
Masterworks Default Assignments

Project and Program Delivery Manual
Chapter 6
Chapter Title
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To ensure common understanding of who is responsible for project tasks, it is important to keep assignment information up to date in Masterworks. Normally, when a project is created, a supervisors or lead worker will be entered for project assignments- this is referred to as the initial assignment. That person is responsible for assigning someone from their team to perform the function and entering the name in the appropriate field. If the supervisor/lead worker believes that someone outside of their team should be assigned, they should have a conversation with the supervisor of that workgroup and the project manager before changing the assignment.

The initial assignments are based upon the funding for the project because projects with common funding often have common goals and decision-making structures. The remainder of this section lists the initial assignments that will be used for projects. In Masterworks, the funding category is listed on the phase form as "Phase Program Category"

See Chapter 6.2.1 (Masterworks Project and Phase Roles and Responsibilities) for Assignment Role definitions.

3R (Non-Interstate Pavement Modernization):

Road Designer: Assistant District Engineer
Bridge Designer: Bridge Project Development Engineer (If Applicable)
Assigned To: Assistant District Engineer
D00 Resource: Assistant District Engineer
D01 Resource: Assistant District Engineer (Design for D1)
Project Manager: Assistant District Engineer

3R Recon (Non-Interstate Pavement Modernization):

Districts 1:

Road Designer: Assistant District Engineer
Bridge Designer: Bridge Project Development Engineer (If Applicable)
Assigned To: Assistant District Engineer
D00 Resource: Assistant District Engineer
D01 Resource: Design
Project Manager: Assistant District Engineer

Districts 2- 6:

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant Design Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Assistant Design Engineer

4R BR (Interstate Stewardship):

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer

Assigned To: Bridge Project Development Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Project Management Bureau

4R Rehab (Interstate Stewardship):

Bridge Rehab Phases (bridge deck overlay, bridge deck replacement, bridge repair, bridge cleaning, bridge painting):

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer

Assigned To: Bridge Project Development Engineer

B00 Resource: Bridge Preservation Engineer

D01 Resource: Design (Survey)

Project Manager: Bridge Project Development Engineer

District 1- remaining phases:

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Design (Survey)

Project Manager: Assistant District Engineer

Districts 2- 6 - remaining phases:

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant Design Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Assistant District Engineer

4R Rest (Interstate Stewardship):

Road Designer: Design (Roadside)

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Design (Roadside)

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Assistant District Engineer

ADA (Americans with Disabilities Act):

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Design (ADA)

D00 Resource: Design (ADA)

D01 Resource: Design (ADA)

Project Manager: Design (ADA)

BR (Non-Interstate Bridge Modernization):

Bridge Replacement Phases D1:

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer

Assigned To: Bridge Project Development Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Assistant District Engineer

Bridge Replacement Phases D2-6:

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer

Assigned To: Bridge Project Development Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Assistant Design Engineer

Bridge Deck Overlay Phases:

Road Designer: Bridge Preservation Engineer

Bridge Designer: Bridge Preservation Engineer

Assigned To: Bridge Project Development Engineer

B00 Resource: Bridge Preservation Engineer

D01 Resource: Bridge Preservation Engineer

Project Manager: Bridge Preservation Engineer

E&C (Emergency & Contingency - U-STEP/C-STEP):

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

MI (Major Interstate Capacity/System Enhancement):

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant Design Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Project Management Bureau

NR (Non-Interstate Capacity/System Enhancement):

Major Projects:

Road Designer: Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant Design Engineer

D00 Resource: Design (Predesign)

D01 Resource: Design (Survey)

Project Manager: Project Management Bureau

Minor Projects (Grading, Retement, Noise Wall, & Pipe Culvert Phases):

Road Designer: Assistant District Engineer/ Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Road Designer

D00 Resource: Road Designer

D01 Resource: Design (Predesign)

Project Manager: Road Designer

Park/Institutional Roads (State Park and Institutional Roads Program):

Road Designer: Project Management Bureau

Bridge Designer: Project Management Bureau

Assigned To: Project Management Bureau

D00 Resource: Project Management Bureau

D01 Resource: Project Management Bureau

Project Manager: Project Management Bureau

Pavement Marking Materials (Pavement Marking Materials):

Road Designer: Assistant District Engineer

Bridge Designer: N/A

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

RISE (Revitalize Iowa's Sound Economy):

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

SR (Safety Specific):

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

Statewide Contract Maint (Statewide Contract Maint):

Road Maintenance:

Road Designer: Assistant District Engineer/ Assistant Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Road Designer

D00 Resource: Road Designer

D01 Resource: Road Designer

Project Manager: Road Designer

Bridge Maintenance:

Road Designer: Bridge Preservation Engineer

Bridge Designer: Bridge Preservation Engineer

Assigned To: Bridge Preservation Engineer

B00 Resource: Bridge Preservation Engineer

D01 Resource: Bridge Preservation Engineer

Project Manager: Bridge Preservation Engineer

Statewide Interstate Guard (Statewide Interstate Guardrail Repair - 4R):

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

Statewide Interstate Light (Statewide Interstate Lighting - 4R):

Road Designer: Traffic Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Traffic Design Engineer

D00 Resource: Traffic Design Engineer

D01 Resource: Traffic Design Engineer

Project Manager: Traffic Design Engineer

Statewide Interstate Pave Maint (Statewide Interstate Pavement Maintenance - 4R):

Road Designer: Assistant District Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

Statewide Interstate Sign (Statewide Interstate Signing - 4R):

Road Designer: Traffic Design Engineer

Bridge Designer: Bridge Project Development Engineer (If Applicable)

Assigned To: Traffic Design Engineer

D00 Resource: Traffic Design Engineer

D01 Resource: Traffic Design Engineer

Project Manager: Traffic Design Engineer

Statewide Roadside Improve (Statewide Roadside Improvement):

Road Designer: Design (Roadside)

Bridge Designer: N/A

Assigned To: Design (Roadside)

D00 Resource: Design (Roadside)

D01 Resource: Design (Roadside)

Project Manager: Design (Roadside)

Statewide RR Crossings (Statewide RR Crossings):

Road Designer: Rail

Bridge Designer: N/A

Assigned To: Rail

D00 Resource: Rail

D01 Resource: Rail

Project Manager: Rail

Summer Rehab Materials (Summer Infrastructure Rehabilitation Materials):

Road Designer: Assistant District Engineer

Bridge Designer: N/A

Project Manager: Assistant District Engineer

TAP (Iowa Statewide Transportation Alternatives Program):

Road Designer: Assistant District Engineer

Bridge Designer: Assistant District Engineer

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

Trails (Trails Program):

Road Designer: Assistant District Engineer

Bridge Designer: Assistant District Engineer

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

TSIP (Traffic Safety Improvement Program):

Road Designer: Assistant District Engineer

Bridge Designer: Assistant District Engineer

Assigned To: Assistant District Engineer

D00 Resource: Assistant District Engineer

D01 Resource: Assistant District Engineer

Project Manager: Assistant District Engineer

Chronology of Changes to Manual Section:

6.2.1.1 Masterworks Default Assignments

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|------------|--|
| 08/05/2025 | NEW |
| 09/03/2025 | Removed Header on pages. Checked Accessibility. |