

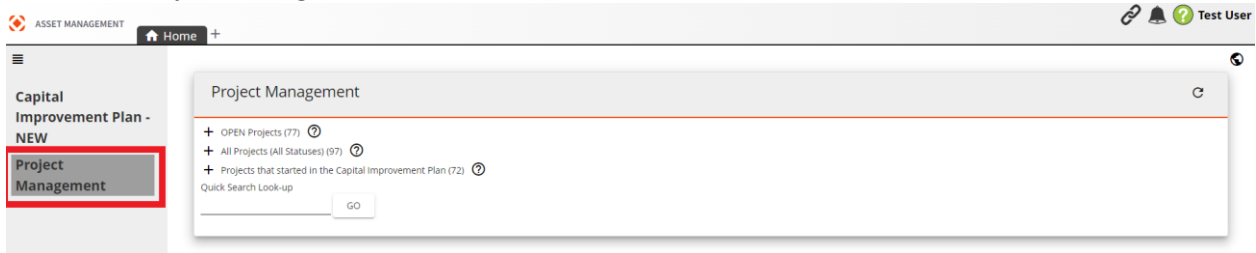
EAM (Lucity) Project Management – Updating a Project Instructions

Getting Started:

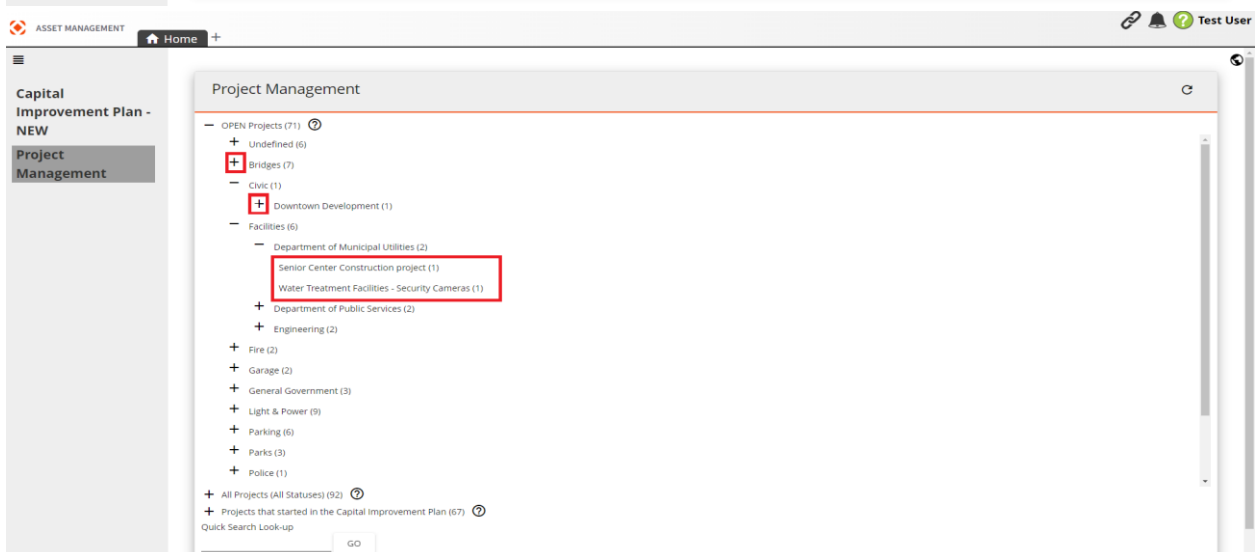
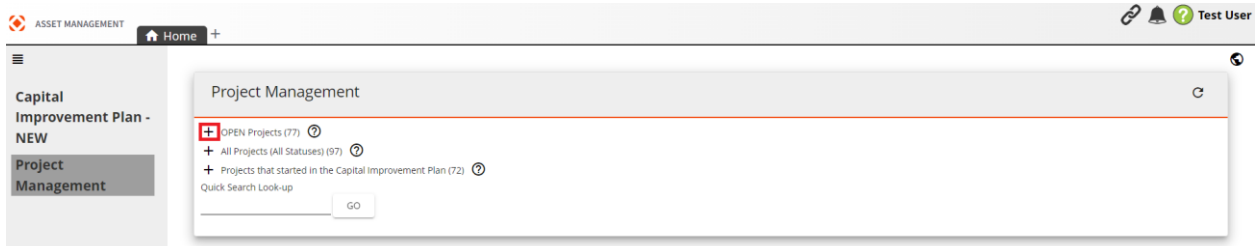
1. Once your Project has been created you will need to keep it updated until it is complete.
2. Lucity internal web address (**You MUST use Chrome to access**)
<http://tcappserver1/LUCITYWEB/public/login.aspx>
 Create a shortcut on your computer desktop or add to your favorites.
3. Enter your username/password and login. *(if you have forgotten either/both of these contact Chrissy Black @ 922-4900 ext 131)*
4. Find your Project using the “Project Management” Dashboard in one of the following ways.

Once Logged in:


From the “Project Management” dashboard

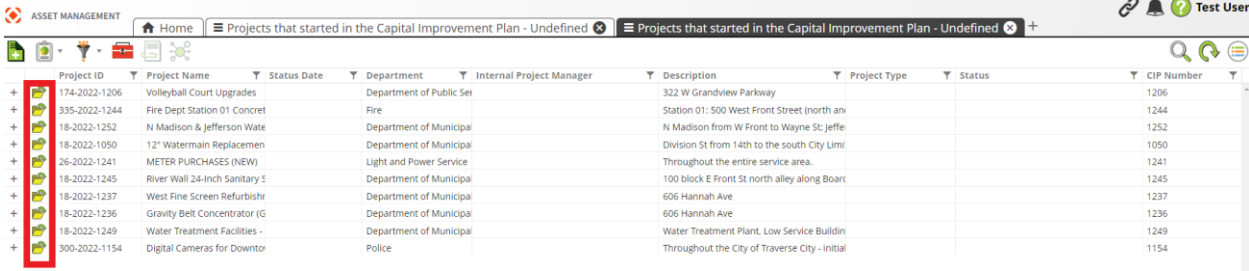


- 1) Find your project by Clicking on + next to the “OPEN Projects” and keep filtering down (to Department then Internal Project Manager then Project Name) by continuing to click the +’s or just click “OPEN Projects” to find your project in the list.



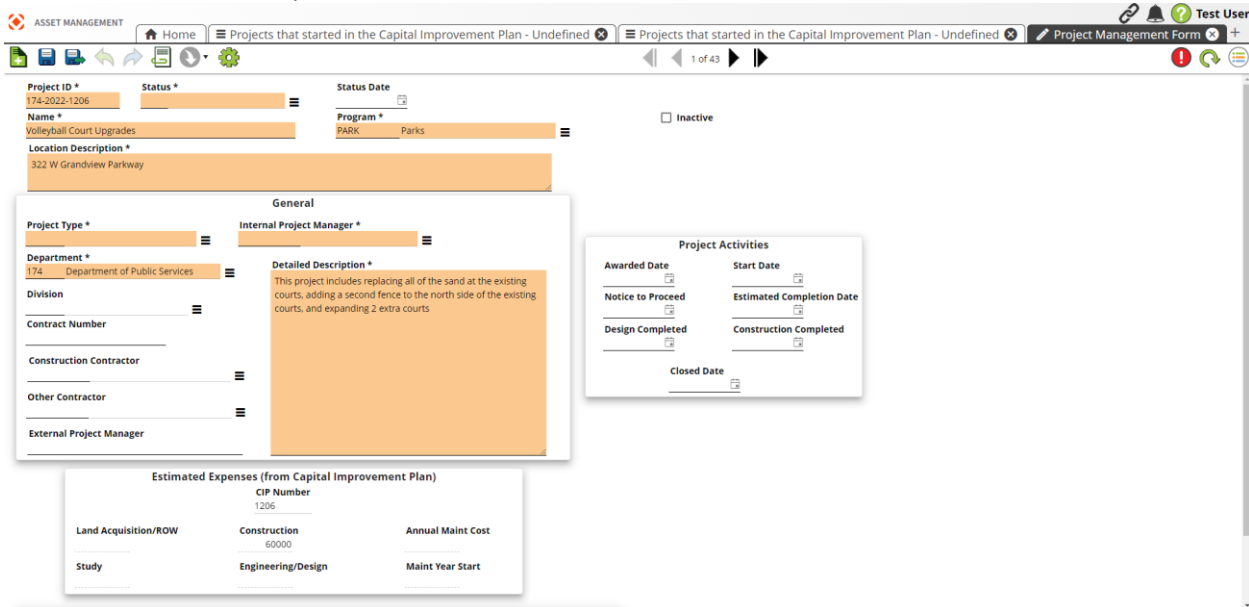
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2) This will show your project in the grid, once you find your project click on the  to open the “Project Management Form”.



Project ID	Project Name	Status Date	Department	Internal Project Manager	Description	Project Type	Status	CIP Number
174-2022-1206	Volleyball Court Upgrades		Department of Public Ser		322 W Grandview Parkway			1206
335-2022-1244	Fire Dept Station 01 Concrete		Fire		Station 01: 500 West Front Street (north an			1244
18-2022-1252	N Madison & Jefferson Water		Department of Municipal		N Madison from W Front to Wayne St; Jeffe			1252
18-2022-1050	12" Watermain Replacemen		Department of Municipal		Division St from 14th to the south City Limi			1050
26-2022-1241	METER PURCHASES (NEW)		Light and Power Service		Throughout the entire service area.			1241
18-2022-1245	River Wall 24-Inch Sanitary S		Department of Municipal		100 block E Front St north alley along Boar			1245
18-2022-1237	West Fine Screen Refurbishr		Department of Municipal		606 Hannah Ave			1237
18-2022-1236	Gravity Belt Concentrator (G		Department of Municipal		606 Hannah Ave			1236
18-2022-1249	Water Treatment Facilities -		Department of Municipal		Water Treatment Plant, Low Service Buildin			1249
300-2022-1154	Digital Cameras for Downto		Police		Throughout the City of Traverse City - Initial			1154

3) Look over and edit this information as needed. Please note that all **ORANGE** fields are required, but fill them all in if possible.



Project ID * 174-2022-1206

Status * [Orange field]

Status Date [Orange field]

Name * Volleyball Court Upgrades

Location Description * 322 W Grandview Parkway

Program * PARK Parks

Project Type * [Orange field]

Internal Project Manager * [Orange field]

Department * 174 Department of Public Services

Division [Orange field]

Contract Number [Orange field]

Construction Contractor [Orange field]

Other Contractor [Orange field]

External Project Manager [Orange field]

Detailed Description * This project includes replacing all of the sand at the existing courts, adding a second fence to the north side of the existing courts, and expanding 2 extra courts

Project Activities

Awarded Date [Orange field]

Start Date [Orange field]

Notice to Proceed [Orange field]

Estimated Completion Date [Orange field]

Design Completed [Orange field]


Construction Completed [Orange field]

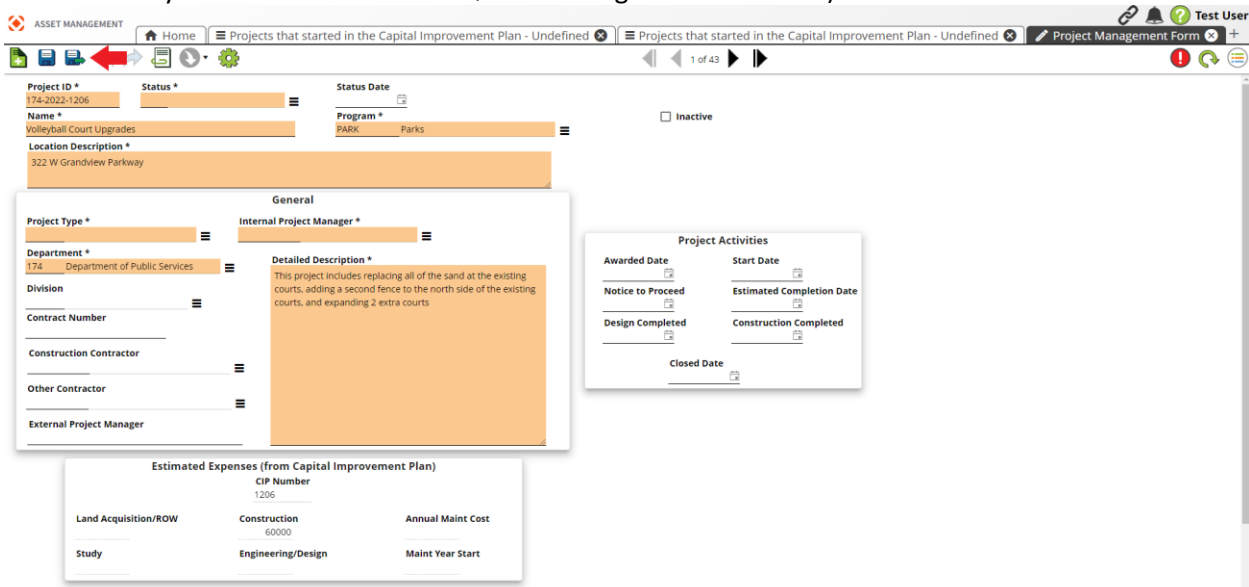
Closed Date [Orange field]

Estimated Expenses (from Capital Improvement Plan)

CIP Number 1206

Category	Amount	Year
Land Acquisition/ROW	60000	
Construction	60000	
Annual Maint Cost		
Study		
Engineering/Design		
Maint Year Start		

4) Once you have completed your edits to this form click  “Save and Close”. (If this is greyed out then you don’t have all the REQUIRED orange fields filled out)



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