

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>

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WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

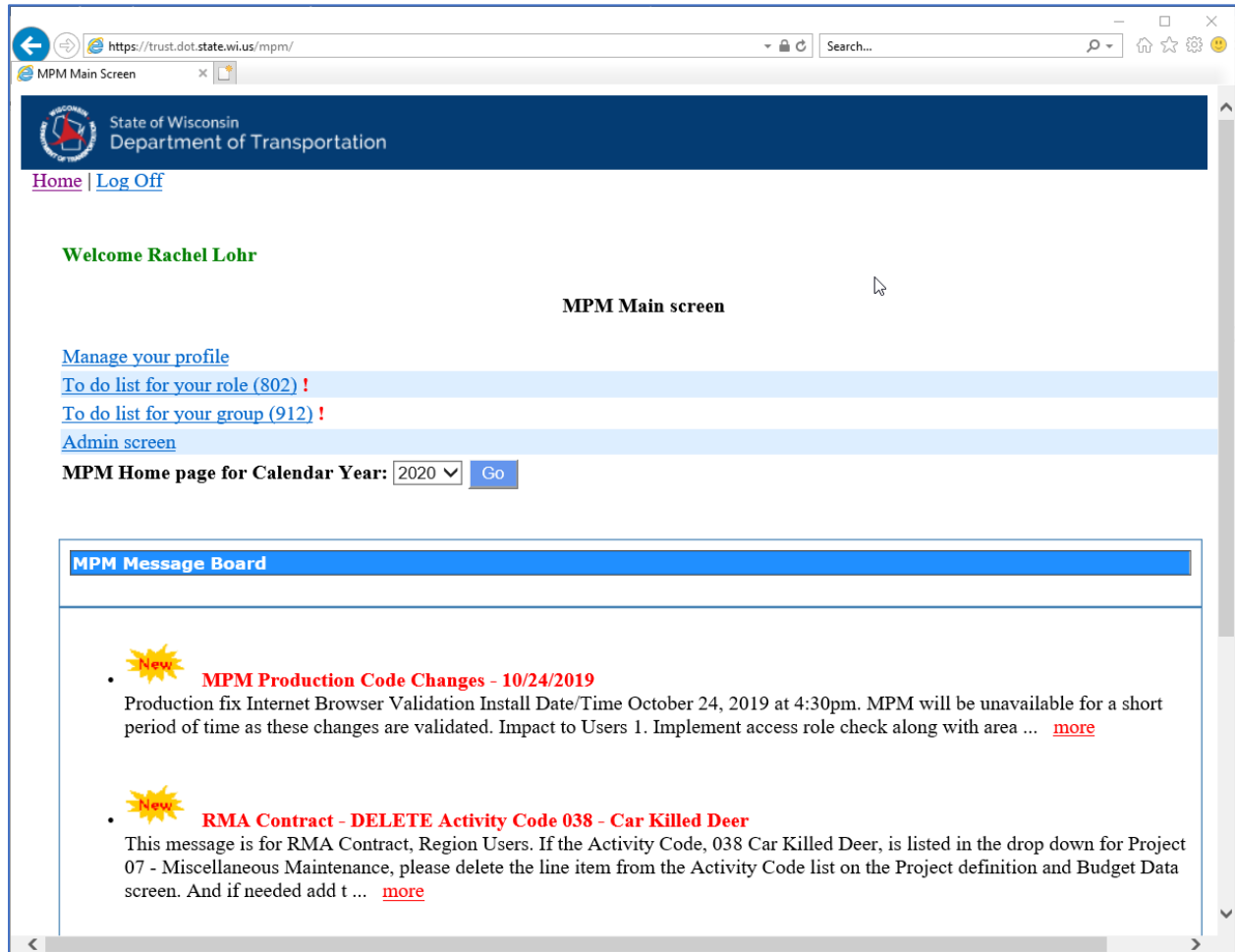
You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[WAMS Home](#)
Please don't bookmark this page.

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:

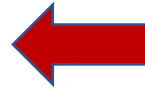
- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.
- To do list for your group – this option presents workflow items needing group attention.
- Admin screen – this option presents links to view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



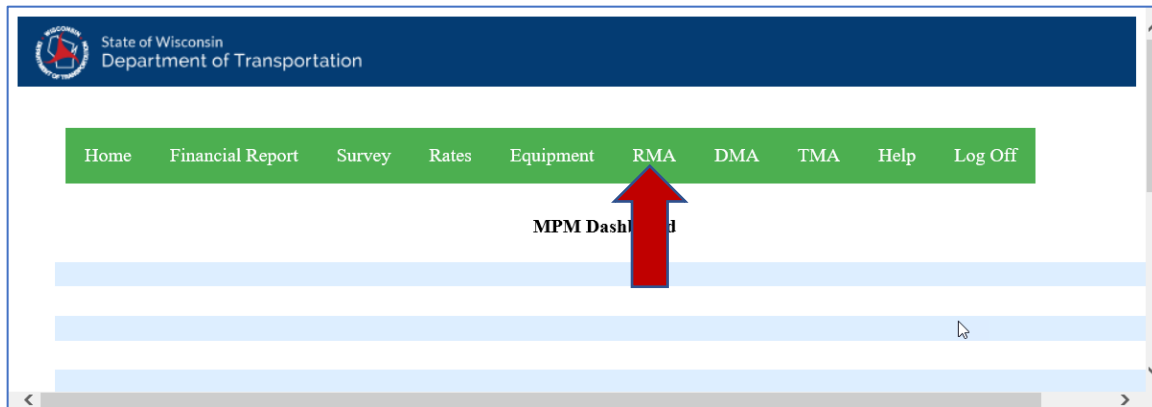
Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

Step 2: Select the desired calendar year and click on Go

MPM Home page for Calendar Year: 2020



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

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Home Financial Report Survey Rates Equipment RMA DMA TMA Help Log Off

RMA Main Screen Back Print

County: --Select One-- Region: --Select One-- Year: 2020 Project: --Select One--

[Project Definition Data](#)
[Change Status for RMA Project\(s\)](#)
[Project Work and Budget Data](#)
[Change Status for RMA Project Work, Budget Data & Supervision Budget Data Project\(s\)](#)
[Manage RMA](#)
[Copy MPM Project to New Project](#)

A red arrow points to the 'Copy MPM Project to New Project' link.

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.

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RMA - Copy MPM Project To New Project Copy Back Print

County : **CLARK** Region : **Northwest** Year : **2020**

COPY FROM

Year: 2020 County: --Select One-- Region: --Select One-- Project: --Select One--

NEW PROJECT DATA

New Project Id: 0010 01 23 Project Type: Non-Supervision

Project Description :

Red arrows point to the 'Copy' button, the 'County' dropdown in the 'COPY FROM' section, the 'Region' dropdown in the 'COPY FROM' section, the 'Project' dropdown in the 'COPY FROM' section, the 'New Project Id' field, and the 'Project Description' text area.

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.

RMA - Project Definition Data

County: **FOREST** Region: **NC** Year: **2020** Project: **0021-01-53: Miscellaneous** [Go](#)

[Submit](#) [Validate](#) [Save](#) [Back](#) [Print](#) **Current Status:** Open for Submission [Show Workflow](#)

County : **FOREST** Region : **North Central** Year : **2020** Project : **0021-01-53**

Project Description: Miscellaneous Maintenance - Roadside Facility

Project Category: **-Select One-**

Program Code: **-Select One-**

Notes

Document Name: Document: [Browse...](#)

Date/Time	Author	Note	Action Performed	Docs	Remove Document	Clear Note
10/28/2019 10:43:29 AM	Rachael Lohr		Batch Processed			

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.