



Connecticut DOT

Number: ED-2020-6

Bureau of Engineering and Construction

Date: December 31, 2020

## ENGINEERING DIRECTIVE

Engineering Administrator

### Office of Engineering Document Templates

This directive establishes the requirements and procedures related to accessing, copying and using the Office of Engineering document templates.

Starting January 1, 2021, Standardized Office of Engineering document templates shall be used in accordance with this directive. These procedures are in place to help standardize the Office of Engineering communications across all its divisions.

The content of standard document templates shall be managed by the Office of Engineering Administrator. Templates shall be copied and used to draft engineering documents. The following directions detail how to access, copy, and save an Office of Engineering Document Template:

### Accessing Project Templates for DOT Employees:

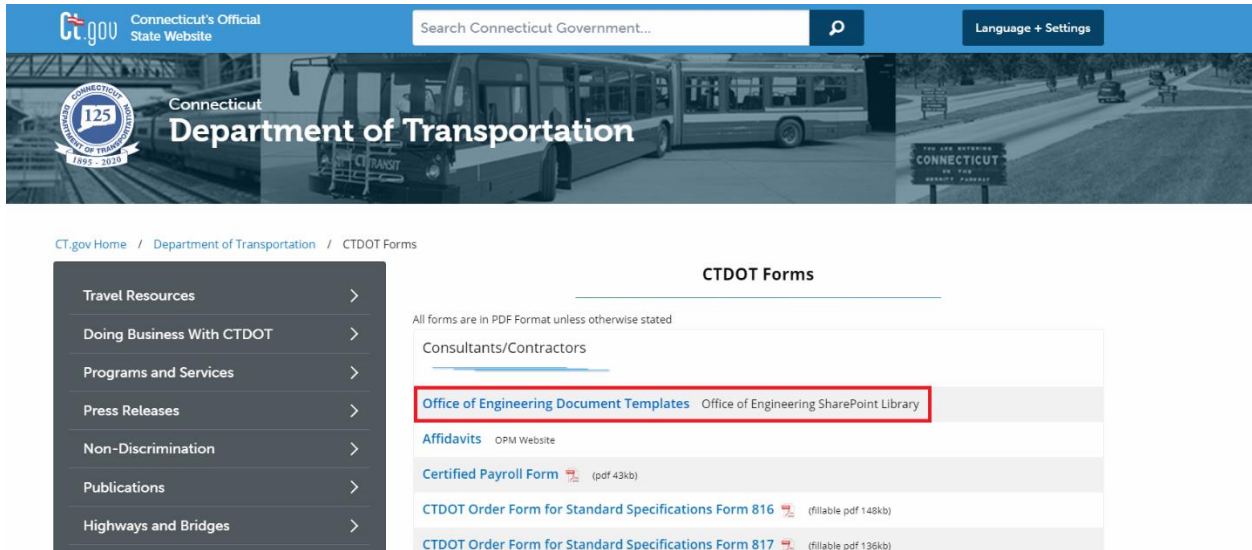
Document Templates are stored on the [Engineering Administrator's SharePoint Page](#). A link to the Engineering Administrator's Document Template folder has been added to each home page of all Office of Engineering Division level SharePoint sites, as shown in the figure below. Simply click this link for access to the templates.

The screenshot shows the SharePoint home page for the 'Division of Bridges'. The page includes a search bar, a navigation menu on the left, and a main content area. The main content area features a description of the division, contact information for the Division Chief (Bartholomew P. Sweeney, P.E.), and an Administrative Assistant (Karen Soucy). A 'Bridge Division Sections' grid is displayed, listing various sections such as Soils and Foundations, Bridge Management, Major Structures, Hydraulics & Drainage, Bridge CLE Design, Bridge Safety & Evaluation, and Bridge Design. A red box highlights a link labeled 'Office of Engineering Document Templates' in the grid.

## Accessing Project Templates for Consultants:

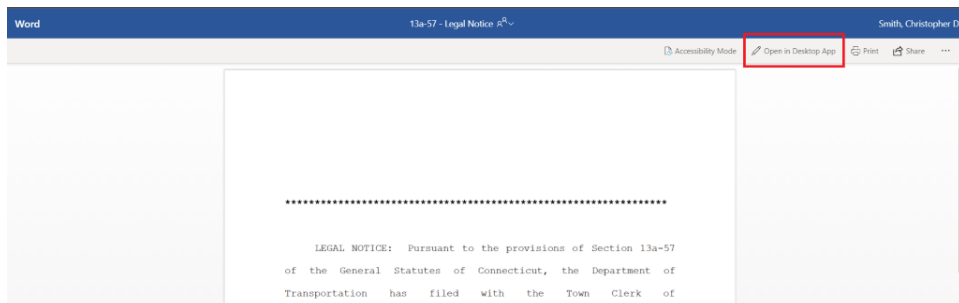
Consultants shall be directed to the CTDOT Website as shown below. Clicking the link on the Website will allow access to the Document Templates on the Engineering Administrator’s Webpage.

Use the following [CTDOT Website Page](#) to access the necessary link:



## Using Project Templates

Open the relevant template and select “Open in Desktop App”.



From the desktop app, save a copy of the template directly to the intended final location before making any revisions.

All comments, inquiries, or suggested revisions to the template language should be sent to the Division Administrative Assistant.