

Order Worksheet for the Work Management System

Description: _____

Functional Location: _____ Mode: _____

Comments: _____

Planner Group: _____ Main Work Center: _____

Required Start Date: _____ Required End Date: _____

Priority: _____ User Status: _____

PM Activity Type: _____

| |
|--------------------|
| 2000 |
| Cost Center: _____ |

OR

| |
|------------------------|
| 3000 |
| WBS Element: _____ |
| Functional Area: _____ |

Signal Inventory Number: _____ Case Number: _____

Spot Safety Number: _____ Special Number: _____

Study Name: _____

| Operation | Description | Hours | Days | Work Center | Personnel |
|-----------|-------------|-------|-------|-------------|-----------|
| 0010 | _____ | _____ | _____ | _____ | _____ |
| 0020 | _____ | _____ | _____ | _____ | _____ |
| 0030 | _____ | _____ | _____ | _____ | _____ |
| 0040 | _____ | _____ | _____ | _____ | _____ |
| 0050 | _____ | _____ | _____ | _____ | _____ |
| 0060 | _____ | _____ | _____ | _____ | _____ |
| 0070 | _____ | _____ | _____ | _____ | _____ |

Work Management System - Codes Sheet

| Modes | |
|-------|----------------|
| Code | Name |
| CU | Contact Us |
| EM | Email |
| FB | Folder - Blue |
| FR | Folder - Red |
| FW | Folder - White |
| FX | Fax |
| IP | In Person |
| LM | Letter / Memo |
| PH | Phone Call |

| Planner Groups | |
|----------------|------------------|
| Code | Name |
| IS1 | ITS & Signals |
| IS2 | Signals Mgt |
| IS3 | Signals & Gmtrcs |
| MS1 | Administration |
| OP1 | OSOW Permits |
| SD1 | Signing & Del |
| SD2 | Standards |
| SD3 | Programs |
| SD4 | TIP |
| SO1 | Systems Ops |
| SO2 | Traveler Info |
| SO3 | Incident Mgmt |
| SO4 | Systems Timing |
| TM1 | Traffic Mgt |
| TM2 | Work Zone |
| TM3 | Congestion Mgt |
| TM4 | MSTA |
| TS1 | Traffic Safety |
| TS2 | M&S Information |
| TS3 | HSIP |
| TS4 | Evaluation |
| TS5 | Planning |
| TS6 | M&S Field Ops |

| User Statuses | |
|---------------|---------------------------|
| Code | Name |
| 01 | OPEN Open |
| 02 | RVIN Re |
| 03 | DESN Design |
| 04 | PRUF Project (unfunded) |
| 05 | PRFN Project (funded) |
| 06 | TEMP Template (Copy Only) |

| PM Activity Types | |
|-------------------|--------------------------------|
| Code | Name |
| 077 | Administration |
| 078 | Comprehensive Safety Review |
| 079 | Data Collection |
| 080 | Evaluation (Program) |
| 081 | Evaluation (Topic) |
| 082 | Fatal |
| 083 | Feasibility Study |
| 084 | HSIP (Intersection) |
| 085 | HSIP (Other) |
| 086 | HSIP (Section) |
| 087 | Request (ADA) |
| 088 | Request (External) |
| 089 | Request (Internal) |
| 090 | Request (Legal) |
| 091 | Road Safety Review |
| 092 | Special Project |
| 093 | STAA (Designation) |
| 094 | STAA (Reasonable Access) |
| 095 | Field Investigations, Research |
| 096 | Meetings, Committees, Teams |
| 097 | Safety Programs |

Functional Location: Statewide, Division (specify number), or County (specify name)

Priority: Normal or Expedite