Maintenance Program Management (MPM)

Adding a Project to a Routine Maintenance Agreement (RMA) Job Aid

This job aid will walk you through the steps necessary to add a new project to a Routine Maintenance Agreement (RMA). This job aid is directed at users that have the "RMA Project Editor" role to work with RMAs. Financial Specialists in each region should have this role.

RMAs are automatically created annually for each Wisconsin county by duplicating the prior year's project information. There are times when additional project IDs need to be added to an RMA such as Bridge projects or roadside facility projects. Please consult with BHM staff if you have questions about whether projects should be added to an RMA.

Step 1: Sign on to the production MPM application:

https://trust.dot.state.wi.us/mpm/

Note: You need to have a WAMS account for the production MPM application. To request access, use this: https://on.wisconsin.gov/WAMS/SelfRegController

After entering your User ID and Password, click on the Login link.

You will land on the MPM Main Screen. This screen presents several links:

- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.
- To do list for your group – this option presents workflow items needing group attention.
- Admin screen – this option presents links to view and manage the application.
- "Go" link to select the desired calendar year to work with.
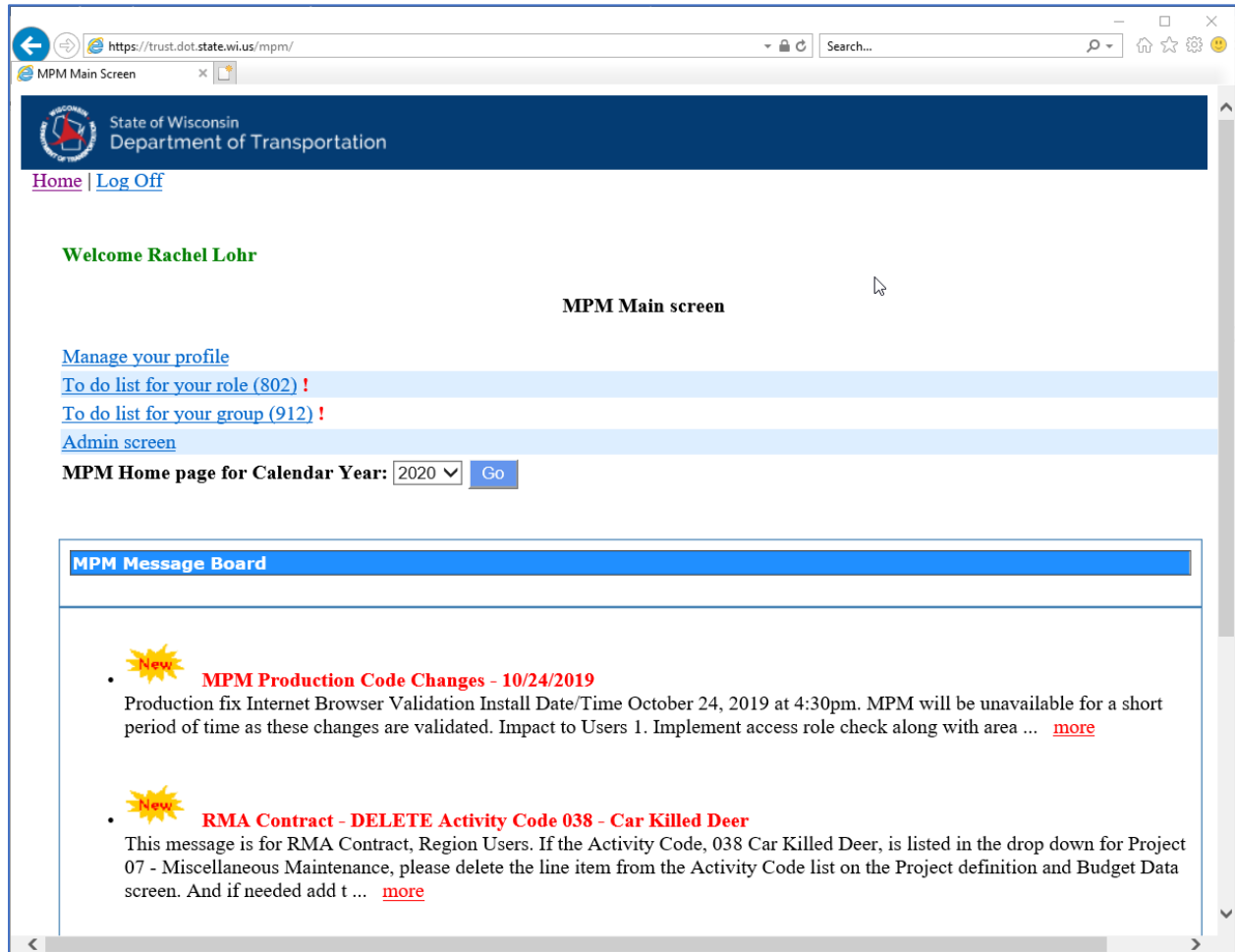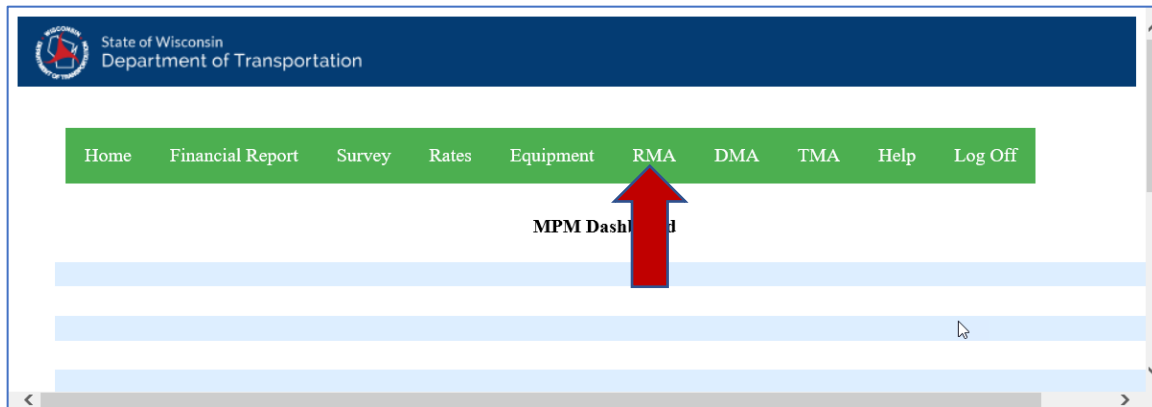

Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

Step 2: Select the desired calendar year and click on Go
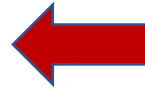
The MPM Dashboard will be displayed:

Step 3: Click on the RMA link above

The RMA Main Screen will be displayed:

Step 4: Select County

Once you select a County, the Region will be automatically selected based on the County. The county you select should be the county for the RMA you want to add the project to.

Step 5: Select Copy MPM Project to New Project

This will take you to a screen that will let you select a county and an existing Project ID (try to select an ID that may have similar project attributes, i.e. if creating a new Bridge ID, select an existing Bridge ID to copy from), select an unused "last two digits" of the new Project ID and enter the new Project description. Make sure the New Project ID has the correct County ID; if it doesn't, click on back and select the desired County. Clicking on the Copy button will create the new project.

You will then complete the project definition data setup by selecting a project category and program code for your new project. Note that you should use the Save link periodically to save your data. Use the following table to select the appropriate project category and program code. Please see the "Create RMA" job aid for additional details on how to set up a project.

Do not click the Submit link until your project is completely set up (after you have completed the project budget screens). Submit puts the project into the approval workflow.

The logic behind the Routine Maintenance project ID numbers:

- First two digits are always 00
- Third and Fourth digits are the County Number
- Fifth and Sixth digits are always 01
- Seventh and Eighth digits are related to the Asset Class/Work Type

The general guidelines for which category and program code to use are:

Description	Project ID #	MPM Project Category	Program Code
Roadways - Asphalt	00C#-01-01	RAB99	3511
	00C#-01-02		3512
Roadways- Concrete	00C#-01-03	RCB99	3511
	00C#-01-04		3512
Roadways- Shoulder	00C#-01-05	RGB99	3511
	00C#-01-06		3512
Miscellaneous	00C#-01-07	RMB99	3515
	00C#-01-08		3516
Winter	00C#-01-11	RWB99	3521

	00C#-01-12		3522
Roadsides - Facilities	00C#-01-31	RFB99	3541
	00C#-01-32		3542
Roadsides - Vegetation	00C#-01-33	RVB99	3543
	00C#-01-34		3544
Roadsides - TIC/Rest Area	00C#-01-35	RFB99	3541
	00C#-01-36		3542
Structures			
Structures - RMA	00C#-01-21	RBB99	3531
84.10 Bridges	00C#-01-23	RBB99	3531
Border - Iowa	00C#-01-50	RBB99	3531
Border - Minnesota	00C#-01-51	RBB99	3531
Border - Michigan	00C#-01-52	RBB99	3531
Miscellaneous	00C#-01-53	RBB99	3531
Administration			
Non-Patrol Supervision	00C#-01-40	RNS99	3580
Patrol Supervision	00C#-01-41	RSP99	3580
Traffic Sign Repair	00C#-01-61	RTB99	3561

You can then proceed to enumerate the project just like any other project. Please see the Create RMA job aid for additional help.