Schedule Update Request Form (SURF)

Introduction
The Schedule Update Request Form (SURF) is an online tool, which is used for gathering schedule information from the technical leaders of each active project. Once a schedule is customized with input from the project team, the SURF forms are sent out to the assigned ADOT technical leaders and consultants. This form queries the technical leaders for status of the current activities in the project schedule and the ones planned within the following 60 workdays. The person assigned to update the SURF information for an activity will be the individual responsible for meeting the scheduled dates for that activity. Activities that are not updated will have an exponential affect on the project schedule.

How to Use It – Getting Set Up
SURF's are usually sent on a designated Monday morning (See Data Date Calendar (PDF)) and are open for updates for three days (currently one week). An e-mail requesting updates is sent out to each technical leader who has a current activity(ies) to update. Technical leaders can log in at https://www.azdot.gov/websignon/logon.asp using their full e-mail address as the Userid.


- If a technical leader does not have an account yet or has not received a password, click **SURF System - No account yet? Please join - here** and he/she may contact Art Magaña at 602-712-7563 or their assigned project scheduler. Then the technical leader is added to the system and able to view their requested updates.

- If a password has already been assigned but not remembered, click on the **Forgot your password? Click here** and a new password will be sent to the registered e-mail address.

- Once a password is sent to a technical leader it can be changed to something easier to remember. This can be done from the SURF log in page, **Change your password? Click here**.

Now, everything is set up to enter a schedule update. After logging in, the technical leaders will be able to see if SURF is active or inactive.
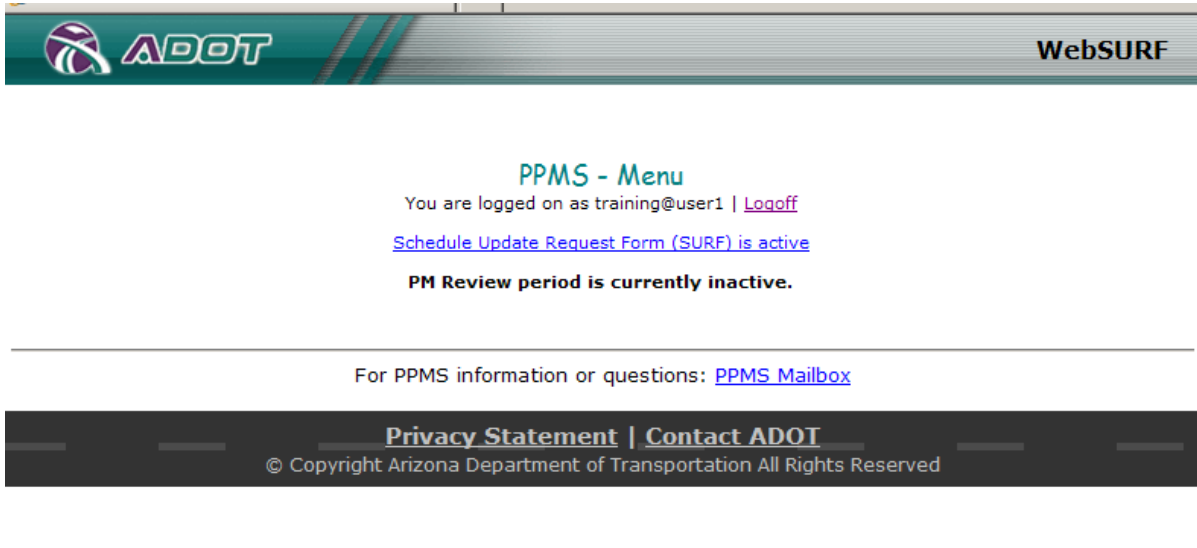
Next, each technical leader will be presented with a list of projects to update. Click on the underlined project link to review and update activities that are due for the current SURF period. Technical leaders are asked to update each project listed.
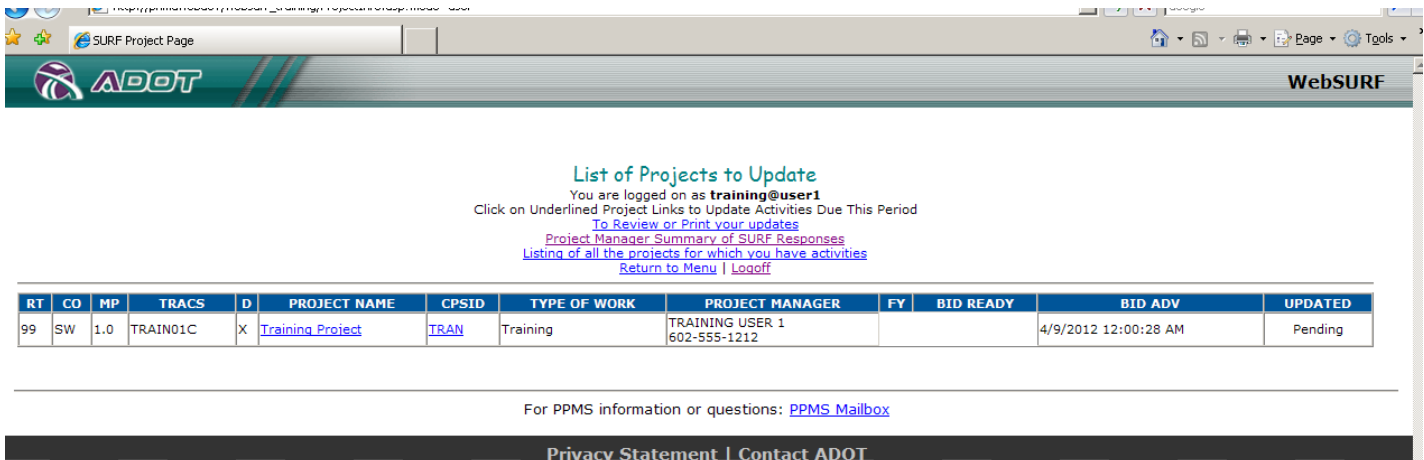
How to Use It – Entering Activity Updates

Activity ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration
JUCS1019	Test Activity 2	08/01/2007	12/05/2008	40	5	08/01/2007		03/02/2009	15
						Comments	delayed due to weather		
JUCS1009	Test Activity 1	10/01/2007	03/05/2009	1	65	10/01/2007		03/23/2009	30
						Comments	waiting for JUCS1019 to complete		
JUCS1059	Test Activity 3	12/01/2008	05/21/2009	120	120				
						Comments			

Update/Confirm status

- Enter **Actual Start Dates** and **Actual Finish Dates** by clicking the calendar **icon**, 📅
- If an activity has started, but not finished, enter the **Expected Finish Date** using the calendar **icon** or enter the number of workdays remaining in the **New Remaining Duration** column**.**
- Enter Optional **Comment.**

602-712-8657

Data Updated

Activity ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration
JUCS1019	Test Activity 2	08/01/2007	12/05/2008	40	5	08/01/2007		03/02/2009	15
						Comments	delayed due to weather		
JUCS1009	Test Activity 1	10/01/2007	03/05/2009	1	65	10/01/2007		03/23/2009	30
						Comments	waiting for JUCS1019 to complete		
JUCS1059	Test Activity 3	12/01/2008	05/21/2009	120	120				
						Comments			

Update/Confirm status

- Click the **Update/Confirm status** button to record the new information before returning to the Project Page.
    - **Data Updated** will appear above **Activity ID** when this is complete.
    - Be sure to click **Update/Confirm status** even if the activity has not started.
- Use the **View Schedule** link to view a bar chart of previous period update.

Click **Return to Project Page** to continue updating any remaining projects.

Trouble Shooting / Tips
Some useful tips when submitting schedule updates:

- Use the calendar icon, 📅 to select the date since they cannot be typed in.
- Use the clear icon, ❌ to clear the contents of a date field if necessary.
- Use the **Review or Print Updates** link to check and print the updated material.
- If you are having problems, use the links at the top to read Help Messages and FAQ.
- Follow instructions in any error.

- If system problems are encountered use the **Report System Problems** link.
- If there are any schedule update questions or problems with the activities, please e-mail or call the scheduler listed for that project.

Benefits

SURF is an activity update tool that allows each technical leader to communicate with the PM, scheduler, and project team with current information on active activities. It allows the team to analyze the status of the project by viewing their activity(ies) and the schedule. They can see what activities are driving the project and what still needs to be completed for a successful project delivery.

Next Steps

Once the SURF cycle is complete and input for each project schedule is collected, PM Reports are sent out. This report is only sent to the project manager of each active project. During this process, the data is made available for PM review. This allows them to see which activities were updated, not updated, and perform a quality check. The project manager has access to enter comments for the APSR (Active Project Status Report), Issues and Actions, and History. The complete list of active projects including all schedule information and comments is available for review at: **http://www.azdot.gov/ppms/pmmain.asp**.