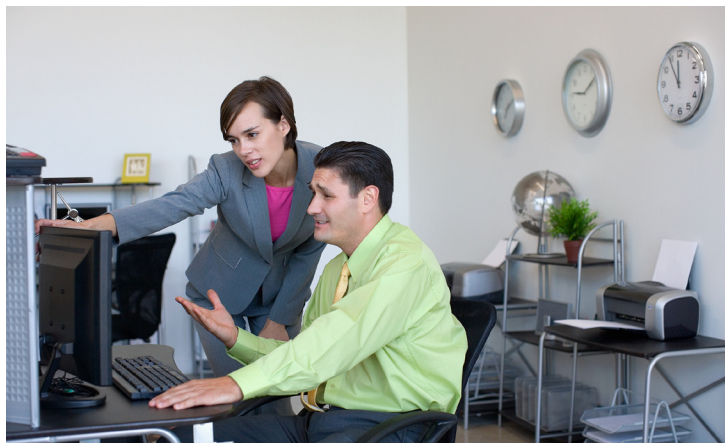


A training course on the use of the Microsoft® product

From the Strategic Analysis
and Estimating Office
PS&E Support

January 2008



PS&E Word

Training

Plans, Specifications, and Estimates (PS&E) Word is a Microsoft Word Program enhanced with Visual Basic allowing the user to create, format, and assemble Amendments and Special provisions into contract documents.

After taking PS&E Word users will be able to create new documents, create run-lists, fill in General Special Provisions, revise documents, assemble contract provisions, create table of contents, and delete job directories.

Troubleshooting, support, and reviews for job content and formatting are encouraged and available through the SAEO/PS&E Support Team at 360-705-7467.

Last year we provided 18 training sessions statewide to over 230 people on the proper use of the program.

Training for this course is available upon request. Contact your office's training organizer to be placed on the course request list available through WSDOT's ATMS program. You may also call the Strategic Analysis and Estimating Office (SAEO)/PS&E Support Team at 360-705-7467.



Frequently Asked Questions:

How do I get a copy of PS&E Word?

To get a copy of the program please call 360-705-7467.

What does the extension on the document name stand for?

Note: *=Division Number

Extensions for English Amendments to the Standard Specifications

.AP*(Amendment Provision)

Exception to this is INTRO.AM1, this is the Introduction Amendment used for metric jobs.

Extensions for English GSPs.

.GR* (General Revision)

.GB*(General Revision Bridge)

Extensions for English Fill-in GSPs.

.FR*(Fill-In Revision)

.FB*(Fill-In Revision Bridge)

Extensions for Metric GSPs.

.MR*(Metric Revision)

.MB*(Metric Revision Bridge)

Extensions for Metric Fill-In GSPs

.SR*

.SB*

Exception to this is TITLE.MR1. This document is needed to make the footing for the assembled contract provisions.

Region Specials

BSP(Bridge Special Revisions-used in the beginning of all Bridge GSPs)

.DT1(NWR)

.DT3(OR)

.DT4(SWR)

.DT9(WSF)

.DT?(NCR)

.DT?(SCR)

.DT?(ER)

Do I need to include all amendments in my project?

Yes, Headquarters Construction requires all amendments to be included in all projects.

How can I tell what GSPs to use in my job?

There are indexes available listing all the GSPs and Instructions for use. The Eamend document is the index for the Amendments, Egsp1 through Egsp9 for English GSPs, and Mgsp1 through Mgsp9 for Metric GSPs.

Are the Amendments and GSPs on the web up-to-date?

Yes, they are all updated at the same time. You can access and copy these by visiting <http://www.wsdot.wa.gov/Design/ProjectDev/GSP/CopyGPSAmendments2.htm>

Services We Provide

Statewide training for the PS&E Word Program.

Distribution of the PS&E Word Program and user guides.

Job formatting reviews.

Troubleshooting and Support for the PS&E Word Program.

Electronic copies of the most recent GSPs, Amendments, and updates.

Tri-yearly updates to the General Special Provisions and Amendments.

Every other year, re-writes to the Standard Specifications.

For comments or suggestions on how we can improve our services please email schreit@wsdot.wa.gov

For more information:

Strategic Analysis and Estimating Office
PS&E Support

360-705-7467

www.wsdot.wa.gov/Design/ProjectDev

