

## Projectwise New Project Request Form

### General Project Information

Project No.

Date Requested:

Requested By:

Project Title:

CLE Bridge Program:                      If "Yes" Project number above shall be the program number.

### Access to Project Folders and Documents

CTDOT internal users will have access to all projects.      CTDOT Rail Unit Administered:

Select the outside groups/agencies that will be performing design/review for this project below. If group/agency is not listed, type in the name:

Consultant	Agency
	Agency
	Agency

In the next section, please fill out the project information. Note: Some of the information below may not be available at this time; however, complete the information to the best of your knowledge.

## Projectwise Project Properties

---

Project Number:

For each project, please fill out the information shown below.

Program Number:

If a project has multiple towns and routes, use the drop-down menus to select each town and route. Note: If there are more than five (5) towns and six (6) routes, select the primary locations.

---

### General Information

Project Title

General Description

DOT\_Improvement\_Type

Federal Project Oversight

Current Project Phase

---

### Assets

Town 1

Town 2

Town 3

Town 4

Town5

Route 1

Route 2

Route 3

Route 4

Route 5

Route 6

Bridge Number(s)

Signal Number(s)

---

### Design Information

Percent Design Complete

Primary Designer

FDP

ADV

Design Project Manager

DCD

ROW

Design Project Engineer

---

### Construction

Percent Construction Complete

Construction Contractor

Construction Project Manager

Estimated Construction CCD

Construction Project Inspector

Construction District

Remarks

## **Punchlist for a Projectwise Project**

---

1. The person requesting the ProjectWise project will be notified once the project is set up. Inform all parties involved, including engineering disciplines and consultants, that a ProjectWise project has been set up to deposit and view project documents.
2. If any project properties change after the project is created it is the responsibility of the project manager to notify Julie Annino of the edits.
3. If Projectwise permissions have to be altered for a specific project, or users have problems accessing folder and documents, please contact Mathew Calkins at 860-594-2988.
4. Please contact any of the following Engineering Applications staff with questions:

Mathew Calkins 860-594-2988  
Bruce Bourgoin 860-594-2760  
William Pratt 860-594-3320  
Ronald Tellier 860-594-3285  
Julie Annino 860-594-2730