

The purpose of these recommendations is to establish the minimum technical requirements for employees who are ProjectWise and/or CADD users to be able to work from home while providing the Department with the same value as working from a MoDOT office.

Assumptions:

1. Each district or division is responsible for providing the employee with hardware meeting the minimum specifications herein.
2. Employee has an Internet connection at home meeting the minimum specifications herein.
3. Employee will connect to the MoDOT network via VPN following Information Systems Division procedures.
4. District Information Systems Personnel and Central Office ALA's are responsible for setting up employee's machines based on the load provided by Design CADD Services.
5. Support staff will be able to connect to home user's machine using the LANDesk Management Suite.
6. Employee working from home is not checking out files other MoDOT staff need to perform their job duties, and each employee will be responsible for ensuring other team members have the most up-to-date design files accessible on the network.

Minimum Technical Requirements

1. Hardware - Laptop computer with at least a 1.8 GHz Duo-Core Processor, 40GB Hard Drive, and 2GB RAM
2. Internet Connection - DSL connection with download speed of 1.5 Mbps and upload speed of 256 Kbps.
3. Software Licensing - Many of the CADD applications run licensing from a server application, therefore, being connected to the MoDOT network is required for obtaining licensing.

CADD Services Operations

1. Hours of Operations - CADD Services staff will be available to answer user's support requests during MoDOT Official Business Hours, which are Monday-Friday 7:30am-4pm.
2. Support Call Log - In order to meet our Design Tracker measures, CADD Services support staff will be required to ask user's name, designated and actual work location (district/division, office/home)