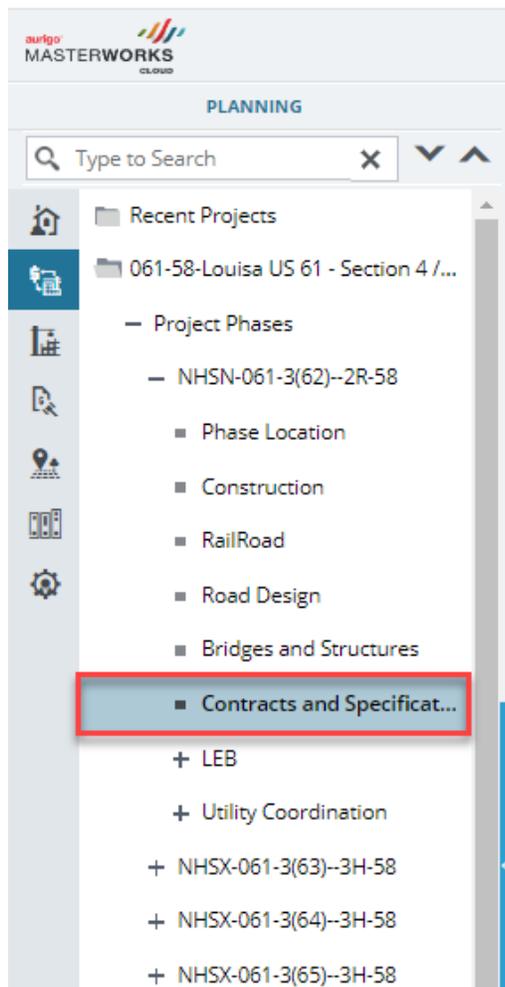


# Tied Phases

Project and Program Delivery Manual  
Chapter 6  
Project Management Process and Lifecycle  
Originally Issued: 01-06-25  
Revised: xx-xx-xx

Phases to be tied at letting should have the tie information entered on the contracts form. Navigate and expand the phase where the tie with be created. Click on the Contracts and Specifications form.



At the top of the form, you will enter a Phase Tie Name.

**Phase Tie Name** :  **Estimator Initials (Contracts)** :

**Phase To Tie** :

**DS AND SS DETAILS**

Number	Title
No records to display.	

After entering a name, the Phase to Tie will become active. Click on the box and a dropdown will appear. Select a phase to be tied. Only phases with the same letting date will appear for tying.

Save Cancel

**Phase Tie Name** :  **Estimator Initials (Contracts)** :

**Phase To Tie** :

**DS AND SS DETAILS**

Number	Title
No records to display.	

- BRF-006-1(135)--38-78
- BRF-020-7(046)--38-10
- BRF-030-1(211)--38-43
- BRF-030-7(223)--38-57**
- BRF-034-3(043)--38-02
- BRF-059-3(060)--38-78

To add additional phases, click into an empty area in the box again and the list will re-appear. Select another phase number.

The screenshot shows a software interface with a top bar containing 'Save' and 'Cancel' buttons. Below this, there are two input fields: 'Phase Tie Name' with the value 'Example' and 'Estimator Initials (Contracts)'. The 'Phase To Tie' field contains 'BRF-030-7(223)--38-57' and has a dropdown menu open. The dropdown menu lists several phase numbers: 'BRF-006-1(135)--38-78', 'BRF-020-7(046)--38-10', 'BRF-030-1(211)--38-43', 'BRF-030-7(223)--38-57', 'BRF-034-3(043)--38-02', and 'BRF-059-3(060)--38-78'. The 'BRF-059-3(060)--38-78' option is highlighted in blue and enclosed in a red box. Below the dropdown is a section titled 'DS AND SS DETAILS' with a table header containing 'Number' and 'Title', and the text 'No records to display.'

This screenshot shows the same software interface as the previous one. The 'Phase To Tie' field now contains two selected phase numbers: 'BRF-030-7(223)--38-57' and 'BRF-059-3(060)--38-78'. Both entries have a small 'x' icon to their right. The dropdown menu is closed. The 'DS AND SS DETAILS' table remains empty with the text 'No records to display.'

Once all the phases are selected, click Save at the top of the form.

This screenshot shows the software interface with the 'Save' button in the top bar highlighted with a red box. The 'Phase To Tie' field still contains the two selected phase numbers. The 'DS AND SS DETAILS' table is still empty.

Masterworks will automatically add the phase tie name and fill in the Phase to Tie box on all selected phases.

## Chronology of Changes to Manual Section:

### 6.2.7 Tied Phases

01/06/2025 NEW