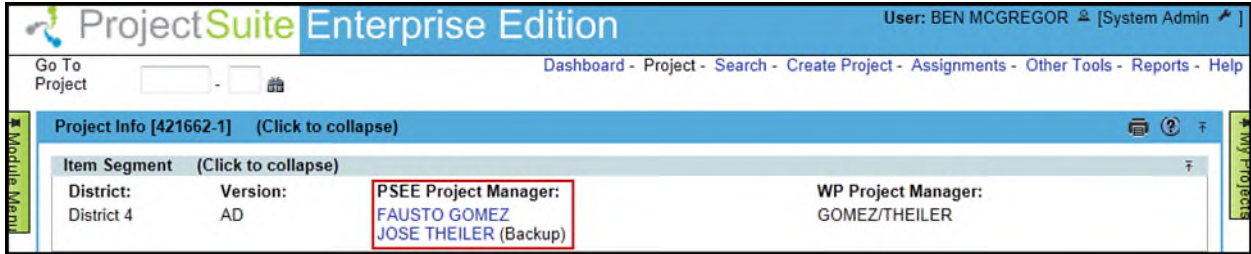


Privileges for Project Managers in PSEE

When someone is assigned as the PSEE Project Manager, or backup PSEE Project Manager, for a Project, they are automatically given a “default” level of access to that specific Project in PSEE. The default PSEE Project Manager privileges are listed in the table below.



Project Managers are responsible for ensuring that the information in ProjectSuite is accurate and complete. For that reason, they also have elevated access in some cases. For example, a user can only delete documents that they have posted, however the Project Manager can delete *any* document including those posted by others. If a Project Manager needs more access than is provided by the default, the access can be granted by the District Administrator. *Access granted by the District Administrator to a selected Business Module applies to all Projects for that District.* For more information on requesting permissions, please reference the [User Profile – Privileges and Notifications](#) Help Document.

Default PSEE Project Manager Privileges		
Module	Activity	PM Given Access?
MANAGE		
Project Info	Add, Edit, and Remove PSEE Documents	Yes
	Import Data <i>This is used to programmically enter data into PSEE through its service calls.</i>	No
Address Book	Add, Edit, and Remove Internal Contacts Related to the Project	Yes
	Add, Edit, and Remove External Contacts Related to the Project	Yes
	Change the Name of an External Contact	Yes
Commitments	Add, Edit, and Remove Commitments	Yes
Contracts	Add, Edit, and Remove Documents for a Contract	No
Design Approval Requests	Add, Edit, and Remove Design Requests	Yes
	Manage District Review	No

Default PSEE Project Manager Privileges		
Module	Activity	PM Given Access?
Environment	Manage Environmental Determination for a Project	Yes
	Edit the ProjectSuite Environmental Date for a Project	No
	Add, Edit, and Remove Environmental Commitments for a Project	Yes
	Add, Edit, and Remove Environmental Notes	Yes
	Add, Edit, and Remove Environmental Documents for the Project	Yes
External Agency	Add Vendors	No
Permits	Update Permit Required Status	Yes
	Update Permit Module Comment	Yes
	Add, Edit, and Remove Permit	Yes
	Add, Edit, and Remove Permit Module Documents	Yes
Project Fact Sheet	Edit Supplemental Information	Yes
Project Status	Add, Edit, and Remove Project Statuses	Yes
Survey Work Order	Add, Edit, and Remove Survey Work Crews by District	No
	Add, Edit, and Remove Survey Work Order Assignments	No
	Add, Edit, and Remove Survey Work Order	Yes
	Add, Edit, and Remove Crew Assignments for a Survey Work Order	Yes
Journal	Add Journal Entries	Yes
	Edit and Remove Journal Entries	No
	Add, Edit, and Remove Journal Entry Responses	Yes
	Add, Edit, and Remove Documents for a Journal Entry Response	Yes
CHANGE REQUESTS		
Critical Schedule	Add, Edit, and Remove new Critical Schedule Requests	Yes
	Complete Critical Schedule Change Request	No
Estimates	Set Estimate Locked-Through Date	No
	Set whether an Estimate is required for the Project	Yes
	Add, Edit, and Remove new Estimate Change Requests	Yes
	Add, Edit, and Remove Estimate Request Assignments for an Estimate Change Request	Yes
	Ability to perform the RWMS Estimator role	Yes
	Ability to perform the Trns*port Estimator role	Yes
	Ability to perform the LRE Estimator role	Yes

Default PSEE Project Manager Privileges		
Module	Activity	PM Given Access?
Project Change Package	Add, Edit, and Remove new Project Change Packages	Yes
Scheduling	Set Schedule Lock Through Date	No
	Complete Schedule Activity Change	No
	Add, Edit, and Remove new Activity Requests	Yes
Scope	Add, Edit, and Remove new Scope Change Requests	Yes
	Set Scope Lock-Through Date	No
	Add, Edit, and Remove Reviewer Assignments for a Request	Yes
Work Program (Includes Phases)	Ability to perform the WP Data Administrator role	Yes
	Add, Edit, and Remove new Work Program Change Requests	Yes
	Add, Edit, and Remove WP Data Request Assignments for a Request	Yes
WP Phase 52	Ability to perform the WP Funding Administrator role	Yes
	Add, Edit, and Remove new WP Phase 52 Change Requests	Yes
	Add, Edit, and Remove WP Phase 52 Assignments for a Request	Yes
VIEW		

For Details on how to assign a Project Manager to a Project see the help document [Assigning a Project Manager](#).