



Connecticut DOT

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Bureau of Engineering and Construction

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ENGINEERING & CONSTRUCTION DIRECTIVE

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Project Document Control

This directive establishes the requirements that all Capital Projects from the Bureau of Engineering and Construction and in the preconstruction and construction phases shall be located within the Department's Microsoft O365 SharePoint application Compass.

By February 1st of 2022 the Bureau of Engineering and Construction shall process all milestone submittals, final project documents, requests and all Stakeholder correspondence using the Enhanced S/T (Submittal/Transmittal) application within Compass. This will allow transparency to anyone involved in the project but will be limited to Compass users.

This is the Bureau's next phase of migration to Compass with the following recent accomplishments:

- Successful migration of all projects in the construction phase to the Compass environment.
- Successful Compass Enhanced S/T piloting of 13 projects in preconstruction and 10 projects in construction.
- The programmatic phase-out of ProjectWise began in September of 2021. With the availability of Compass, all use of ProjectWise will be reduced, with the goal of terminating the use of ProjectWise by 2/1/2022.

The Compass Enhanced S&T tool is the centerpiece of the application along with document libraries (folders) that were established to emulate those from ProjectWise. The Enhanced S&T tool allows internal to internal and internal to external routing of documents.

Compass is acting as our CDE (Common Data Environment) and offers progressive opportunities for expansion and enhancements not available in ProjectWise.

With most of the Office of Construction's project business migrated to Compass, the success of the S/T application for [ECD-2020-1 Contractor Submittals](#) and with the successful piloting of the 23 projects in preconstruction and construction, the Bureau is now positioned for a full transition of all projects in preconstruction to the Compass application.

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AEC Applications staff has recently completed virtual training for the Enhanced S/T application within Engineering. They will be available for all questions and hands on guidance with S/T questions and challenges going forward. An updated [DPDM \(Digital Project Development Manual\)](#) with example workflows is available. Going forward, AEC Applications will be developing best practices, templates and enhancements based on user feedback.

The Enhanced S/T application is custom developed for CTDOT with a broad scope to manage all project disciplines, schedule phases, project milestones and Stakeholder correspondence with BIC (Ball in Court) functionality. The Project Activity Table brings intuitive filterable reporting for project activities, monitoring, and tracking.

Users should continue to use other applications, such as, SiteManager or AASHTOWare, as needed.

Recent directives previously developed for Compass are the following:

[ECD-2019-12 Managing Project Staff in COMPASS](#)

[ECD-2020-1 Contractor Submittals](#)