



QUICK REFERENCE GUIDE:

## 3.2 OJT Goal Creation

### Background:

Creating an OJT goal for a proposal uses both AASHTOWare Project (AWP) and the OJT Goal excel worksheet. The RCCL User role has the ability to run the OJT Goal Set Report and enter goal information into the Proposal Summary component.

### Roles:

RCCL User

### Navigation:

Preconstruction > Proposal Overview

1. From the Proposal Overview search for and select the proposal.
2. On the Proposal Summary component, click the **Action Menu** and select the **OJT Goal Set** report.
3. On the General Report – DBE Goal Set component row, click **Execute**.
4. Save a PDF of the OJT Goal Set report.

### *Entering information into the OJT Goal Worksheet*

5. Enter the **Proposal Non-OJT Item Total** from the OJT Goal set report into the OJT Goal Worksheet.
6. Enter the date and person who created the OJT Goal, the Proposal Name, Project (Proposal) Number, Basic Bid Amount, and Non-Labor Cost information.
7. In the Goal section, enter the Number of Positions and Hours calculated.
8. Save the first page of the OJT Goal Worksheet as a PDF

### *Enter the OJT Hours and Positions in the Proposal Summary component*

9. Navigate to the **Contract Compliance – OJT** container in the lower part of the component.
10. In the **OJT Goal – Hours** field, enter the goal hours from the OJT worksheet.
11. In the **OJT Goal – Number of Trainees** field, enter goal positions from the OJT worksheet.
12. Click **Save**.
13. Attach the OJT Goal Worksheet and OJT Goal Set report PDF files to the Proposal Summary component.

### Next Steps:

Mark OJT items for OJT Goal setting. See QRG - *OJT Item Designation*.