



# INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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**Michael R. Pence, Governor**  
**Brandye L. Hendrickson,**  
**Commissioner**

January 28, 2016

## CONSTRUCTION MEMORANDUM 16-03

TO: District Deputy Commissioners  
District Construction Directors  
District Technical Services Directors  
District Area Engineers  
District Traffic Engineers  
District Testing Engineers  
District LPA Coordinators  
Project Engineers/Supervisors  
Field Engineers  
Office of Material Management

FROM:  Mark A. Miller, Director  
Division of Construction Management and District Support

SUBJECT: Automated SiteManager Email Notification System

The purpose of this memorandum is to notify all field and internal personnel of the implementation of the automated SiteManager notification system. This system is used to inform applicable recipients of a completed action entry within SiteManager via an automated Microsoft Outlook email and will be used in conjunction with current notification requirements. There is no action needed by personnel to install or sign up for this notification system.

A notification email will be sent to only **Area Engineers** and the primary **PE/Ss** when one of the following SiteManager actions are executed, per contract:

- A claim has been created
- A claim has been resolved
- Notice to Proceed date has been populated
- A lien has been created
- A lien has been resolved

A notification email will be sent to only the primary **PE/Ss** when one of the following SiteManager actions is executed, per contract:

- A Subcontractor has been approved
- Contract funding purchase order has been added

A notification email will be sent to only **Area Engineers** when one of the following SiteManager actions is executed, per contract:

- First Day of Work date has been populated
- Substantially Completion date has been populated

A notification email will be sent to only **District Testing Engineers** and primary **PE/Ss** when the following SiteManager action is executed, per contract:

- A Test Sample is authorized and has a failed status

A notification email will be sent to only **Area Engineers**, and primary **PE/Ss** when one of the following SiteManager actions is executed, per contract:

- A change order has been created
- A change order has been approved

For change order approval notifications, an email will be sent to the primary **PE/S**, the last approver, and to the next approval level authority according to the necessary change order approval levels.

The implementation of this automated email notification system is in no way intended to replace the active lines of communication that currently exist between PE/Ss and Area Engineers. Current methods of notification and dialogue should continue to be utilized by all parties.

On Friday, January 29, 2016, the automated SiteManager email notification system will be implemented. Any questions or comments should be directed to the Division of Construction Management.

MAM/ddh