

5. PRIME PROJECTS

A Prime Project is created by the Project Manager and is the method Trns-port uses to make a “combined estimate”. After the initial project is created and copies are made for the appropriate divisions/users, the Prime Project is created. All related projects are then associated to the Prime Project. Next, the projects are sent to the other divisions/users by changing the designation in the **Control Group** field on the project screen. Once that designation is changed and the SAVE button is pressed, the project will no longer be in the Project Manger’s listing of projects. The Project Manager can, however, generate a Prime Level Detail Estimate at any time to print a combined estimate.

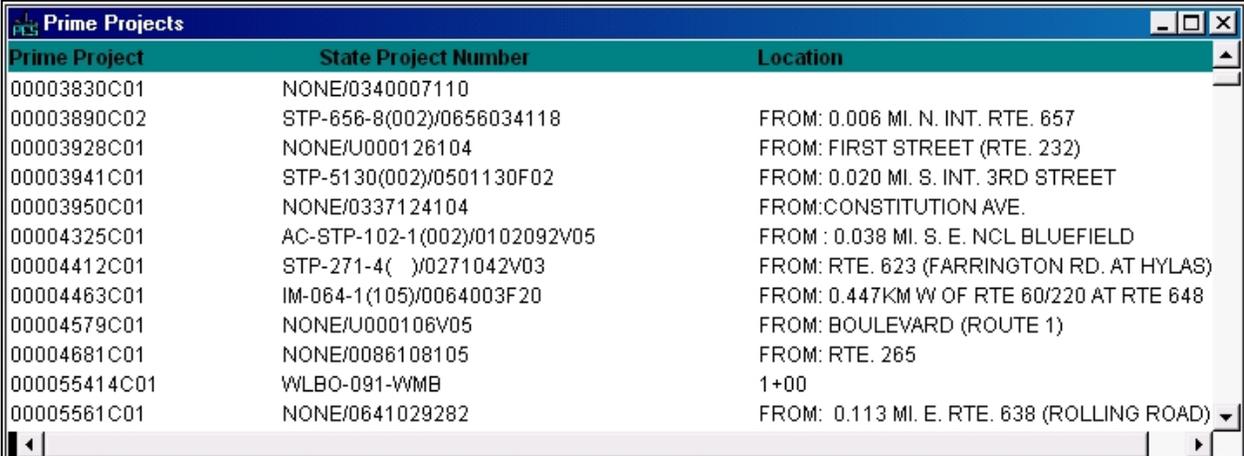
Whether you, as a user, create a Prime Project or not can be determined by the three cases described below:

- Case 1:** It is the responsibility of the Project Manager to create the original project and make the appropriate copies for the related portions of the project (i.e. Bridge, Traffic Engineering, Environmental).
The Project Manager will create the Prime Project and all projects will be associated. The copied projects will be electronically transferred to the other divisions by changing the control group designation. Once the projects are transferred, they will no longer be in the Project Manager’s project listing.
- Case 2:** The designer who is not the Project Manager receives a project from the Project Manager. The project has been linked to the Prime Project by the Project Manager. Therefore, this designer will not create a Prime Project.
- Case 3:** The designer of a “stand-alone” project (a project in which no other division will be involved) shall create a Prime Project and associate the project(s) to it.

5.1 Adding a Prime Project

Click on the Prime Project icon  to display the list of existing prime projects.

Trns-port displays the **Prime Projects** list window:



Prime Project	State Project Number	Location
00003830C01	NONE/0340007110	
00003890C02	STP-656-8(002)/0656034118	FROM: 0.006 MI. N. INT. RTE. 657
00003928C01	NONE/U000126104	FROM: FIRST STREET (RTE. 232)
00003941C01	STP-5130(002)/0501130F02	FROM: 0.020 MI. S. INT. 3RD STREET
00003950C01	NONE/0337124104	FROM: CONSTITUTION AVE.
00004325C01	AC-STP-102-1(002)/0102092V05	FROM : 0.038 MI. S. E. NCL BLUEFIELD
00004412C01	STP-271-4()/0271042V03	FROM: RTE. 623 (FARRINGTON RD. AT HYLAS)
00004463C01	IM-064-1(105)/0064003F20	FROM: 0.447KM W OF RTE 60/220 AT RTE 648
00004579C01	NONE/U000106V05	FROM: BOULEVARD (ROUTE 1)
00004681C01	NONE/0086108105	FROM: RTE. 265
000055414C01	WLBO-091-WMB	1+00
00005561C01	NONE/0641029282	FROM: 0.113 MI. E. RTE. 638 (ROLLING ROAD)

Right-click in the list window and select **Add**. An **Add Prime Project** detail window displays:

The screenshot shows a dialog box titled "Add Prime Project" with a blue header bar. Below the header are two tabs: "Page 1" and "Page 2". The main content area contains several input fields: "Prime Project:" (a wide text box), "Control Group:" (a text box), "State Project Number:", "Federal Project Number:", and "Location:" (each with a text box). Below these is a section for "Federal Appropriation Codes:" with three separate text boxes. At the bottom of the dialog are three buttons: "OK", "Add More", and "Cancel".

The required fields are:

- Prime Project
- State Project Number
- Federal Project Number

Prime Project: ***This will always begin with a C and end with the PCN of the largest project. (Most money)*** For example, if the projects you are combining are: 00009845C02, 00009845B21, 00009845B22, 00009845T01 and 00009845L02, then you would name your Prime Project C00009845C02.

Note: The C is added to the PCN. It does not replace the first digit of the PCN.

Control Group: The control group is the security designation which decides which user has access to which prime project(s). This field will already be filled out with your control group. The data in this field may be changed in order to transfer the prime project to another control group.

State Project Number: Enter the state project number in its entirety, complete with dashes, commas, etc.

EXAMPLE: 7029-021-103, C502

Federal Project No.: Enter the federal project number, if applicable, in its entirety, complete with dashes, parentheses, etc. If the project is not federally-funded, enter NONE.

EXAMPLE: NH-5401(876)

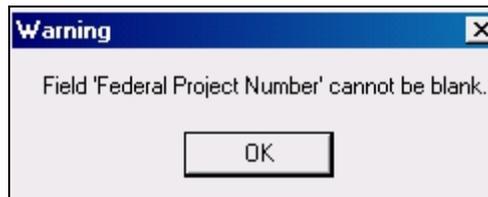
Location: Use the first line for the **From** information and the second line for the **To** information. Bridge projects will use the location from the title sheet.

Federal Appropriation Codes: Not currently used.

Page 2 requires no entries.

Click on the OK button at the bottom of the screen to enter the project into the Trns·port database.

- If you have completed all required field criteria satisfactorily, the prime project will be added.
- If a required field was not filled-in, a **Warning** window will display:



5.2 Changing a Prime Project

To change a prime project, click on the Prime Project icon  .

Trns·port displays the Prime Project list window. Right-click on the prime project you wish you change and select **Change**. Trns·port displays the **Prime Project** detail window.

After changes have been made, click on the OK button at the bottom of the screen.

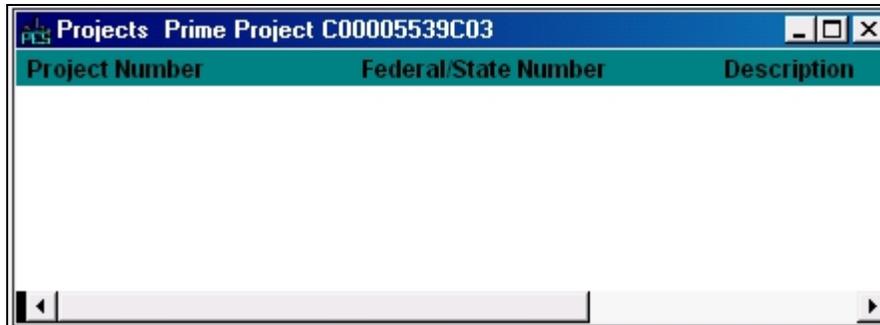
Note that changes cannot be made to the Prime Project **PCN** field as it is display-only. If an error was made at the Prime Project **PCN** field, your only option is to delete the prime project and re-create it (see [5.4 Deleting a Prime Project](#)). Contact the Helpdesk for this deletion.

5.3 Associating / Disassociating Projects to a Prime Project

To associate projects to a prime project, click on the Prime Project icon .

Trns·port displays the Prime Project list window.

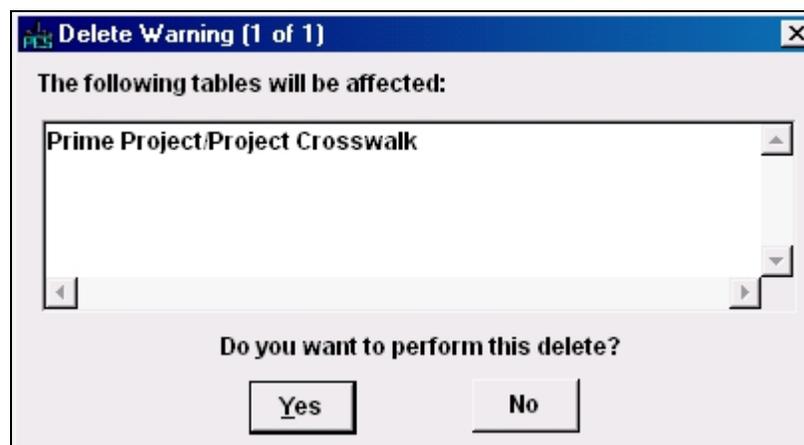
Right-click on the prime project to which you wish to associate projects and select **Prime Project/Project List**. Trns·port displays the **Projects** list window:

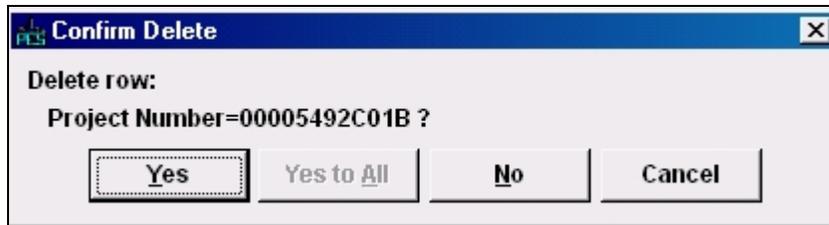


Right-click within the window and select **Add**. Trns·port displays the listing of all projects. To associate a project to the prime project, select the project, right-click and select **Add**. To add more than one project, hold down CTRL while you select projects, right-click and select **Add**.

To see the projects which have been associated, exit the listing of projects by clicking on the close button (X) in the upper-right hand corner of the window. (Be sure not to click on the X which exits the Trns·port application.) You will be returned to the **Projects** list and you will see which projects are associated to your prime project.

If you incorrectly associated a project to your prime project and wish to disassociate it, select the project, right-click and select **Delete**. Trns·port displays a **Delete Warning (1 of 1)** window and a **Confirm Delete** window:





Click on the YES button in each window to complete the delete process. The project is not deleted; it is only disassociated from the prime project.

5.4 Deleting a Prime Project – *System administrator only!*

Prior to requesting the deletion, disassociate all projects from the prime, see [5.3 Associating / Disassociating Projects to a Prime Project](#)



USE EXTREME CAUTION WHEN REQUESTING THE DELETION OF A PRIME PROJECT. WHEN THE PRIME PROJECT IS DELETED, ALL PROJECTS ASSOCIATED WITH IT ARE DELETED, EVEN IF THEY ARE IN ANOTHER CONTROL GROUP. THIS OPTION CAN NOT BE PREFORMED BY USER.

The deletion of a Prime Project is a serious process. Please call one of the Support/Help persons listed in the front of the manual for assistance or the Helpdesk at 1-866-637-8482.

Deleting a Prime Project will also delete the projects associated to it, the categories associated to the projects and the funding and items associated to the categories. Therefore, before deleting a Prime Project, **disassociate the projects.**