

Design Standards Letter

Letter Number: **G-1961-34**

Letter Date: **04/27/1961**

Effective Date: **07/01/1961**

Section/Plan No.: **None**

Subject: **Progress Charts; Monthly Reports; Status of Surveys, Plans and Right-of-Way**

Body

We have indicated to you that it was our intent to develop a form or chart to show up-to-date status and progress on surveys, plans, and right-of-way. Work on this form was deferred so that the Design Manual, Standard Drawings and other more pertinent data could be completed.

We have recently completed a form which we believe will be satisfactory. A copy of this form showing status of a fictitious project as of May 1, 1964 is attached.

The horizontal bars on the form will show a tentative work schedule for each of the four items. The percentages shown below the horizontal bars will be taken directly from your monthly report each month.

It would be the plan of this office to make the initial preparation of these forms and to keep the forms up-to-date each month using your monthly report. There is a possibility that, with use, this form can be improved upon, and also the possibility that a simpler, more direct method may be possible for keeping the form up-to-date.

Since the present plan is to transfer the percentage status of surveys, plans, and right-of-way directly from your monthly report, it will be necessary that all districts prepare their monthly report in a systematic, consistent form to simplify transferring information. The Design Manual includes instructions for preparing your monthly report. These instructions are found in subsection 3.5.3, page 3.4, and are illustrated on Figure 3.4.

It would be our plan to put these progress charts into use, effective July 1, 1961, which would include data from your report for the month of July, 1961.

We would appreciate your cooperation in placing your monthly report in the requested form. Your report should include all items listed on the construction program approved April 4, 1961, and the letting and target date programs furnished with our

General Letter No. 30, 1961.

We would also appreciate your comments, suggestions and criticisms on this progress sheet. It will be our plan to furnish each district with copies of this chart applicable to each district each month.

**C. C. Tevis, Engineer
Surveys and Plans**