



Connecticut DOT

Bureau of Engineering and Construction

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ENGINEERING & CONSTRUCTION DIRECTIVE

DocuSigned by:

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Chief Engineer

Project Asset Form – Identifying Work Types and Work Codes by Asset

This directive establishes the process to identify assets, work types and work codes for each project. Identifying key asset information improves the Department's ability to document and readily search work impacting asset conditions and supports the asset management program requirements. It will also help the agency track asset lifecycle cost and the success of asset treatment types. This directive applies to assets within project boundaries. Future bulletins will identify specific assets as they become available in the Project Asset Form.

The CTDOT Project Manager referenced below is the Engineering Lead Unit Staff as designated in COMPASS. The responsible party at each project milestone, identified in this directive, should get input from the support unit lead when necessary to complete the required information.

The associated work type and work code descriptions are provided in the Project Asset Form in the Project COMPASS Site as well as the initial Proposed Project Information (PPI) in ATLAS.

Instructions for maintaining the electronic system for the requirements below can be found in the "COMPASS Project Assets" Section of the Department's Digital Project Delivery Manual (DPDM) located at the following link:

<https://portal.ct.gov/-/media/DOT/documents/AEC/digitalprojectdevelopmentpdf.pdf>

The Project Asset Form shall be updated at the designated project milestones below, at a minimum, for the following data items listed. Asset information shall be updated any time Scope changes to the project occur even if between these milestones including construction.

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Prior to the Preliminary Project Information Form (PPI) submittal, the initiating unit's Transportation Supervising Engineer is responsible for:

- selecting each individual asset that is within the scope of the project from the system-generated geospatial query of all assets identified within or intersecting the project limits
- designating the anticipated work types for each asset selected above
- designating the anticipated work codes for each asset work type

At Rehabilitation Study Report (RSR) or Structure Type Study Reports for Bridge Assets Only, the CTDOT Project Manager is responsible for:

- verifying and updating any assets identified at the PPI
- confirming and updating the work type for each asset within or intersecting the project limits
- confirming and updating the work codes for each asset's work type

At the Design Approval request, the CTDOT Project Manager is responsible for:

- verifying and updating any assets identified at the previous milestone
- confirming and updating the work type for each asset within or intersecting the project limits
- confirming and updating the work codes for each asset's work type

At the Final Design request, the CTDOT Project Manager is responsible for:

- verifying and updating any assets identified at the previous milestone
- confirming and updating the work type for each asset within or intersecting the project limits
- confirming and updating the work codes for each asset's work type

At Contract Addendum or Design Initiated Construction Order, the CTDOT Project Manager is responsible for:

- verifying and updating any Project Focused Assets that have been added during construction
- confirming and updating the work type for each asset within or intersecting the project limits
- confirming and updating the work codes for each asset's work type