

**Connecticut DOT** 

Number:	CD-2016-6

Bureau of Engineering and Construction Date: September 2, 2016

## **CONSTRUCTION DIRECTIVE**

Construction Administrator

## **Project Summary Reports**

At the end of each quarter in the calendar year, Project Engineers shall submit a completed Project Summary Report for each Project. The Project Summary Reports shall be compiled by the respective District Offices and submitted to the Office of Construction no later than 10 business days after the end of the quarter. All active Construction Projects are required to submit Project Summary Reports until, and including, the quarter when the CON-500 is issued.

The Project Summary Report form is located at the ProjectWise link <u>Project Summary Report</u>. Comments have been included with each field on the form which requires data input by project personnel. All other fields are computed values and should not be altered by the user. Projects with special circumstances that don't fit the standard form should request additional guidance from District management.

The Project Summary Report will replace the current project status reporting related to major projects and emergency declaration projects. Consequently, those forms will no longer be required; however, the frequency and distribution of the Project Summary Report shall be adjusted to conform to the previous arrangements for those projects. Specialized reports for major programs are unaffected by this Directive.