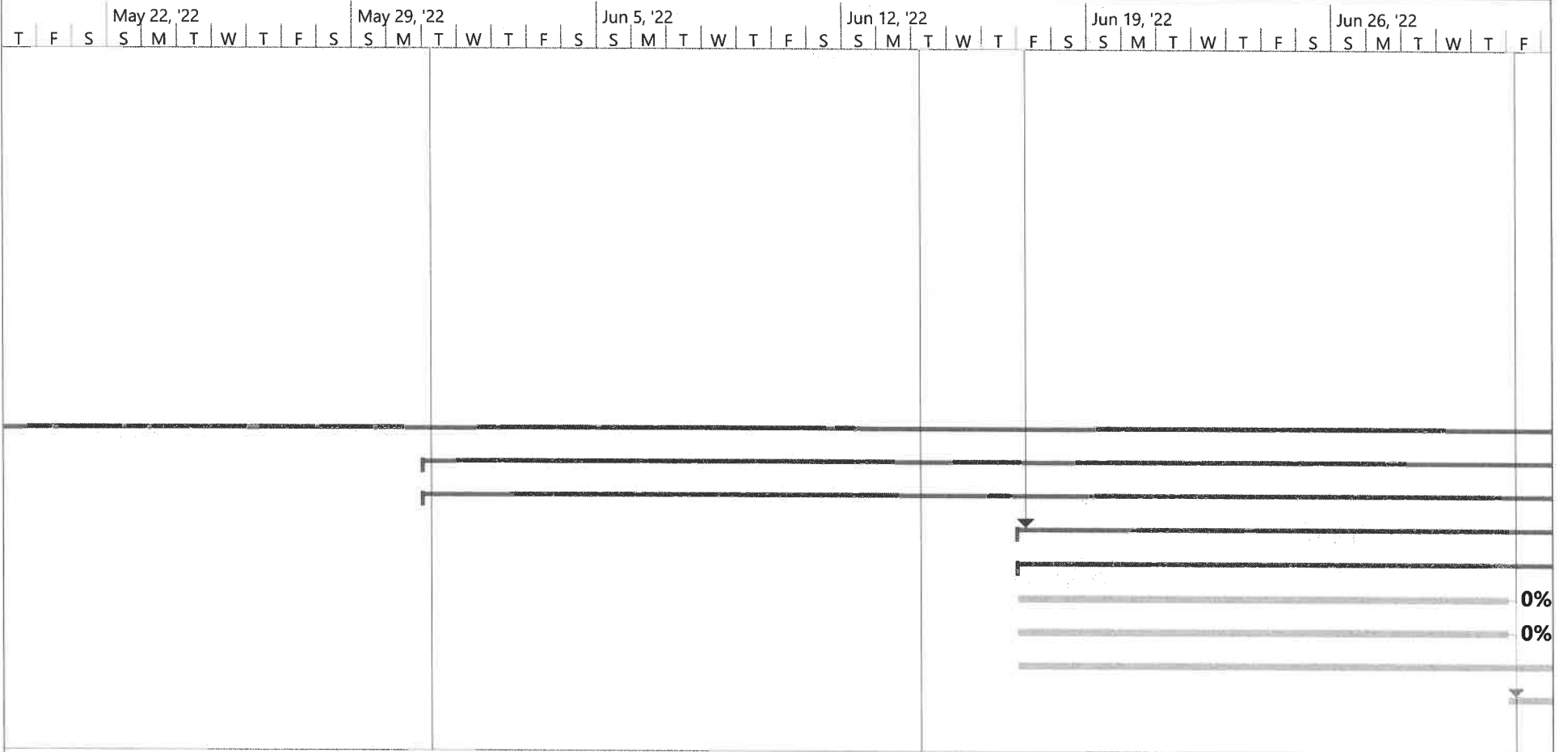
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



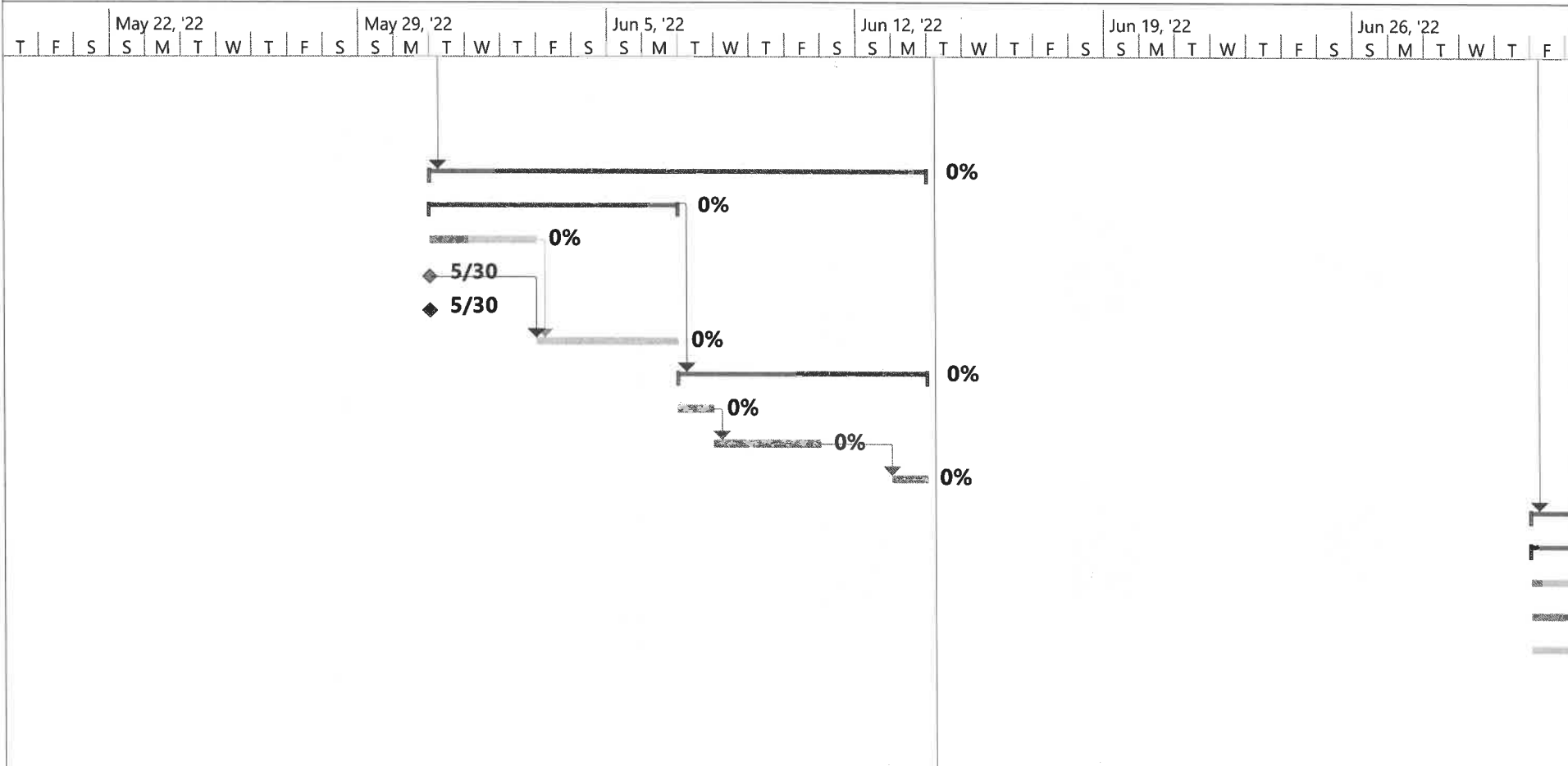
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

## WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

May 22, '22							May 29, '22							Jun 5, '22							Jun 12, '22							Jun 19, '22							Jun 26, '22								
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

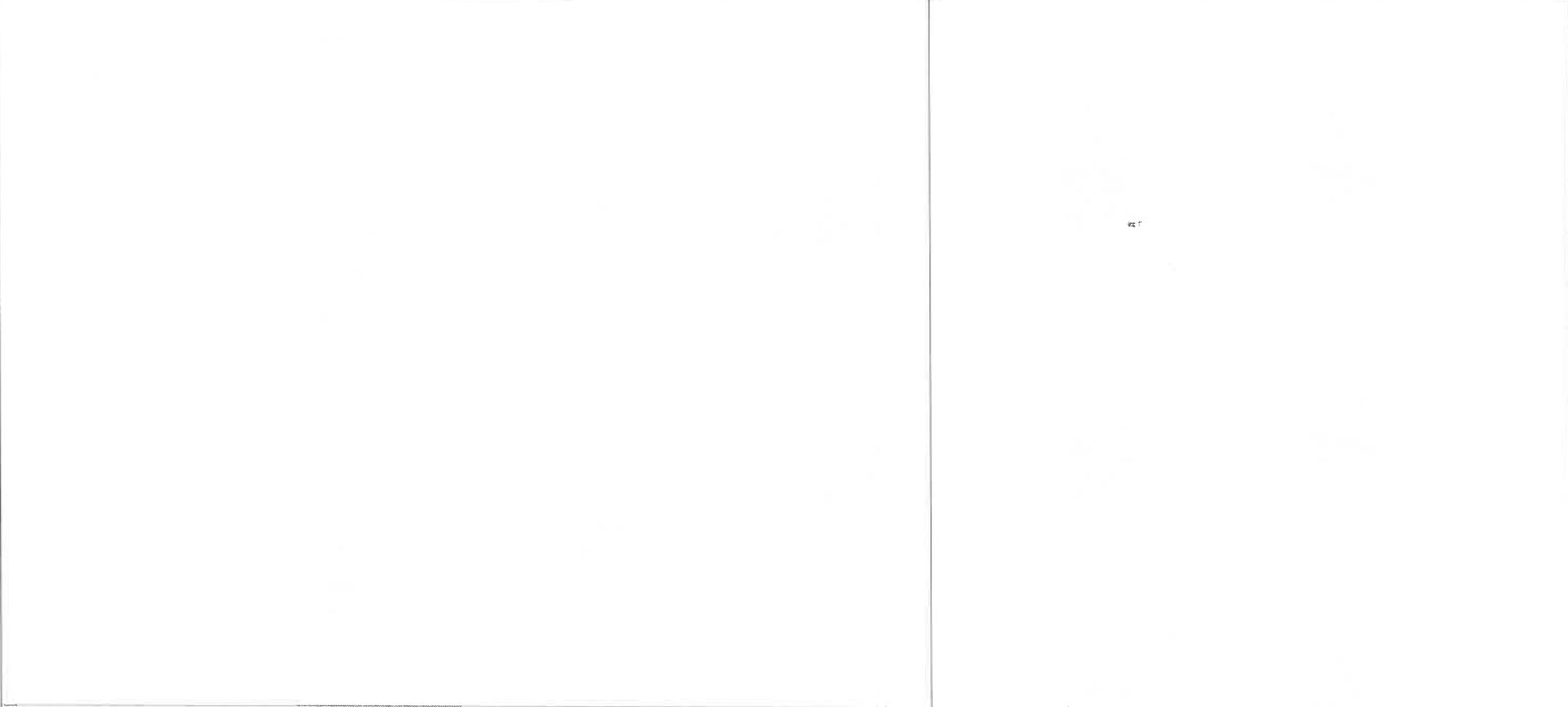
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- |                   |  |                    |  |                    |  |
|-------------------|--|--------------------|--|--------------------|--|
| Critical          |  | Finish-only        |  | Manual Summary     |  |
| Critical Split    |  | Duration-only      |  | Project Summary    |  |
| Critical Progress |  | Baseline           |  | External Tasks     |  |
| Task              |  | Baseline Split     |  | External Milestone |  |
| Split             |  | Baseline Milestone |  | Inactive Task      |  |
| Task Progress     |  | Milestone          |  | Inactive Milestone |  |
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# WVDOT Fleet Mgt. Project Plan

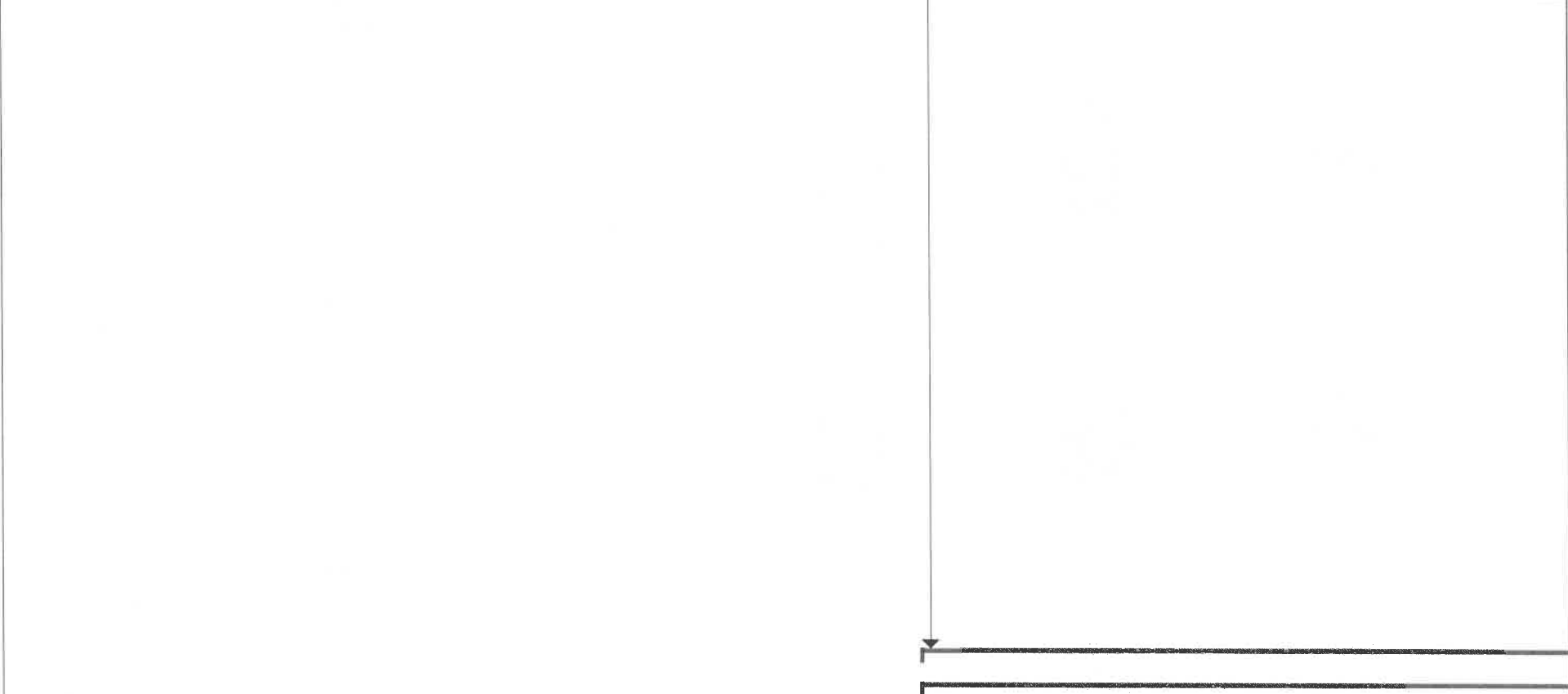
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

May 22, '22							May 29, '22							Jun 5, '22							Jun 12, '22							Jun 19, '22							Jun 26, '22								
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
















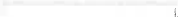




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Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

May 22, '22							May 29, '22							Jun 5, '22							Jun 12, '22							Jun 19, '22							Jun 26, '22						
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				

◆ 6/13

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	◆
Split		Baseline Milestone	◇	Inactive Task	
Task Progress		Milestone	◆	Inactive Milestone	◇
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	↓

# WVDOT Fleet Mgt. Project Plan

			May 22, '22							May 29, '22							Jun 5, '22							Jun 12, '22							Jun 19, '22							Jun 26, '22						
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

May 22, '22							May 29, '22							Jun 5, '22							Jun 12, '22							Jun 19, '22							Jun 26, '22								
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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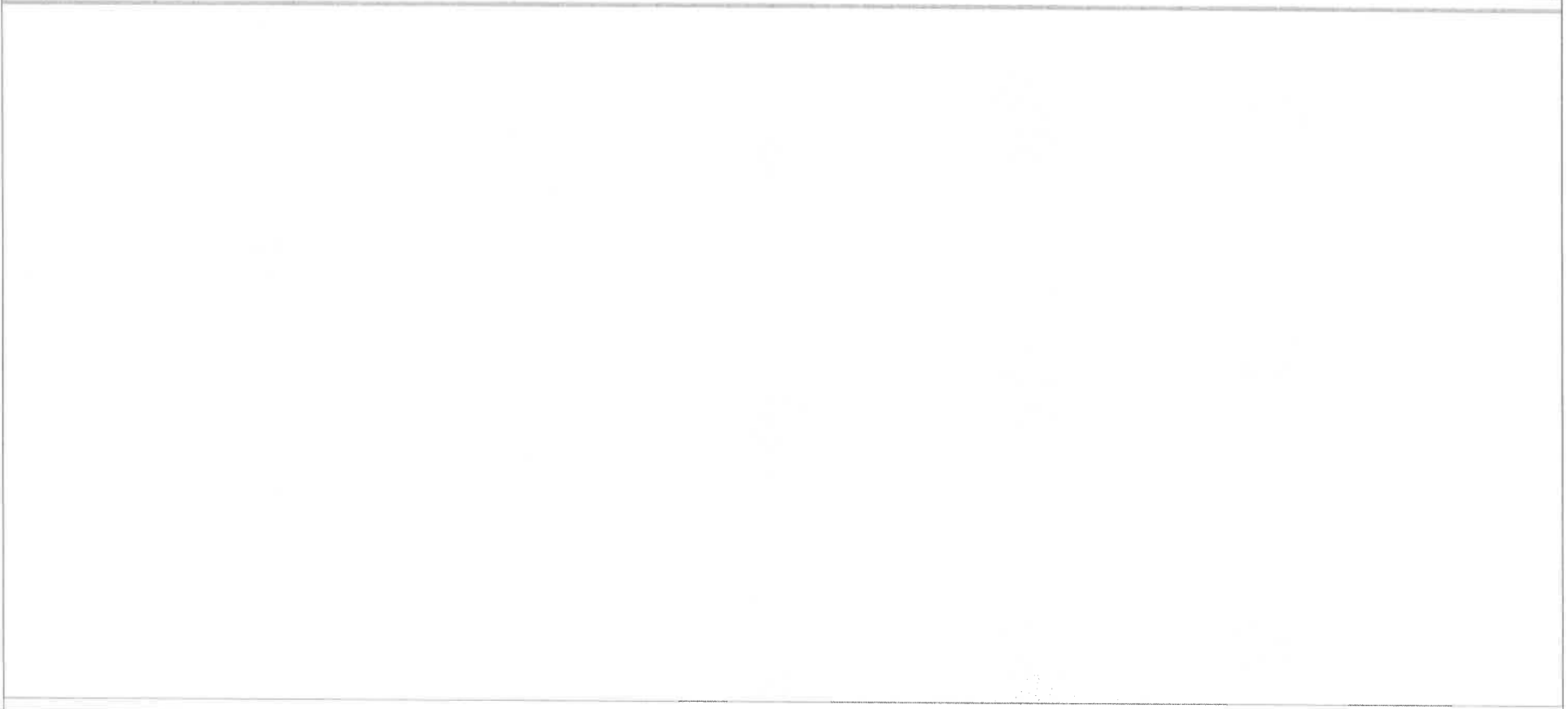
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Critical		Finish-only		Manual Summary	
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# WV DOT Fleet Mgt. Project Plan

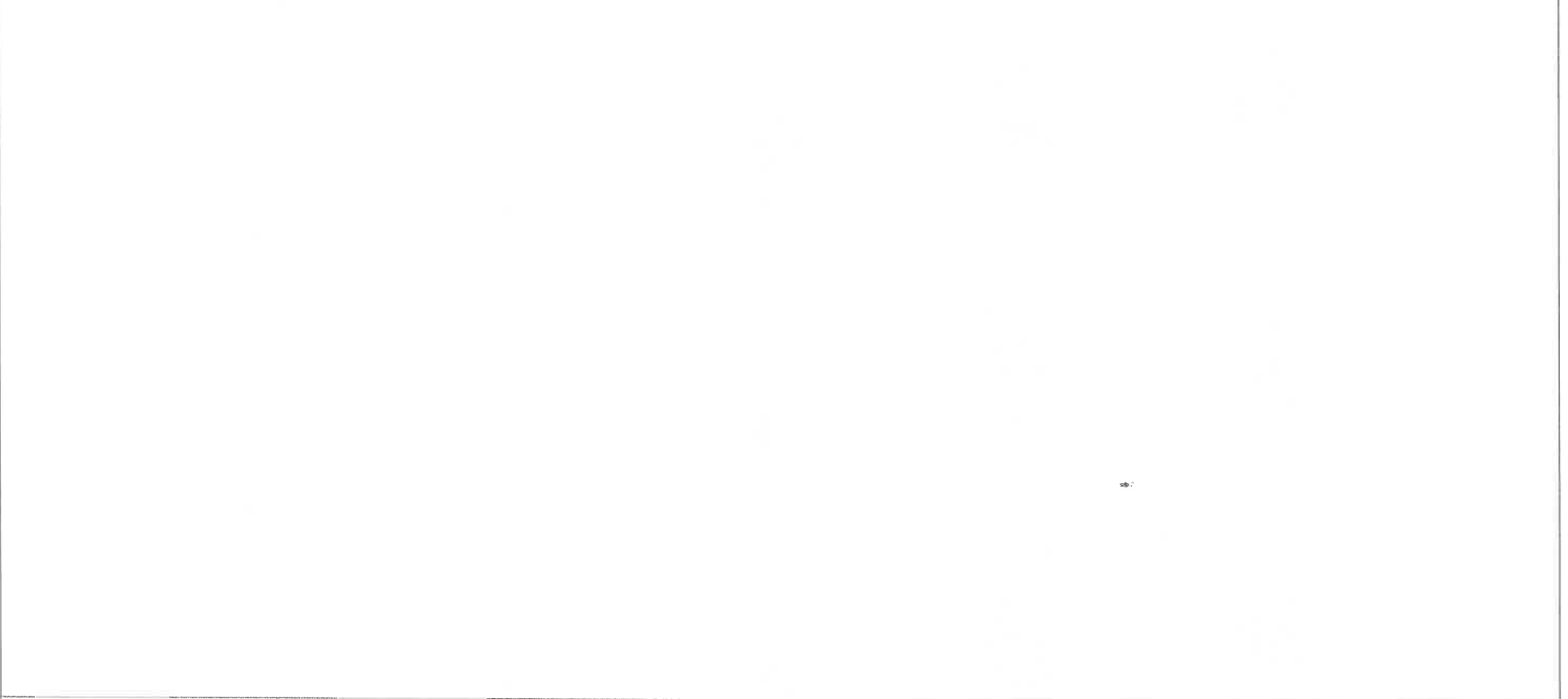
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Split		Baseline Milestone		Inactive Task	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug	
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	


























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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug	
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

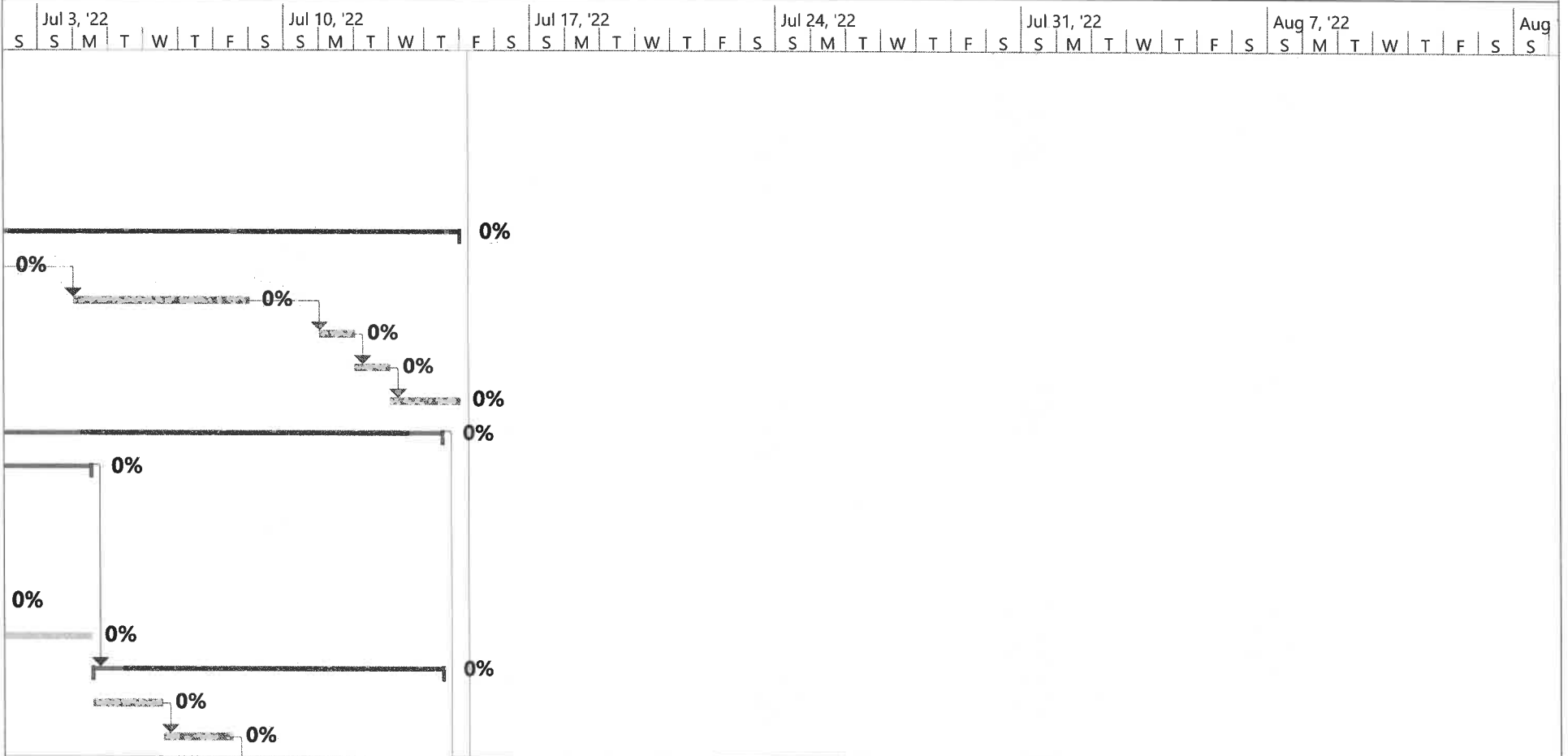
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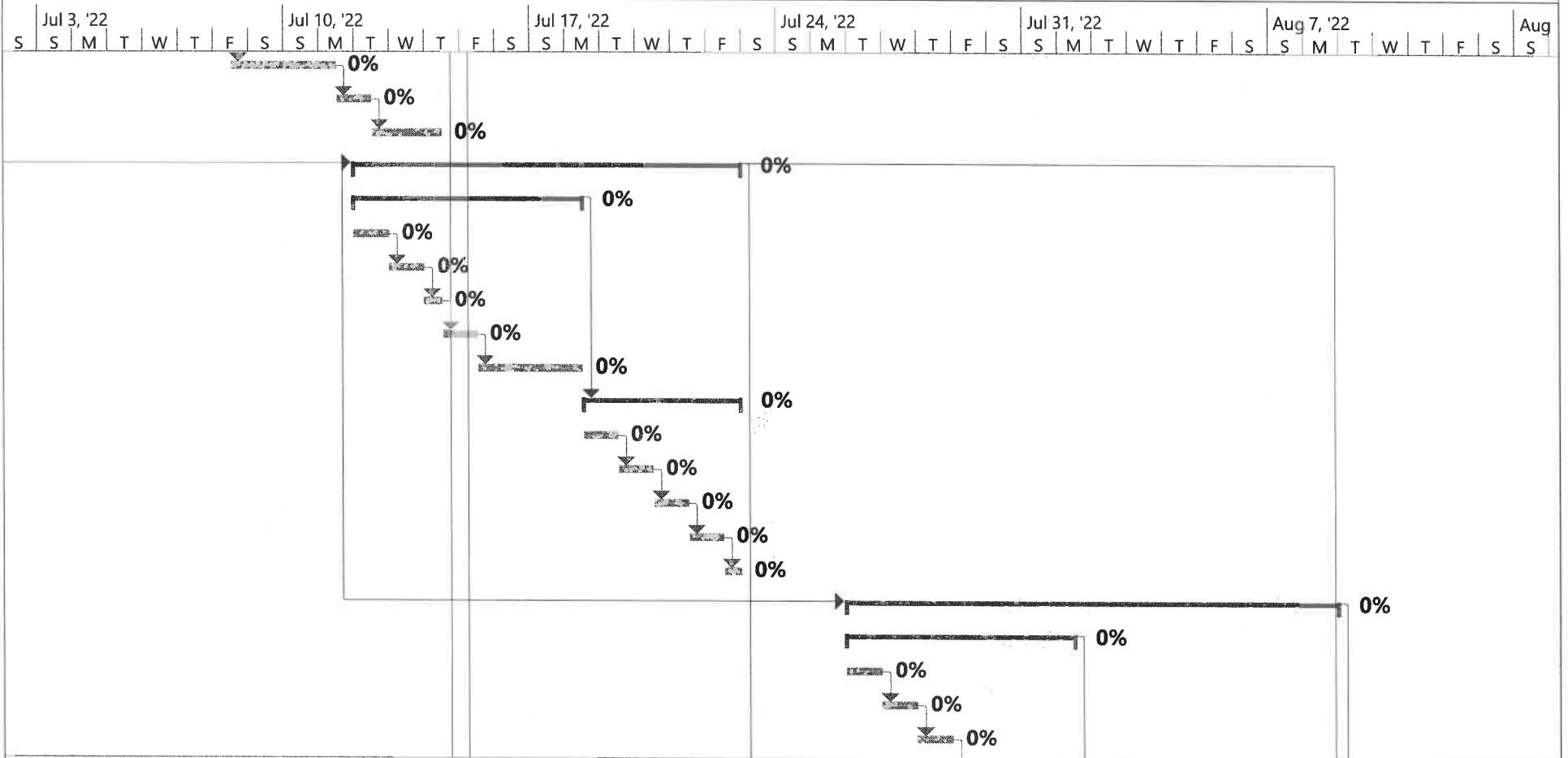
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# WVDOT Fleet Mgt. Project Plan



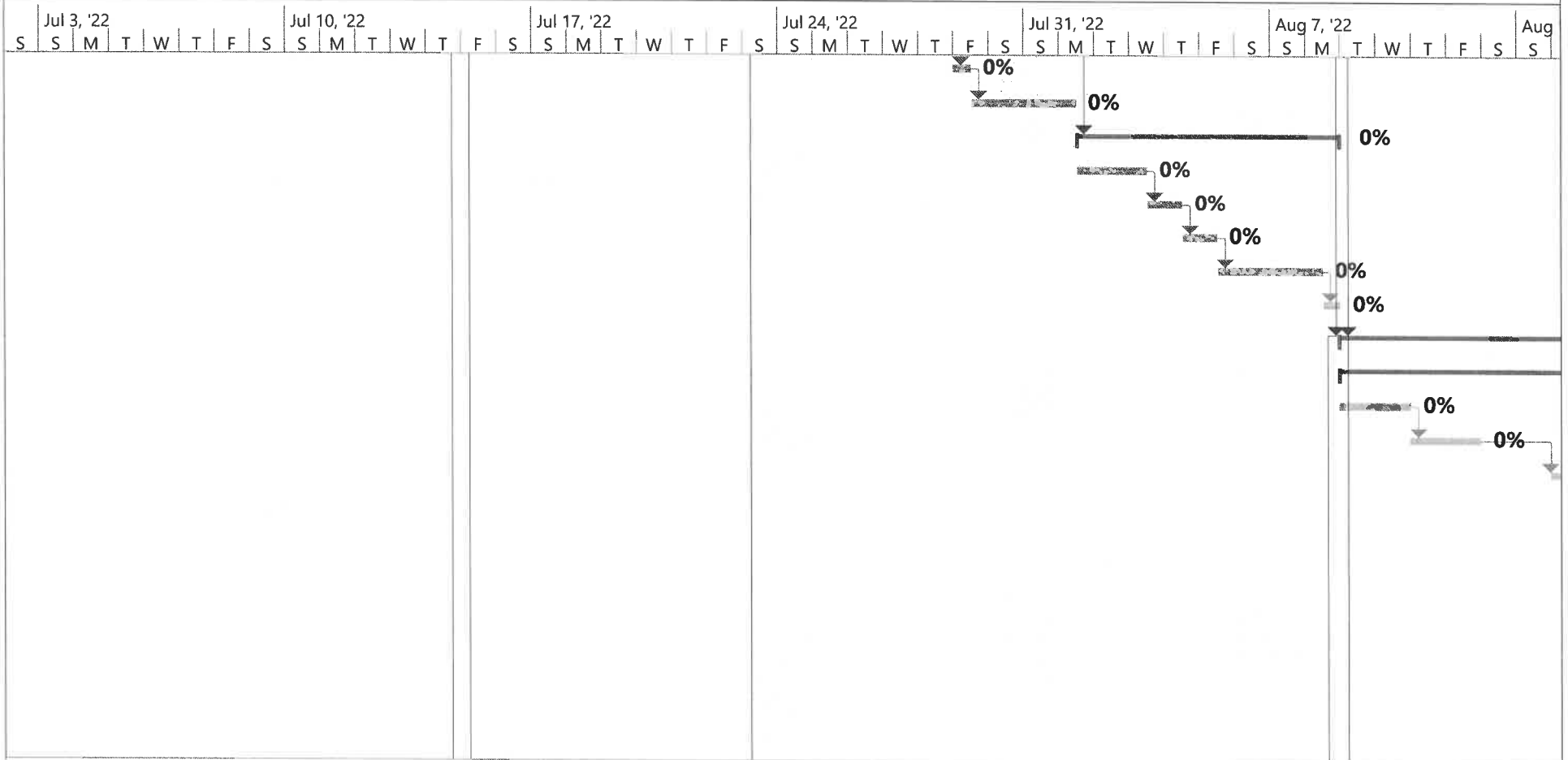
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



**WVDOT Fleet Mgt. Project Plan**

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

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	Critical Split		Duration-only		Project Summary	
	Critical Progress		Baseline		External Tasks	
	Task		Baseline Split		External Milestone	
	Split		Baseline Milestone		Inactive Task	
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**WVDOT Fleet Mgt. Project Plan**

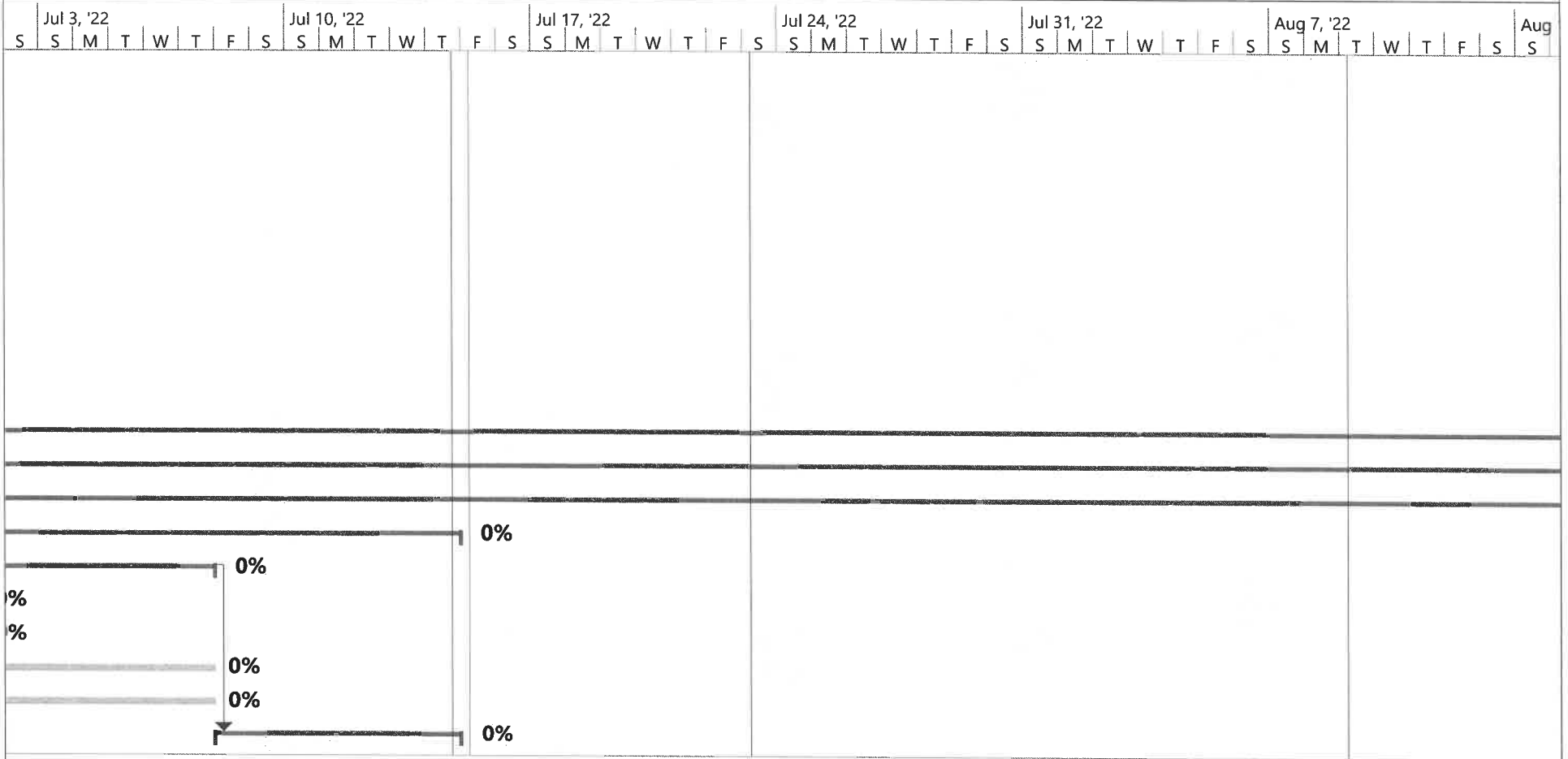
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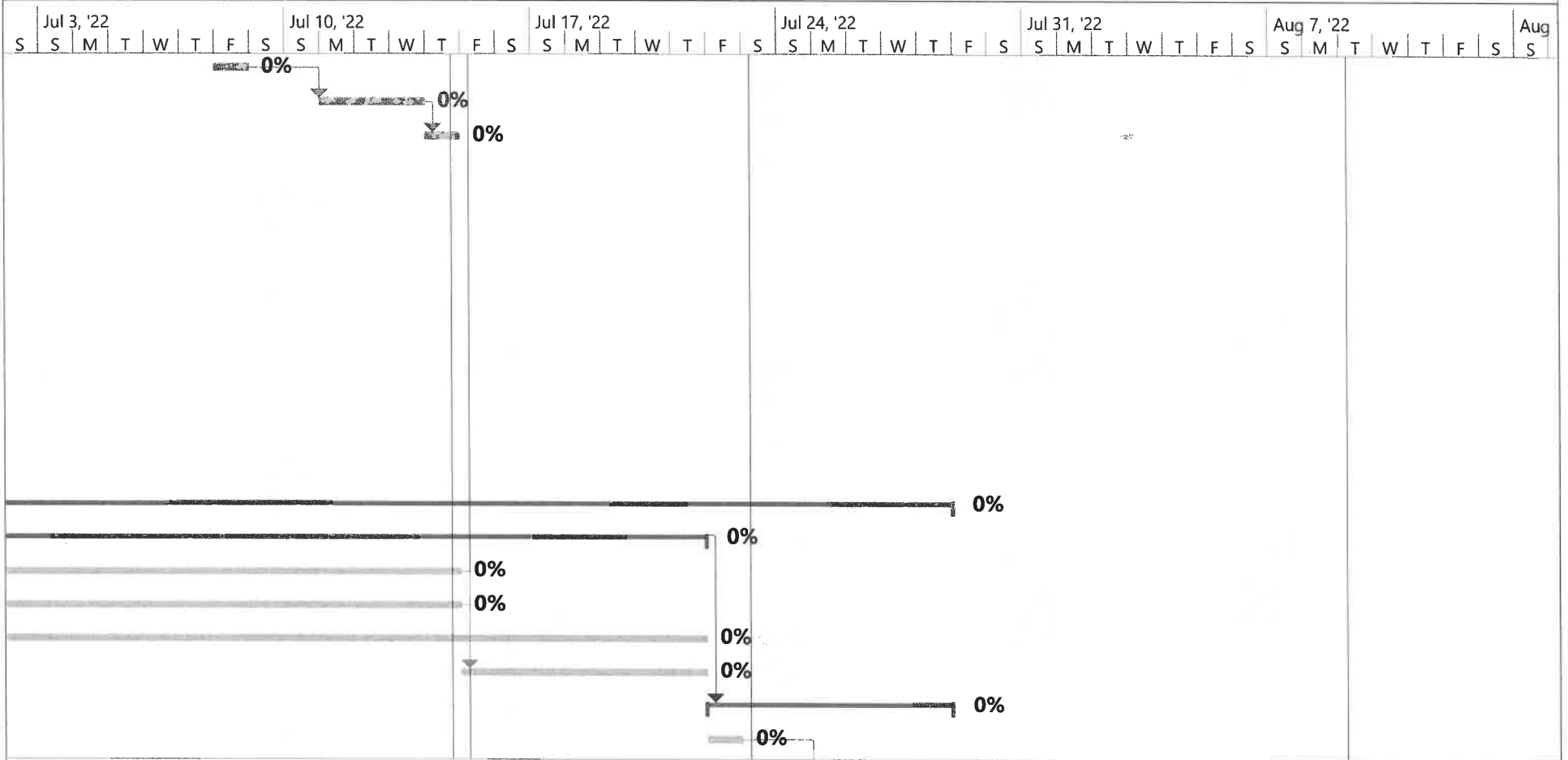


# WVDOT Fleet Mgt. Project Plan



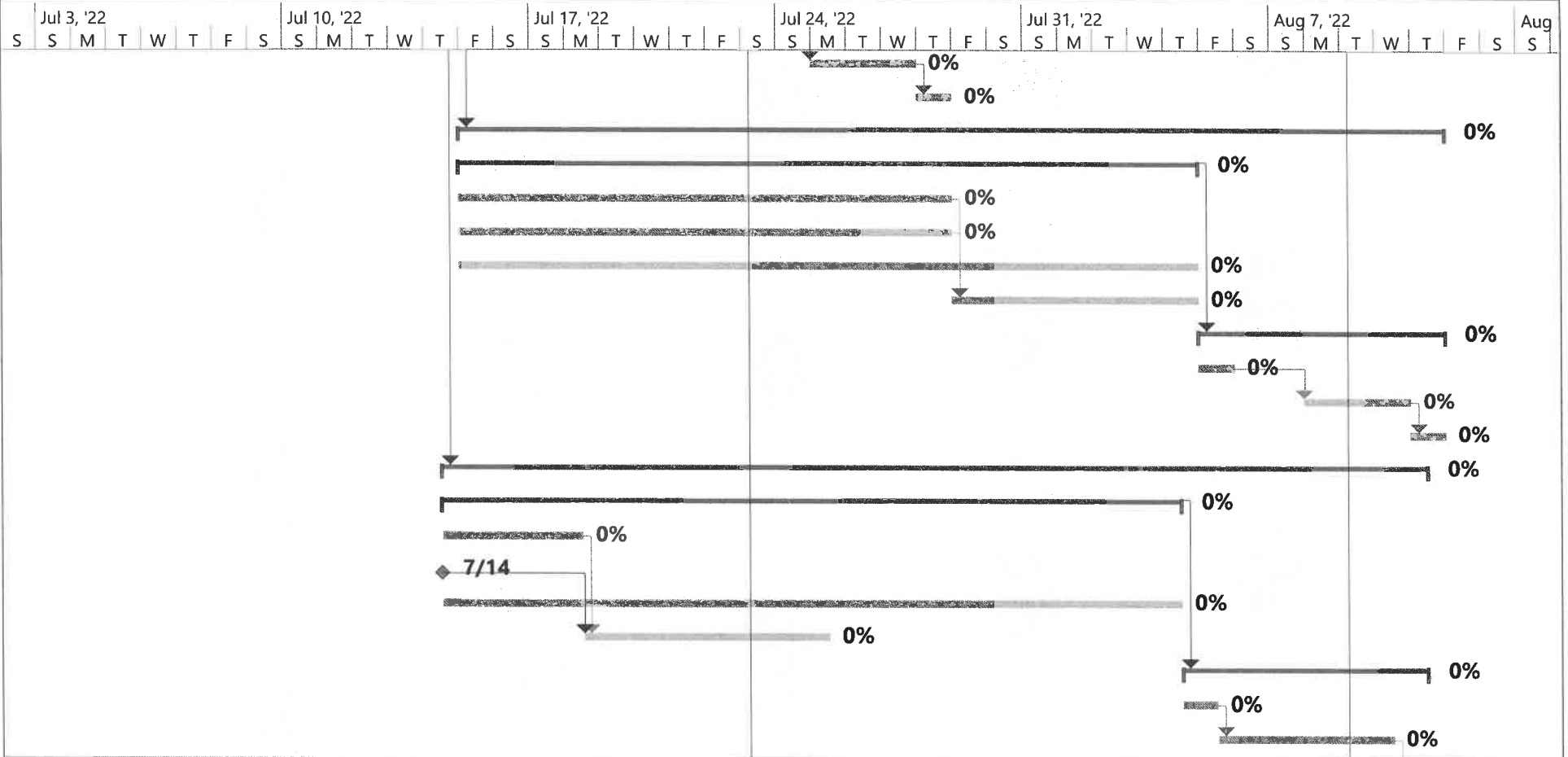
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



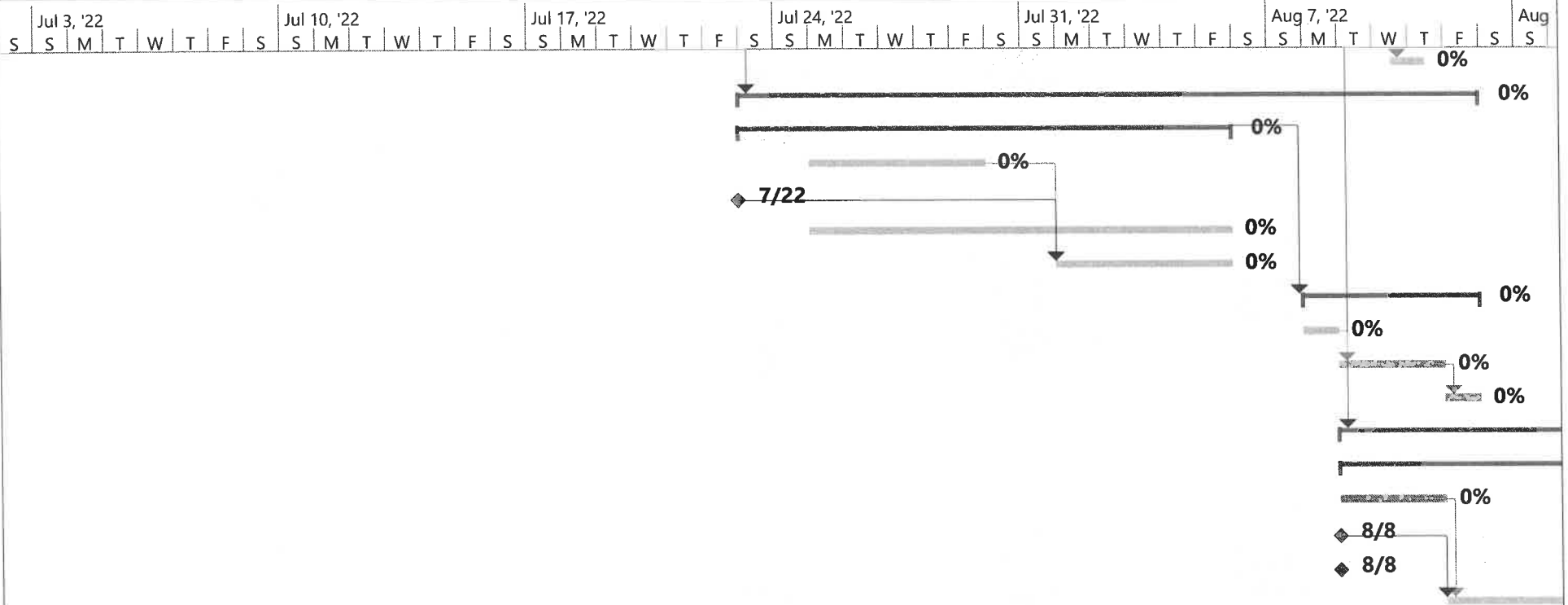
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Task Progress		Milestone		Inactive Milestone	
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# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Split		Baseline Milestone		Inactive Task	
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# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

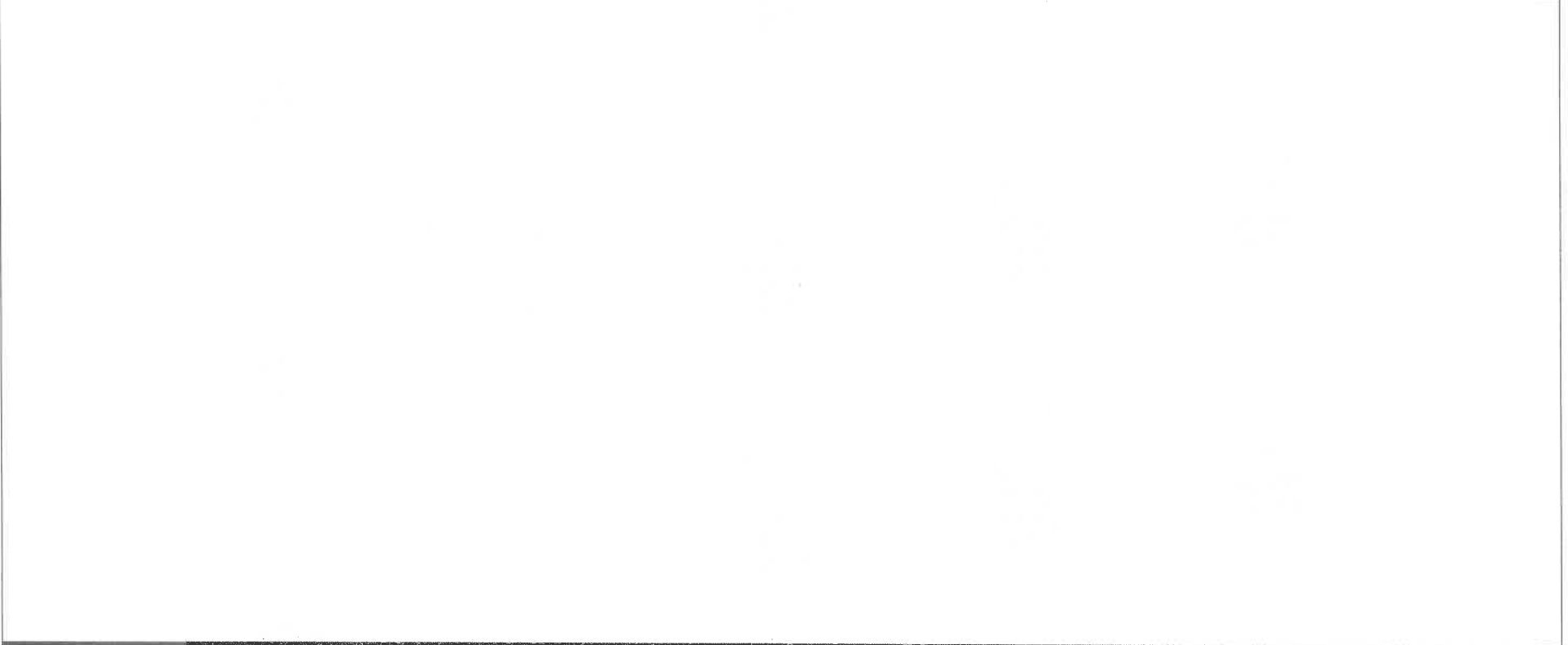
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Critical Split		Duration-only		Project Summary	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug	
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S


























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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# WVDOT Fleet Mgt. Project Plan

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S			

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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# WVDOT Fleet Mgt. Project Plan

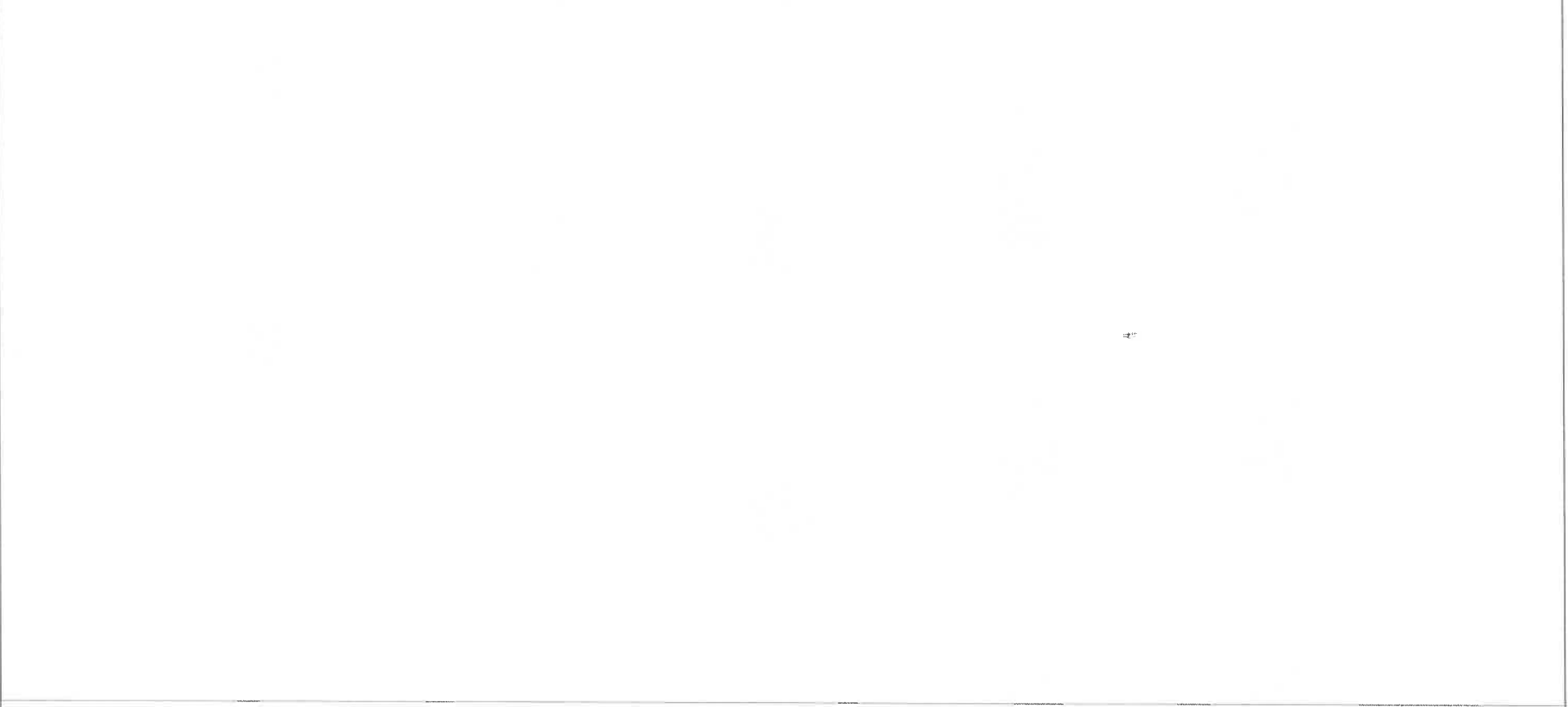
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Critical		Finish-only		Manual Summary	
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# WVDOT Fleet Mgt. Project Plan

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S



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# WVDOT Fleet Mgt. Project Plan

Jul 3, '22							Jul 10, '22							Jul 17, '22							Jul 24, '22							Jul 31, '22							Aug 7, '22							Aug	
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# WVDOT Fleet Mgt. Project Plan

14, '22							Aug 21, '22							Aug 28, '22							Sep 4, '22							Sep 11, '22							Sep 18, '22							Sep 25, '22							
M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan








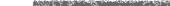















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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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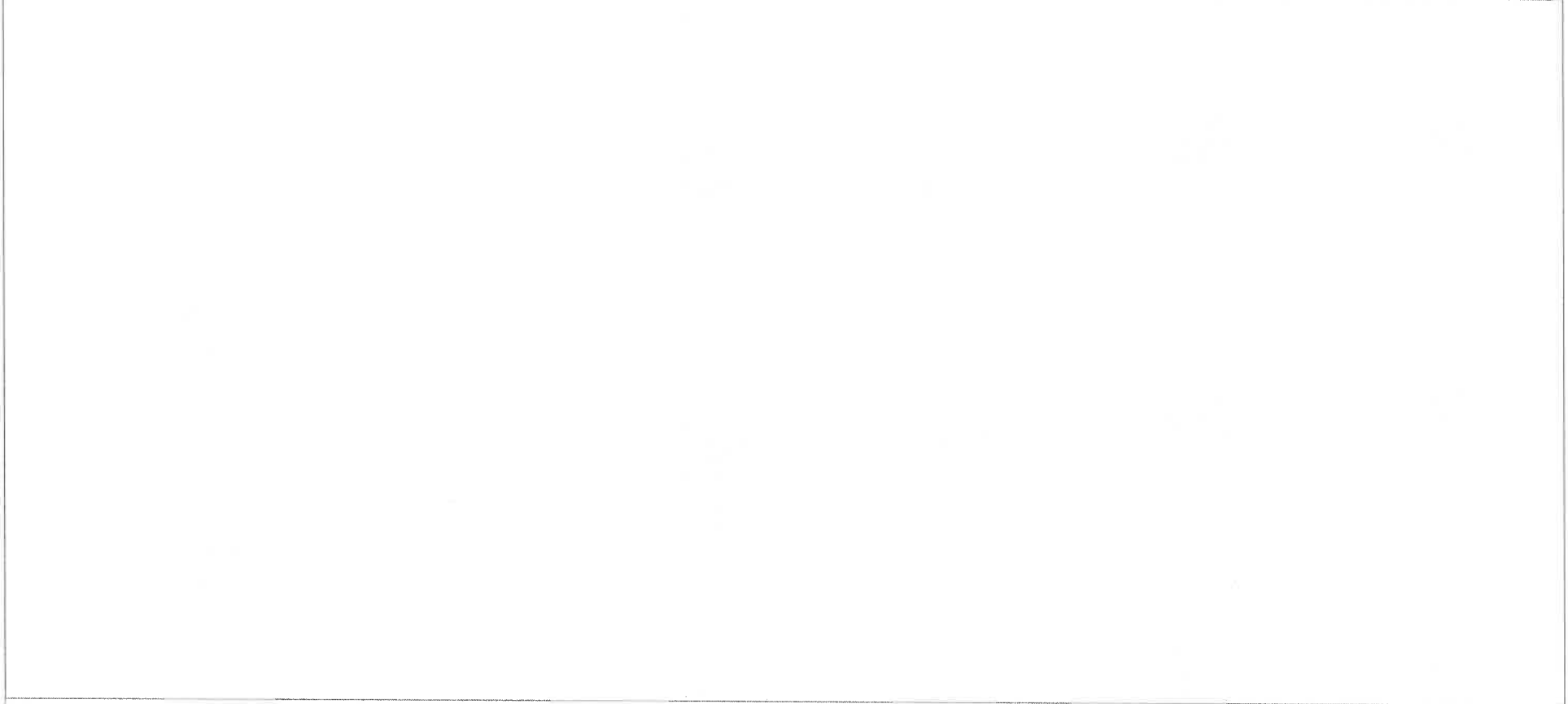
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14, '22						Aug 21, '22						Aug 28, '22						Sep 4, '22						Sep 11, '22						Sep 18, '22						Sep 25, '22		
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		

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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

























14, '22							Aug 21, '22							Aug 28, '22							Sep 4, '22							Sep 11, '22							Sep 18, '22							Sep 25, '22		
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T								



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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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WVDOT Fleet Mgt. Project Plan

14, '22							Aug 21, '22							Aug 28, '22							Sep 4, '22							Sep 11, '22							Sep 18, '22							Sep 25, '22		
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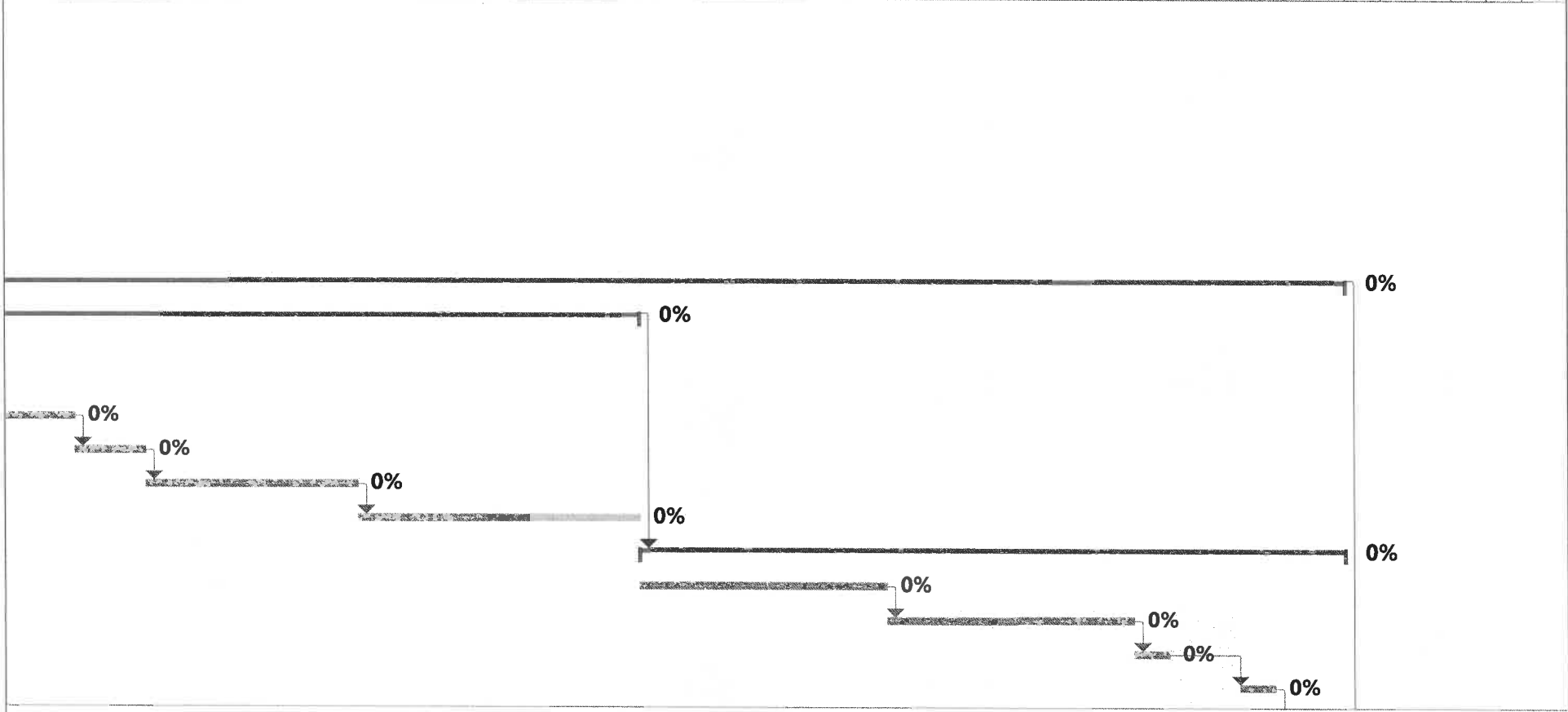
# WVDOT Fleet Mgt. Project Plan
























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Critical Split		Duration-only		Project Summary	
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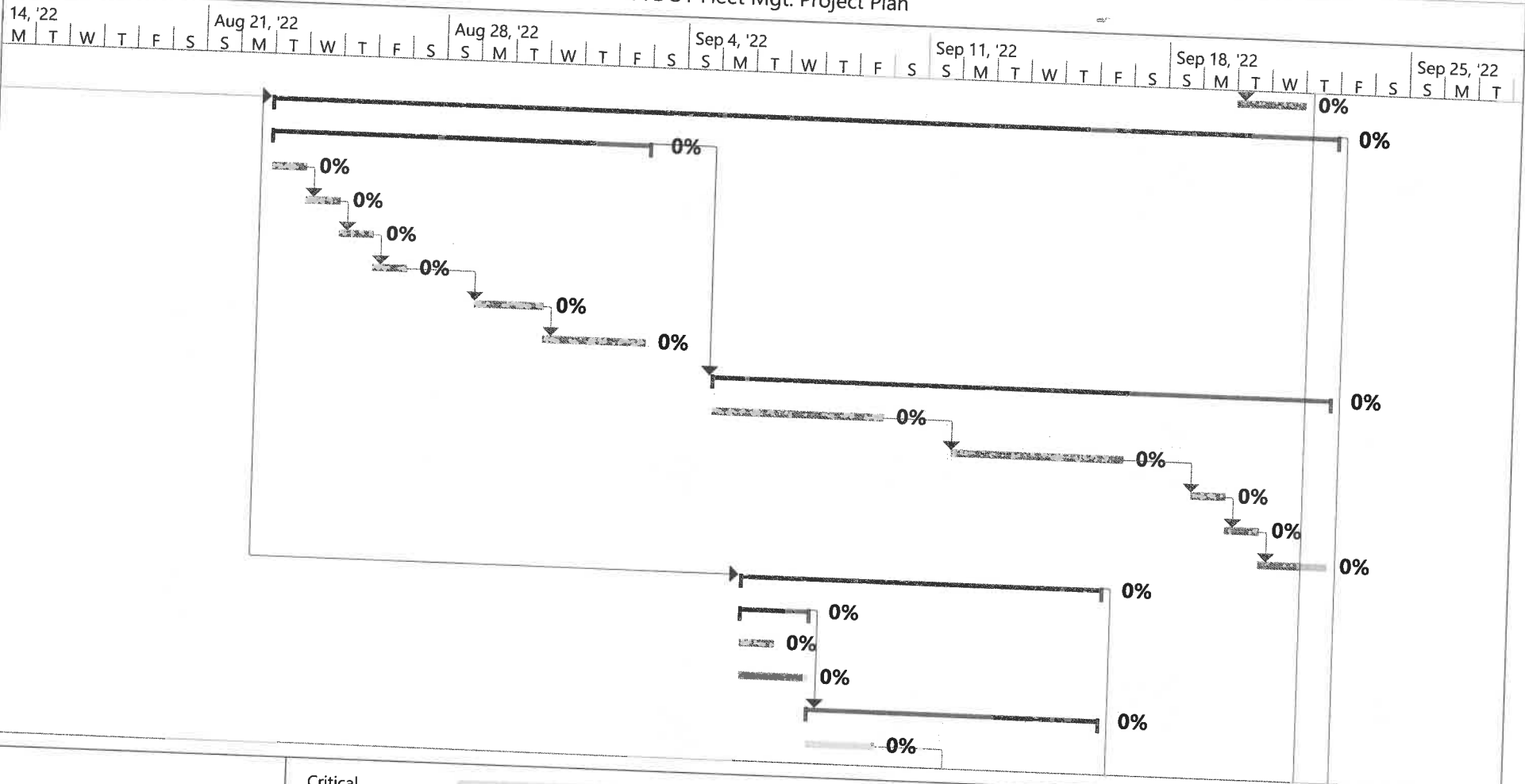


WVDOT Fleet Mgt. Project Plan



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# WVDOT Fleet Mgt. Project Plan



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Critical Split		Duration-only		Project Summary	
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# WVDOT Fleet Mgt. Project Plan

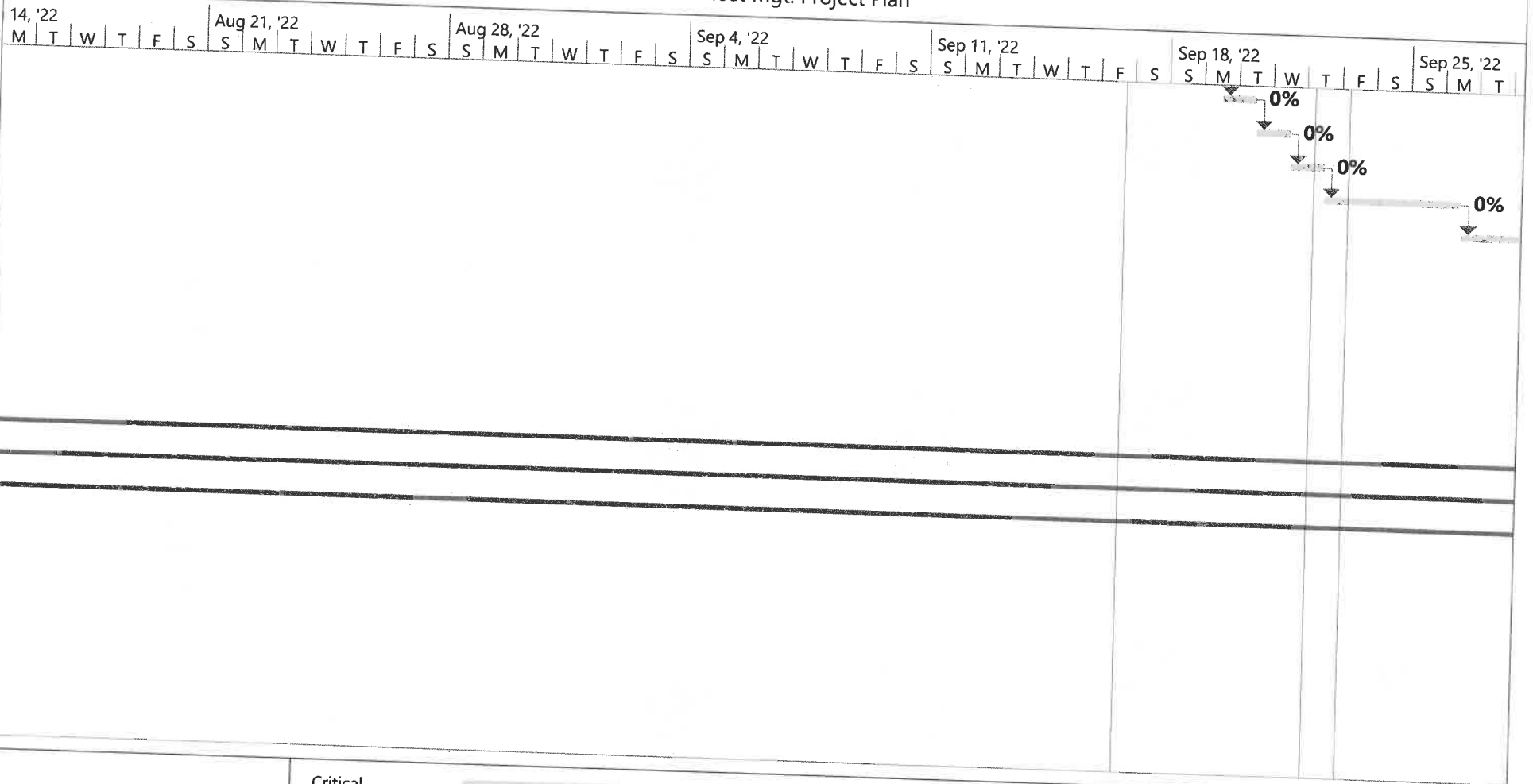
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# WVDOT Fleet Mgt. Project Plan



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# WVDOT Fleet Mgt. Project Plan

14, '22							Aug 21, '22							Aug 28, '22							Sep 4, '22							Sep 11, '22							Sep 18, '22							Sep 25, '22						
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Critical Progress		Baseline		External Tasks	
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WVDOT Fleet Mgt. Project Plan																																									
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Critical

Critical Split

Critical Progress

Task

Split

Task Progress

Manual Task

Start-only

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Baseline Split

Baseline Milestone

Milestone

Summary Progress

Summary

Manual Summary

Project Summary

External Tasks

External Milestone

Inactive Task

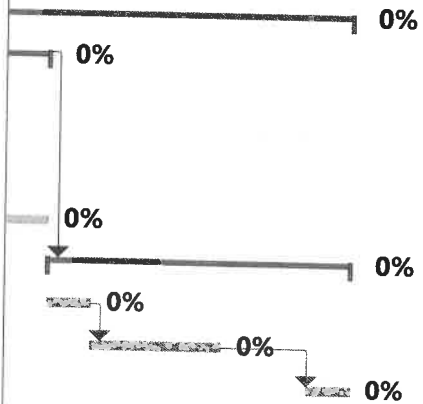
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Inactive Summary

Deadline

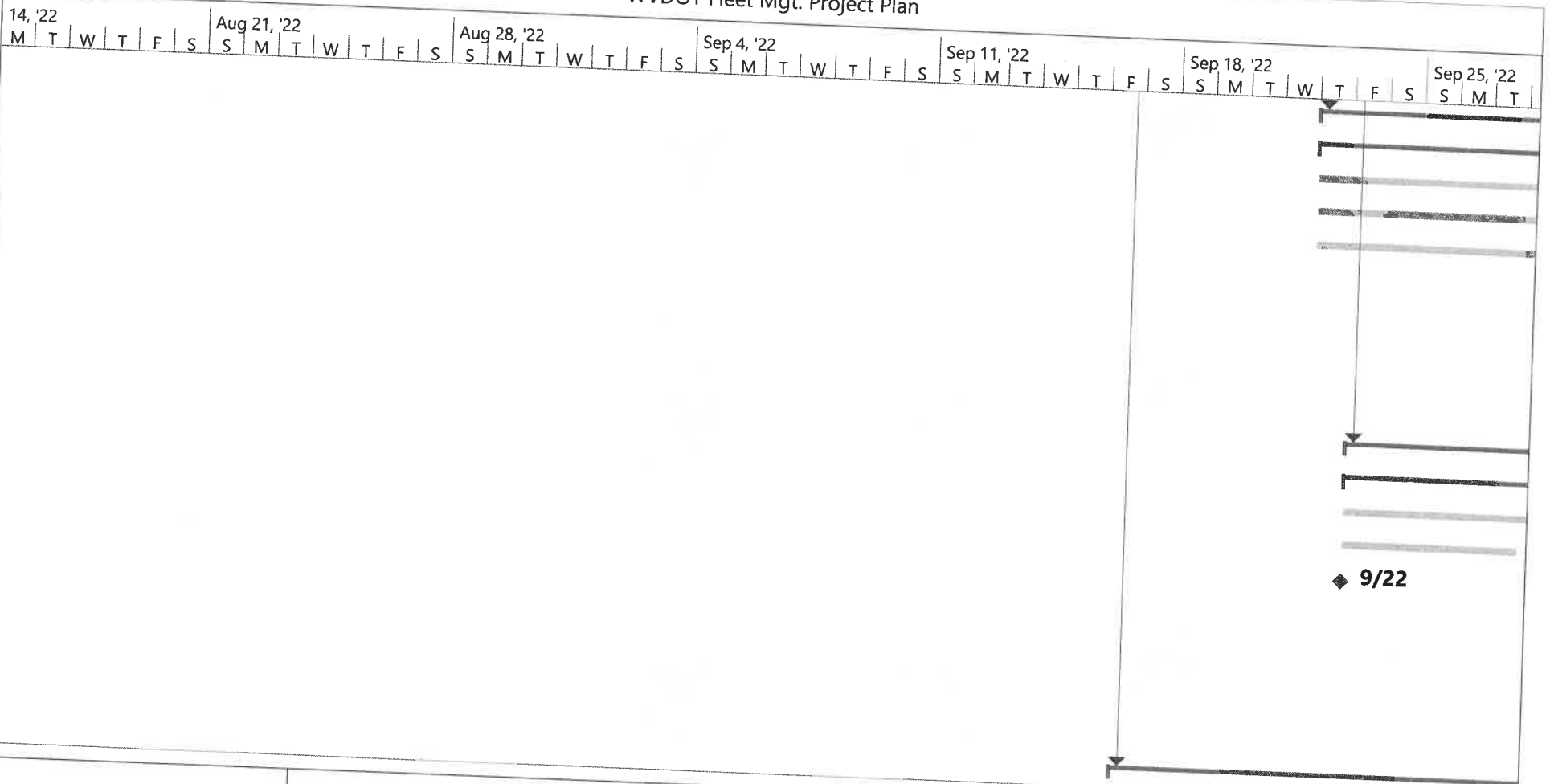
# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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# WVDOT Fleet Mgt. Project Plan



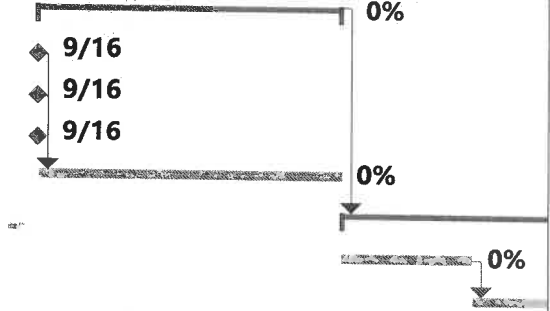
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# WVDOT Fleet Mgt. Project Plan

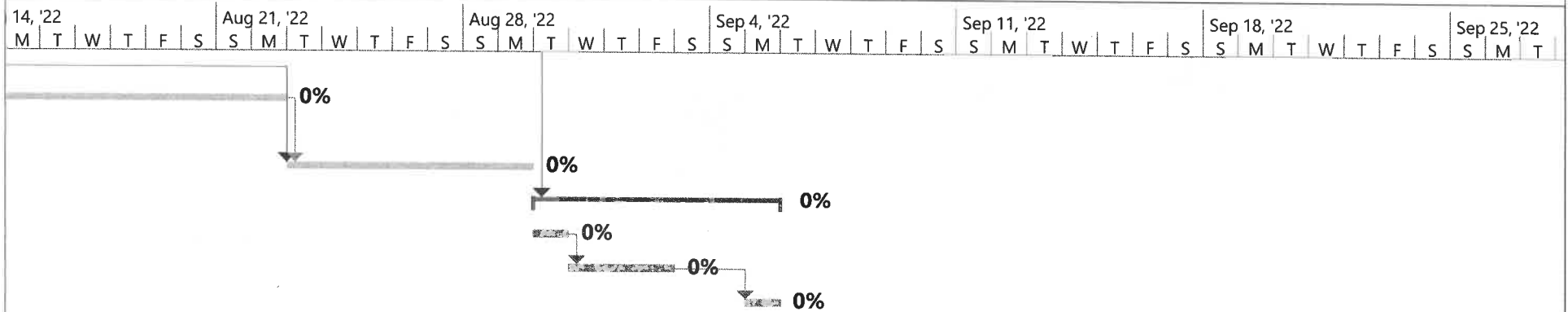
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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# WVDOT Fleet Mgt. Project Plan



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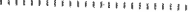












# WVDOT Fleet Mgt. Project Plan

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M	T	W	T	F	S		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T								

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# WVDOT Fleet Mgt. Project Plan

14, '22							Aug 21, '22							Aug 28, '22							Sep 4, '22							Sep 11, '22							Sep 18, '22							Sep 25, '22						
M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T							

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Start-only		Summary		Deadline	

## WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

Oct 2, '22				Oct 9, '22				Oct 16, '22				Oct 23, '22				Oct 30, '22				Nov 6, '22									
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

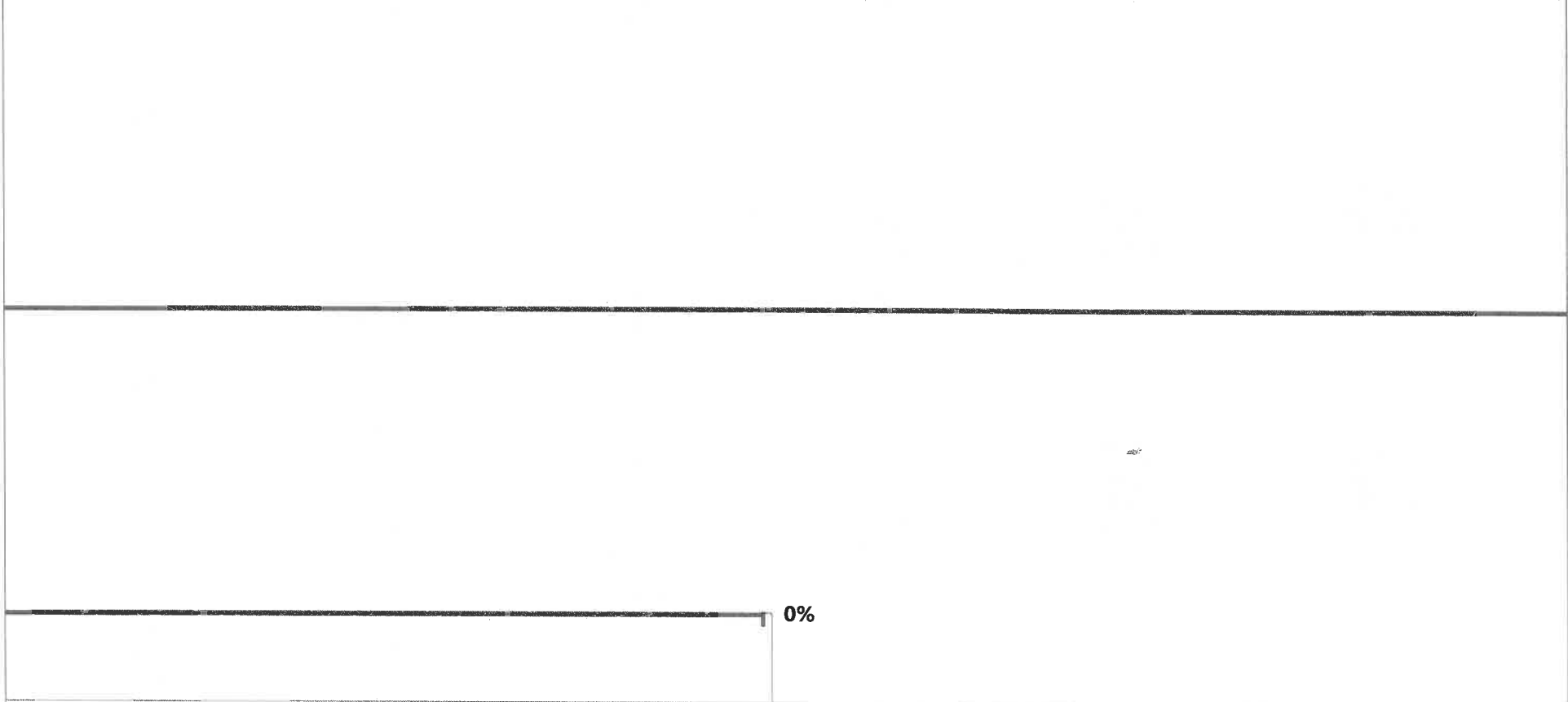
# WVDOT Fleet Mgt. Project Plan

Oct 2, '22				Oct 9, '22				Oct 16, '22				Oct 23, '22				Oct 30, '22				Nov 6, '22									
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WV DOT Fleet Mgt. Project Plan

				Oct 2, '22							Oct 9, '22							Oct 16, '22							Oct 23, '22							Oct 30, '22							Nov 6, '22				
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

				Oct 2, '22								Oct 9, '22								Oct 16, '22								Oct 23, '22								Oct 30, '22								Nov 6, '22			
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T											

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

				Oct 2, '22				Oct 9, '22				Oct 16, '22				Oct 23, '22				Oct 30, '22				Nov 6, '22					
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

Oct 2, '22							Oct 9, '22							Oct 16, '22							Oct 23, '22							Oct 30, '22							Nov 6, '22								
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

Oct 2, '22							Oct 9, '22							Oct 16, '22							Oct 23, '22							Oct 30, '22							Nov 6, '22								
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Oct 2, '22				Oct 9, '22				Oct 16, '22				Oct 23, '22				Oct 30, '22				Nov 6, '22									
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

- |                   |   |                    |   |                    |   |
|-------------------|---|--------------------|---|--------------------|---|
| Critical          |  | Finish-only        |  | Manual Summary     |  |
| Critical Split    |  | Duration-only      |  | Project Summary    |  |
| Critical Progress |  | Baseline           |  | External Tasks     |  |
| Task              |  | Baseline Split     |  | External Milestone |  |
| Split             |  | Baseline Milestone |  | Inactive Task      |  |
| Task Progress     |  | Milestone          |  | Inactive Milestone |  |
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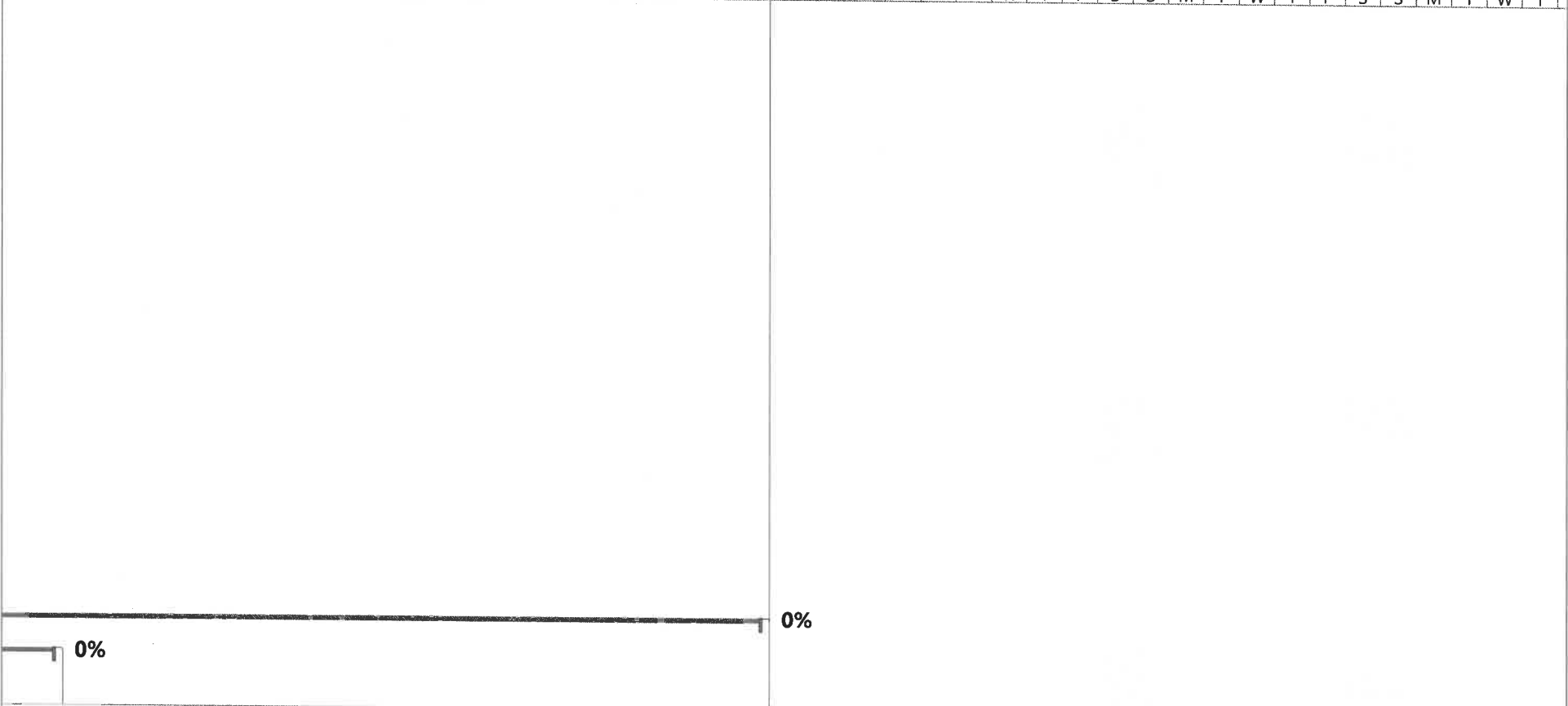
# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

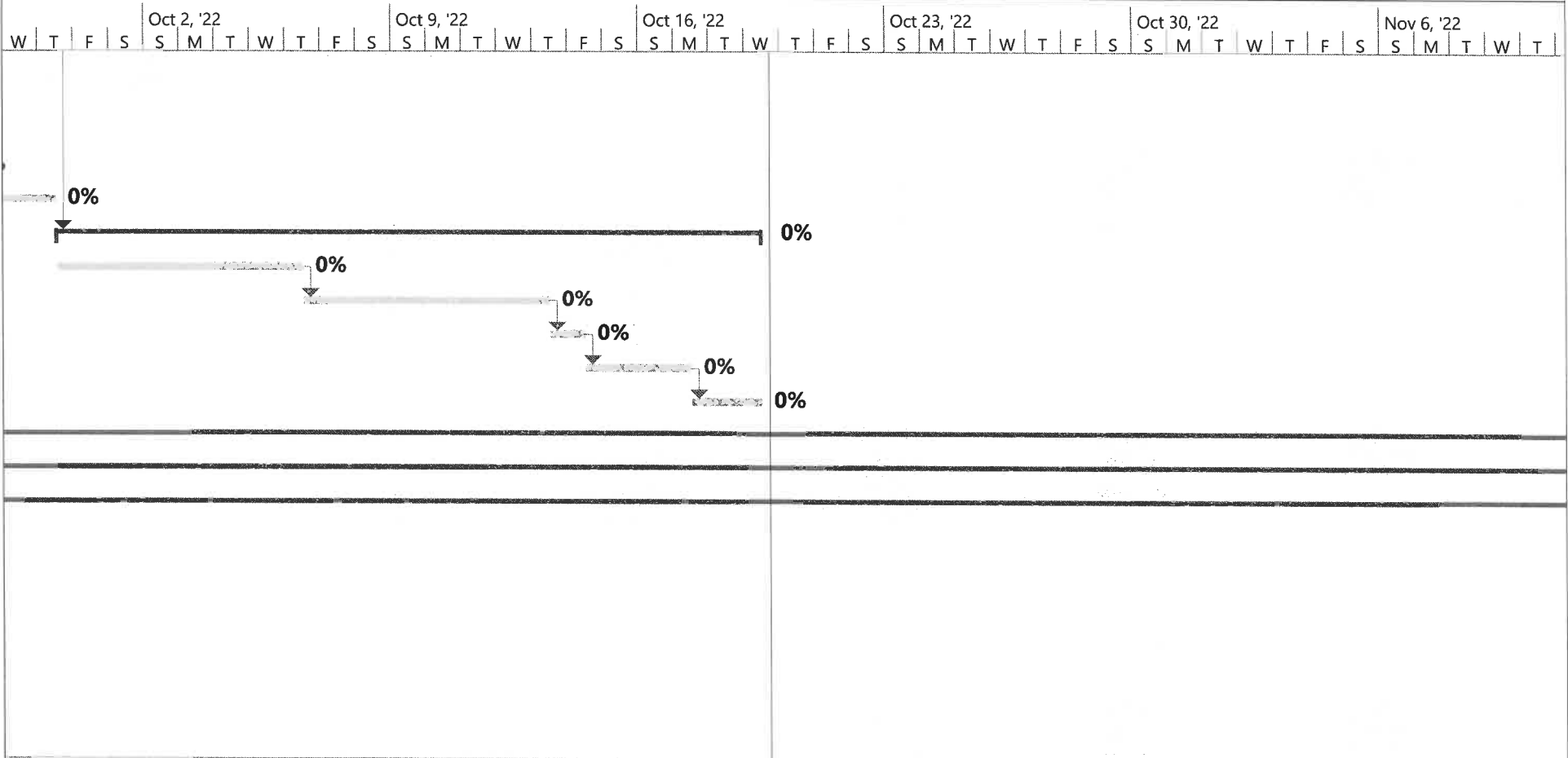
# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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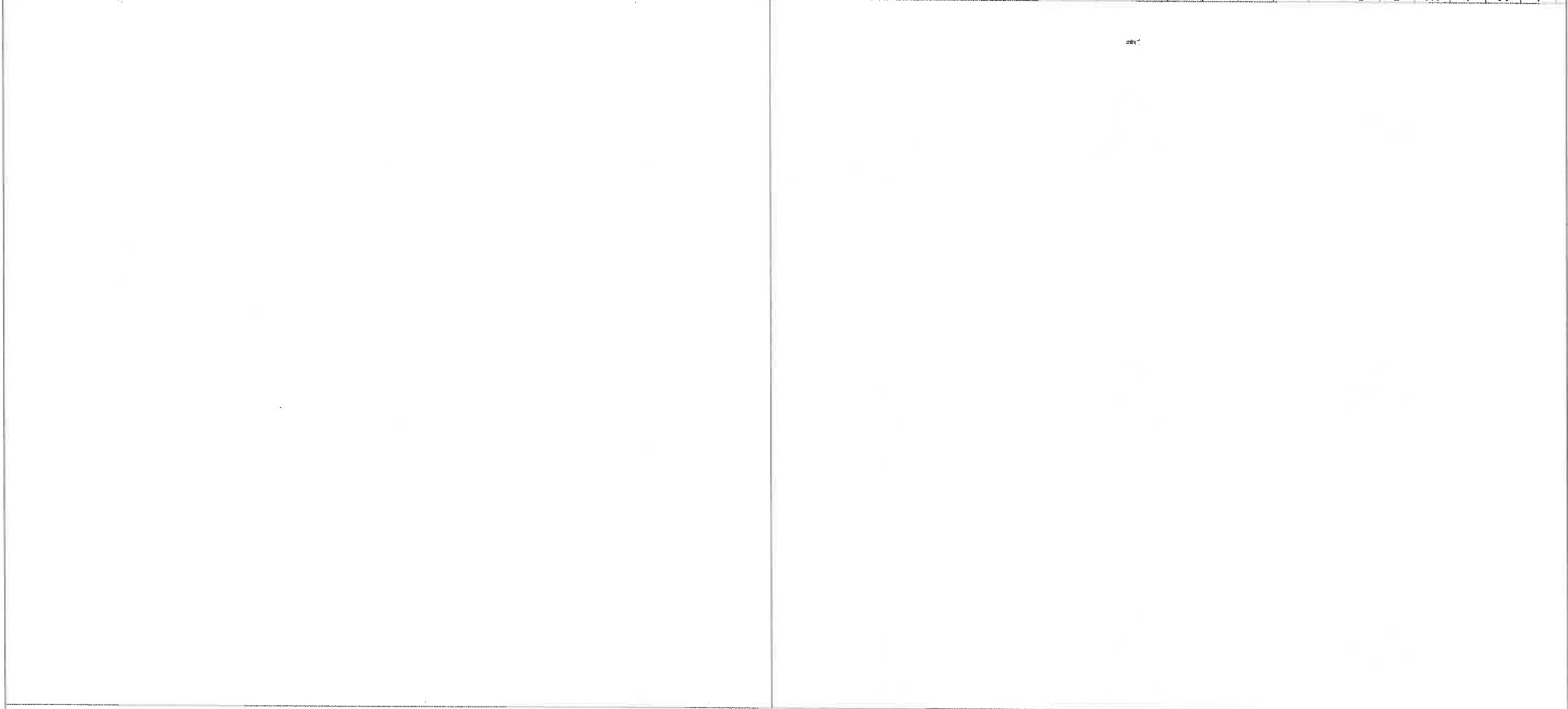
# WVDOT Fleet Mgt. Project Plan

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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

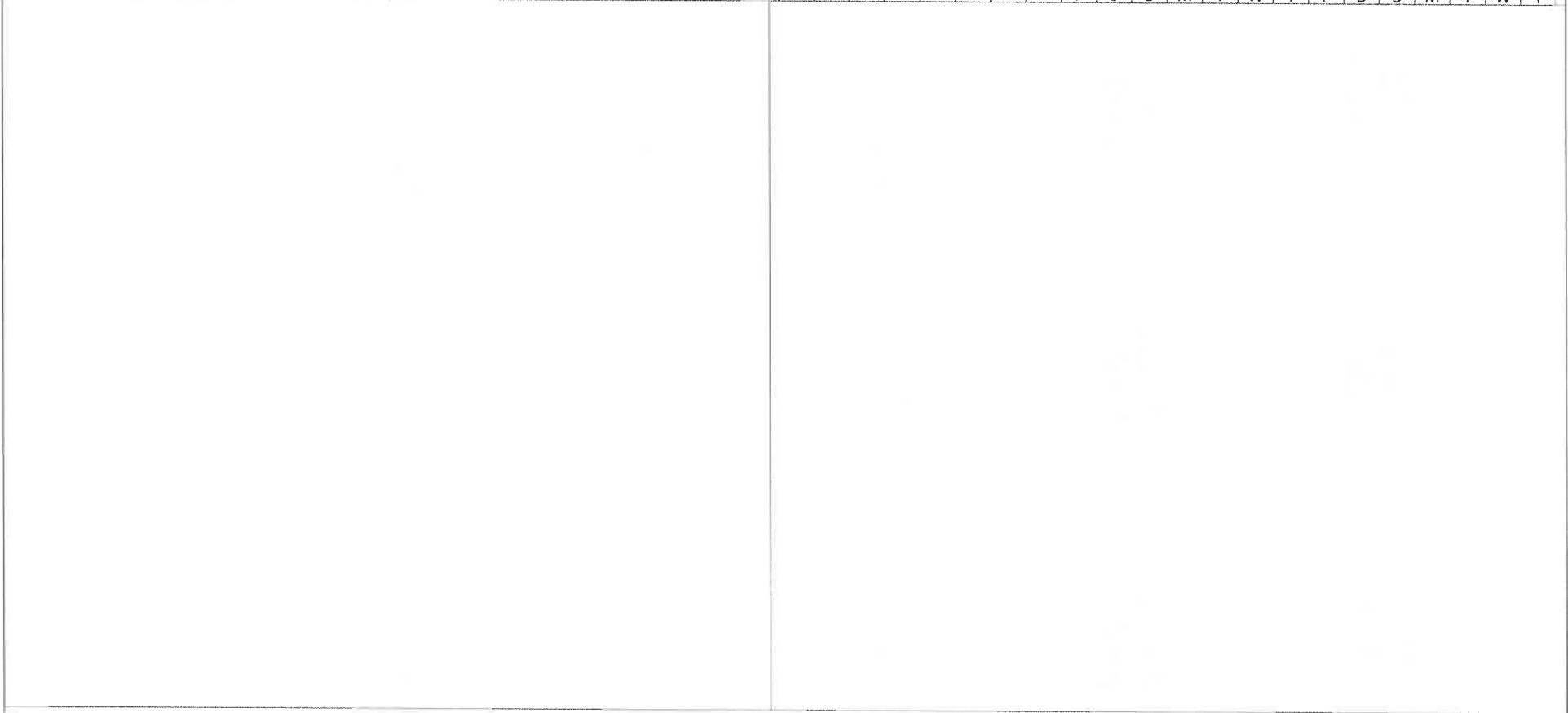
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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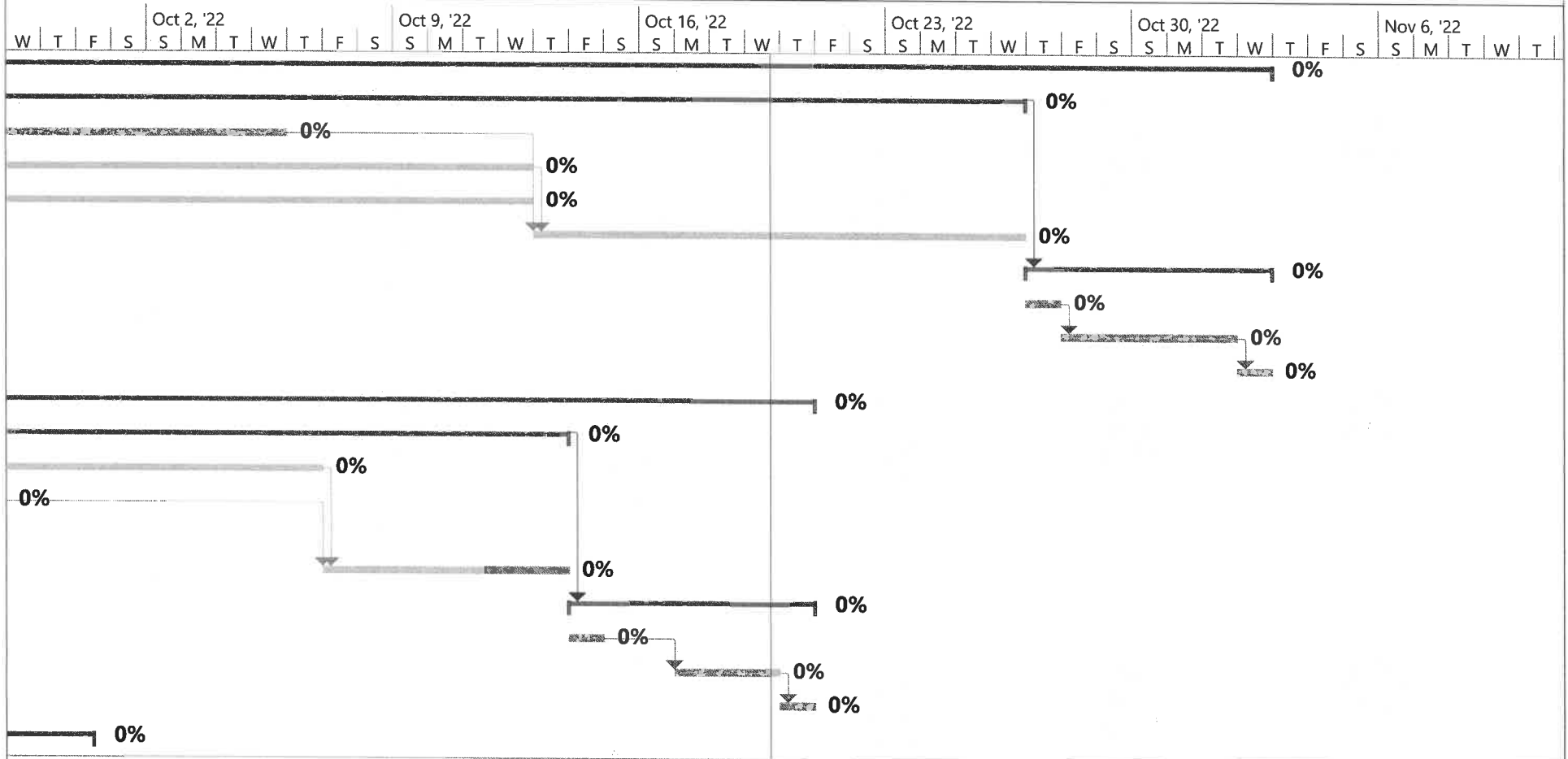
# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan






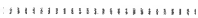




















Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

W T F S Oct 2, '22 S M T W T F S Oct 9, '22 S M T W T F S Oct 16, '22 S M T W T F S Oct 23, '22 S M T W T F S Oct 30, '22 S M T W T F S Nov 6, '22 S M T W T

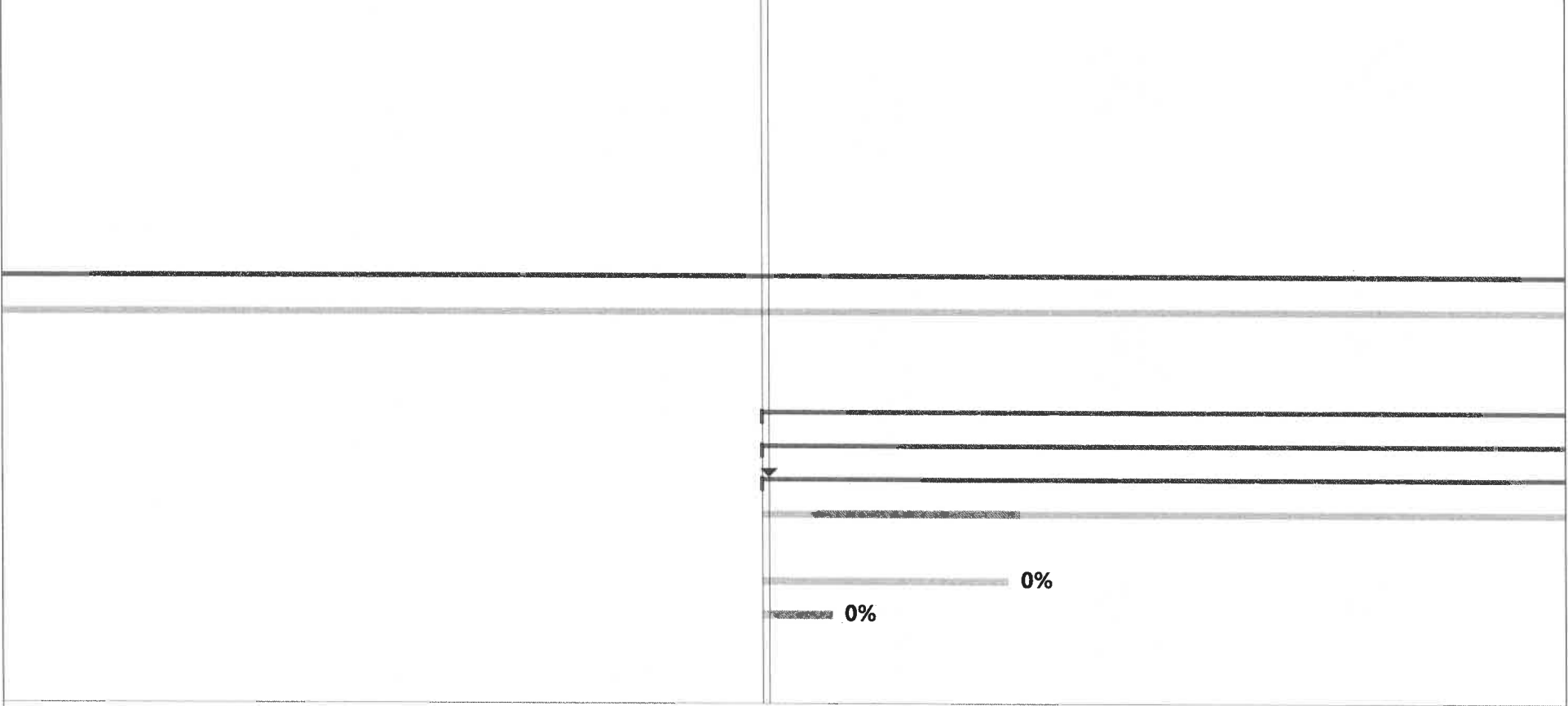
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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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# WVDOT Fleet Mgt. Project Plan

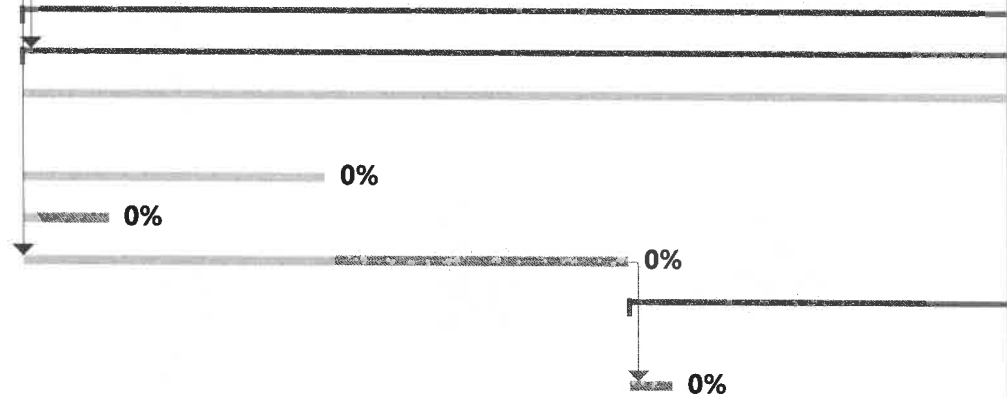
Oct 2, '22							Oct 9, '22							Oct 16, '22							Oct 23, '22							Oct 30, '22							Nov 6, '22													
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























Oct 2, '22							Oct 9, '22							Oct 16, '22							Oct 23, '22							Oct 30, '22							Nov 6, '22				
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T			



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

				Oct 2, '22							Oct 9, '22							Oct 16, '22							Oct 23, '22							Oct 30, '22							Nov 6, '22			
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T						

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

				Oct 2, '22								Oct 9, '22								Oct 16, '22								Oct 23, '22								Oct 30, '22								Nov 6, '22			
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T											
























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

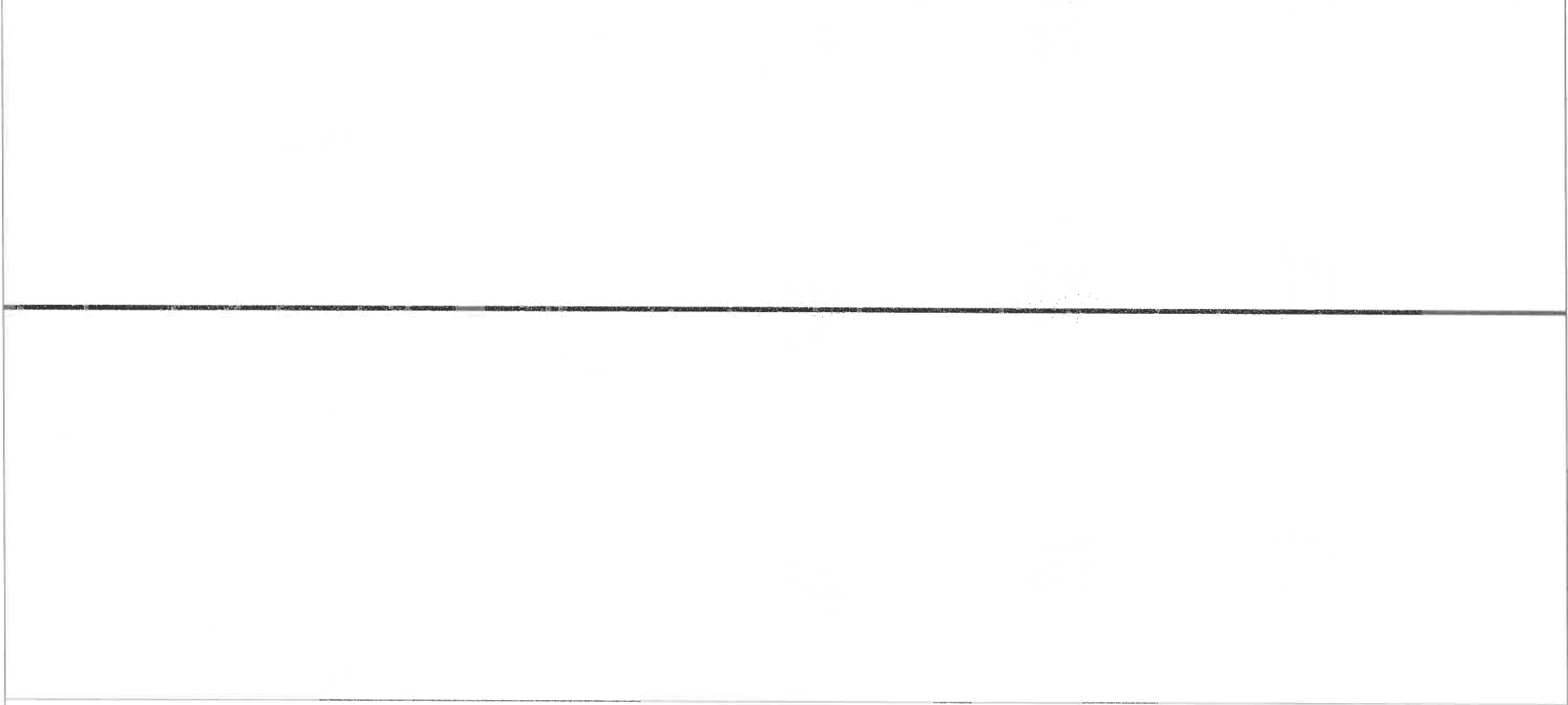
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Critical Progress		Baseline		External Tasks	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

WVDOT Fleet Mgt. Project Plan																																		
F	S	Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

























Nov 13, '22								Nov 20, '22								Nov 27, '22								Dec 4, '22								Dec 11, '22								Dec 18, '22							
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

Nov 13, '22								Nov 20, '22								Nov 27, '22								Dec 4, '22								Dec 11, '22								Dec 18, '22							
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											

























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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# WVDOT Fleet Mgt. Project Plan

Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

























Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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WVDOT Fleet Mgt. Project Plan																																											
		Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
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# WVDOT Fleet Mgt. Project Plan

Nov 13, '22									Nov 20, '22									Nov 27, '22									Dec 4, '22									Dec 11, '22									Dec 18, '22								
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																	

Critical		Finish-only		Manual Summary	
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# WVDOT Fleet Mgt. Project Plan

Nov 13, '22								Nov 20, '22								Nov 27, '22								Dec 4, '22								Dec 11, '22								Dec 18, '22							
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											

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Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan

Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

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# WVDOT Fleet Mgt. Project Plan

Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22								
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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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# WVDOT Fleet Mgt. Project Plan

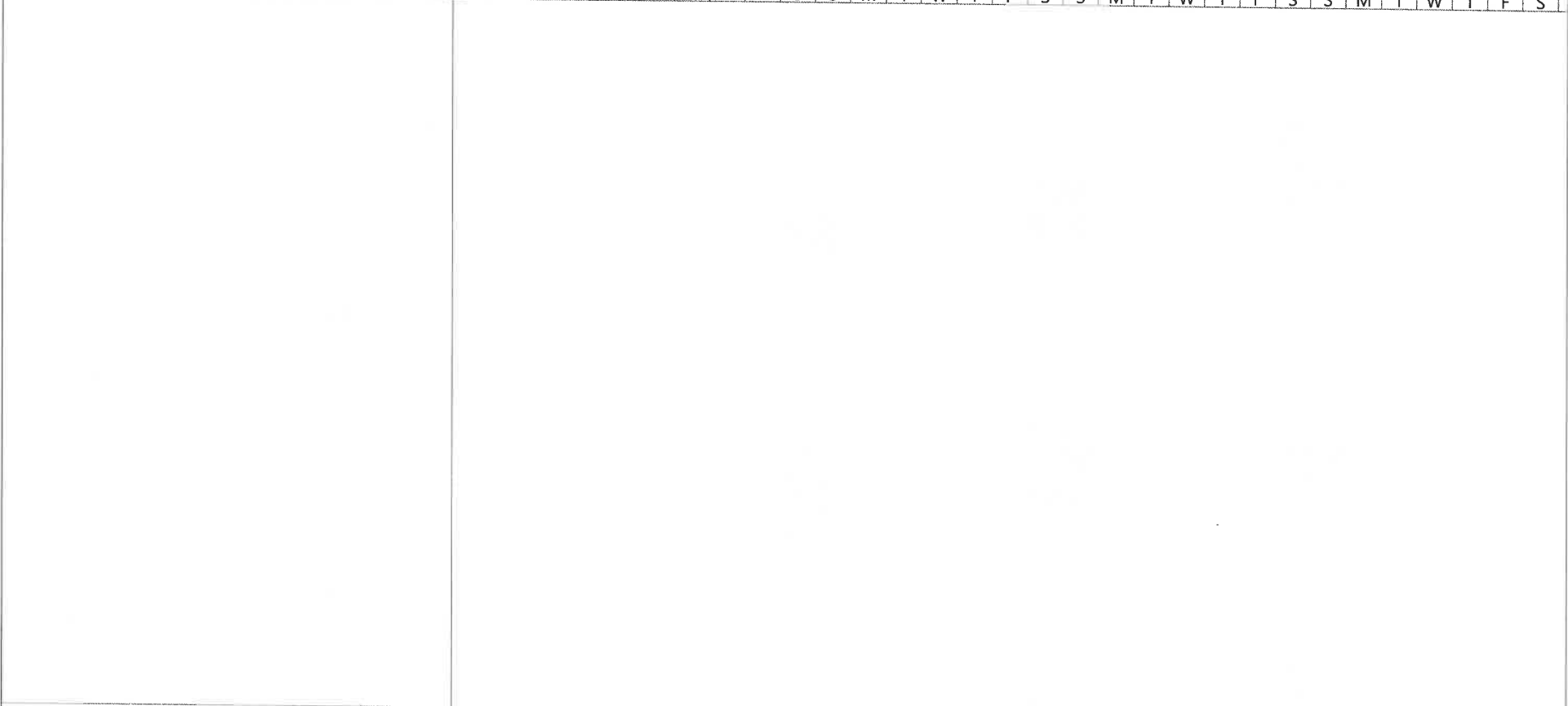
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Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Nov 13, '22								Nov 20, '22								Nov 27, '22								Dec 4, '22								Dec 11, '22								Dec 18, '22							
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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Start-only		Summary		Deadline	

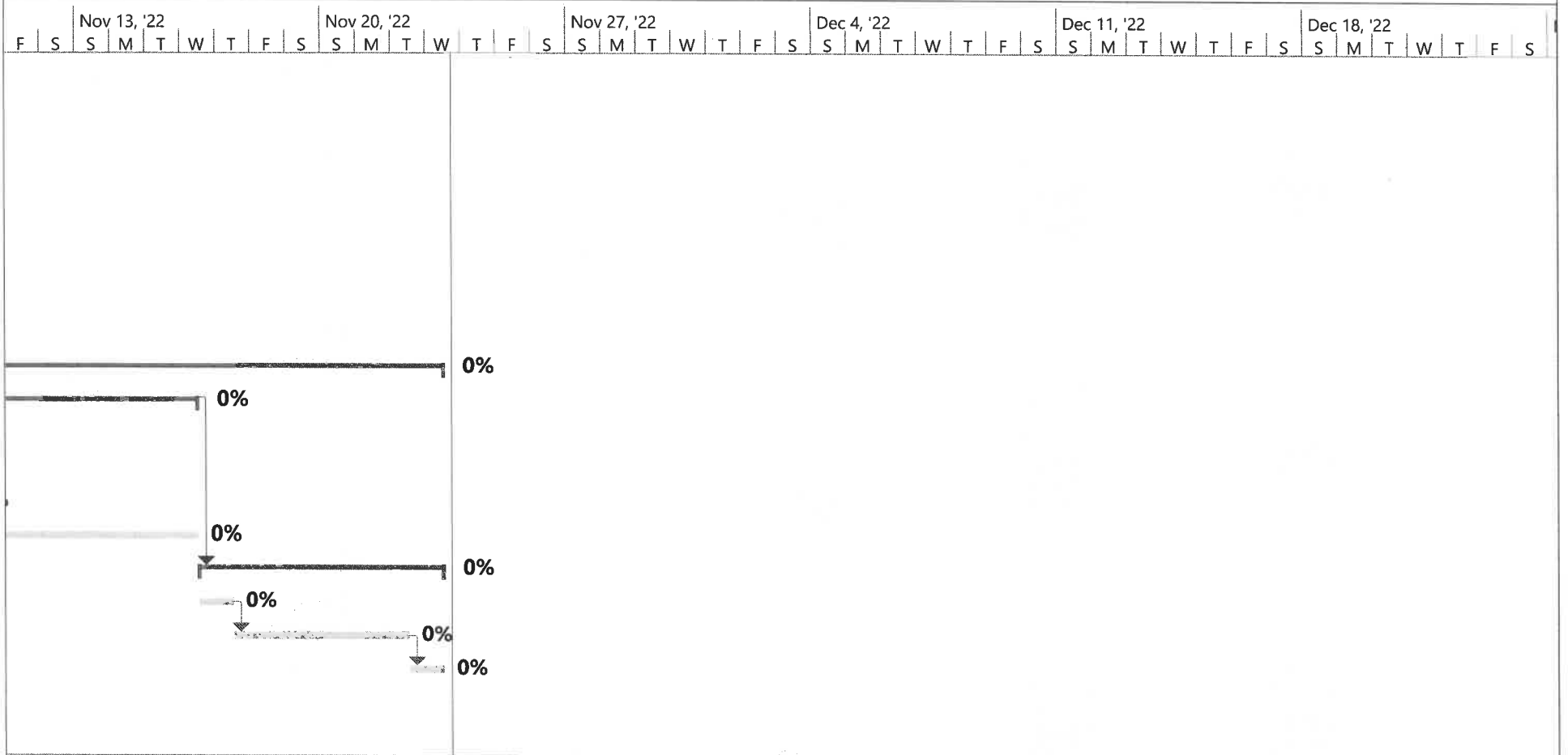
# WVDOT Fleet Mgt. Project Plan

Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

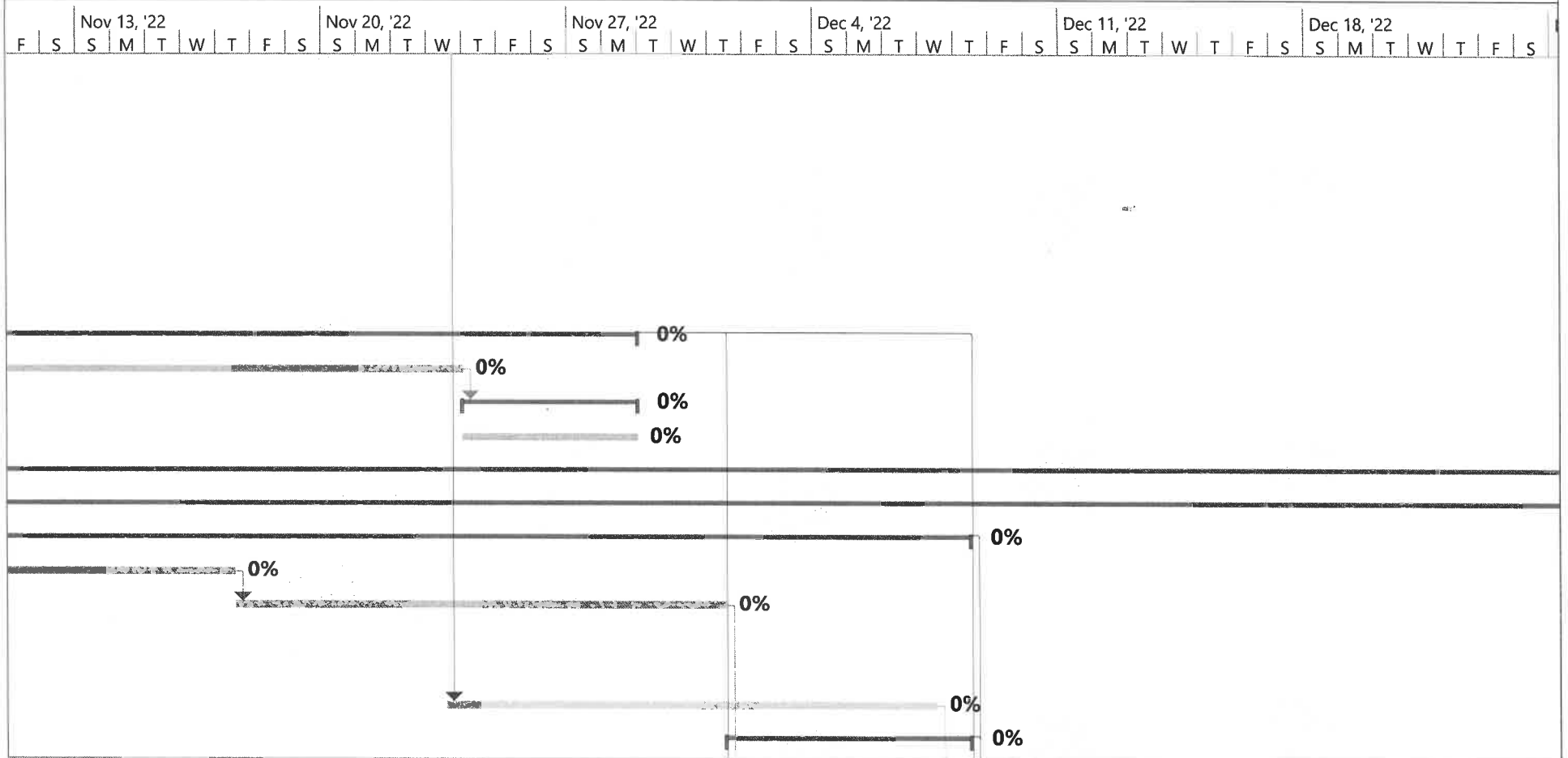


# WVDOT Fleet Mgt. Project Plan



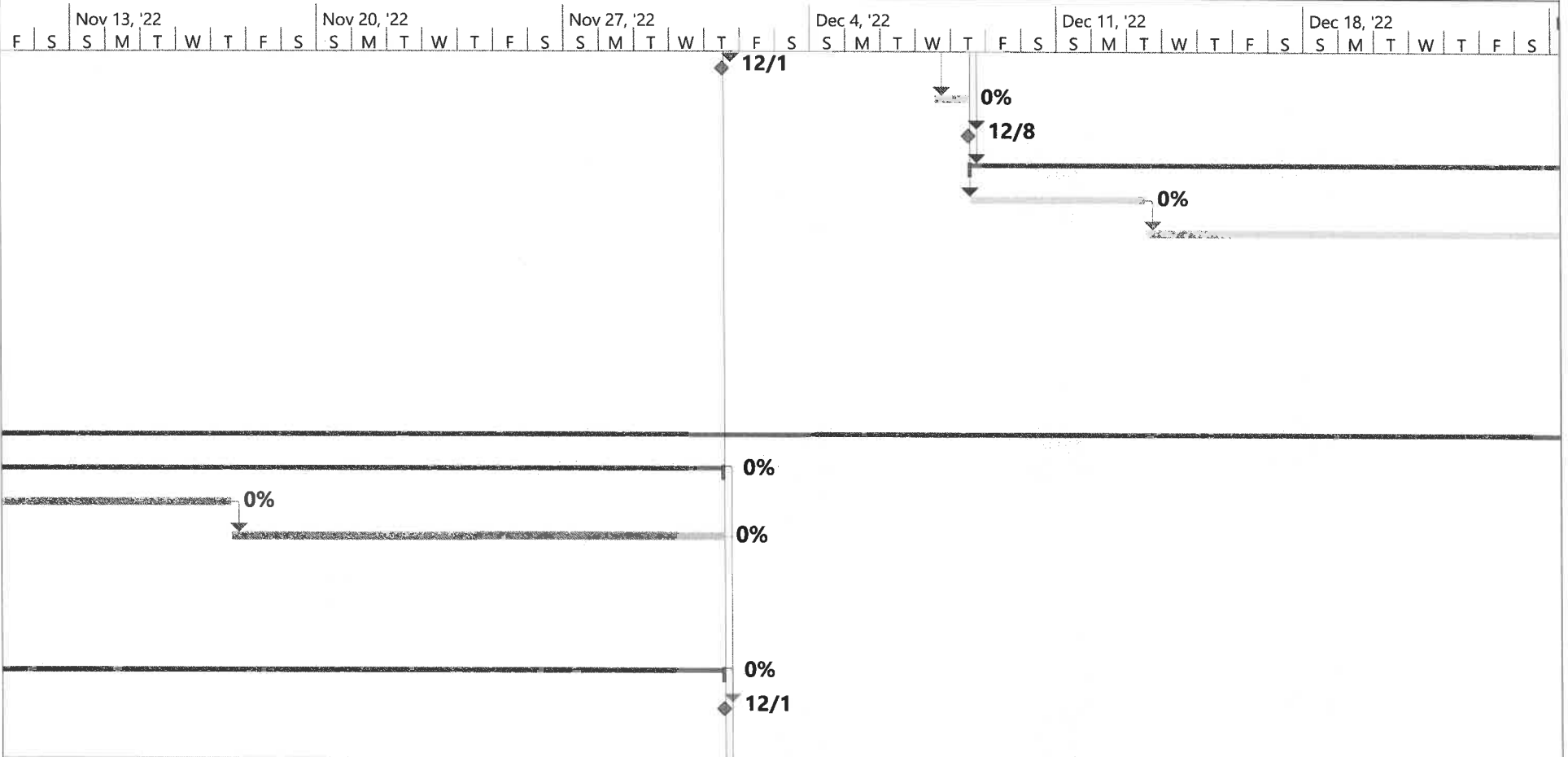
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

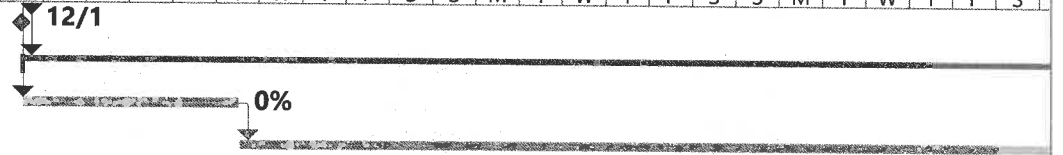
# WVDOT Fleet Mgt. Project Plan



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

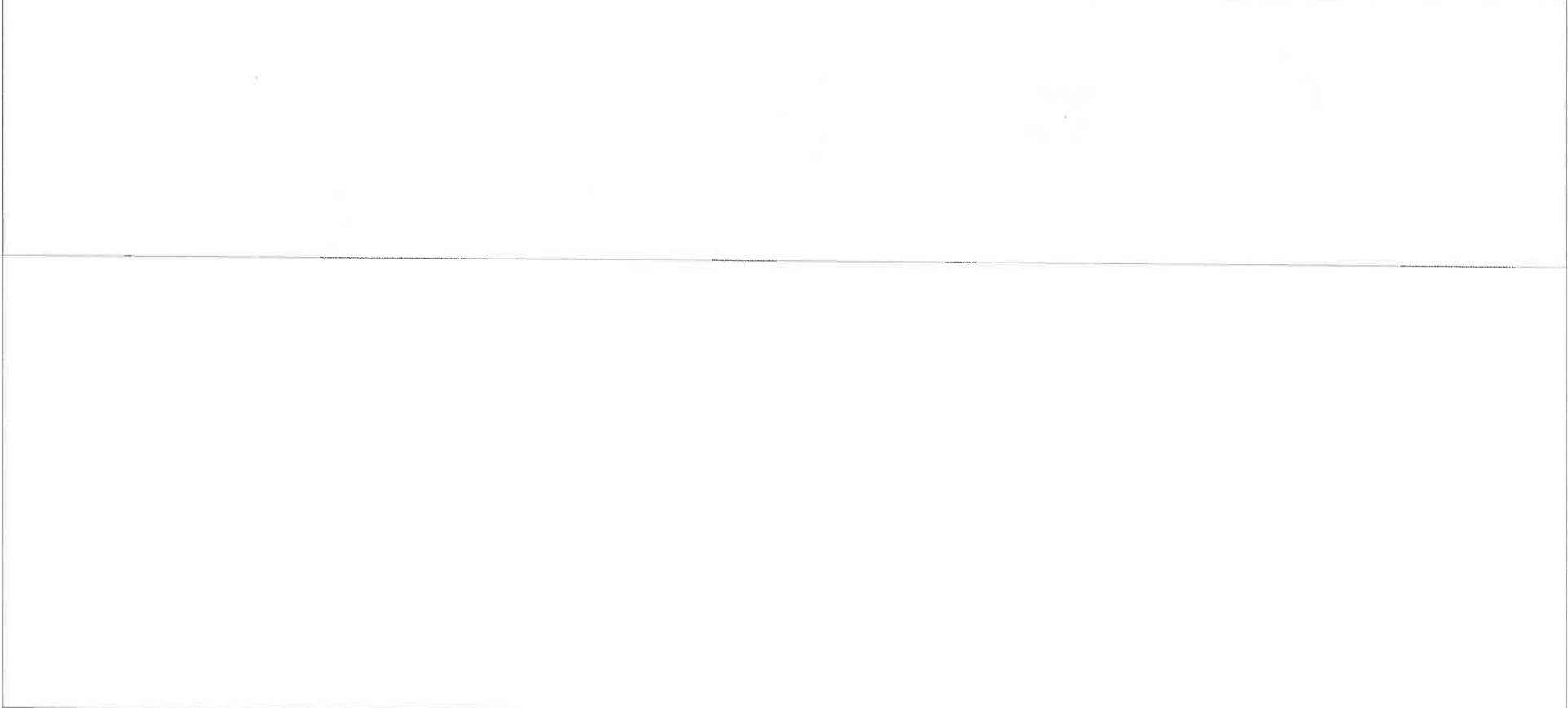
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

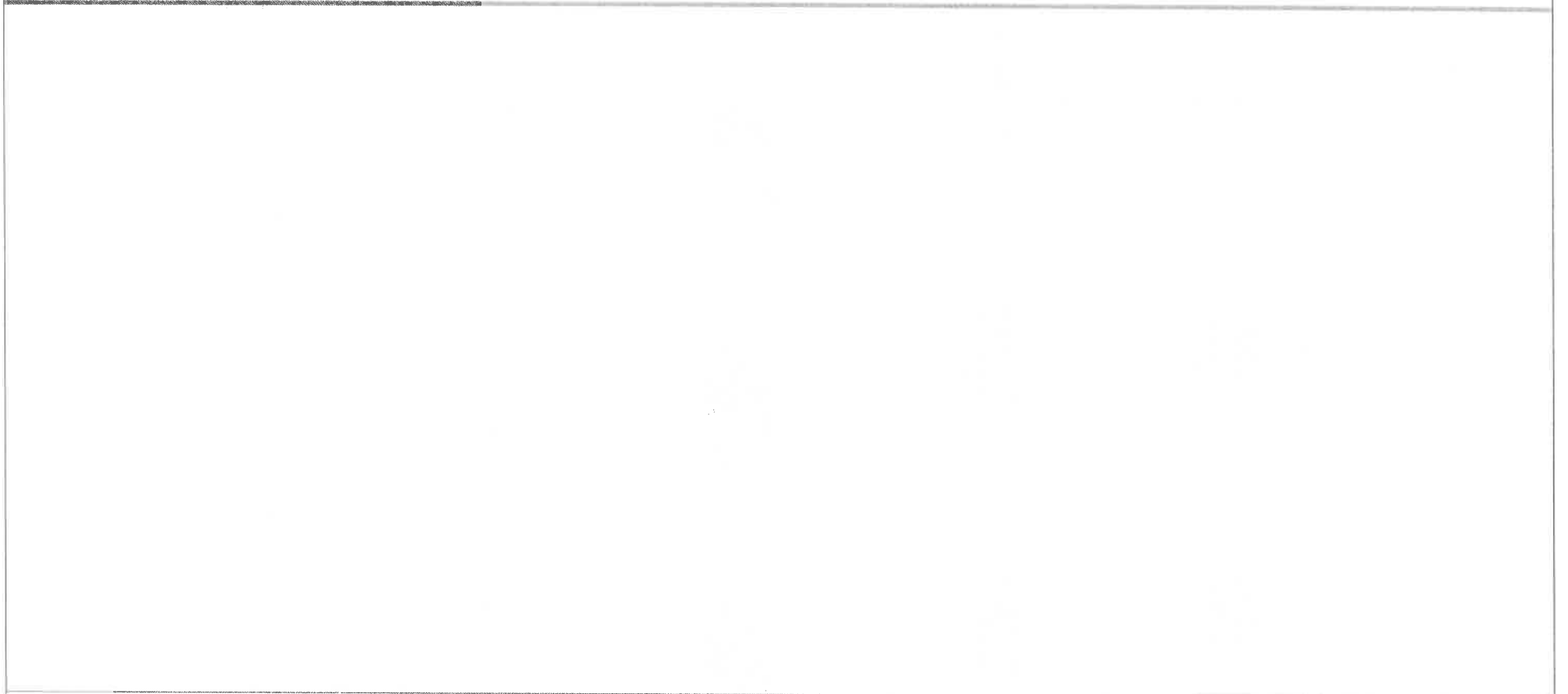
Nov 13, '22							Nov 20, '22							Nov 27, '22							Dec 4, '22							Dec 11, '22							Dec 18, '22						
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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

























Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
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Start-only		Summary		Deadline	

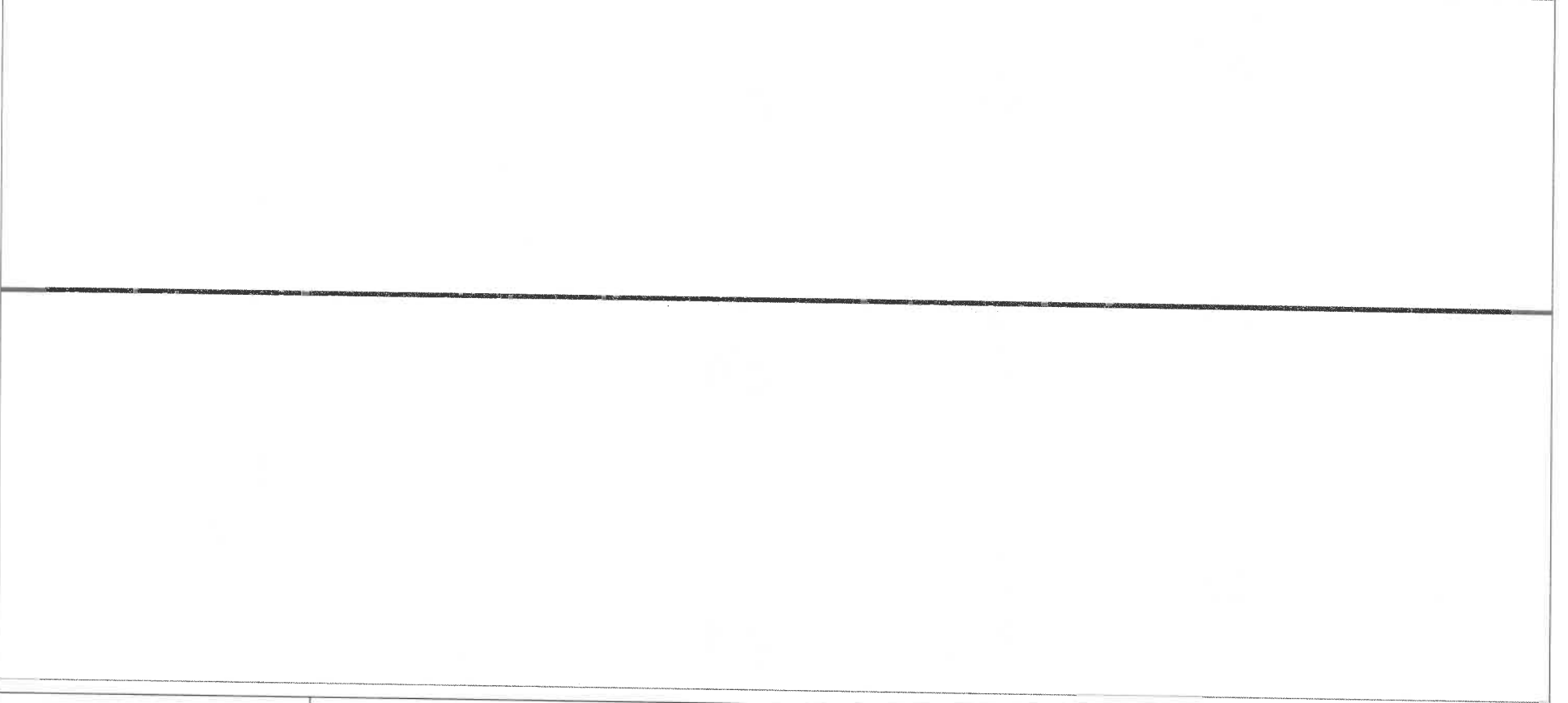
# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22 Jan 1, '23 Jan 8, '23 Jan 15, '23 Jan 22, '23 Jan 29, '23 Feb 5, '23

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
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Start-only		Summary		Deadline	

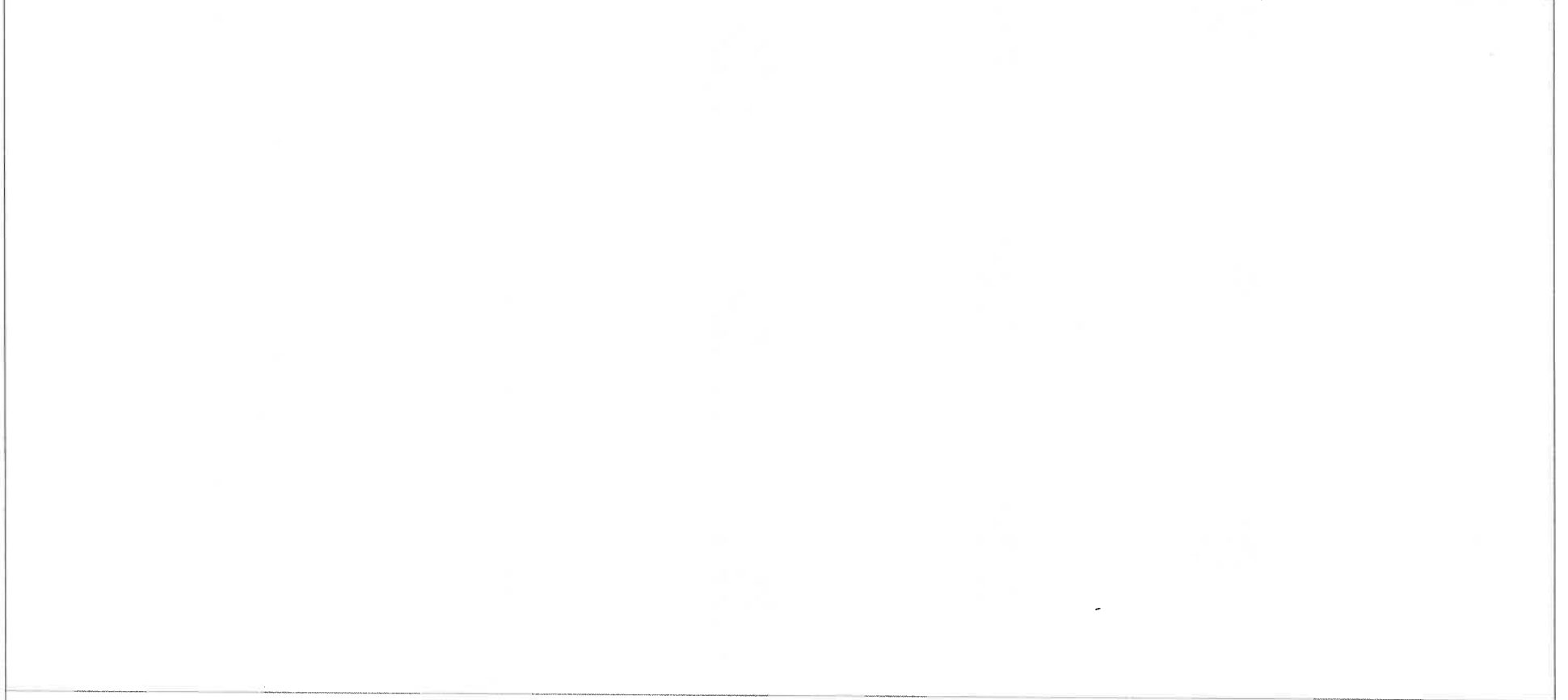
# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

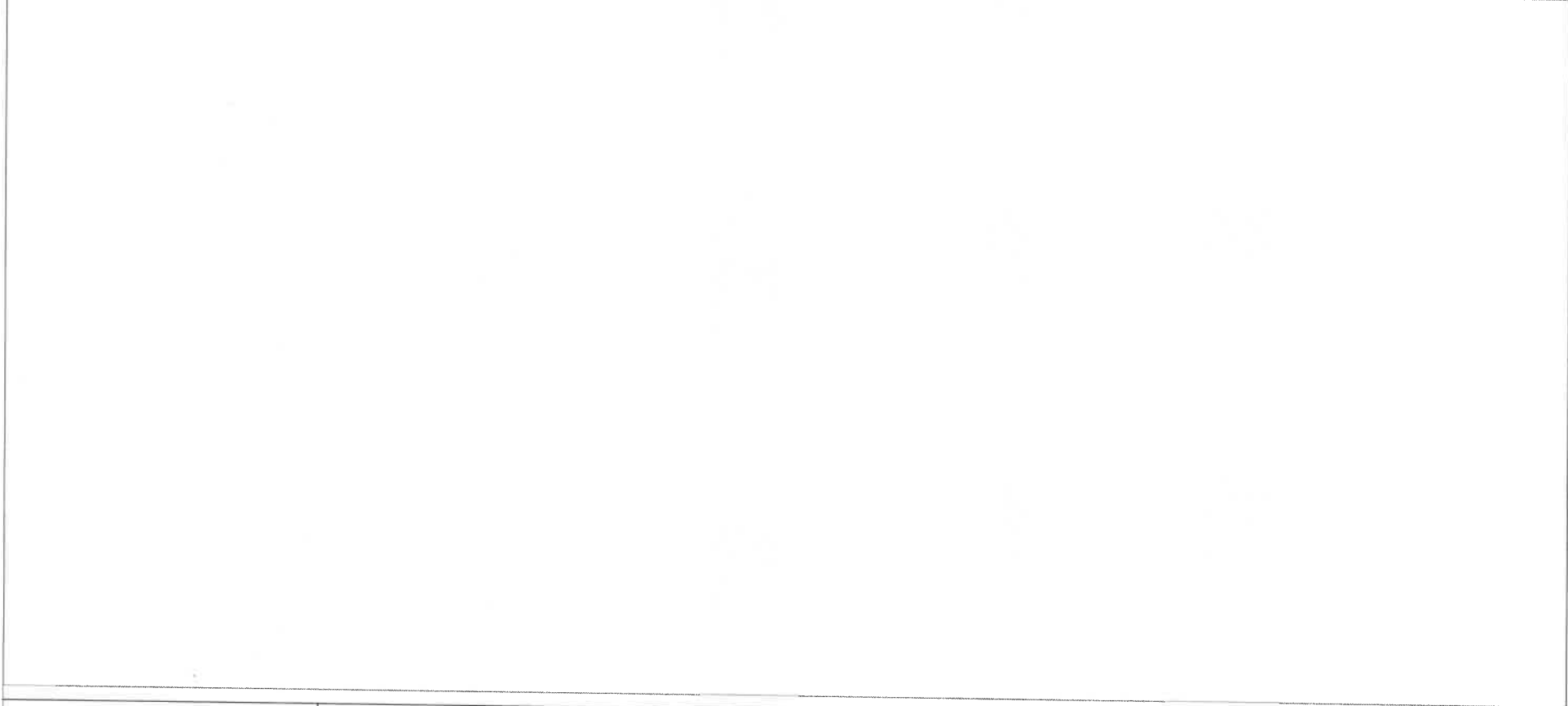
Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22 Jan 1, '23 Jan 8, '23 Jan 15, '23 Jan 22, '23 Jan 29, '23 Feb 5, '23

























S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22 Jan 1, '23 Jan 8, '23 Jan 15, '23 Jan 22, '23 Jan 29, '23 Feb 5, '23

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22 Jan 1, '23 Jan 8, '23 Jan 15, '23 Jan 22, '23 Jan 29, '23 Feb 5, '23

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22 Jan 1, '23 Jan 8, '23 Jan 15, '23 Jan 22, '23 Jan 29, '23 Feb 5, '23

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Critical Split

Critical Progress

Task

Split

Task Progress

Manual Task

Start-only

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Baseline

Baseline Split

Baseline Milestone

Milestone

Summary Progress

Summary

Manual Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

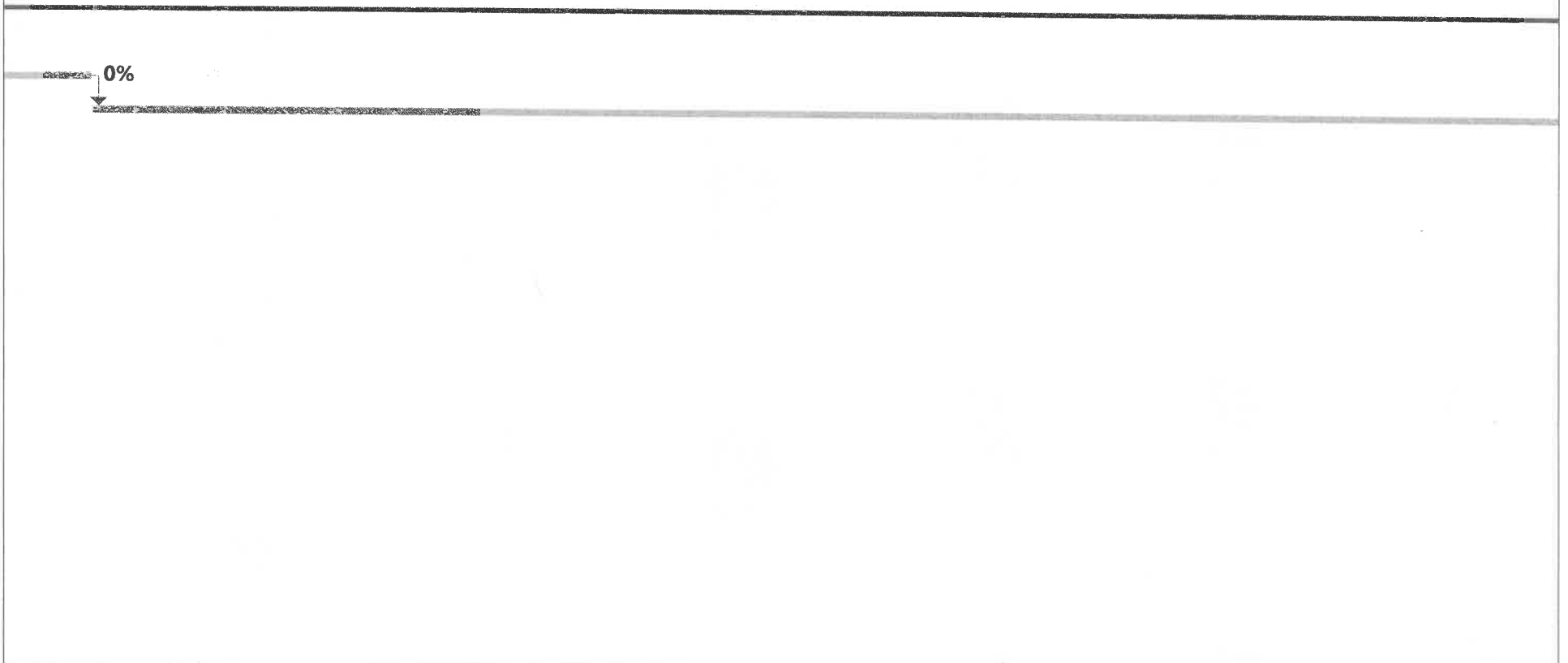
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Deadline

# WVDOT Fleet Mgt. Project Plan

Dec 25, '22 Jan 1, '23 Jan 8, '23 Jan 15, '23 Jan 22, '23 Jan 29, '23 Feb 5, '23

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	


























# WVDOT Fleet Mgt. Project Plan

Dec 25, '22							Jan 1, '23							Jan 8, '23							Jan 15, '23							Jan 22, '23							Jan 29, '23							Feb 5, '23	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							



Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

WVDOT Fleet Mgt. Project Plan																													
B	Feb 12, '23					Feb 19, '23					Feb 26, '23					Mar 5, '23					Mar 12, '23					Mar 19, '23			
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

WVDOT Fleet Mgt. Project Plan

























3	Feb 12, '23					Feb 19, '23					Feb 26, '23					Mar 5, '23					Mar 12, '23					Mar 19, '23			
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























[illegible]

[illegible]

WVDOT Fleet Mgt. Project Plan																																	
B						Feb 12, '23					Feb 19, '23					Feb 26, '23					Mar 5, '23					Mar 12, '23					Mar 19, '23		
	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W			

Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Start-only		Summary		Deadline	

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan






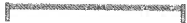


















Feb 12, '23					Feb 19, '23					Feb 26, '23					Mar 5, '23					Mar 12, '23					Mar 19, '23				
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Critical Progress		Baseline		External Tasks	
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Start-only		Summary		Deadline	



# WVDOT Fleet Mgt. Project Plan

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Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

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Critical Progress		Baseline		External Tasks	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

					Feb 12, '23					Feb 19, '23					Feb 26, '23					Mar 5, '23					Mar 12, '23					Mar 19, '23				
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W					

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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan
























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Critical Progress		Baseline		External Tasks	
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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

# WVDOT Fleet Mgt. Project Plan

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Feb 12, '23					Feb 19, '23					Feb 26, '23					Mar 5, '23					Mar 12, '23					Mar 19, '23				
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W

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Critical Split		Duration-only		Project Summary	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

## WVDOT Fleet Mgt. Project Plan

Feb 12, '23

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Feb 26, '23

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Mar 5, '23

























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Mar 12, '23

























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Task		Baseline Split		External Milestone	
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# WVDOT Fleet Mgt. Project Plan

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Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

WVDOT Fleet Mgt. Project Plan

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Feb 26, '23

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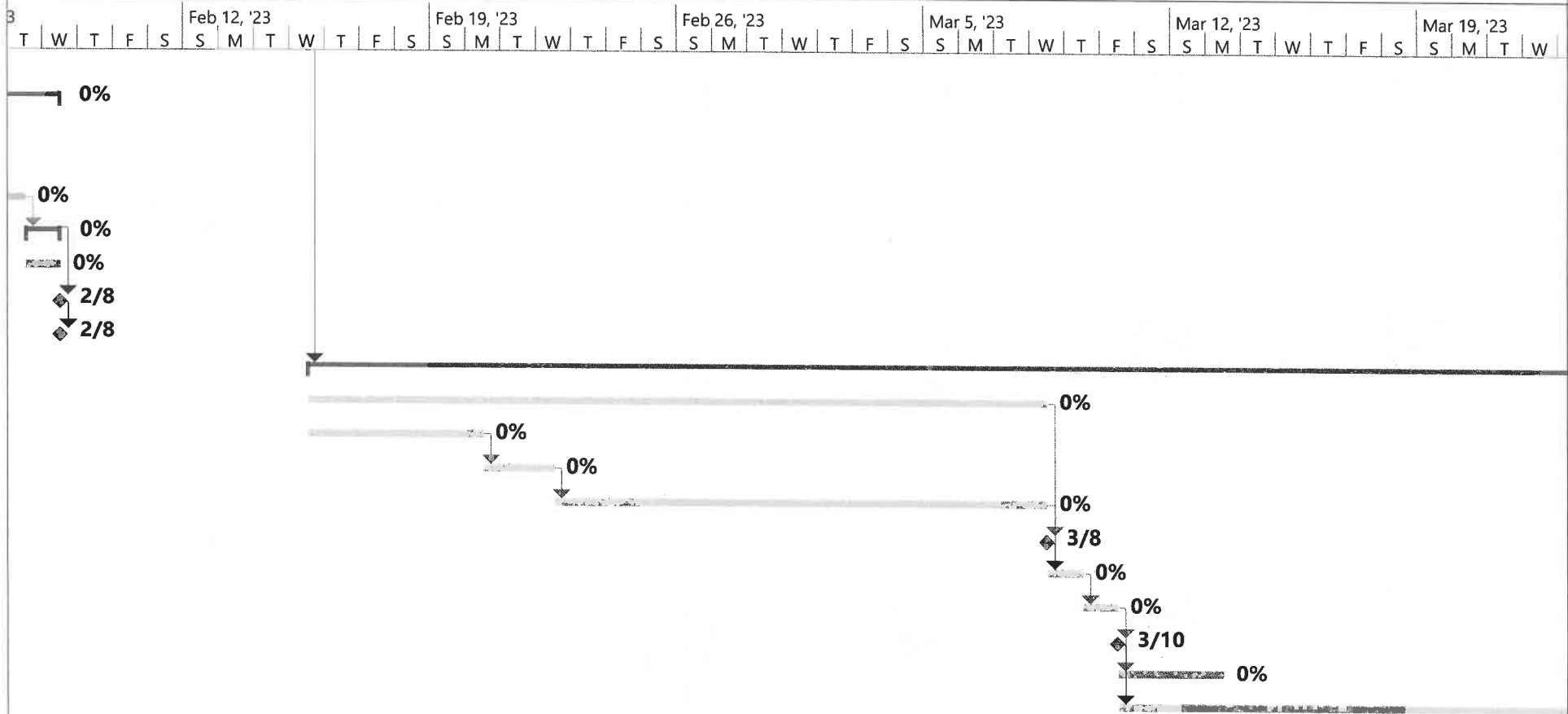
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Critical Progress		Baseline		External Tasks	
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Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
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# WVDOT Fleet Mgt. Project Plan


























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Critical Progress		Baseline		External Tasks	
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Task Progress		Milestone		Inactive Milestone	
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# WVDOT Fleet Mgt. Project Plan
























Mar 26, '23			Apr 2, '23			Apr 9, '23			Apr 16, '23			Apr 23, '23			Apr 30, '23							
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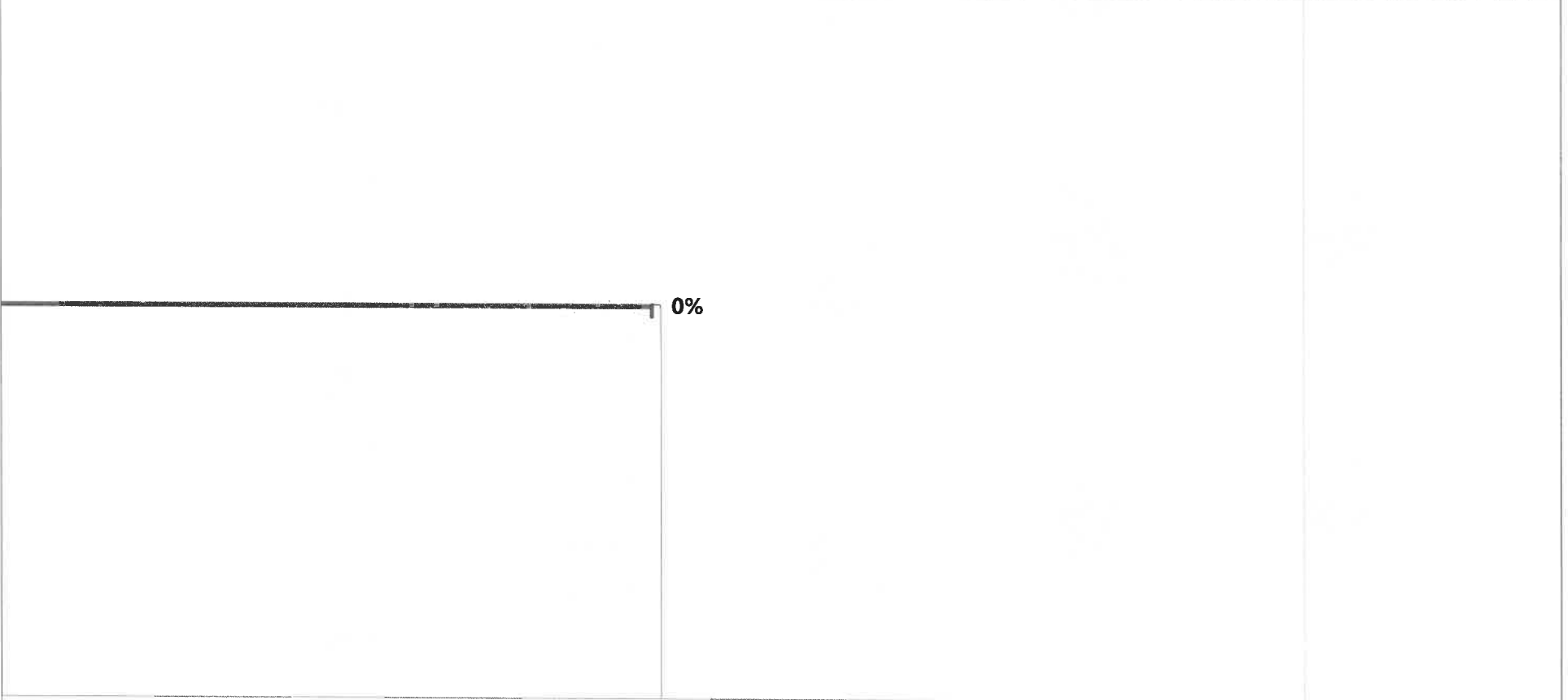
# WVDOT Fleet Mgt. Project Plan

Mar 26, '23							Apr 2, '23							Apr 9, '23							Apr 16, '23							Apr 23, '23							Apr 30, '23						
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# WVDOT Fleet Mgt. Project Plan

			Mar 26, '23							Apr 2, '23							Apr 9, '23							Apr 16, '23							Apr 23, '23							Apr 30, '23						
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	


























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Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

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# WVDOT Fleet Mgt. Project Plan
























			Mar 26, '23							Apr 2, '23							Apr 9, '23							Apr 16, '23							Apr 23, '23							Apr 30, '23						
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WVDOT Fleet Mgt. Project Plan

Mar 26, '23									Apr 2, '23									Apr 9, '23									Apr 16, '23									Apr 23, '23									Apr 30, '23								
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# WVDOT Fleet Mgt. Project Plan

			Mar 26, '23							Apr 2, '23							Apr 9, '23							Apr 16, '23							Apr 23, '23							Apr 30, '23						
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								

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WVDOT Fleet Mgt. Project Plan	
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# WVDOT Fleet Mgt. Project Plan

			Mar 26, '23							Apr 2, '23							Apr 9, '23							Apr 16, '23							Apr 23, '23							Apr 30, '23						
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								

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# WVDOT Fleet Mgt. Project Plan

			Mar 26, '23							Apr 2, '23							Apr 9, '23							Apr 16, '23							Apr 23, '23							Apr 30, '23						
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WVDOT Fleet Mgt. Project Plan																																				
			Mar 26, '23					Apr 2, '23					Apr 9, '23					Apr 16, '23					Apr 23, '23					Apr 30, '23								
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Critical		Finish-only		Manual Summary	
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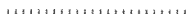













**WV DOT Fleet Mgt. Project Plan**

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# WVDOT Fleet Mgt. Project Plan

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Critical		Finish-only		Manual Summary	
Critical Split		Duration-only		Project Summary	
Critical Progress		Baseline		External Tasks	
Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
Task Progress		Milestone		Inactive Milestone	
Manual Task		Summary Progress		Inactive Summary	
Start-only		Summary		Deadline	

























# WVDOT Fleet Mgt. Project Plan

			Mar 26, '23								Apr 2, '23								Apr 9, '23								Apr 16, '23								Apr 23, '23								Apr 30, '23							
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Task		Baseline Split		External Milestone	
Split		Baseline Milestone		Inactive Task	
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Start-only		Summary		Deadline	
























# WVDOT Fleet Mgt. Project Plan

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Manual Task		Summary Progress		Inactive Summary	
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# WV DOT Fleet Mgt. Project Plan

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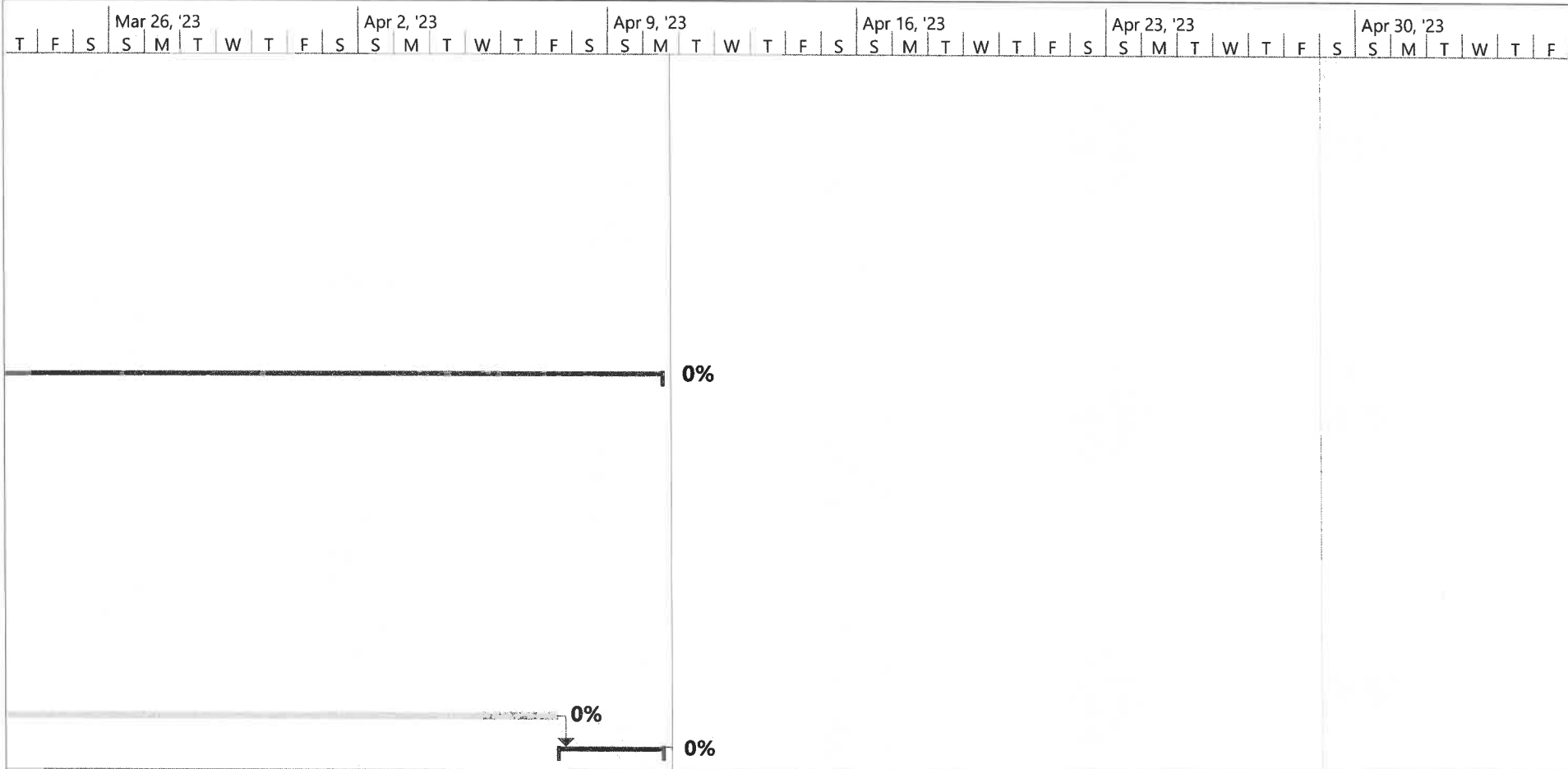
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# WV DOT Fleet Mgt. Project Plan

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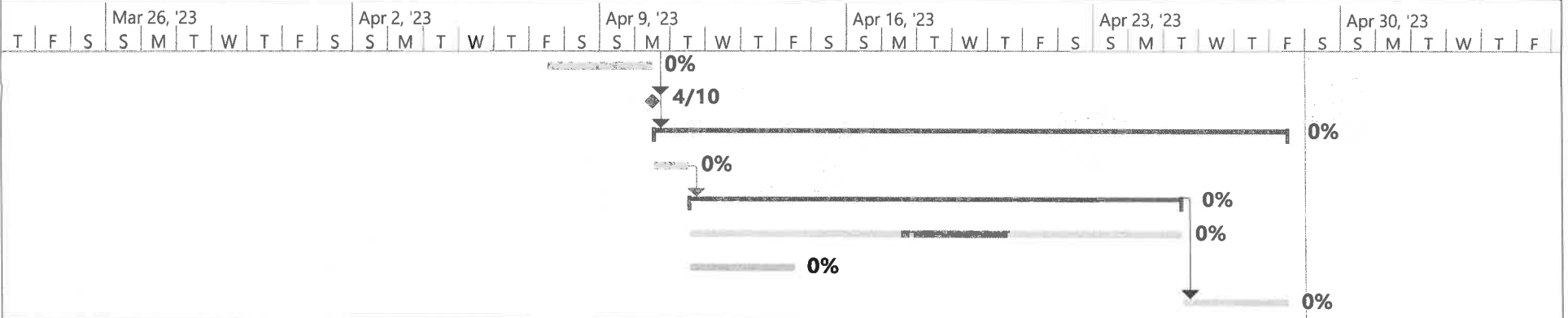
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# WVDOT Fleet Mgt. Project Plan



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Critical Split		Duration-only		Project Summary	
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Task		Baseline Split		External Milestone	
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# WVDOT Fleet Mgt. Project Plan



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Critical Split		Duration-only		Project Summary	
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Task Progress		Milestone		Inactive Milestone	
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Start-only		Summary		Deadline	

VDOT Fleet Management and Equipment Management Requirements Matrix  
Fleet Management Requirements

Req. #	Priority	Category	Sub-Category	Business (Functional) Requirement	Vendor Response	Customization Estimate, if Applicable
FLT-001	1	Fleet Management	Acquisition Replacement and Surplus	Allow for identification of replacement criteria by class and type.	Off the Shelf	
FLT-002	1	Fleet Management	Acquisition Replacement and Surplus	Allow for transfer of fleet/equipment unit into surplus inventory.	Off the Shelf	
FLT-003	1	Fleet Management	Acquisition Replacement and Surplus	Integrate with wvOASIS asset management and purchasing function to support sale of surplus property.	Off the Shelf with Configuration	
FLT-004	1	Fleet Management	Acquisition Replacement and Surplus	Integrate with BRIM to remove fleet/equipment unit from the State inventory for insurance purposes if sold to an external entity.	Off the Shelf with Configuration	
FLT-005	1	Fleet Management	Acquisition Replacement and Surplus	Integrate with BRIM to transfer surplus property from one State agency to another State agency if fleet/equipment unit is sold to another State agency.	Off the Shelf	
FLT-006	1	Fleet Management	Acquisition Replacement and Surplus	Provide ability for an authorized user to submit a fleet/equipment vehicle acquisition or replacement request.	Off the Shelf	
FLT-007	1	Fleet Management	Acquisition Replacement and Surplus	When a piece or equipment is in "S" (sale), need prevention of charges against that piece of equipment, unless prompted to correct the status.	Off the Shelf	
FLT-008	2	Fleet Management	Acquisition Replacement and Surplus	Provide the ability to automate equipment replacement scheduling based on time period, mileage and hours utilized and historical repair costs.	Off the Shelf	
FLT-009	2	Fleet Management	Acquisition Replacement and Surplus	Identify and report on fleet/equipment units meeting replacement criteria.	Off the Shelf	
FLT-010	2	Fleet Management	Acquisition Replacement and Surplus	Provide the ability to view current depreciated value to determine surplus timing as it relates to life-to-date maintenance expenditures.	Off the Shelf	
FLT-011	2	Fleet Management	Acquisition Replacement and Surplus	Support multiple surplus property inventories for fleet/equipment units.	Off the Shelf	
FLT-012	2	Fleet Management	Acquisition Replacement and Surplus	Record sale of surplus property.	Off the Shelf	
FLT-013	2	Fleet Management	Acquisition Replacement and Surplus	Generate a transaction based on completion of sale and integrate with wvOASIS General Ledger to support posting of receipt for user agency share of revenue from surplus property sale.	Off the Shelf with Configuration	
FLT-014	1	Fleet Management	Acquisition Replacement and Surplus	Provide a workflow process for addition of assets to inventory, transferring of assets from one unit to another, and placement of assets into the field. When assets are relocated, they need to manage and track the organization unit assigned and the new location of the asset.	Customization	Medium
FLT-015	1	Fleet Management	Acquisition Replacement and Surplus	Provide a workflow process for retirement and disposal of assets.	Off the Shelf	
FLT-016	2	Fleet Management	Acquisition Replacement and Surplus	Transfer repair history from one state agency to another if vehicle is transferred/sold to another State agency.	Off the Shelf	
FLT-017	2	Fleet Management	Acquisition Replacement and Surplus	Allow former State agency owner or former State user agency access to history data on a vehicle after vehicle disposal (sell/salvage).	Off the Shelf	
FLT-018	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: requestor.	Off the Shelf	
FLT-019	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: date requested.	Off the Shelf	
FLT-020	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: program area.	Off the Shelf	
FLT-021	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: authorized approver.	Off the Shelf	
FLT-022	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: date approved.	Off the Shelf	
FLT-023	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: requested equipment type.	Off the Shelf	
FLT-024	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: requested manufacturer/make/model (if one) with a justification.	Off the Shelf	
FLT-025	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: location where fleet/equipment unit will be assigned.	Off the Shelf	
FLT-026	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: anticipated cost allocation to active chart of accounts codes, grants or projects.	Off the Shelf	
FLT-027	2	Fleet Management	Acquisition Replacement and Surplus	Capture the following information for an acquisition/replacement request: date fleet/equipment required by.	Off the Shelf	
FLT-028	2	Fleet Management	Acquisition Replacement and Surplus	Calculate estimated replacement cost based on purchase price, estimated salvage value, estimated sale price and depreciation.	Off the Shelf	
FLT-029	2	Fleet Management	Acquisition Replacement and Surplus	Route approval of an acquisition/replacement request based on class, type, unit, estimated cost and other user defined business rules.	Customization	Medium
FLT-030	2	Fleet Management	Acquisition Replacement and Surplus	Provide approval routing for both internal agency approvals and any required external agency approvals.	Customization	Medium



**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-031	2	Fleet Management	Acquisition Replacement and Surplus	Integrate with wvOASIS purchasing function to automatically generate a requisition for an approved fleet/equipment unit pre-populating with available information from the fleet/equipment request form.	Off the Shelf with Configuration	
FLT-032	1	Fleet Management	Availability Usage and Downtime	Record downtime, showing user defined reason for downtime (down for maintenance, down for parts, absence of a certified operator, etc.).	Off the Shelf	
FLT-033	1	Fleet Management	Availability Usage and Downtime	Provide for tracking of downtime from the time the vehicle is delivered for repair until the time the operator is notified of completion of the repair/maintenance.	Off the Shelf	
FLT-034	1	Fleet Management	Availability Usage and Downtime	Provide means to stop and re-start downtime if a vehicle is worked on, then released, then brought back into the shop and worked on again on the same work order.	Off the Shelf	
FLT-035	1	Fleet Management	Availability Usage and Downtime	Calculate downtime by class, type, manufacturer, make, model and individual fleet/equipment unit based on user- established parameters.	Off the Shelf	
FLT-036	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by class.	Off the Shelf	
FLT-037	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by type.	Off the Shelf	
FLT-038	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by manufacturer.	Off the Shelf	
FLT-039	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by model type.	Off the Shelf	
FLT-040	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by unit.	Off the Shelf	
FLT-041	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by internal or external maintenance.	Off the Shelf	
FLT-042	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user-defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages as well as fleet class, fleet type, manufacturer, model type, business unit, maintenance shop and major components	Off the Shelf	
FLT-043	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by work order type.	Off the Shelf	
FLT-044	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by work order unit.	Off the Shelf	
FLT-045	1	Fleet Management	Availability Usage and Downtime	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by major component.	Off the Shelf	
FLT-046	1	Fleet Management	Availability Usage and Downtime	Provide agency specific downtime analysis including total and averages by class, type, agency unit, maintenance shop, manufacturer, make or model using user defined downtime reasons. Downtime may include or exclude non-working hours, weekends, and holidays.	Off the Shelf	
FLT-047	1	Fleet Management	Availability Usage and Downtime	Allow comparison of downtime and availability for different manufacturers, makes and models within a fleet type for life-to-date or another user-defined date ranges	Off the Shelf	
FLT-048	1	Fleet Management	Availability Usage and Downtime	Notifications and/or flags to alert when a piece of equipment has been in a status for an extended period of time, ie. Idle or Down.	Off the Shelf with Configuration	
FLT-049	1	Fleet Management	Availability Usage and Downtime	When reporting utilization, downtime, etc., need the ability to reverse and correct entries.	Off the Shelf	
FLT-050	2	Fleet Management	Availability Usage and Downtime	Provide an optional downtime calendar to be set up by user-defined parameters for each fleet class, fleet type and/or individual fleet/equipment unit. Downtime parameter codes should include hours of service for day, week, month, weekends, and holidays by fleet/equipment unit.	Off the Shelf	
FLT-051	1	Fleet Management	Cost and Billing	Integrate with wvOASIS cost allocation function to allocate indirect costs associated with fleet management to fleet/equipment units based on various parameters.	Off the Shelf with Configuration	
FLT-052	1	Fleet Management	Cost and Billing	Allocate indirect costs associated with fleet management to fleet/equipment units based on number of fleet/equipment units in allocation pool.	Off the Shelf with Configuration	
FLT-053	1	Fleet Management	Cost and Billing	Allocate indirect costs associated with fleet management to fleet/equipment units based on total hours fleet/equipment unit is utilized.	Off the Shelf with Configuration	
FLT-054	1	Fleet Management	Cost and Billing	Allocate indirect costs associated with fleet management to fleet/equipment units based on total mileage fleet/equipment units is driven.	Off the Shelf with Configuration	
FLT-055	1	Fleet Management	Cost and Billing	Allocate indirect costs associated with fleet management to fleet/equipment units based on other user defined variables.	Off the Shelf with Configuration	
FLT-056	1	Fleet Management	Cost and Billing	Support allocation of vehicle operating cost to projects, grants and overhead accounts.	Off the Shelf	
FLT-057	1	Fleet Management	Cost and Billing	Allow the method of billing to be defined at the individual fleet/equipment unit level.	Off the Shelf	
FLT-058	1	Fleet Management	Cost and Billing	Support billing based on a number of parameters including flat rate; usage rate; actual cost of labor, parts, fuel and/or insurance; and any variance of fixed and actual cost.	Off the Shelf	
FLT-059	1	Fleet Management	Cost and Billing	Support billing for a fixed monthly cost such as equipment replacement cost.	Off the Shelf with Configuration	

**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-060	2	Fleet Management	Cost and Billing	Assign fleet/equipment units to various cost allocation pools.	Off the Shelf	
FLT-061	2	Fleet Management	Cost and Billing	Provide for the billing period to be user definable at the individual fleet/equipment unit level.	Customization	Small
FLT-062	2	Fleet Management	Cost and Billing	Allow parts to be billed at cost or at an agency specific mark-up percent.	Off the Shelf	
FLT-063	2	Fleet Management	Cost and Billing	Allow the method of parts billing to be defined at the individual fleet/equipment unit level.	Off the Shelf	
FLT-064	2	Fleet Management	Cost and Billing	Provide ability to generate a detailed statement for each billing period showing the agency or agency unit cost by fleet/equipment unit; report must be able to be requested by various user defined criteria such as agency unit, fleet type, maintenance shop, fleet/equipment unit owner, etc.	Off the Shelf	
FLT-065	2	Fleet Management	Cost and Billing	Track and report revenue by unit and maintenance shop.	Off the Shelf	
FLT-066	2	Fleet Management	Cost and Billing	Provide a separate statement billing for accident and driver abuse repairs.	Off the Shelf	
FLT-067	2	Fleet Management	Cost and Billing	Integrate with wvOASIS accounts receivable function to support billing for accident/driver abuse repairs.	Off the Shelf with Configuration	
FLT-068	1	Fleet Management	Equipment Rental Rate	Need to track rental rate for equipment.	Off the Shelf	
FLT-069	2	Fleet Management	Equipment Rental Rate	Need to be able to run reports to calculate the equipment rental rates each year or the system needs to be able to take the recorded data and automatically calculate the equipment rental rates. The costs that go into calculating the equipment rental rates are the direct charge expense, prorated expenses, direct depreciation (reportable classes), prorated depreciation (non-reportable classes), total hours reported.	Off the Shelf	
FLT-070	1	Fleet Management	Fueling	Manage fuel inventory, sale and distribution.	Off the Shelf	
FLT-071	1	Fleet Management	Fueling	Track fueling stations.	Off the Shelf	
FLT-072	1	Fleet Management	Fueling	Track tank inventory.	Off the Shelf	
FLT-073	1	Fleet Management	Fueling	Track pump inventory.	Off the Shelf	
FLT-074	1	Fleet Management	Fueling	Track fuel delivered to or used from a tank.	Off the Shelf	
FLT-075	1	Fleet Management	Fueling	Track fuel delivered to or used from individual pumps.	Off the Shelf	
FLT-076	1	Fleet Management	Fueling	Track in-house, agency and vendor fuel purchases.	Off the Shelf	
FLT-077	1	Fleet Management	Fueling	Track fuel usage by vehicle.	Off the Shelf	
FLT-078	1	Fleet Management	Fueling	Calculate cost of fuel usage for current month, year-to-date, life-to-date and last year, unit, maintenance shop, fleet class, fleet type, manufacturer, model, fleet/equipment unit.	Off the Shelf	
FLT-079	1	Fleet Management	Fueling	Establish and maintain an audit trail for all fuel disbursements and adjustments.	Off the Shelf	
FLT-080	2	Fleet Management	Fueling	Integrate with wvOASIS accounts payable, purchasing and inventory functions to manage internal fuel distribution function.	Off the Shelf with Configuration	
FLT-081	2	Fleet Management	Fueling	Track fuel used from external purchases.	Off the Shelf	
FLT-082	2	Fleet Management	Fueling	Track location (i.e. vendor, city, address, etc.) where fuel was purchased.	Off the Shelf	
FLT-083	2	Fleet Management	Fueling	Update the odometer reading and date fuel purchased on fleet/equipment master record.	Off the Shelf	
FLT-084	2	Fleet Management	Fueling	Maintain fueling history for each fleet/equipment unit with date, fuel tank and pump (if internal) or external provider and location and fuel usage.	Off the Shelf	
FLT-085	2	Fleet Management	Fueling	Provide capability to integrate with a third party automated fueling system to obtain fuel usage.	Off the Shelf	
FLT-086	2	Fleet Management	Fueling	Capture fuel ticket transactions for WVDOT gas pumps not part of an automated fuel management system.	Off the Shelf	
FLT-087	2	Fleet Management	Fueling	Integrate with and upload transactions from a fleet card system.	Off the Shelf	
FLT-088	2	Fleet Management	Fueling	Integrate with wvOASIS inventory function and/or third-party fuel management system.	Off the Shelf with Configuration	
FLT-089	2	Fleet Management	Fueling	Provide for multiple agency specific mark-ups on fuel costs by agency subunit, fleet/equipment type, internal or external customer and other parameters.	Off the Shelf with Configuration	
FLT-090	2	Fleet Management	Fueling	Integrate with wvOASIS accounts receivable and general ledger functions to generate intergovernmental billings for fuel purchases by one state agency from another state agency.	Off the Shelf with Configuration	
FLT-091	2	Fleet Management	Fueling	Integrate with wvOASIS accounts receivable and billing functions to bill external customers for fuel purchases. External customers include local political subdivisions such as county sheriffs, etc.	Off the Shelf with Configuration	
FLT-092	2	Fleet Management	Fueling	Alert the fleet/equipment unit operator and fleet class/fleet type owner by email of various transactions outside user-defined ranges (fuel type, fuel mileage, etc.).	Off the Shelf with Configuration	
FLT-093	2	Fleet Management	Fueling	Provide report of fuel usage outside established business rules by fleet/equipment type.	Off the Shelf	
FLT-094	2	Fleet Management	Fueling	Calculate fuel economy (e.g. MPG) for current month, year-to-date, life-to-date and last year by agency, agency unit, maintenance shop, fleet class, fleet type, manufacturer, model and individual fleet/equipment unit.	Off the Shelf	
FLT-095	3	Fleet Management	Fueling	Calculate required state fuel taxes.	Off the Shelf with Configuration	
FLT-096	3	Fleet Management	Fueling	Calculate federal fuel taxes.	Off the Shelf with Configuration	
FLT-097	3	Fleet Management	Fueling	Calculate updates to vehicle cost per mile based on fueling entries.	Off the Shelf	

**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-098	3	Fleet Management	Fueling	Provide ability for an authorized user with proper documentation and approvals based on business rules to adjust fuel purchases charged to one fleet unit which was really for other equipment (fuel for a chain saw bought with the fleet card assigned to the employee's vehicle, etc.); provide exception report for all adjustments made.	Off the Shelf with Configuration	
FLT-099	1	Fleet Management	General	Integrate with the wvOASIS Financial System to provide information on vehicles, maintenance equipment and other fleet units utilized in performing maintenance work activities.	Off the Shelf with Configuration	
FLT-100	1	Fleet Management	General	Support vehicle and equipment usage rates.	Off the Shelf	
FLT-101	1	Fleet Management	General	Support specific repair codes/activities.	Off the Shelf	
FLT-102	1	Fleet Management	General	Support specific labor rates.	Off the Shelf	
FLT-103	1	Fleet Management	General	Support preventable maintenance schedules by fleet/equipment type and fleet/equipment unit.	Off the Shelf	
FLT-104	1	Fleet Management	General	Support owners of various types of fleet/equipment units.	Off the Shelf	
FLT-105	1	Fleet Management	General	Support workflows for work order, surplus property and other approvals.	Off the Shelf	
FLT-106	1	Fleet Management	General	Support management of one or multiple vehicle/equipment pools.	Off the Shelf	
FLT-107	1	Fleet Management	General	Integrate fleet and equipment management functions with other relevant wvOASIS functions, including but not limited to asset management, accounts payable, accounts receivable, general ledger, grants, inventory, project accounting, purchasing and time and labor.	Off the Shelf	
FLT-108	1	Fleet Management	General	Interface with wvOASIS cost accounting and allocation, inventory, personnel administration and time and labor to obtain the required actual cost data.	Off the Shelf	
FLT-109	1	Fleet Management	General	Track transfers. The transfers need to be two-way.	Off the Shelf	
FLT-110	1	Fleet Management	General	Restrict search capabilities by agency or agency unit based on the user's defined roles/responsibilities.	Off the Shelf	
FLT-111	1	Fleet Management	General	Integrate with the wvOASIS time and labor function to capture vehicle usage reported by an employee on their time sheet and update the fleet inventory information with mileage to date as appropriate.	Off the Shelf with Configuration	
FLT-112	2	Fleet Management	General	Utilize available fleet/equipment information to compare needed versus actual equipment, costing of work orders and daily work accomplishments, and tracking condition and replacement needs.	Off the Shelf	
FLT-113	2	Fleet Management	General	Allow an authorized user to reserve equipment which is eligible to be pooled and reflect the reserved equipment in their crew schedules.	Off the Shelf	
FLT-114	2	Fleet Management	General	Calculate automatically equipment utilization and non-productive (commitment time) equipment hours by type of equipment, based on data input from crew leader's daily activity reports on equipment usage.	Off the Shelf	
FLT-115	2	Fleet Management	General	Allow an authorized user to create minimum usage requirements for specified equipment that will be set as a threshold for comparing planned usage versus actual usage.	Off the Shelf with Configuration	
FLT-116	2	Fleet Management	General	Provide ability to restrict access to view units in fleet inventory by equipment class owner, equipment type owner and organization.	Off the Shelf	
FLT-117	2	Fleet Management	General	Provide capability to search the fleet/equipment inventory by multiple parameters including but not limited to VIN or other unique identifier, fleet/equipment type, manufacturer, make, model, miles driven, hours used, etc.	Off the Shelf	
FLT-118	2	Fleet Management	General	Restrict only to authorized user's information about fleet/equipment units defined as having special security.	Off the Shelf	
FLT-119	2	Fleet Management	General	Allow for re-numbering of fleet/equipment units and retain repair, fuel, accident and preventive maintenance histories.	Off the Shelf	
FLT-120	1	Fleet Management	Inventory	Store and track year manufactured.	Off the Shelf	
FLT-121	1	Fleet Management	Inventory	Store and track number of doors.	Off the Shelf	
FLT-122	1	Fleet Management	Inventory	Store and track optional attachments (minimum of 10).	Off the Shelf	
FLT-123	1	Fleet Management	Inventory	Store and track license tag (minimum of 2).	Off the Shelf	
FLT-124	1	Fleet Management	Inventory	Store and track fuel type (minimum of 3).	Off the Shelf	
FLT-125	1	Fleet Management	Inventory	Store and track fuel capacity.	Off the Shelf	
FLT-126	1	Fleet Management	Inventory	Store and track bucket/cubic yards.	Off the Shelf	
FLT-127	1	Fleet Management	Inventory	Store and track Gross Vehicle Weight Rating (GVWR).	Off the Shelf	
FLT-128	1	Fleet Management	Inventory	Store and track acquisition method (purchase, lease, donation, other).	Off the Shelf	
FLT-129	1	Fleet Management	Inventory	Store and track purchase date or lease effective date.	Off the Shelf	
FLT-130	1	Fleet Management	Inventory	Store and track unit received date.	Off the Shelf	
FLT-131	1	Fleet Management	Inventory	Support entry, tracking, and management of all types of fleet and equipment units in a single enterprise inventory.	Off the Shelf	
FLT-132	1	Fleet Management	Inventory	Track passenger vehicles.	Off the Shelf	
FLT-133	1	Fleet Management	Inventory	Track light duty trucks.	Off the Shelf	
FLT-134	1	Fleet Management	Inventory	Track passenger vans.	Off the Shelf	
FLT-135	1	Fleet Management	Inventory	Track construction equipment.	Off the Shelf	
FLT-136	1	Fleet Management	Inventory	Track maintenance equipment.	Off the Shelf	
FLT-137	1	Fleet Management	Inventory	Track trailers.	Off the Shelf	

**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-138	1	Fleet Management	Inventory	Track agriculture equipment.	Off the Shelf	
FLT-139	1	Fleet Management	Inventory	Track other unique equipment classes/types defined by authorized users.	Off the Shelf	
FLT-140	1	Fleet Management	Inventory	Allow authorized users to define attributes that must be captured for each equipment class. For each equipment class, this includes required attributes and optional attributes.	Off the Shelf	
FLT-141	1	Fleet Management	Inventory	Allow system administrator or other authorized users to designate a equipment class owner.	Off the Shelf	
FLT-142	2	Fleet Management	Inventory	Store and track oil capacity.	Off the Shelf	
FLT-143	2	Fleet Management	Inventory	Store and track tire size, front.	Off the Shelf	
FLT-144	2	Fleet Management	Inventory	Store and track tire size, rear.	Off the Shelf	
FLT-145	2	Fleet Management	Inventory	Store and track transmission type.	Off the Shelf	
FLT-146	2	Fleet Management	Inventory	Store and track multiple engine types per fleet/equipment unit (gas, hybrid, electric, diesel).	Off the Shelf	
FLT-147	2	Fleet Management	Inventory	Store and track engine size.	Off the Shelf	
FLT-148	2	Fleet Management	Inventory	Store and track AVL/GIS transponder assigned to unit.	Off the Shelf	
FLT-149	2	Fleet Management	Inventory	Store and track toll transponder assigned to unit.	Off the Shelf	
FLT-150	2	Fleet Management	Inventory	Store and track optional equipment (multiple fields based on the fleet class and fleet equipment/type).	Off the Shelf	
FLT-151	2	Fleet Management	Inventory	Store and track other user defined fields by fleet class and fleet/equipment type (minimum of 20).	Off the Shelf	
FLT-152	2	Fleet Management	Inventory	Store and track warranty type by major unit component.	Off the Shelf	
FLT-153	2	Fleet Management	Inventory	Store and track warranty expiration date.	Off the Shelf	
FLT-154	2	Fleet Management	Inventory	Store and track warranty expiration in mileage.	Off the Shelf	
FLT-155	2	Fleet Management	Inventory	Store and track warranty expiration in time.	Off the Shelf	
FLT-156	2	Fleet Management	Inventory	Store and track other warranty terms definable by fleet class.	Off the Shelf	
FLT-157	2	Fleet Management	Inventory	Store and track annual license/permit renewals for vehicles and other motorized equipment separate from preventive maintenance services including license/permit type, date renewal is required and associated fees.	Off the Shelf	
FLT-158	2	Fleet Management	Inventory	Store and track a variety of attributes for each fleet/equipment unit (the specific attribute for each unit will vary by type).	Off the Shelf	
FLT-159	2	Fleet Management	Inventory	Store and track purchase order number.	Off the Shelf	
FLT-160	2	Fleet Management	Inventory	Store and track lease end date (if leased).	Off the Shelf with Configuration	
FLT-161	2	Fleet Management	Inventory	Store and track location typically responsible for maintaining fleet/equipment unit – this could be a maintenance shop, a designation for external maintenance, etc.	Off the Shelf	
FLT-162	2	Fleet Management	Inventory	Store and track employee fleet/equipment unit is assigned to (if assigned to a specific employee).	Off the Shelf with Configuration	
FLT-163	2	Fleet Management	Inventory	Store and track assigned fleet/equipment pool (if not assigned to a specific employee).	Off the Shelf	
FLT-164	2	Fleet Management	Inventory	Allow authorized users to add, maintain and delete fleet/equipment classes where a fleet class is a group of related types of fleet and equipment units such as passenger vehicles, light duty trucks, aircraft, rail equipment, construction equipment etc.	Off the Shelf	
FLT-165	2	Fleet Management	Inventory	Allow authorized users (Equipment class owners) to add, maintain and delete fleet/equipment types where a fleet/equipment type is a subcategory of related units within a class (for example four door passenger vehicles within the passenger vehicle class, etc.).	Off the Shelf	
FLT-166	2	Fleet Management	Inventory	Provide the ability for an authorized user to create templates for each specific fleet/equipment type to facilitate entry and maintenance of equipment units into the system.	Off the Shelf	
FLT-167	2	Fleet Management	Inventory	Allow system administrator or other authorized users to define user roles and responsibilities for each equipment type (add, maintain, delete units from inventory, transfer, perform/record maintenance, etc.).	Off the Shelf	
FLT-168	2	Fleet Management	Inventory	Integrate automatically with the West Virginia Board of Risk and Insurance Management (BRIM) to add new fleet/equipment record to BRIM SQL Server database or to update the BRIM database with changes recorded in wvOASIS.	Off the Shelf with Configuration	
FLT-169	2	Fleet Management	Inventory	Provide the ability to assign add on components to a fleet/equipment unit.	Off the Shelf	
FLT-170	2	Fleet Management	Inventory	Integrate with wvOASIS purchasing function to automatically create initial fleet/equipment unit record upon receipt of vehicle populating initially with appropriate information available within wvOASIS purchasing function; authorized user must be able to then add additional information within the fleet/equipment unit record.	Off the Shelf with Configuration	
FLT-171	2	Fleet Management	Inventory	Provide a minimum five (5) group assignments per fleet/equipment unit (e.g., agency, unit, location, etc.).	Off the Shelf	
FLT-172	2	Fleet Management	Inventory	Provide a minimum of three (3) user-defined meters per fleet or equipment unit.	Off the Shelf	
FLT-173	2	Fleet Management	Inventory	Provide a minimum of 12 add-fluid types per fleet/equipment unit.	Off the Shelf	
FLT-174	2	Fleet Management	Inventory	Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for leased vehicles; this could be a payment to an external entity or an intergovernmental transfer to another State agency.	Customization	Small

**/VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-175	2	Fleet Management	Inventory	Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for financed vehicles.	Customization	Small
FLT-176	2	Fleet Management	Inventory	Integrate with Accounts Payable function to automatically generate payment request for renewal of required licenses and permits.	Customization	Small
FLT-177	2	Fleet Management	Inventory	Maintain a history of any accidents associated with a fleet/equipment unit.	Off the Shelf	
FLT-178	2	Fleet Management	Inventory	Allow a fleet class owner for an agency to create a template for entering accidents for a specific fleet class and/or fleet/equipment type.	Off the Shelf with Configuration	
FLT-179	2	Fleet Management	Inventory	Integrate with BRIM to automatically provide notification of accident and available information on the accident including attachment and transfer to BRIM of electronic files (pictures, police reports, estimates, etc.).	Off the Shelf with Configuration	
FLT-180	2	Fleet Management	Inventory	Need ability to receive in rebuilt engines into inventory and have ability to credit a "misc" equipment identification number (ED#). Engine rebuilds have their own work orders and charges to those usually go to a "dummy" ED#.	Off the Shelf with Configuration	
FLT-181	3	Fleet Management	Inventory	Store and track seating.	Off the Shelf	
FLT-182	3	Fleet Management	Inventory	Store and track color 1.	Off the Shelf	
FLT-183	3	Fleet Management	Inventory	Store and track color 2.	Off the Shelf	
FLT-184	3	Fleet Management	Inventory	Store and track width.	Off the Shelf	
FLT-185	3	Fleet Management	Inventory	Store and track height.	Off the Shelf	
FLT-186	3	Fleet Management	Inventory	Store and track length.	Off the Shelf	
FLT-187	3	Fleet Management	Inventory	Store and track wheelbase.	Off the Shelf	
FLT-188	3	Fleet Management	Inventory	Store and track number of axles.	Off the Shelf	
FLT-189	3	Fleet Management	Inventory	Store and track front or rear wheel drive axles.	Off the Shelf	
FLT-190	3	Fleet Management	Inventory	Store and track number of tires, front.	Off the Shelf	
FLT-191	3	Fleet Management	Inventory	Store and track number of tires, rear.	Off the Shelf	
FLT-192	3	Fleet Management	Inventory	Store and track engine cylinders.	Off the Shelf	
FLT-193	3	Fleet Management	Inventory	Store and track color 3.	Off the Shelf	
FLT-194	3	Fleet Management	Inventory	Integrate with the R.L. Polk and Company Vehicle Identification Number Analysis software to populate the fleet unit attributes to the extent possible.	Off the Shelf with Configuration	
FLT-195	1	Fleet Management	Labor	Track both direct and indirect labor for each fleet/equipment unit.	Off the Shelf	
FLT-196	1	Fleet Management	Labor	Capture all labor transactions real-time as the mechanic logs on and off repairs.	Off the Shelf	
FLT-197	2	Fleet Management	Labor	Prepare efficiency reports which measure how a mechanic's performance compares with one or more user-defined standards. Reports must be able to be generated for the entire agency, a set of maintenance shops, a maintenance shop or for one or more mechanics for a user defined set of repair types and date range.	Off the Shelf	
FLT-198	3	Fleet Management	Labor	Provide the capability to view on-line work in progress, as well as all work completed that day by mechanic and location.	Off the Shelf	
FLT-199	3	Fleet Management	Labor	Produce labor averages by repair type and individual mechanic for a maintenance shop, set of maintenance shops.	Off the Shelf	
FLT-200	1	Fleet Management	Motorpool	Allow fleet units/equipment to be defined as a pool vehicle which can be reserved for use.	Off the Shelf	
FLT-201	1	Fleet Management	Motorpool	Capture and track all costs associated with each rental.	Customization	Medium
FLT-202	1	Fleet Management	Motorpool	Allow additional costs to be added to each rental.	Customization	Medium
FLT-203	1	Fleet Management	Motorpool	Provide the ability to define how the rental costs will be calculated to meet individual agency or motor pool specific needs, i.e., rental rate and CPM for excessive miles or rental rate of CPM for total miles, whichever is greater.	Customization	Medium
FLT-204	2	Fleet Management	Motorpool	Provide capability to manage VVDOT motor pools.	Customization	Medium
FLT-205	2	Fleet Management	Motorpool	Allow definition and set-up of an unlimited number of motor pools.	Customization	Medium
FLT-206	2	Fleet Management	Motorpool	Define for each motor pool the employee units or groups of employee units which are eligible to reserve the fleet/equipment units in each motor pool.	Customization	Medium
FLT-207	2	Fleet Management	Motorpool	Assign each pooled fleet/equipment unit to a specific motor pool.	Customization	Medium
FLT-208	2	Fleet Management	Motorpool	Allow authorized users to view equipment availability by class, type, time in and time out and by rental location.	Customization	Medium
FLT-209	2	Fleet Management	Motorpool	Allow vehicles to be reserved for future periods based on user defined rules with proper security authorization.	Customization	Medium
FLT-210	2	Fleet Management	Motorpool	Capture reservation information including unit; an active/valid chart of account codes, grant or project to charge rental to; person requesting reservation; destination; employee operator name and driver license number; dispatched information; fleet unit number; rental charges; and pick-up site location.	Customization	Medium
FLT-211	2	Fleet Management	Motorpool	Allow override of vehicle reservations with proper security authorization.	Customization	Medium
FLT-212	2	Fleet Management	Motorpool	Generate reservation with a PIN# for key control purposes.	Customization	Medium
FLT-213	2	Fleet Management	Motorpool	Support scheduling of an assigned pool vehicle/equipment unit for preventive maintenance.	Customization	Medium
FLT-214	2	Fleet Management	Motorpool	Support billing for all rental charges, maintenance and operations costs on a single invoice.	Customization	Medium
FLT-215	3	Fleet Management	Motorpool	Support user defined rental rate structure by fleet class and fleet type for hourly, daily, weekly, monthly and annual rentals.	Customization	Medium



**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-216	3	Fleet Management	Motorpool	Provide a rental rate structure which allows free miles or unlimited miles for each type of rental.	Customization	Medium
FLT-217	1	Fleet Management	Parts Inventory	Maintain year to date and life to date history.	Off the Shelf	
FLT-218	1	Fleet Management	Parts Inventory	Provide on-line search capabilities of all parts by part type, agency part number, manufacturer's part number, alternate part number, and a user-defined alpha/numeric reference field. The search screen must also display minimum and maximum stocking levels and quantity on hand.	Off the Shelf	
FLT-219	2	Fleet Management	Parts Inventory	Integrate with the wvOASIS inventory function to maintain an inventory of an unlimited number of consumable inventory (parts, materials, other inventory).	Off the Shelf with Configuration	
FLT-220	2	Fleet Management	Parts Inventory	Support set-up of multiple stock rooms or warehouse locations.	Off the Shelf	
FLT-221	2	Fleet Management	Parts Inventory	Provide the capability to integrate with bar code scanners to receive, transfer, adjust and charge out parts inventory.	Off the Shelf	
FLT-222	2	Fleet Management	Parts Inventory	Track information on the annual part usage, the type of usage, and the piece of equipment that the part is normally issued to.	Off the Shelf	
FLT-223	2	Fleet Management	Parts Inventory	Track the issuance of all stocked and non-stocked parts to a specific fleet unit or piece of equipment.	Off the Shelf	
FLT-224	2	Fleet Management	Parts Inventory	Allow for issuance of parts without having to charge it to a work order; Instead parts must be charged to an active chart of account code, grant or project. Provide an audit trail and exception report of these situations.	Off the Shelf	
FLT-225	2	Fleet Management	Parts Inventory	Maintain inventory history including transfers and adjustments.	Off the Shelf	
FLT-226	2	Fleet Management	Parts Inventory	Track and record part transfers between shops or locations. Implement appropriate controls to ensure that transfers of parts are acknowledged by the sender and receiver and an exception report is provided for transfers not acknowledged and for any variance in quantities.	Off the Shelf	
FLT-227	2	Fleet Management	Parts Inventory	Provide a full range of audit tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, from one storeroom to another, by operator, and date/time.	Off the Shelf	
FLT-228	2	Fleet Management	Parts Inventory	Provide for an agency specific mark-up percent by part type and/or part number.	Off the Shelf	
FLT-229	1	Fleet Management	Parts Inventory	Integrate with wvOASIS to support frequent updates for quantity (On-hand, on-order, etc.), cost, location (warehouse/bin/stockpile) and related information to support the Fleet system having current updated inventory information in near real-time.	Off the Shelf with Configuration	
FLT-230	1	Fleet Management	Parts Inventory	Integrate with wvOASIS to update consumable inventory (parts, materials and other inventory) consumed on work orders/repair orders.	Off the Shelf with Configuration	
FLT-231	1	Fleet Management	Parts Inventory	Utilize inventory information to compare materials needed for scheduling materials on-hand, cost work orders and daily work accomplishments, and reorder materials when stock levels reach reorder points.	Off the Shelf	
FLT-232	1	Fleet Management	Parts Inventory	Track information on annual inventory usage, the type of usage, and the work activities the material or other item is normally issued for.	Off the Shelf	
FLT-233	1	Fleet Management	Parts Inventory	Track the issuance of all stocked and non-stocked inventory items to a specific asset or set of assets.	Off the Shelf	
FLT-234	1	Fleet Management	Parts Inventory	Store and display manufacturer part, material or item number.	Off the Shelf	
FLT-235	1	Fleet Management	Parts Inventory	Store and display item description.	Off the Shelf	
FLT-236	1	Fleet Management	Parts Inventory	Store locations and volumes of inventory items.	Off the Shelf	
FLT-237	2	Fleet Management	Parts Inventory	Display/report purchases and receipts by vendor for all parts, one or more types of parts or a specific part for the fiscal year or other user-defined time period.	Off the Shelf	
FLT-238	2	Fleet Management	Parts Inventory	Provide ability to change a part number and have that change be reflected for all historical data.	Off the Shelf	
FLT-239	2	Fleet Management	Parts Inventory	Allow merging of up to 20-part numbers into one-part number while retaining historical data.	Off the Shelf with Configuration	
FLT-240	2	Fleet Management	Parts Inventory	Track activity on non-stocked parts to include frequency of issue and fiscal year-to-date information.	Off the Shelf	
FLT-241	2	Fleet Management	Parts Inventory	Price parts issued to work orders at a moving average.	Off the Shelf	
FLT-242	2	Fleet Management	Parts Inventory	Generate a surplus parts reports which can track lack of activity for user-defined periods of time.	Off the Shelf	
FLT-243	2	Fleet Management	Parts Inventory	Provide support for ABC classification of parts.	Off the Shelf	
FLT-244	2	Fleet Management	Parts Inventory	Support capability to track performance on a parts contract (actual cost per part vs. the contracted cost per part).	Off the Shelf	
FLT-245	1	Fleet Management	Preventative Maintenance	Track and identify fleet/equipment units and major components due for preventative maintenance (PM).	Off the Shelf	
FLT-246	1	Fleet Management	Preventative Maintenance	Generate a listing of fleet and equipment units and components that are due for maintenance based on user defined parameters.	Off the Shelf	
FLT-247	1	Fleet Management	Preventative Maintenance	Need forms and a weekly report for these.	Off the Shelf	
FLT-248	1	Fleet Management	Preventative Maintenance	Enter the labor/mechanic hours used to perform PM activities.	Off the Shelf	
FLT-249	2	Fleet Management	Preventative Maintenance	Notify electronically designated organization contacts, including the fleet/equipment unit operator and operator's supervisor, when the fleet unit or major components is under a factory recall.	Off the Shelf	

**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-250	2	Fleet Management	Preventative Maintenance	Display trend analysis (agency, employee, fleet/equipment type) in regard to timeliness in response to scheduled PM's.	Off the Shelf	
FLT-251	2	Fleet Management	Preventative Maintenance	Schedule automatically preventative maintenance procedures for fleet and equipment units and components.	Off the Shelf	
FLT-252	2	Fleet Management	Preventative Maintenance	Need process for PM setups by Class and Inventory, and notifications for them. Notifications include when the PM is due and when it is complete.	Off the Shelf	
FLT-253	2	Fleet Management	Preventative Maintenance	Need process for In-house PM accomplishment.	Off the Shelf	
FLT-254	2	Fleet Management	Preventative Maintenance	Need tracking process for Commercial PM accomplishments using third-party vendor or P-Card.	Off the Shelf	
FLT-255	2	Fleet Management	Preventative Maintenance	Need hierarchical scheduling of preventive maintenance activities.	Off the Shelf	
FLT-256	2	Fleet Management	Preventative Maintenance	Create a PM repair order from a PM-due record.	Off the Shelf	
FLT-257	2	Fleet Management	Preventative Maintenance	Track inspections and emissions testing that is due and generate a report of test due within a user defined period of time.	Off the Shelf	
FLT-258	2	Fleet Management	Preventative Maintenance	Update automatically the next maintenance due date without any manual intervention based upon user-specified maintenance frequency.	Off the Shelf	
FLT-259	2	Fleet Management	Preventative Maintenance	Schedule and track maintenance on multiple vehicle components.	Off the Shelf	
FLT-260	2	Fleet Management	Preventative Maintenance	Enter the parts taken from in-house stock inventory.	Off the Shelf	
FLT-261	2	Fleet Management	Preventative Maintenance	Enter warranty information as needed.	Off the Shelf	
FLT-262	2	Fleet Management	Preventative Maintenance	Provide individual maintenance scheduling for each equipment component so that differences due to age, usage and manufacturer are accounted for.	Off the Shelf	
FLT-263	2	Fleet Management	Preventative Maintenance	Provide the capability to schedule unlimited maintenance activities per fleet or equipment unit.	Off the Shelf	
FLT-264	2	Fleet Management	Repairs	Maintain repair histories for both VVDOT and vendor repairs.	Off the Shelf	
FLT-265	2	Fleet Management	Repairs	Track and report costs (work and parts) for scheduled, unscheduled, road calls and accident maintenance.	Off the Shelf	
FLT-266	2	Fleet Management	Repairs	Provide ability to quickly reference complete equipment repair history without generating a report.	Off the Shelf	
FLT-267	2	Fleet Management	Repairs	Provide ability to search and query repair history by a number of user-defined parameters including fleet class, fleet type, manufacturer, fleet unit number, maintenance shop, repair date range, etc.	Off the Shelf	
FLT-268	2	Fleet Management	Repairs	Allow for transfer of fleet/equipment unit between organizations, while retaining repair, fuel and preventive maintenance histories for a user definable time period.	Off the Shelf	
FLT-269	1	Fleet Management	Reporting	Provide extensive standard management reports covering classes, types, fleet/equipment units, work orders, parts, operations cost, exception reports (utilization and CPA), and fleet/equipment replacement. These reports must be available with user defined options that will allow them to be V	Off the Shelf	
FLT-270	1	Fleet Management	Reporting	Provide a user-friendly ad-hoc reporting capability allowing for access to fleet/equipment unit inventory, work orders, preventive maintenance, repair history, fuel and other information within the vvoASIS fleet function.	Off the Shelf	
FLT-271	1	Fleet Management	Reporting	Provide ability for authorized users to execute pre-defined reports at the enterprise level, agency, units within agency and other user defined criteria.	Off the Shelf	
FLT-272	1	Fleet Management	Reporting	Provide optional report selection criteria to restrict the data by agency, class, type, whether equipment unit is active or has been transferred/retired/sent to surplus, shop/location, repair code (or any combination of these factors).	Off the Shelf	
FLT-273	1	Fleet Management	Reporting	Produce a listing/inventory of fleet/equipment unit assignments by agency or unit or program area.	Off the Shelf	
FLT-274	1	Fleet Management	Reporting	Produce a listing/inventory of fleet/equipment unit assignments by fleet/equipment unit location by multiple agency specific organizational parameters (for example regions, districts, counties, maintenance shop, parks, forests, etc.).	Off the Shelf	
FLT-275	1	Fleet Management	Reporting	Produce a listing/inventory of fleet/equipment unit assignments by fleet/equipment owner (individual or business unit for a pooled fleet/equipment unit).	Off the Shelf	
FLT-276	1	Fleet Management	Reporting	Produce a listing/inventory of fleet/equipment unit assignments for fleet/equipment units which are on temporary loan including the owner of the fleet/equipment unit and the individual or business unit to whom the equipment is on loan to.	Off the Shelf	
FLT-277	1	Fleet Management	Reporting	Produce a listing/inventory of fleet/equipment unit assignments by assigned maintenance facilities.	Off the Shelf	
FLT-278	1	Fleet Management	Reporting	Prepare fleet/equipment unit report by various user defined parameters including- by class, by department, broken out by make, model, year, fuel type, GVW, engine type/size, transmission type, radio type or any other attribute of vehicle.	Off the Shelf	
FLT-279	1	Fleet Management	Reporting	Report on fleet/equipment unit status by active, salvaged, retained, reserved, etc.	Off the Shelf	
FLT-280	1	Fleet Management	Reporting	Provide a list of fleet/equipment units by location where assigned or loaned.	Off the Shelf	
FLT-281	1	Fleet Management	Reporting	Provide a fleet/equipment usage report showing vehicles driven a certain number of miles as defined by the user with no preventive maintenance.	Off the Shelf	
FLT-282	1	Fleet Management	Reporting	Provide a fleet/equipment usage report showing equipment utilized more than a certain number of hours as defined by the user with no preventive maintenance.	Off the Shelf	

**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-283	1	Fleet Management	Reporting	Provide a report of fleet/equipment units with no activity/usage within a given time period.	Off the Shelf	
FLT-284	1	Fleet Management	Reporting	Prepare preventive maintenance reports for any combination of type and interval (monthly, quarterly, etc.).	Off the Shelf	
FLT-285	1	Fleet Management	Reporting	Report number of preventive maintenance operations performed in a given time period by fleet or equipment type.	Off the Shelf	
FLT-286	1	Fleet Management	Reporting	Provide life-to-date operational cost report per vehicle including by category including repair cost, operational cost, fuel cost, maintenance cost (labor and parts) and administrative cost.	Off the Shelf	
FLT-287	1	Fleet Management	Reporting	Provide cumulative fleet/equipment costs (current, year-to-date, life-to-date, last year cost figures).	Off the Shelf	
FLT-288	2	Fleet Management	Reporting	Produce a listing/inventory of fleet/equipment unit assignments which are externally maintained.	Off the Shelf	
FLT-289	2	Fleet Management	Reporting	Provide for a replacement unit report including fleet and equipment units by type over certain time (hours) and/or mileage limits, used for budget forecasting.	Off the Shelf	
FLT-290	2	Fleet Management	Reporting	Provide an automated fueling system report, showing equipment information, refueling setting, fuel type, other cost and mileage.	Off the Shelf	
FLT-291	2	Fleet Management	Reporting	Provide a fuel card report, matching card and assigned vehicle.	Off the Shelf	
FLT-292	2	Fleet Management	Reporting	Prepare a component usage report showing components operated over a certain number of hours as defined by the user with no preventive maintenance.	Off the Shelf	
FLT-293	2	Fleet Management	Reporting	Prepare labor reports for any combination of the following: employee or work units for any given time period; repair/activity reason such as preventive maintenance, road call, breakdown, etc.; subassembly such as brakes, transmission, cooling system, etc; and repair type.	Off the Shelf	
FLT-294	2	Fleet Management	Reporting	Prepare a repair history report by component and by vendor supplying component.	Off the Shelf	
FLT-295	2	Fleet Management	Reporting	Prepare a report showing the number of scheduled and unscheduled work orders for a user defined time period.	Off the Shelf	
FLT-296	2	Fleet Management	Reporting	Prepare a report showing the number of work orders by reason, subassembly and/or repair type for a user defined time period.	Off the Shelf	
FLT-297	2	Fleet Management	Reporting	Prepare a report of open work orders by status, type and/or shop (pending, waiting parts, etc.).	Off the Shelf	
FLT-298	2	Fleet Management	Reporting	Prepare a report showing repeat work orders on the same unit for the last 30, 60 or 90 days.	Off the Shelf	
FLT-299	2	Fleet Management	Reporting	Provide equipment down type report by summary or detail for user defined time periods for location; class; type; preventive maintenance code; and down time reason.	Off the Shelf	
FLT-300	2	Fleet Management	Reporting	Provide a report of tire repair activity.	Off the Shelf	
FLT-301	2	Fleet Management	Reporting	Prepare oil and fluid report by summary or detail for user defined time periods by location; assigned maintenance facilities; fleet class/type; manufacturer, model and make; and preventative maintenance code.	Off the Shelf	
FLT-302	2	Fleet Management	Reporting	Generate warranty usage report including savings associated with warranty work.	Off the Shelf	
FLT-303	2	Fleet Management	Reporting	Prepare an accountability report that details all direct and indirect work by a mechanic and location for any user defined period.	Off the Shelf	
FLT-304	1	Fleet Management	Tires	Allow classification of tires by type (i.e., recap, airless, solid, etc.).	Off the Shelf	
FLT-305	1	Fleet Management	Tires	Track tire costs by type.	Off the Shelf	
FLT-306	1	Fleet Management	Tires	Track tire location by type including unit, position, scrap and staging.	Off the Shelf	
FLT-307	2	Fleet Management	Tires	Support comparison of tire makes and models.	Off the Shelf	
FLT-308	3	Fleet Management	Tires	Track tread wear by type.	Off the Shelf	
FLT-309	3	Fleet Management	Tires	Track tire performance by type.	Off the Shelf	
FLT-310	2	Fleet Management	Warranty Management	Support warranty tracking including warranty types, cycle (hours, days, years, miles) and length of cycle in time and/or miles.	Off the Shelf with Configuration	
FLT-311	1	Fleet Management	Work Orders	Track equipment status changes (X,S,A,R,W,P). X=Down, S=Sale, A=Active, R=Repair, W=Warranty, and P=Pool.	Off the Shelf	
FLT-312	1	Fleet Management	Work Orders	Need to be printable/reportable.	Off the Shelf	
FLT-313	1	Fleet Management	Work Orders	Need to have closure process	Off the Shelf	
FLT-314	1	Fleet Management	Work Orders	Track regular and overtime labor.	Off the Shelf	
FLT-315	2	Fleet Management	Work Orders	Need non-formatted fields for additional notes.	Off the Shelf	
FLT-316	2	Fleet Management	Work Orders	Need drop down options	Off the Shelf	
FLT-317	2	Fleet Management	Work Orders	Mechanics need to be listed for assignment.	Off the Shelf	
FLT-318	2	Fleet Management	Work Orders	Allow Equipment Division to define, maintain and view repair codes including the repair code and a work description.	Off the Shelf	
FLT-319	2	Fleet Management	Work Orders	Allow Equipment Division or other authorized users to define rates for repair services by organization, employee, maintenance shop or skill within a maintenance shop.	Off the Shelf	
FLT-320	2	Fleet Management	Work Orders	Track general shop as well as individual mechanic labor rates.	Off the Shelf	
FLT-321	2	Fleet Management	Work Orders	Allow for assignment of individual overtime rates to each mechanic.	Off the Shelf	
FLT-322	2	Fleet Management	Work Orders	Provide capability to establish workflows for work request and job estimate review and approval based on user defined business rules and threshold levels.	Off the Shelf	



**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-323	2	Fleet Management	Work Orders	Allow an operator of a fleet/equipment unit or authorized user to generate a work request for a required repair or service to a fleet/equipment unit.	Off the Shelf	
FLT-324	2	Fleet Management	Work Orders	Capture on work request the nature of the problem/service/repair and the criticality.	Off the Shelf	
FLT-325	2	Fleet Management	Work Orders	Allow work orders to be charged to an active grant, project or combination of chart of accounts codes.	Off the Shelf	
FLT-326	2	Fleet Management	Work Orders	Provide for a repairs-to-do lookup feature from repair order entry enabling user to add repair-to-do to existing repair order.	Off the Shelf	
FLT-327	2	Fleet Management	Work Orders	Support driver notes to the mechanic of a minimum of 240 characters per work request.	Off the Shelf	
FLT-328	2	Fleet Management	Work Orders	Provide the ability to attach various file types to the work request/work order.	Off the Shelf	
FLT-329	2	Fleet Management	Work Orders	Route work order request for a service or repair to the operator's supervisor or other authorized user for approval based on business rules.	Off the Shelf	
FLT-330	2	Fleet Management	Work Orders	Route work order automatically to the appropriate maintenance shop for review, estimating and assignment based on maintenance shop designated in the fleet inventory or other user defined business rules.	Off the Shelf	
FLT-331	2	Fleet Management	Work Orders	Allow for re-assignment of work order between maintenance shops or to an external repair vendor.	Off the Shelf	
FLT-332	2	Fleet Management	Work Orders	Capture estimated cost (labor, parts, other costs) for a work order.	Off the Shelf	
FLT-333	2	Fleet Management	Work Orders	Support multiple repair types on a work order (such as the inclusion of a warranty repair on a PM work order), while still allowing detailed analysis by repair type.	Off the Shelf	
FLT-334	2	Fleet Management	Work Orders	Provide a mechanism to red flag repairs caused by the negligence of others (i.e. traffic accidents, vandalism, etc.) The party determined at fault must be able to then be billed for these repairs.	Off the Shelf with Configuration	
FLT-335	2	Fleet Management	Work Orders	Integrate with BRIM to automatically report the estimated repair costs associated with accidents.	Off the Shelf with Configuration	
FLT-336	2	Fleet Management	Work Orders	Allow for automated routing of work order back to operator (requestor) and/or operator's supervisor for approval of the estimate and generation of the work order.	Off the Shelf	
FLT-337	2	Fleet Management	Work Orders	Allow the maintenance shop supervisor to view each mechanic's current work queue in a maintenance shop including assigned jobs, estimated completion times for each job and estimated availability time.	Off the Shelf	
FLT-338	2	Fleet Management	Work Orders	Allow a maintenance shop supervisor to identify options for assignment of a work order based on skill set and level of mechanic.	Off the Shelf	
FLT-339	2	Fleet Management	Work Orders	Allow a maintenance shop supervisor to assign and automatically route via a work flow a work order to a mechanic within the maintenance shop.	Off the Shelf	
FLT-340	2	Fleet Management	Work Orders	Allow the maintenance shop supervisor to adjust the priority of a work order moving a work order up in the mechanics work queue.	Off the Shelf	
FLT-341	2	Fleet Management	Work Orders	Support multiple mechanics on a single repair order.	Off the Shelf	
FLT-342	2	Fleet Management	Work Orders	Create or automatically generate work orders based on user defined business rules (preventive maintenance schedules, warranty check, inspections, etc.).	Off the Shelf	
FLT-343	2	Fleet Management	Work Orders	Notify via email the assigned operator or designated owner of the fleet/equipment unit of automatically generated work orders.	Off the Shelf	
FLT-344	2	Fleet Management	Work Orders	Generate work orders for external repairs.	Off the Shelf	
FLT-345	2	Fleet Management	Work Orders	Allow for e-mail or fax of repair tickets directly to vendors.	Off the Shelf	
FLT-346	2	Fleet Management	Work Orders	Provide the capability to integrate with management systems of multiple outsourced maintenance providers to electronically transfer work order information.	Off the Shelf	
FLT-347	2	Fleet Management	Work Orders	Route assigned work orders automatically via workflow to the mechanics work queue.	Off the Shelf with Configuration	
FLT-348	2	Fleet Management	Work Orders	Allow mechanic to log start time on a job by selecting it from their work queue through online entry or scanning a printed bar code on a printed work order form.	Off the Shelf	
FLT-349	2	Fleet Management	Work Orders	Identify and display all warranties and preventive maintenance as part of a work order.	Off the Shelf	
FLT-350	2	Fleet Management	Work Orders	Generate part list and maintenance procedures with the work orders.	Off the Shelf	
FLT-351	2	Fleet Management	Work Orders	Auto create the parts requisition with the work order.	Off the Shelf	
FLT-352	2	Fleet Management	Work Orders	Allow a mechanic to perform data entry of parts utilized, parts returned to inventory and other information through scanning of bar codes on the parts, etc.	Off the Shelf	
FLT-353	2	Fleet Management	Work Orders	Allow mechanic to indicate work order completion.	Off the Shelf	
FLT-354	2	Fleet Management	Work Orders	Allow authorized user to review and approve work order as completed.	Off the Shelf	
FLT-355	2	Fleet Management	Work Orders	Prevent further changes to a work order after approval. Further changes will require an additional transaction against the work order so that the audit trail of changes is maintained.	Off the Shelf	
FLT-356	2	Fleet Management	Work Orders	Allow a work order to be credited to allow for both current and past errors.	Off the Shelf	
FLT-357	2	Fleet Management	Work Orders	Provide work order search capability by a number of parameters including equipment identification number (ED#), maintenance shop, status (open, closed, cancelled), date range, work order type, fleet/equipment type, make, model, etc.	Off the Shelf	
FLT-358	2	Fleet Management	Work Orders	Restrict work order search capability and access to work orders by a user's roles/responsibilities.	Off the Shelf	
FLT-359	2	Fleet Management	Work Orders	Allow for partially complete repair orders that remain open through month and year end without starting new repair order.	Off the Shelf	

**VDOT Fleet Management and Equipment Management Requirements Matrix**  
**Fleet Management Requirements**

FLT-360	2	Fleet Management	Work Orders	Allow authorized users to credit repairs on an existing repair order without deleting when data entry mistakes are made.	Off the Shelf	
FLT-361	2	Fleet Management	Work Orders	Update employee time information in the wvOASIS time and labor function based on the actual time reported by the employee on the work order. Total time for an employee for each day should be pre-populated on the time sheet based on the total time charged to work orders that day.	Off the Shelf with Configuration	
FLT-362	2	Fleet Management	Work Orders	Update parts inventory in wvOASIS inventory function based on parts used on a work order.	Off the Shelf with Configuration	
FLT-363	2	Fleet Management	Work Orders	Update parts inventory in wvOASIS inventory function based on any parts credited in a work order (returned to inventory).	Off the Shelf with Configuration	
FLT-364	2	Fleet Management	Work Orders	Track maintenance against the warranty associated with each piece of equipment and/or components.	Off the Shelf	
FLT-365	2	Fleet Management	Work Orders	Capture cost avoidance information associated with maintenance against the warranty work performed on each vehicle and each piece of equipment and/or components.	Off the Shelf	
FLT-366	2	Fleet Management	Work Orders	Print warranty tracking and labels at time of repair.	Off the Shelf	
FLT-367	2	Fleet Management	Work Orders	Update equipment costs with recovered warranty dollars.	Off the Shelf with Configuration	
FLT-368	2	Fleet Management	Work Orders	Integrate with wvOASIS accounts payable function to support payment for completed work orders via procurement card or warrant for external repairs and intergovernmental billing for repairs performed by one State agency for another agency.	Off the Shelf with Configuration	
FLT-369	2	Fleet Management	Work Orders	Integrate with wvOASIS general ledger function to support intergovernmental billing for repairs performed by one State agency for another agency.	Off the Shelf with Configuration	