

PRO490-d: Verify Commitments Are Incorporated Into Final Project Design

See also: [Environmental Manual – Chapter 490](#)

Effective January 2017

Start procedure: Commitments for an environmental document are identified and entered into the Commitment Tracking System (CTS).

End procedure: All design phase commitments are incorporated into the contract documents and closed out using the CTS.

Actor:	Action:
<p>Environmental Coordinator (or designee)</p>	<ol style="list-style-type: none"> 1. Open CTS and find your project. <ul style="list-style-type: none"> • CTS is available to authorized WSDOT staff. Contact Gretchen Coker if you do not already have permission to access the database. • Click on 'Manage and View Projects' in the menu. • Search for your project. If your project appears in the search results verify project 'details' and click on the title to open your project. If your project does not appear in the search results contact your Region CTS Administrator so they can add your project. • Open your project by clicking on the Project Name. 2. Generates a report from CTS for all design phase commitments. <ul style="list-style-type: none"> • Click on on 'Manage and View Reports' in the menu. • Click on 'Design Commitments' in the menu. • Click 'Open' to print a hard copy, or 'Save' to save an electronic copy of the report. 3. Provides a copy of the report to each Project Office Designer responsible for design elements, such as structures, roadway, or stormwater, for example.
<p>Project Office Designers</p>	<ol style="list-style-type: none"> 4. Ensure the contract documents for the project address the design phase commitments. 5. Close out the design phase commitments. <ul style="list-style-type: none"> • Open project in CTS and click on 'Manage and View Commitments' in the menu. • Navigates to the Design Commitments by selecting the document title from the pick box at the top of the screen.

	<ul style="list-style-type: none"> • Navigate to the commitment by clicking the arrows where it shows '< < Commitment 1 of # > >' below the 'Add New Commitment' button. • Click on the 'Status and Fulfillment' tab in the middle of the screen. • Choose the 'Commitment Status' by clicking on the drop down box. • Describe how the commitment was fulfilled in the 'Explanation' text box (optional, but recommended). • Click the 'Save' button. <p>6. Notifies the Environmental Coordinator of the updates to commitment status.</p>
Environmental Coordinator	<p>7. Reviews the contract documents and verifies in CTS that the status is 'Closed' for each design commitment.</p> <p>8. Generates a new report to determine if any design commitments have a status of "open."</p> <ul style="list-style-type: none"> • Open project in CTS and click on 'Manage and View Reports' in the menu. • Click on 'Commitment Fulfillment' in the menu. • Click 'Open' to print a hard copy, or 'Save' to save an electronic copy of the report. <p>9. Inquires with the Project Office Designers to discuss commitments that are not incorporated or have a status of open. Use project team meetings to discuss this information.</p>
Environmental Coordinator	<p>10. Initiates step 2-9 each time new commitments are entered into CTS.</p> <p>11. Prints a report showing the design commitments are incorporated and closed out. Put the report in a binder as described in PRO490-b.</p>