



ENGINEERING & CONSTRUCTION DIRECTIVE

Bureau Chief

Managing Project Staff in COMPASS

This directive establishes the requirements and procedures related to entering and maintaining project staff and contact information using COMPASS’s new staff management application, in accordance with the [CTDOT COMPASS User Guide](#).

This application will provide a detailed list of staff and their corresponding contact information – including first and last name, title, unit, email and phone number – that will enhance project-related communications and improve overall project delivery.

Project staff shall be entered in COMPASS on each active project by January 1, 2020. Staff shall also be entered and maintained on all newly initiated projects. The Engineering Lead Unit, Engineering Support Units, and Construction Districts shall be responsible for entering and maintaining their respective staff per project. Each Unit and District shall decide which employee(s) shall be responsible for entering and maintaining project staff. Any CTDOT COMPASS user has the ability to edit project staff. Changes in project staff should be entered immediately to ensure project information is accurate.

It shall be the responsibility of the Engineering and Construction Project Managers to ensure that units working on a project maintain their staff.

At a minimum, the following levels of staff shall be entered for each project:

Engineering Lead Unit Staff:	Transportation Supervising Engineer	Transportation Engineer 3
Construction Staff:	Transportation Supervising Engineer	Transportation Engineer 3
Engineering Support Unit Staff:	Transportation Engineer 3	
Consultant Staff:	One contact per company	
Construction Consultant Staff:	One contact per company	
Contractor Staff:	One contact per Contractor	

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The Engineering Lead Unit shall be limited to staff no higher than the project's Transportation Supervising Engineer. Only one Transportation Supervising Engineer shall be included in the Engineering Lead Unit Staff. All additional staff (e.g., Transportation Engineer 3, Transportation Engineer 2, etc.) included in this section should be employees that have intimate knowledge of the project.

Contact information for Consultants and Contractors shall be entered manually. The Engineering Lead Unit is responsible for entering Engineering Consultant Staff information; the Construction District is responsible for entering Construction Consultant and Contractor Staff information.

For questions, please contact John Dudzinski @ 860-594-3196 or at john.dudzinski@ct.gov