Instructions: E-mail format is expected and a separate document is not necessary. Place a pdf copy of email into Projectwise. This memo is to be used for submitting the Project Schedule and Work Hour Estimates. See the name list for current people in positions to send it to.

<Creating and maintaining a schedule and work hour estimate is required for projects involving more than 350 work hours. Revise concurrence information accordingly. Revise milestones and activities as appropriate for the project.>

Email Header Input:

|  |  |
| --- | --- |
| To: | Project or Resident Engineer |
| CC: | Staff Bridge PEII or Project Structural Engineer, Program Engineer, Projectwise Folder, Senior Design & Construction Engineer, Statewide Bridge Project Portfolio Manager |
| Subject: | Project Schedule and Work Hour Estimate for Structure < > |

***Body of Email below (fill in grayed areas)***

Proj. No. < >

Proj. Description <>

Region<> Account No. <>

A schedule and work hour estimate for the above-referenced project has been developed for your review and concurrence. The milestone dates documented on the second page of this memo are for your use in managing the project in SAP. Please review the dates to see if they agree with your expectation of the project time line. We will revise and resubmit this memo if changes need to be made in the milestone dates. After concurring, please respond by \_\_\_\_\_\_\_\_\_\_\_\_\_, for our records and distribution. Thank you!

# Concur:

Region Project Engineer or Resident Engineer

Project :

Date:

Structures Number:

|  |  |  |
| --- | --- | --- |
| **MILESTONE** | **ACTIVITIES** | **DATE** |
| Roadway Information Submitted to Bridge (by consultant) (by Resident Engineer’s Office) | Typical sections for both upper and lower roadways, roadway plan and profile with all alignment data, existing topography and 2’ contours, right-of-way restrictions, location of existing utilities, requirements for hanging utilities on structure, environmental considerations, special treatments for aesthetics. |  |
| Hydraulic Information submitted to Bridge | Hydraulics information sent to Staff Bridge by (consultant)(CDOT hydraulic engineer) |  |
| Structure Selection Report submitted to Region | Structure General Layout with Preliminary Cost Estimate. |  |
| Foundation Investigation Request | Request for Geology Investigation to Resident Engineer |  |
| Field Investigation Review (F.I.R.) | F.I.R. meeting |  |
| Final Foundation Recommendation | Geology report received from Project Geologist |  |
| Final Office Review (F.O.R.) submittal | Submittal of structure plans and specifications to Region |  |
| Final Office Review (F.O.R.) | F.O.R. meeting |  |
| Final Plan Submittal | F.O.R. revisions made. Submittal of final plans and specifications to Region (Final Details Letter). |  |

Project :

Date:

Work Hour Estimate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | St 1 | St 2 | St 3 | St 4 |
| Preliminary | Eng |  |  |  |  |
| Tech |  |  |  |  |
| Total |  |  |  |  |
| Final | Eng |  |  |  |  |
| Tech |  |  |  |  |
| Total |  |  |  |  |
| Admin |  |  |  |  |  |
| Grand Total |  |  |  |  |  |