

# INTRODUCTION

The main purpose of the *CDOT Project Development Manual* is to provide a quick, easy-to-use overview of situations or dilemmas that might be encountered in the course of developing a project. The manual is intended to assist new engineers, designers and consultants by:

- identifying and describing the activities related to project development from conception to award, and

- establishing a uniform application of processes and procedures for use department-wide.

This manual is organized and indexed following the structure of CDOT Form 1048a, Project Scoping/Clearance Record (see Appendix A). The text is divided into eight chapters each covering an important aspect of the Form 1048a. Each chapter is accompanied with examples, explanations and exceptions. References to additional reading resources are provided at the end of many sections. As a part of revising this manual, the Form 1048a also has been restructured.

When the manual refers to the Resident Engineer (Professional Engineer II), it is understood that the Resident Engineer typically delegates project management responsibilities to other positions based on the type of project and available expertise. Concurrently, when a reference is made to an individual such as the Right-of-Way Manager, it is understood that individual also delegates as appropriate.

This revision has attempted to edit out references to gender. In some instances, it simply was too wordy and awkward to do so; therefore, the editorial "he" was employed.

Project development changes over the course of time, and at any given time there is discussion about what it is. As such, users are encouraged to submit processes, procedures, forms, outlines, flowcharts and suggestions for consideration into future revisions of this manual.

This effort represents a rewrite of the entire manual. The manual will continue to be revised as methods, policies, processes, procedures, guidelines and the Department's organizations and preconstruction environment change. A "Revision Record" sheet will be sent listing the page and date of each revision. To reduce mailing costs and to increase efficiency, revision notices will be sent by e-mail as possible. It is the user's responsibility to keep the manual current by inserting the revisions as they are issued.

CDOT Staff Branches publishes an assortment of manuals vital for the engineer to properly work on and complete a project. It is the intent of the Staff Branches to add all manuals to the CDOT website as the manuals are updated and revised (see <http://www.dot.state.co.us/DevelopProjects/DesignSupport>). *The Project Development Manual* also can be purchased at the CDOT Bid Plans Room at 4201 East Arkansas Avenue in Denver.