



Illinois Department of Transportation

Memorandum

To: Studies & Plans Squads PPM 10-7
From: Dave Bayler Revised: Scott Neihart
Subject: Project Report Circulation
Date: February 26, 1996 Revision Date: July 16, 2016

PLAN PREPARATION MEMORANDUM 10-7

BACKGROUND AND PROCEDURE

BDE Manual Chapter 12 discusses approval authority of Phase I Reports. As a supplement to the BDE Manual, the following District procedure should be followed for Design Approval of Phase I Reports. Please circulate Phase I Project Reports through the following personnel prior to District approval:

Pre-Final and Final Review

1. Studies & Plans Squad Leader
2. Project Engineer (Respective)
3. Project Engineer (NJF – Commitments)
4. Environmental Studies
5. Consultant Liaison Unit (if applicable)
6. Project Support Engineer
7. Land Acquisition Engineer (if applicable)
8. Programming Engineer
9. Bridge & Hydraulics Engineer (if applicable)
10. Studies & Plans Engineer

Make corrections from pre-final review and submit to the Regional Engineer for approval. Once signed, send the BDE form 1201 and an informational copy of the report in PDF format to: Bureau of Design & Environment, Attn: "Current Bureau Chief" and circulate approved Original Project Report through the above final review personnel and place in the contract section file. An additional paper copy of the Project Report should also be made for the R.E. file. Paper copies or electronic copies are acceptable for the Squad file and Personal file, if so desired. An electronic copy of the approved project report shall also be retained.

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