



Connecticut DOT

Number: ED-2022-2

Bureau of Engineering and Construction

Date: December 2, 2022

## ENGINEERING DIRECTIVE

Engineering Administrator

### Office of Engineering Document Templates

This directive supersedes ED-2020-6 and establishes the requirements and procedures related to accessing, copying and using the Office of Engineering document templates.

Starting December 1, 2020, 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.

#### **Maintaining Office of Engineering Templates:**

In order to ensure continuity across the Divisions, the Engineering templates will be maintained by the Engineering Administrator's Office. A review team has been established utilizing a Transportation Principal Engineer from the Divisions of Highways, Bridges, Facilities and Transit, and Traffic Engineering.

Requested changes to a template shall be sent to the Engineering Administrator's Office and if the review team approves the change, they will be incorporated into the template.

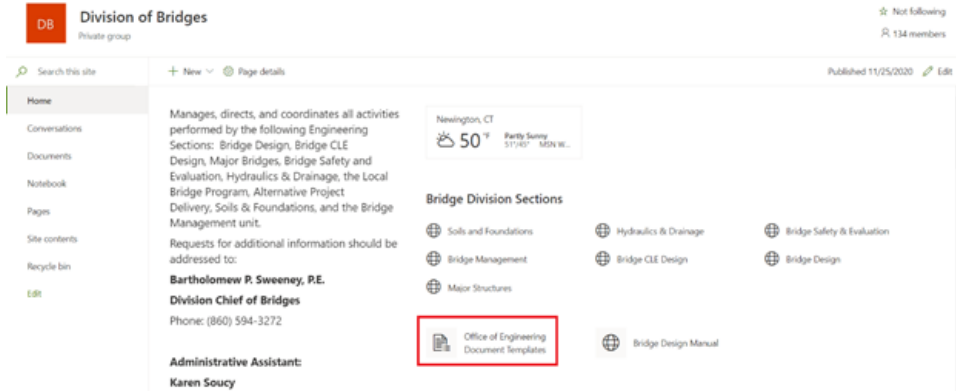
The unit's clerical staff shall verify that the latest template is being used before sending any document for signature.

The following directions detail how to access, copy, and save an Office of Engineering Document Template:

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### Accessing Project Templates for In House Staff:

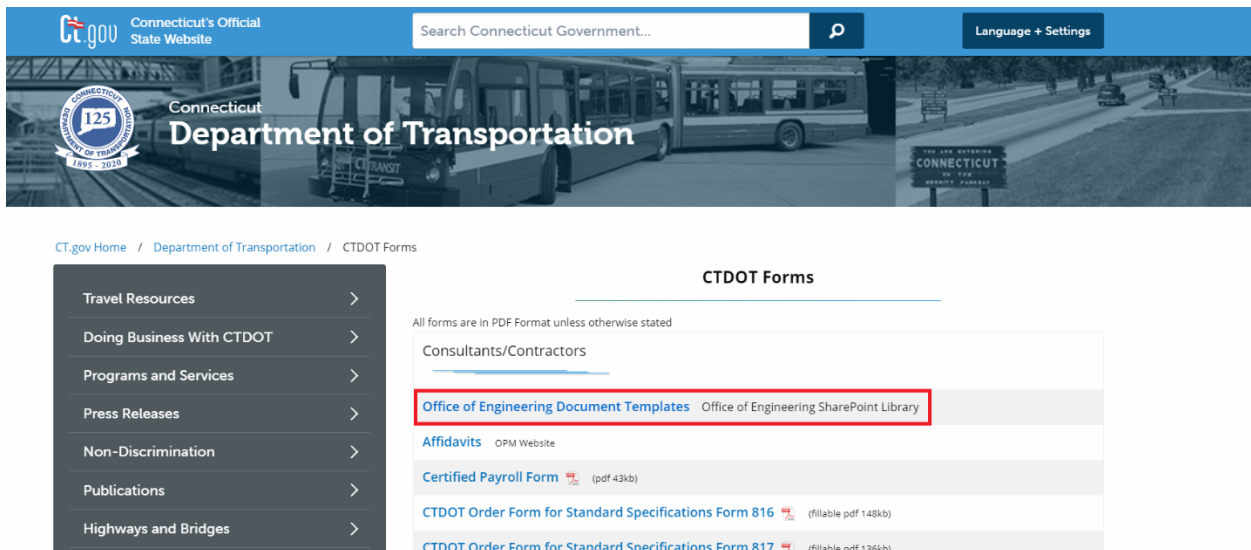
Document Templates are stored in the [Engineering Administrator's Templates Folder](#). In addition, a link to the Engineering Administrator's Templates folder has been added to each home page of all Office of Engineering Division level SharePoint sites, as shown in the figure below. Simply click this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



### 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 folder on the Engineering Administrator's Webpage.

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



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## 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.