

## Description of Latest PDP/PM Website Changes

Item Changed	Description of Change	Date of Change
**New** Change Order Price Analysis Tool	A new tool has been added to the Change Management Section and the Tools Catalog. This tool analyzes unit prices for change orders. Instructions are included with the tool.	8/1/2019
**New** Mobility Operations Evaluation Request	A Mobility Operations Evaluation Request form has been added to the Scope Management Section.	8/1/2019
**New** Managed Lanes Evaluation Level Tool	A new tool has been added to the Scope Management Section and the Tools Catalog. This tool determines the applicability of Managed Lanes for projects (to be completed for all projects)..	8/1/2019
**New** Project Meeting Agenda Sample	A new meeting agenda template has been added to the "Execute" section and the Tools Catalog.	8/1/2019
**New** Engineering Contract Options	A flow diagram showing basic steps for acquiring Professional Service contracts/task orders, and Construction Contracts (Design-Bid-Build and Alternative Contracts) has been added to the Tools Catalog and the Procurement Management Section.	8/1/2019
Change Request Form	New Milestones have been added to the "Milestone Name" dropdown list.	8/1/2019
Cost Management	The Cost Estimating graphic in the guidance showing the recommended use of the Project Cost Planner Tool, in conjunction with the detailed cost estimate (i.e., provided by the Engineering Estimate and Market Analysis or EEMA group) has been revised.	
Environmental Project Scoping Form	Instructions in "blue" have been added to the form, to clarify purpose of the form and the suggested source of the information needed to populate the form.	8/1/2019
Major Deliverables Matrix	Major Deliverables Matrix has been revised. - Traffic items have been reorganized and grouped, including Signals, Signing & Striping, Access, and Lighting - Materials and Geotech have been separated into 2 rows -Miscellaneous changes with respect to organization, and making entries more deliverable-based.	8/1/2019
MS Project Schedule Template	Schedule Template has been revised to include 10% Design activities.	8/1/2019
Project Cost Planner Tool (PCPT)	The Project Cost Planner Tool has been revised as follows: - Miscellaneous updates have been made to improve estimate accuracy. - Escalation cost is now based on the construction budget only. - A Project Summary Tool has been added. See the worksheet (top right corner) for instructions. - PMO Rep @Risk estimation process has been streamlined. (check the top right corner of the "Cover" worksheet)	8/1/2019
Project Management Workshop Slides	Project Management Workshop slides have been updated.	8/1/2019
Roles & Responsibilities Guidance	Project Manager Wheel Graphic has been updated.	8/1/2019
Roles and Responsibilities Guidance	Text has been updated under "Roles and Responsibilities" to change "second worksheet in the file" to "second worksheet in the Contract List/Roles and Responsibilities file."	8/1/2019
Simplified MS Project Preconstruction Schedule	Schedule Template has been revised to simplify formatting.	8/1/2019
Tools Catalog	The Tool Catalog is now a single, alphabetized list of all Tools available on the PM Webpage.	8/1/2019
Transition to Construction Guidance - Both PDP Guidance and the Final Transition to Construction Section	Guidance has been revised to include best practice recommendation for PM to hold a transition meeting with the Project Engineer.	8/1/2019
<b>Previous Changes (2/7/2019)</b>		
PDP Sample Library	New PDP Library added with sample PDPs.	2/7/2019
Tool Catalog	New catalog added that lists the names and descriptions of PDP tools and templates.	2/7/2019
MS Project Schedule Template	The Schedule template has been modified such that PMs can enter either the Late Construction Start or End date, and the Late Ad Date will be automatically calculated. This simplified version of the schedule has also been modified with this change.	2/7/2019
Major Deliverables Matrix	Revised the Major Deliverables Matrix as follows: 1. Added requirement to complete Managed Lane documentation for projects that are expanding capacity. 2. Added requirement to acquire IGAs for water quality maintenance. 3. Revised Hydraulics to move Environmental processes to the row describing Environmental activities. 4. Added floodplain permit requirement to Hydraulic section.	2/7/2019
Revised Project Cost Planner Tool (PCPT)	1. Right of Way (Input Form): ROW Cost is now calculated as a percent (previously a lump sum total) of Construction Item (CI) Costs. The percent varies based on project characteristics (Work Type and Urban-Rural Class). 2. Risk Reserve Amount (Input Form). Line #100 has a new field for Project Managers to indicate (Yes or No) if a project will be 'Design to Budget.' For these projects, Risk Reserve will be calculated by multiplying the 'Project Base Cost Estimate' by a percent that is based on design maturity. 3. Section E - Preconstruction Items (Model_Region Estimate). The Cost Column (column N) now includes the indirect amount for each Preconstruction Item (RUDEM). Previously, it was shown as a lump sum total for all RUDEM items. 4. 'Comments/Notes' Column (Model_Region Estimate): A column (column AM) has been added for comments/notes, when a project manager has overridden the unit cost or percentage (column P). 5. Bid Item Lookup Tool: This is a tool that shows bid item prices and quantities from the last 5 years. It can be filtered by Region and Year. 6. Price Updates: Prices for major construction items are updated. Percentages for some minor construction items are also updated.	2/7/2019
DSR Initiate Updates	The DSR: Initiate page has been revised as follows: 1. Revised DSR Guidance to include more details. 2. Revised the DSR Invitation template. 3. Added an Environmental Scoping Checklist to be completed by PMs and submitted to the Environmental Manager assigned to the project.	2/7/2019
Sample Attendance Roster Sample Team Meeting Agenda Comment Tracking & Resolution Form PDP Template	The CDOT Logo has been added to Meeting Attendance Roster, the Sample Team Meeting Agenda, the Comment Tracking & Resolution Form, and the PDP Template.	2/7/2019
PDP Template	The PDP Template has been revised to remove embedded files including the Sample Attendance Roster, Sample Team Meeting Agenda, and the Comment Tracking & Resolution forms. These forms are available on the PM webpage as stand alone templates.	2/7/2019
Monitor & Control	A template for a new Monthly Major Project Status Report template has been added.	2/7/2019
Roles & Responsibilities	???	
<b>Previous Changes (9/25/2018)</b>		
Global Changes	Added version date to tools and templates and other minor changes; updates throughout website reflect latest PDP Workshop presentations and guidance	9/25/2018
2-Day Slides	Revised	9/25/2018
4-Hour Slides	Added to website	9/25/2018
Risk Workbook	Revised to make each risk a single, sortable row. Added guidance for when a risk might have more than one type of impact.	9/25/2018
Communication Matrix	Revised to make each entry a single, sortable row.	9/25/2018
Contact List & Roles & Responsibilities Template	Revised to make each entry a single, sortable row.	9/25/2018
Project Cost Planner Tool	Updated with minor edits and updates.	9/25/2018
Comment Tracking & Resolution Log	Added instructions with cell definitions. Instructions show up in "hover" text.	9/25/2018
Glossary	Added new entries and link to common CDOT acronyms	9/25/2018
Simple CPM Schedule Template	Added simpler schedule template with nearly half of the activities de-activated/hidden	9/25/2018
AID-Change Log	Change Log: Added a comment column for such things as cost or schedule impacts.	9/25/2018
Sample PDP	Updated with the latest, revised tools.	9/25/2018
Major Deliverables Matrix	Modified Environmental Section, Utilities, Hydraulics, Civil Rights; Added column for PM/specialties to add high-level scope of work, if desired	9/25/2018
Initiate: DSR	Added a scoping checklist, invitee list, environmental checklist	9/25/2018
Change Log for Website	Added to website	9/25/2018