# Information Required for DelDOT Project Web Pages

A project web page can be a valuable tool for providing updated information that pertains to projects as they progress through the Project Development Phase and the Construction Phase.

Project Development Managers should consider creating a project web page for each project during the Project Initiation phase. Examples of current DelDOT's project web pages can be found at the following address http://deldot.gov/information/projects/

The following information should be provided to the Office of Information Technology (OIT) Section Web Design Team for the creation of the project web page.

Information Furnished During Project Development Phase

1. Project Name

2. Project Limits – Consists of a 2-3 line sentence briefing explaining the project limits.

3. Project Need – Consists of a paragraph summarizing the need for the project. Generally should match what is found in Primavera and the CTP.

4. Project Description – Consists of a paragraph summarizing the proposed improvements. Generally should match what is found in Primavera and the CTP.

5. Anticipated Project Development Start Date – Consists of the fiscal year funding for PD or PE shown in the CTP.

6. Anticipated Project Development End Date – Consists of the end date that is anticipated for concept completion or final design PSE.

7. Public Workshop Information – Consists of electronic version of items presented at workshops.

8. PD Project Manager Information – Name, Phone & Email.

Information Furnished/Modified As Project Transitions to Construction Phase

1. Construction Start Date – While in PD Phase this would be noted what fiscal year construction is proposed to be funded (if applicable). When in construction, filled in when notice-to-proceed has been given.

2. Anticipated Construction Completion Date – Filled in when start date has been finalized.

3. Contractor & Cost – Filled in after project has been awarded.

4. Construction Working Group Meeting Minutes - When Applicable.

5.  Next Meeting Date or List of Scheduled Meetings – When Applicable.

6.  Construction Project Manager Information – Name, Phone & Email.

Updates are critical so that the information contained on the project web page is accurate and current. The Project Manager should review and update the project web page at every project milestone or every four (4) months.