

**Digital Project Development
Version 4.04 Revisions**

Section	Revision
All applicable Sections	Updated all Bluebeam screen shots due to CTDOT upgrading to version 2018.3.4

**Digital Project Development
Version 4.03 Revisions**

Section	Revision
2	Changed how CTDOT assigns Projectwise usernames. Before the following groups would get 2 generic usernames, but this was change so now each user at the following groups is given a unique username. The groups are as follows: Consultant firms, contractors, municipalities, utility companies, and other supporting agencies.
2.3	Updated required list of documents section.
4.11 and 13	The requirement for a project polygon has been added. These two sections detail how to prepare and submit project polygon files.
4.13 and 12	The requirement for Electronic Engineering Data (EED) has been added. These two sections detail how to prepare and submit EED.
6.1	This section, FDP Submittal to Processing, has been included in the manual. This is a new requirement for preparing the FDP submittal for processing.

**Digital Project Development
Version 4.02 Revisions**

Section	Revision
2.5	When a document becomes final in Projectwise it must be given a final status. This final status locks the file for document retention. This section shows how to set a document to Final Status. Note: Documents like plans will not get a final status until after construction has placed the As-Builts on them.
8.3.6	Added the requirement to the As-Built procedure to set a final status on the plans.
9 – Contractor Submittals	This section now includes the directions for how to process contractor submittals using Projectwise Deliverables Management (PWDM).

**Digital Project Development
Version 4.01 Revisions
Issued 3/3/2017**

This revision to the Digital Project Development Manual includes a complete reorganization as well as some new sections such as project phase table and a process maps section. The table below details each section of the manual and includes any changes that have been made.

Section	Revision
1 - Prerequisites and policies	There have not been any revisions to any prerequisites or policies or any new software requirements.
2 – CTDOT Document Management Systems	This section details Projectwise and the Capital Project Folder structure. There have been changes to the project folder structure. This section replaces the old section 3.
3 – Digital Project Processes	This new section includes a table broken out by project phase and includes a column for a document/process and then a column for requirements for that document/process. Also included in this section are various process maps.
4 – Document Preparation and Format	This section details the document preparation and format requirements for contract documents. There have not been any changes to the plans and special provision format, but additional document requirements have been added. This section replaces the old section 1.4.
5 – Digital Signatures	This section details the digital signature requirements for various contract documents. There have not been any revisions to this section. This section replaces the old section 2.
6 – Submitting Documents to CTDOT	This section details submitting files into CTDOT’s Projectwise site and the PDF Contract Plan Checker requirements. There have not been any revisions on how to submit to Projectwise. This section replaces the old section 3.
7 – Contract Plan and Special Provision Revisions	This section details Addenda and Design Initiated Change Orders. There have not been any revisions to the section. This section replaces the old section 4.
8 – As-Built Comments	This section details the contract plan As-Built procedure. There have not been any revisions to the section. This section replaces the old section 5.
9 – Contractor Submittals	This section details the contractor submittal procedure. There have not been any revisions to the section. This section replaces the old section 6.

10 – Digital Review and Commenting	This section details the digital review process. There have not been any revisions to the section. This section replaces the old section 7.
11 – Design Phase Scheduling	This section details the design phase scheduling requirements. There have not been any revisions to the section. This section replaces the old section 8.
12 – CTDOT Project Location	This section is under development. This section replaces the old section 9.
13 – Rights of Way Files	This section is under development. This section replaces the old section 10.
Appendix A	The section details the initial Bluebeam settings. There have not been any revisions to the section.
Appendix B	This section details the usability of PDF Plans. There have not been any revisions to the section.
Appendix C	This section details the use of Bluebeam Set files. There have not been any revisions to the section.
Appendix D	This section details creating contractor submittal review stamps. There have not been any revisions to the section.
Appendix E	This section has been broken out into a separate document. Here is the link: http://www.ct.gov/dot/lib/dot/documents/aec/projectwise_attribute_tables.pdf

Digital Project Development
Version 3.14 Revisions
Issued 5/2016

Section	Revision	Page
7	Updated the Projectwise States in the Review session. The review session shall be created and then the documents shall be placed in the Reviewing State in Projectwise. Then right before the review session is closed, the documents that are in the session shall be changed to the Close Review state in Projectwise. This change blocks users from checking out and locking documents that are in a review session, where if these documents are locked, the review organizer cannot close sessions.	121

Digital Project Development
Version 3.13 Revisions
Issued 4/2016

Section	Revision	Page
1.3	Updated Digital Signature Requirements to include the acceptance of Adobe Approved Trusted List (AATL) type signature.	8
2	Updated Digital Signature Requirements to include the acceptance of Adobe Approved Trusted List (AATL) type signature.	37
6	Updated Contractor Submittal Section.	107-120

Digital Project Development
Version 3.12 Revisions
Issued 3/2016

Section	Revision	Page
1.1	Added PPI Information	7
1.4.10	Added Design Phase Project Scheduling section	13
8	Updated scheduling section	168-202

Digital Project Development
Version 3.11 Revisions
Issued 1/2016

Section	Revision	Page
3.1	This section has been rewritten.	60
8	New section added for - Design Phase Project Scheduling	168

**Digital Project Development
Version 3.10 Revisions
Issued 6/2015**

Section	Revision	Page
	The requirement for the PW Submittal Checklist and QA/QC stamp has been eliminated.	Various
1.4	Step 1 – Removed Requirement for PW Submittal Checklist	9
1.4	Step 22 has been added to require the use of the Discipline Subset PDF Checker	11
1.4.3	Added Section 1.4.3 - Environmental Permits	11
1.4.6	Split up section for different types of engineering reports	12
3.1	Has been changed to “Discipline Subset PDF Checker” from “Discipline Subset Submittal Checklist”. This section now details how to download and use the Discipline Subset PDF Checker.	59
7	Digital Review Section has been updated	144-175

Digital Project Development
Version 3.09 Revisions
Issued 2/2015

Section	Revision	Page
1.2	This section used to be for requesting a project container in Projectwise, but projects are now created automatically. This section now shows how a consultant or other outside agency requests access to a project in Projectwise.	7
1.4	Moved Figure 1 which shows a discipline subset cover sheet to step 2 of this section.	9
5.1.1	Deleted Steps 5 and 7 of the workflow. There is no longer a need for an As-Built Completion form	90
5.4	Updated this section to delete the requirement of an As-Built Completion form	100

Digital Project Development
Version 3.08 Revisions
Issued 10/2014

Section	Revision	Page
1.4	Added section headings so they will show up in the Table of Contents	8-11
1.11	Added section on how to combine multiple projects so they can be advertised together as one project.	25

Digital Project Development
Version 3.07 Revisions
Issued 09/2014

Section	Revision	Page
8	Update GIS Requirement Section for the Project and Parcel Polygon Files.	177
9	Added Property Maps Section, which includes the submittal requirements.	186

Digital Project Development
Version 3.06 Revisions
Issued 07/2014

Section	Revision	Page
Appendix E	Added Appendix E – Projectwise Attribution Table. This table shows which attributes should be assigned when uploading documents to Projectwise	214-216

Digital Project Development
Version 3.05 Revisions
Issued 04/2014

Section	Revision	Page
6	Added the requirements for working drawings and shop drawing submittals to be uploaded into Projectwise	101
7	Added the digital review process using Bluebeam. This review process can be used for any type of document.	103

**Digital Project Development
Version 3.04 Revisions
Issued 03/2014**

Section	Revision	Page
8	Added requirements for project and parcel polygon files.	144

Digital Project Development
Version 3.03 Revisions
Issued 02/2014

Section	Revision	Page
3.2.3 3.2.4 3.2.6	Removed the revisions made from version 3.02	62, 65, 68

Digital Project Development
Version 3.02 Revisions
Issued 02/2014

Section	Revision	Page
3.2.3	Updated main category and sub-category attributes. The contract plans and specifications attributes were not changed.	62
3.2.4	Updated main category and sub-category attributes. The contract plans and specifications attributes were not changed.	65
3.2.6	Updated main category and sub-category attributes for the supplemental contract documents.	68

Digital Project Development
Version 3.01 Revisions
Issued 02/2014

Section	Revision	Page
1.1	Added engineering reports to the final document deliverable section. We now require the final Hydraulic, Scour, and Floodway Reports to be uploaded into Projectwise.	6
1.4	Added headings to split up Section 1.4 Format. Also added step 22 for engineering reports	7-9
1.7	Added a link to a suggested workflow on how to prepare a For Information Only subset using only Bluebeam.	18
2	Added digital signature requirement for engineering reports.	35
2	Added screen shot showing how the first sheet of an engineering report shall be watermarked and digitally signed.	37
2.4	Updated watermark section for engineering reports	41-42
2.5	Added section for engineering reports	44
2.6	Added paragraph for digitally signing engineering reports	46
2.6.7	Added section for digitally signing engineering reports	49
3	Added Section for engineering reports	55
3.2.2	Added descriptions for all of the folders in our Projectwise Project container.	58-59
3.2.3	Added attributes for engineering reports for Thin Client	61
3.2.4	Added attributes for engineering reports for Thick Client	64
3.2.13	Added Engineering Records Contact Information to this section	72
4.1.6	Updated Addenda specifications section. The requirement for recording an addendum that only affects specifications on the 02-Revisions subset has been removed.	77
4.2.5	Updated DCO specifications section. The requirement for recording a DCO that only affects specifications on the 02-Revisions subset has been removed.	80
4.4	Updated section to clarify the procedure for applying the cross out stamp for Addendums and Change Orders	85-86
6.2	Added a new Shop Drawing submittal procedure	101-129
Appendix D	Added a section showing how to make a contractor submittal stamp for Consultant Engineers.	152-157

Digital Project Development
Version 2.07 Revisions
Issued 06/2013

Section	Revision	Page
1.3	Inserted note 11 stating only Bluebeam will be supported for the processes described in this manual	7
1.6.2.1	Deleted Adobe section for sheet numbering	11
1.6.4.1	Deleted Adobe section for sheet numbering Addendum and Change Order sheets.	15
2.4.1	Deleted Adobe section for watermarking plans, this section has no become Bluebeam watermarking plans	40
2.5.1	Deleted Adobe section for creating digital signature form fields. This section has now become Bluebeam creating digital signature form fields	43
3	Added language about the Projectwise Submittal Checklist	53
3.1	Updated section for the New Projectwise Submittal Checklist that is required to be submitted with every contract plan submittal into Projectwise.	55
3.2.13	Included the Paper Plan Order Form Process	70

**Digital Project Development
Version 2.06 Revisions
Issued 02/2013**

Section	Revision	Page
4.1.6	Updated the Addendum specifications section to required that addendums that affect only specifications are still recorded on the 02-Revisions Subset. These will be recorded with a note "No Change to Plans"	75
4.2.5	Updated the Design Initiated Change Order (DCO) specifications section to required that DCOs that affect only specifications are still recorded on the 02-Revisions Subset. These will be recorded with a note "No Change to Plans"	78
5	Section 5 is about As-Builting the plans.	87-98
Appendix A	Added Initial Bluebeam setup section	108-114
Appendix B	Appendix B is now the usability of PDF documents section, previously section 5.	115-119

**Digital Project Development
Version 2.05 Revisions
Issued 01/2013**

Section	Revision	Page
Section 4	The sheets affected by Addendums and Construction Orders must be X'd out after the Addendum or Construction Order is approved.	74-88

Digital Project Development
Version 2.04 Revisions
Issued 11/2012

Section	Revision	Page
1.4 Step 2	Clarified Section 1.4 Step 2	7

Digital Project Development
Version 2.03 Revisions
Issued 09/2012

Section	Revision	Page
1.6.2	Edited title to Final Plan Sheet Numbering	11
1.6.2.2	Updated the Bluebeam sheet numbering section	16-18
1.6.3	Added Section for applying sheet numbers to Addendum and Design Initiated Change Order plan sheets	19-22

Digital Project Development
Version 2.02 Revisions
Issued 09/2012

Section	Revision	Page
Various	Updated Figures for Bluebeam 10.2	Various
4.1.7	Added this section for submitting Addenda reports into Projectwise	68
7.3	Updated Bluebeam Stamp section to clarify use by CTDOT staff	93-94

Digital Project Development
Version 2.01 Revisions
Issued 04/2012

Section	Revision	Page
All	Revised Header and Footer	All

Digital Project Development
Version 1.06 Revisions
Issued 12/2011

Section	Revision	Page
	Added Definitions sections	5
1.4	Added format working drawings in step 1 and step 21.	6,8
1.4	Added format for Change Order specifications in step 18.	8
1.5.2	Added section on Change Order Specifications	9
1.6.2	Added language to clarify the sheet numbers for an Addendum, Change order, and Working Drawing	9
1.6.2.2	Added instructions on how to place sheet numbers using Bluebeam	13-15
1.7	Page Labels are now required to be added in the PDF, this sections gives instructions.	15-17
2.0	Added language for a digital signature on a Working Drawing Submittal	20
2.3.2	Added section for creating a digital signature appearance using Bluebeam	27-28
2.6	Added section on how to apply a watermark of the signers signature using Bluebeam	31-32
2.6.2	Added section on how to place digital signature form fields using Bluebeam	36-37
2.7	Added where CTDot Designed projects shall be digitally signed	37
2.7.6	Added section on Working Drawings	42
2.7.7.2	Added section on how to digitally sign using Bluebeam	47
3.2.2	Added 120_Contractor Submittal folder description	50
3.2.1	Added instructions how to get Projectwise Thick Client.	43
3.2.5	Added language for Change Order Specs.	63-64
3.2.14	Added Section on how to change the state of a document	71
6.0	Added Working drawings section	94-95
7.0	Added Digital Review and Commenting Section	96-104

Digital Project Development
Version 1.05 Revisions
Issued 09/2011

Section	Revision	Page
1.4	Updated step 13 to require the first sheet of every subset to have the discipline subset cover sheet cell on it.	7
1.4	Updated step 14 with revised Digital Title Sheet	7
1.4	Updated step 18 to include format for CSI special provisions for building projects.	7
1.4	Updated step 18 on the procedure for submitting specifications. The process of submitting specifications for consultant lead projects has not changed. The process for CTDOT design unit lead projects has changed.	7
2.5.1	It is now required to “extend features into adobe reader”.	30
3.2.3	Clarified the format of the label for FDP and DCD submittals as well as ADP and ACD submittal. (Thin Client)	46
3.2.4.1	Clarified the format of the label for FDP and DCD submittals as well as ADP and ACD submittal. (Thick Client)	49
3.2.5	Added language for CSI special provisions for building projects.	54
3.2.5	Updated to include the new procedure for CTDOT designed projects.	54

Digital Project Development
Version 1.04 Revisions
Issued 08/2011

Section	Revision	Page
1.3	Added Step 11, digitally signing on call consultant project title sheets	6
2.4	Updated watermark section	25-26
3.2.5	Updated the label attribute requirements	54
3.2.6	Added language for submitting revised supplemental documents.	55
4.1.3	Added new section about adding a new subset by Addendum	60
4.2.1	Added new section about adding a new subset by DIC	64
4.5	Added As-Built stamps and workflow	74
5	Added usability of Digital Projects section	75-79

Digital Project Development
Version 1.03 Revisions
Issued 07/2011

Section	Revision	Page
1.3	Added step 10 to include the version of Adobe that was used for production of the DPD Manual. Also some language on the use of version 10 of Adobe.	6
1.4	Revised step 13 to clarify that the list of drawings on each subset must include the drawing numbers and drawing titles.	7
1.4	Revised step 14 to include link for new digital title sheet	7
2.5	Added language about the digital signature placeholder cell	27
2.6.1	Added language about when the Manager and Engineering Administrator shall apply their digital signatures to the 01_General subset. This applies to CTDOT in house projects.	31
3.2.8	Revised requirements for notification of submittals	55

Digital Project Development
Version 1.02 Revisions
Issued 06/2011

Section	Revision	Page
1.3	Revised step 1 to include language pertaining to Engineering and Architectural contract plans.	5
1.3	Added Step 9	6
1.4	Revised step 1	6
2.1	Added language for Architects	17
2.1	Revised consultant watermark appearance	18
2.2.2	Added language for Architects	19
2.4.2	Revised consultant watermark appearance	27

Digital Project Development
Version 1.01 Revisions
Issued 05/2011

Section	Revision	Page
1.4	Added step 3 For Information Only Drawings	5
1.4	Added step 4 Utility drawings	5
1.4	Added step 6 Standard drawings	5
1.4	Added step 15, all detailed estimate sheets shall be in the 01-General subset.	6
1.4	Revised step 16 to include, only 1 revisions subset is allowed	6
1.4	Step 18 revised spec. submittal procedure	6
1.6.2	The first sheet in a subset shall have a sheet number of 1	8
1.7	Added section 1.7, FIO	11
1.10	Added utility and for information only drawings to the list of subsets	13
1.11	Added utility and for information only drawings to the list of subsets	14
1.11	Added more information on Multi Volume Projects	14
2.4.2	Changed the Consultant Watermark, the appearance was incorrect	25
2.6.4	Added signing Standard Drawings Subset section	33
3.1	Updated Checklist to include supplemental documents	40
3.2.3	Added FIO sub, and FIO Label	44
3.2.4	Added FIO sub, and FIO Label	47
3.2.5	Changed the contract specifications submittal procedure. The specifications will now be submitted in a zipped folder	53
3.2.9	Changed Final Contract Plans FDP to Advertise Workflow table	55
4.1.4	Changed Addendum Plans workflow table	59