



Connecticut DOT

Bureau of Engineering and Construction

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## CONSTRUCTION BULLETIN

Construction Administrator

### Electronic Project File Storage Update

This Bulletin is intended to supplement and update existing procedures to allow the use of the project SharePoint site related to COMPASS for the storage of project records that are not to be stored in AASHTOWare.

One of the Connecticut Department of Transportation's (Department's) goals is to develop Office 365, COMPASS, and project specific SharePoint sites to work systemically with AASHTOWare Project as the authoritative project records system, from project award through final closeout. This will eventually replace ProjectWise and other storage locations.

The procedures described in this Bulletin supplement the following:

- Construction Manual (CM) Version 3.2 January 2021 Volume 1 Chapter 3 Section 1-302C;
- [Construction Directive CD-2016-5 Construction Division Use of ProjectWise for Storage of Project Documents](#);
- CM Volume 1 Appendix E (See CM Version 3.0);
- and other authoritative documents detailing requirements for Construction Division of Electronic files.

#### Procedure Updates:

If approved by the Assistant District Engineer (ADE) or District Engineer (DE), any file that is not required to be received/stored in AASHTOWare and was allowed by the established procedures (noted in the paragraph above) to be stored electronically, may be stored in the project specific file folders in the Department's SharePoint directory. As part of the approval process, the ADE/DE should ensure that the requirements detailed below are addressed and that all project participants storing the files, or requiring access to them, are informed of the approved location.

The procedures related to file types and allowed storage location established in the Construction Division *ProjectWise Document Storage and Usage Guide*, as updated by [CD-2019-1 - Storage of Project Related Documents in ProjectWise](#), must be considered to protect sensitive documents and maintain consistent storage locations. The District must ensure that sensitive documents stored in SharePoint folders have reasonable securities that limit access, similar to ProjectWise. In addition, the storage location and timeframe should be communicated to all parties requiring access to the files. It is recommended that the ADE/DE consult the COMPASS Construction Team prior to approval to ensure the file locations and folder securities are understood and in place.

Further refined procedures related to COMPASS, project specific SharePoint sites, and AASHTOWare Project Construction & Materials will be developed in the near future. This Bulletin authorizes the District ADE/DE to determine the appropriate location for project file storage.