



Connecticut DOT

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Office of Engineering

Date: October 6, 2016

ENGINEERING BULLETIN

Engineering Administrator

Update of Design-Phase Schedule Template

This Engineering Bulletin modifies the minimum requirements for schedules identified in Engineering Directive [Design Phase Scheduling \(2015-8-E\)](#). These changes are being made to improve project schedule reliability and increase the utility of schedule information for program management purposes. The updated template ([Minimum Requirement Schedule v2.0](#)) (see Notes 1 and 2) is available in Projectwise and includes the following updates:

Added Tasks:

1. Task 2.3, **Preliminary Right-of-Way Tasks** (process map attached)
2. Task 2.4, **Permits Needs Determination Form**
3. Task 3.2, **Plan-In-Hand Review**

Revised Tasks:

1. Task 3.4, **ROW Coordination**
2. Task 3.5, **Permit Acquisition Process** (includes all potential permits with established interdependencies and typical durations)

Task durations in the template reflect typical projects criteria. Project Managers are responsible for estimating the task durations based on project specific details and override the template values when appropriate. However, project managers may not reduce task durations requiring support resources without concurrence from the unit responsible for the support resources. Project Managers may reduce the durations of tasks they perform and control.

Project managers shall update existing schedules to include the new and revised tasks, unless no further rights of way or permit acquisition activity is required. Discipline subject matter experts are responsible for incorporating all changes into their division's discipline-specific MS Project templates. Each engineering division is further charged with developing guidance, supportive of this bulletin.

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AEC Applications has developed a tutorial video ([Video 11. Minimum Requirement Schedule Template Update.mp4](#)) (see Notes 1 and 3) explaining how to update existing schedules and discipline templates to conform to this bulletin.

Notes:

1. For the links to function properly, Bluebeam must be configured in accordance with the [Digital Project Development Manual, Appendix A](#) (p.225).
2. To open the template, MS Project must be installed on your desktop computer.
3. To view the video, access to youtube.com is required. Permission to access youtube.com, if not previously obtained, should be requested by contacting the [Helpdesk](#).

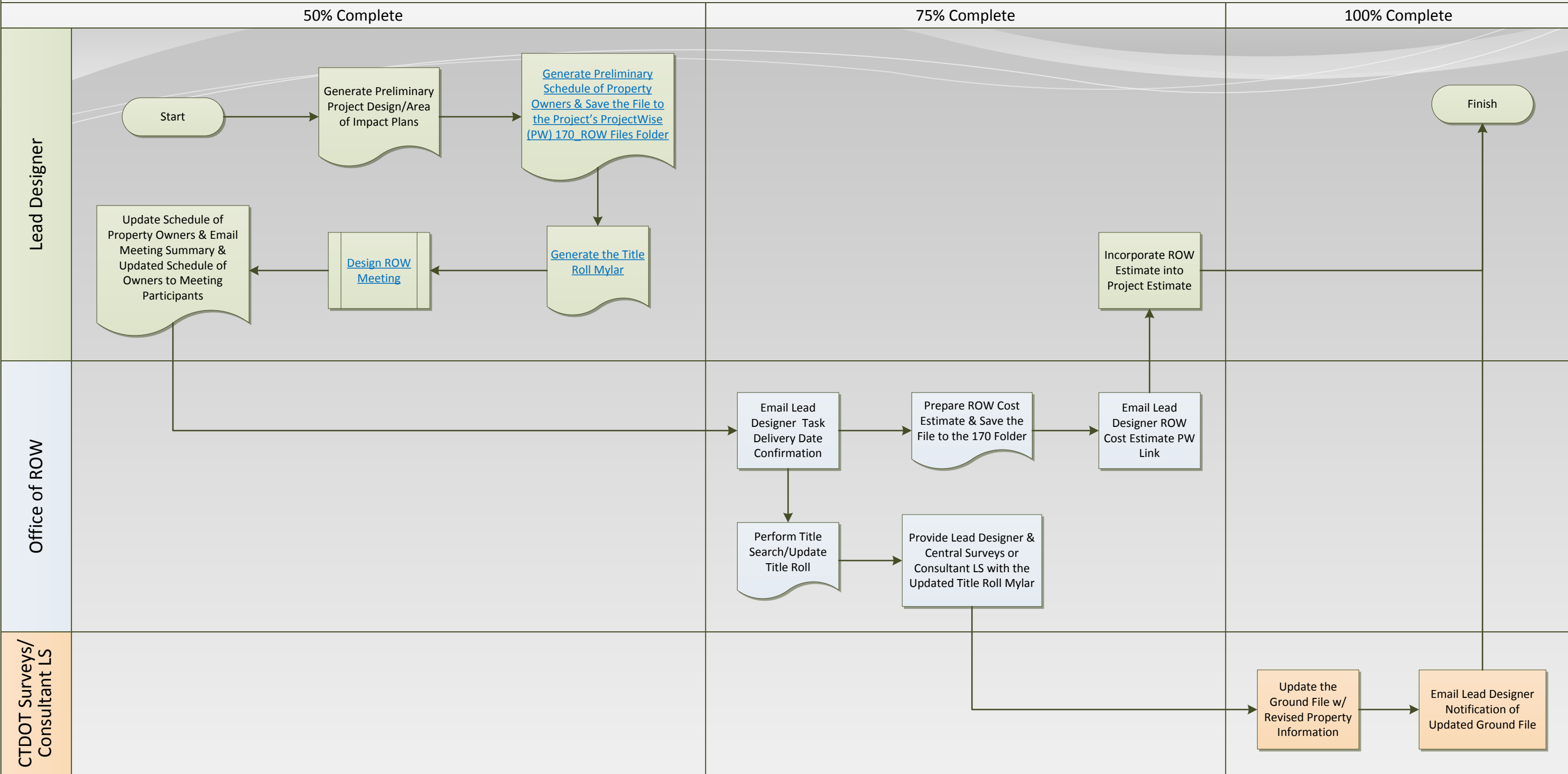
Attachment

Preliminary Right-of-Way (ROW) Tasks - Process Map

[Who Contributed to this Process Map](#)

[How to Read a Process Map](#)

For Process Map Issues or Recommendations Email AEC Applications – Bruce.Bourgoin@ct.gov

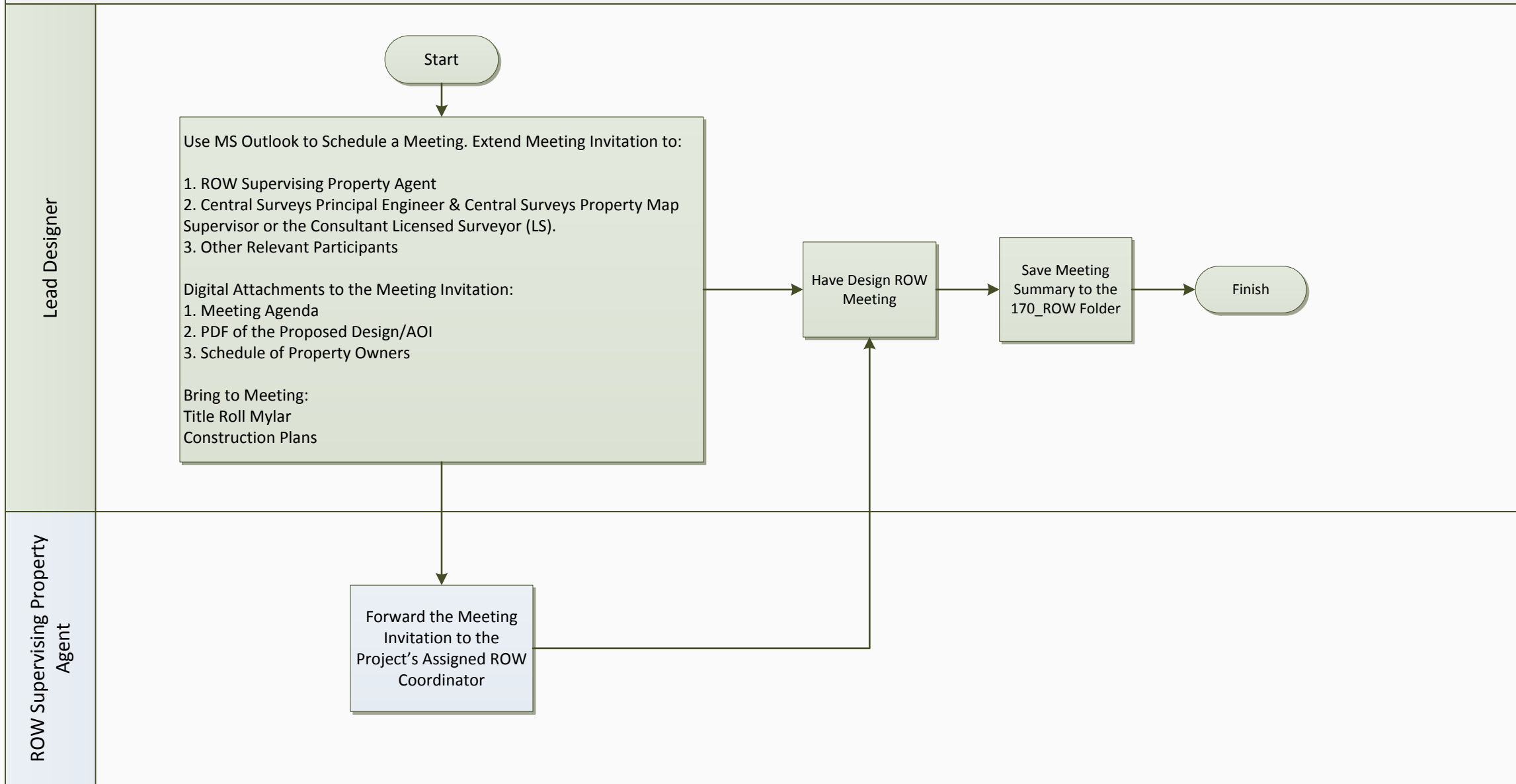


Problem: Additional ROW is required to deliver a project.

Solution: Coordinate with the Office of ROW to facilitate the procurement of land.

Deliverables: Preliminary Project Design/Area of Impact Plans, Schedule of Property Owners, Title Roll Mylar, ROW Cost Estimate, Updated CAD File.

Design ROW Meeting Process Map



Generate Title Roll Mylar

Lead Designer

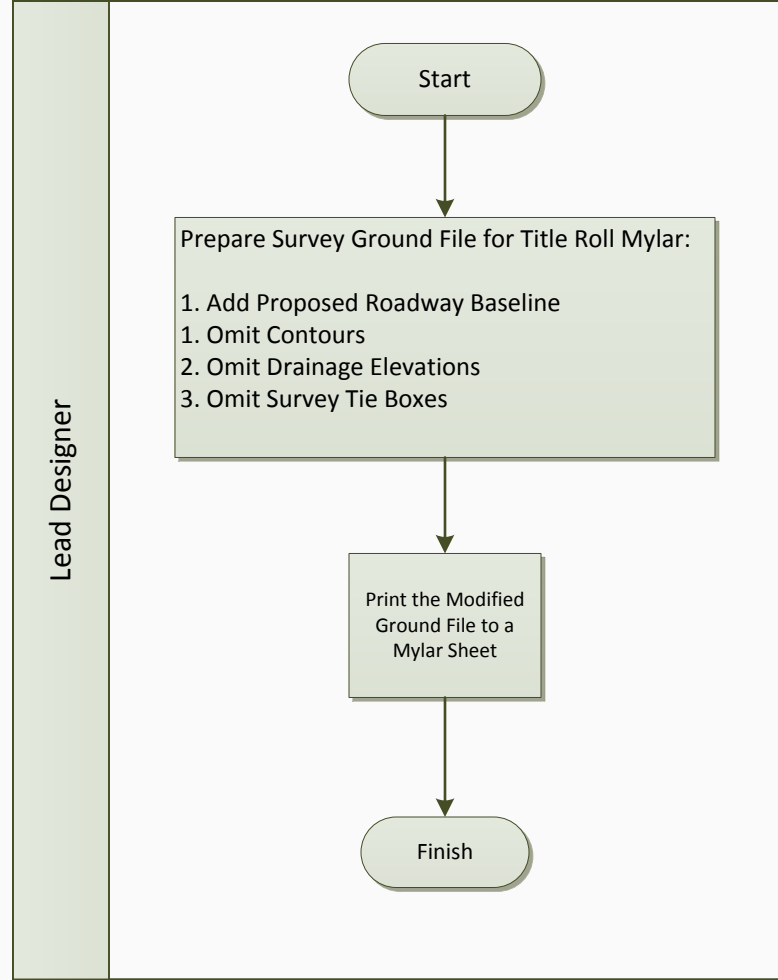
Start

Prepare Survey Ground File for Title Roll Mylar:

1. Add Proposed Roadway Baseline
1. Omit Contours
2. Omit Drainage Elevations
3. Omit Survey Tie Boxes

Print the Modified
Ground File to a
Mylar Sheet

Finish



Who Contributed to this Process Map

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