

PROJECT SCHEDULE COUNTY MINOR BRIDGES (V 3.0.1) INSTRUCTIONS

Project Schedule (County Minor Bridges) is an Excel Worksheet created using *Microsoft office 2003 Professional* or *Microsoft Excel 2003*. This version consists of project Schedule as well as Progress reports for On-System, Off-System and Non-System bridges. The initial XML file used in this project schedule is created by the Proposal program.

(Note: No illegal characters such as "&" be used in the project name of proposal file else it will give parsing error.)

I. HOW TO DOWNLOAD THIS EXCEL FILE FOR YOUR PROJECT?

Download the **County Minor Bridges Field Inspection & Report Submission Schedule** file from our webpage at <http://www.state.nj.us/transportation/eng/structeval/downloads.shtm>. After the download is complete, change the name of this file as:

GGGG_YYYYMMDD_PSNN_XX.xls

where, **GGGG** are the four to five characters of **Group Number** (e.g., **03L8**)

YYYYMMDD is the current **Submission Date** of this schedule (e.g., **20120131**)

PS stands for Project Schedule

NN indicates the **Project Agreement, Mod/Add.** (e.g. "00" for Original Agreement)

XX indicates the **Submission Sequence Number** (e.g., **01, 02...**)

(Note: This name must be **UNIQUE**. The same method is used for naming exported XML files, except extension is changed from ".xls" to ".xml".)

II. WHAT TO DO WITH THIS EXCEL FILE?

The Excel file contains three main sections, shown and described below:

Button Bar Section: Performs actions necessary to complete the spreadsheet.

Project Schedule	On-System Progress	Off-System Progress	Non-System Progress	ADD Row	DELETE Row	SORT	FILTER	EXPORT .xml	IMPORT .xml	PRINT Preview
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Project Information Section: Information common for all inspections in the project.

Project*	1 On and 1 Off System State Bridges				FOR STATE USE ONLY				
Consultant*	ABC Consultants				PDF CD Received by State _____				
Agreement*	2011Blxxxx				Working Files CD Received by State _____				
Group*	GGGG				Database CD Received by State _____				
Total Rows	2				Final Invoice Received by State _____				
* Required Fields:	This Progress Report Date				This Submission Number				

Inspection Schedule Section: Contains one row for each inspection in the project.

Insp Type	Actual Route	Structure Number	County /Municipal Number	Previous Insp Date	Approved Inspection Date	Actual Inspection Date	Initial 90-Day Web-based Database Submission Date	Approved Pre-Final Report Submission Date	Actual Pre-Final Report Received by State	Bridge Owner's Comments Received by Consultant	Final Web-based Database Submission Date	Final Report Received by State	Insp Equip/ MOT/ Diving Services Required	Remarks
A*	B*	C*	D*	E*	F	G	H	I*	J	K	L	M	N	O
Regular	99	9999998	999998M	6/15/2009										
Regular	99	9999999	999999N	7/9/2009										

On-System Project progress sheet:

Project Schedule	On-System Progress	Off-System Progress	Non-System Progress	ON-SYSTEM PROGRESS REPORT								Print Preview			
Project				1 On and 1 Off System State Bridges								Progress Report Date		1/0/1900	
Consultant				ABC Consultants								Notice to Proceed Date		1/0/1900	
Agreement				2011Blxxxx								Preliminary Reports Due Date		1/0/1900	
Group				GGGG								Final Reports Due Date		1/0/1900	
Total OnSys Rows				1								Authorized Time Extension Date		1/0/1900	
				PROJECT PROGRESS FOR ON-SYSTEM INSPECTION RELATED TASK (Field, Calculation, & Report Writing)								Completed		0.00%	
												# of Insp.		Interim 0 Regular 1 Other 0	
Insp Type	Actual Route	Structure Number	Field Inspection (Mobilization & Field)			Computation (Calculations)			Report Writing (Cadd, Prelim. & Final Rpts)			Percent Total Overall Project Completed (%)	Note1	Note2	
			Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Regular		9999999	30.99%		0.00%	25.35%		0.00%	43.66%		0.00%	0.00%			
Total			30.99%		0.00%	25.35%		0.00%	43.66%		0.00%	0.00%			

Off-System Project progress sheet:

Project Schedule	On-System Progress	Off-System Progress	Non-System Progress	OFF-SYSTEM PROGRESS REPORT								Print Preview			
Project				1 On and 1 Off System State Bridges								Progress Report Date		1/0/1900	
Consultant				ABC Consultants								Notice to Proceed Date		1/0/1900	
Agreement				2011Blxxxx								Preliminary Reports Due Date		1/0/1900	
Group				GGGG								Final Reports Due Date		1/0/1900	
Total OffSys Rows				1								Authorized Time Extension Date		1/0/1900	
				PROJECT PROGRESS FOR OFF-SYSTEM INSPECTION RELATED TASK (Field, Calculation, & Report Writing)								Completed		0.00%	
												# of Insp.		Interim 0 Regular 1 Other 0	
Insp Type	Actual Route	Structure Number	Field Inspection (Mobilization & Field)			Computation (Calculations)			Report Writing (Cadd, Prelim. & Final Rpts)			Percent Total Overall Project Completed (%)	Note1	Note2	
			Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Regular		9999998	50.79%		0.00%	0.00%		0.00%	49.21%		0.00%	0.00%			
Total			50.79%		0.00%	0.00%		0.00%	49.21%		0.00%	0.00%			

Non-System Project progress sheet:

Project Schedule	On-System Progress	Off-System Progress	Non-System Progress	NON-SYSTEM PROGRESS REPORT								Print Preview			
Project				1 On and 1 Off System State Bridges								Progress Report Date		1/0/1900	
Consultant				ABC Consultants								Notice to Proceed Date		1/0/1900	
Agreement				2011Blxxxx								Preliminary Reports Due Date		1/0/1900	
Group				GGGG								Final Reports Due Date		1/0/1900	
Total NonSys Rows				1								Authorized Time Extension Date		1/0/1900	
				PROJECT PROGRESS FOR NON-SYSTEM INSPECTION RELATED TASK (Field, Calculation, & Report Writing)								Completed		#DIV/0!	
												# of Insp.		Interim 0 Regular 0 Other 1	
Insp Type	Actual Route	Structure Number	Field Inspection (Mobilization & Field)			Computation (Calculations)			Report Writing (Cadd, Prelim. & Final Rpts)			Percent Total Overall Project Completed (%)	Note1	Note2	
			Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
			#DIV/0!		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!			
Total			#DIV/0!		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!			

Instructions:

1. The FIRST step is to import .XML Proposal file by clicking on this button:

IMPORT
.xml

2. Input appropriate dates and other relevant data in the cells that are not locked. (Note: *DO NOT* enter any data in the shaded red area marked “**FOR STATE USE ONLY**”.)
3. After completing the Project Information Section, complete the Inspection Schedule Section. Each separate inspection will require its own row.
4. The Initial XML data file is created by the NJDOT Proposal Program given by the Department.

III. HOW TO CREATE AN XML DATA FILE USING EXCEL SPREADSHEET?

Once all required information has been entered in the Excel spreadsheet, generate an ***XML*** data file for State submission using following instructions.

- a. Create ***XML*** data file for your Project Schedule by clicking this Button:

Export
XML

- b. The ***XML*** file is saved as same name as Excel file except with **.xml** extension:

GGGG_YYYYMMDD_PSNN_XX.xml

where, ***GGGG*** is the four character Group Number (e.g., ***03L8***)

YYYYMMDD is the current submission date in this schedule (e.g. ***20120215***)

PS stands for Project Schedule

NN indicates the **Project Agreement, Mod/Add.** (e.g. “00” for Original Agreement)

XX indicates the Submission Sequence Number (e.g., ***01, 02...***)

(Note: *This name must be **UNIQUE.***)

- c. Email this ***XML*** data file as an attachment to the Department Project Manager.
Include file name in the subject of this email.

See sample below.

Excel Sample
– Project Schedule

Project Schedule		On-System Progress	Off-System Progress	Non-System Progress	ADD Row	DELETE Row	SORT	FILTER	EXPORT .xml	IMPORT .xml	PRINT Preview			
<div> <div>Project*</div> <div>Inspection of 110 County Minor Bridges</div> </div>														
<div> <div>Consultant*</div> <div>ABC Consultants</div> </div>														
<div> <div>Agreement*</div> <div>2011B1999Z</div> <div>*Agreement Date</div> </div>														
<div> <div>Group*</div> <div>03X0</div> <div>*Modification/Addendum Code</div> </div>														
<div> <div>Total Rows</div> <div>110</div> <div>Modification/Addendum Date</div> </div>														
<div> <div>* Required Fields</div> <div>This Progress Report Date</div> </div>														
Insp Type	Actual Route	Structure Number	County Municipal Number	Previous Insp Date	Approved Inspection Date	Actual Inspection Date	Initial 90-Days Web-based Database Submission Date	Approved Pre-Final Report Submission Date	Actual Pre-Final Report Received by State	Bridge Owner's Comments Received by Consultant	Final Web-based Database Submission Date	Final Report Received by State	Insp Equip/MOT/Diving Services Required	Remarks
A*	B*	C*	D*	E*	F	G	H	I*	J	K	L	M	N	O
Regular		03A3001		5/18/2009										
Regular		03A4012		5/15/2009										
Regular		03A4014		5/15/2009										
Regular		03A4020		5/15/2009										
Regular		03B128A		5/19/2009										
Regular		03B129A		5/19/2009										
Regular		03B3003		5/15/2009										
Regular		03B3010		5/18/2009										
Regular		03B3019		5/18/2009										Less than 5ft
Regular		03B4001		5/18/2009										
Regular		03B4007		5/18/2009										
Regular		03B4011		5/19/2009										
Regular		03B4028		5/18/2009										
Regular		03B4029		5/15/2009										
Regular		03B4031		5/15/2009										Less than 5ft
Regular		03B4045		5/19/2009										Less than 5ft
Regular		03B4053		5/18/2009										Less than 5ft

[illegible]

Excel Sample
– Off System Progress

Project Schedule		On-System Progress	Off-System Progress	Non-System Progress	OFF-SYSTEM PROGRESS REPORT				Print Preview					
Project Inspection of 110 County Minor Bridges					Progress Report Date 1/0/1900									
Consultant		ABC Consultants		Notice to Proceed Date 1/0/1900		This Submission No. 0								
Agreement		2011B1999Z		Preliminary Reports Due Date 1/0/1900		Off Sys Federal Job No.								
Group		03X0		Final Reports Due Date 1/0/1900		Off Sys State Job No.								
Total Off Sys Rows 1		Modification/Addendum Date 1/0/1900		Authorized Time Extension Date 1/0/1900										
PROJECT PROGRESS FOR OFF-SYSTEM INSPECTION RELATED TASK (Field, Calculation, & Report Writing)					Completed #DIV/0!									
Insp Type	Actual Route	Structure Number	Field Inspection (Mobilization & Field)		Computation (Calculations)		Report Writing (Cadd, Prelim. & Final Rpts)		Percent Total Overall Project Completed (%)	Note1	Note2			
			Estimated Percentage of Overall Project Completed (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project Completed (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		
			#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		
Total														

Excel Sample
– Non System Progress

Project Schedule		On-System Progress	Off-System Progress	Non-System Progress	NON-SYSTEM PROGRESS REPORT										Print Preview
Project		Inspection of 110 County Minor Bridges			Progress Report Date 1/0/1900										1/0/1900
Consultant		ABC Consultants			Notice to Proceed Date 1/0/1900										This Submission No. 0
Agreement		2011BI999Z			Preliminary Reports Due Date 1/0/1900										Non Sys Federal Job No.
Group		03X0			Modification/Addendum Code 0										Non Sys State Job No.
Total NonSys Rows 110		Modification/Addendum Date 1/0/1900			Authorized Time Extension Date 1/0/1900										
PROJECT PROGRESS FOR NON-SYSTEM INSPECTION RELATED TASK (Field, Calculation, & Report Writing)															
Insp Type	Actual Route	Structure Number	Field Inspection (Mobilization & Field)			Computation (Calculations)			Report Writing (Cadd, Prelim. & Final Rpts)			Percent Total Overall Project Completed (%)	Note1	Note2	
			Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)	Estimated Percentage of Overall Project (%)	Part of This Task Completed (%)	Part of Overall Project Completed (%)				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Regular	9003	03A3001	0.33%		0.00%	0.40%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03A4012	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03A4014	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03A4020	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B128A	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B129A	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B3003	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B3010	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B3019	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	Less than 5ft		
Regular	9003	03B4001	0.33%		0.00%	0.40%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B4007	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B4011	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B4028	0.33%		0.00%	0.40%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B4029	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			
Regular	9003	03B4031	0.33%		0.00%	0.00%		0.00%	0.64%		0.00%	0.00%			

XML Sample

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
- <root>
-   <project_info>
      <project_name>Inspection of 110 County Minor Bridges</project_name>
      <consultant>Abc Consultants</consultant>
      <agreement>2011BI999Z</agreement>
      <group_number>03X0</group_number>
      <agreement_date />
      <mod_add_code />
      <mod_add_date />
      <ntp_date />
      <preliminary_reports_date />
      <final_reports_date />
      <auth_time_ext_date />
      <pdf_cd_received_date />
      <work_files_cd_received_date />
      <database_cd_received_date />
      <final_invoice_received_date />
      <progress_report_date />
      <submission_number />
    </project_info>
-   <schedule_row>
      <insp_type>Regular</insp_type>
      <actual_route />
      <bridge_structure_number>03A3001</bridge_structure_number>
      <on_off_system>3</on_off_system>
      <county_structure_number />
      <previous_insp_date>2009-05-18</previous_insp_date>
      <app_insp_date />
      <actual_insp_date />
      <initial_db_sub_date />
      <app_prelim_report_date />
      <actual_prelim_report_received_date />
      <State_county_comments_date />
      <final_db_date />
      <final_report_received_date />
      <insp equip_mot_diving />
      <remarks />
    </schedule_row>
  .
  .
  .
```



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    </schedule_row>
- <onsys_info>
    <onsys_federal_job_number />
    <onsys_state_job_number />
    <onsys_insp_task_overall />
    <onsys_interim_insp_number>0</onsys_interim_insp_number>
    <onsys_regular_insp_number>0</onsys_regular_insp_number>
    <onsys_other_insp_number>1</onsys_other_insp_number>
  </onsys_info>
- <offsys_info>
    <offsys_federal_job_number />
    <offsys_state_job_number />
    <offsys_insp_task_overall />
    <offsys_interim_insp_number>0</offsys_interim_insp_number>
    <offsys_regular_insp_number>0</offsys_regular_insp_number>
    <offsys_other_insp_number>1</offsys_other_insp_number>
  </offsys_info>
- <nonsys_info>
    <nonsys_federal_job_number />
    <nonsys_state_job_number />
    <nonsys_insp_task_overall>0</nonsys_insp_task_overall>
    <nonsys_interim_insp_number>0</nonsys_interim_insp_number>
    <nonsys_regular_insp_number>110</nonsys_regular_insp_number>
    <nonsys_other_insp_number>0</nonsys_other_insp_number>
  </nonsys_info>
.
.
.

```

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- <nonsys_row>
  <nonsys_insp_type>Regular</nonsys_insp_type>
  <nonsys_user_brdg_route>9003</nonsys_user_brdg_route>
  <nonsys_bridge_structure_number>03A3001</nonsys_bridge_structure_number>
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  <nonsys_field_insp_completed />
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  <nonsys_calc_estimated>9</nonsys_calc_estimated>
  <nonsys_calc_completed />
  <nonsys_calc_overall>0</nonsys_calc_overall>
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  <nonsys_report_writing_completed />
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  <nonsys_note1 />
  <nonsys_note2 />
</nonsys_row>
- <nonsys_row>
  <nonsys_insp_type>Regular</nonsys_insp_type>
  <nonsys_user_brdg_route>9003</nonsys_user_brdg_route>
  <nonsys_bridge_structure_number>03A4012</nonsys_bridge_structure_number>
  <nonsys_field_insp_estimated>7.5</nonsys_field_insp_estimated>
  <nonsys_field_insp_completed />
  <nonsys_field_insp_overall>0</nonsys_field_insp_overall>
  <nonsys_calc_estimated>0</nonsys_calc_estimated>
  <nonsys_calc_completed />
  <nonsys_calc_overall>0</nonsys_calc_overall>
  <nonsys_report_writing_estimated>14.5</nonsys_report_writing_estimated>
  <nonsys_report_writing_completed />
  <nonsys_report_writing_overall>0</nonsys_report_writing_overall>
  <nonsys_this_insp_overall>0</nonsys_this_insp_overall>
  <nonsys_note1 />
  <nonsys_note2 />
</nonsys_row>
- <nonsys_row>
  <nonsys_insp_type>Regular</nonsys_insp_type>
  <nonsys_user_brdg_route>9003</nonsys_user_brdg_route>
  <nonsys_bridge_structure_number>03A4014</nonsys_bridge_structure_number>
  <nonsys_field_insp_estimated>7.5</nonsys_field_insp_estimated>
  <nonsys_field_insp_completed />
  <nonsys_field_insp_overall>0</nonsys_field_insp_overall>
  <nonsys_calc_estimated>0</nonsys_calc_estimated>
  <nonsys_calc_completed />
  <nonsys_calc_overall>0</nonsys_calc_overall>
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  <nonsys_report_writing_completed />
  <nonsys_report_writing_overall>0</nonsys_report_writing_overall>
  <nonsys_this_insp_overall>0</nonsys_this_insp_overall>
  <nonsys_note1 />
  <nonsys_note2 />
</nonsys_row>

```