



QUICK REFERENCE GUIDE:

1.2 Changing the Project Workflow

Background:

Once the steps for starting a project are complete, change the workflow phase to Proj Design & Review. The project will remain in this workflow phase until the PS&E package has gone through review and is ready to be added to a letting to be advertised.

Roles:

Project User, Proposal User

Navigation:

Project Overview > Project > Project Summary

1. From the Project Summary select the Workflow tab.
2. Click the **Workflow** dropdown, select **Proj Design & Review**.
3. Click **Save**.

Next Steps:

For projects created from scratch, the Proposal User role will also add information to the Tentative Advertising fields on the Project Summary component. See QRG – *Adding/Editing TAS information*.