

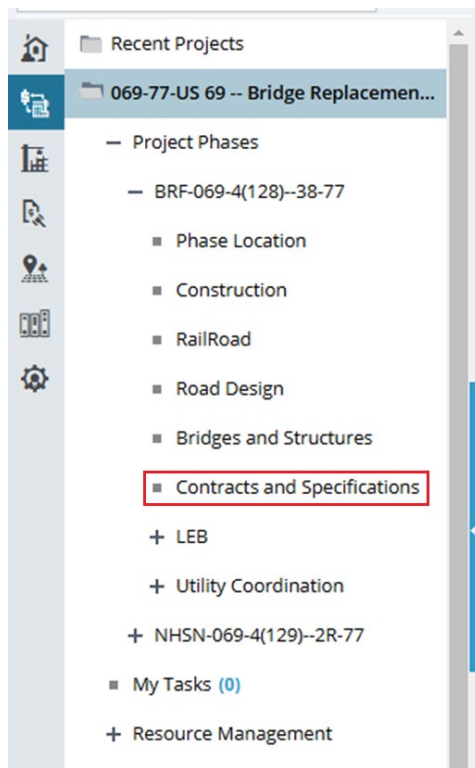
Adding Specifications in Masterworks

Project and Program Delivery Manual
Chapter 6.2
Project Management Process and Lifecycle
Originally Issued: 01-06-25
Revised: xx-xx-xx

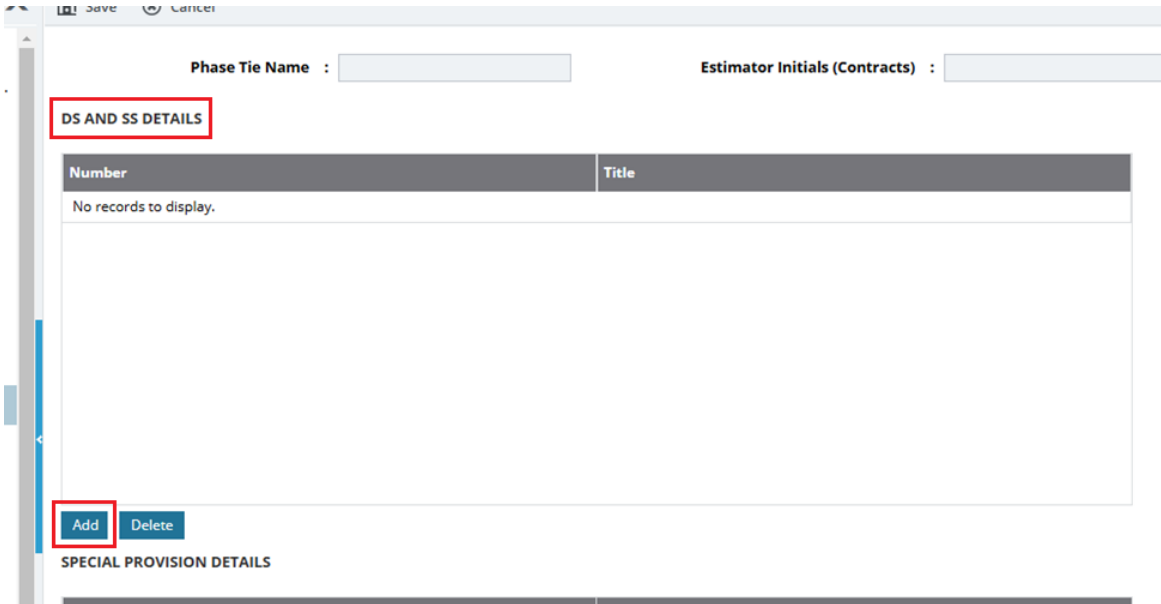
Adding DS and SS Specifications

When Developmental Specifications (DS) and Supplemental Specifications (SS) are required, they are added to masterworks using the Contracts and Specifications form.

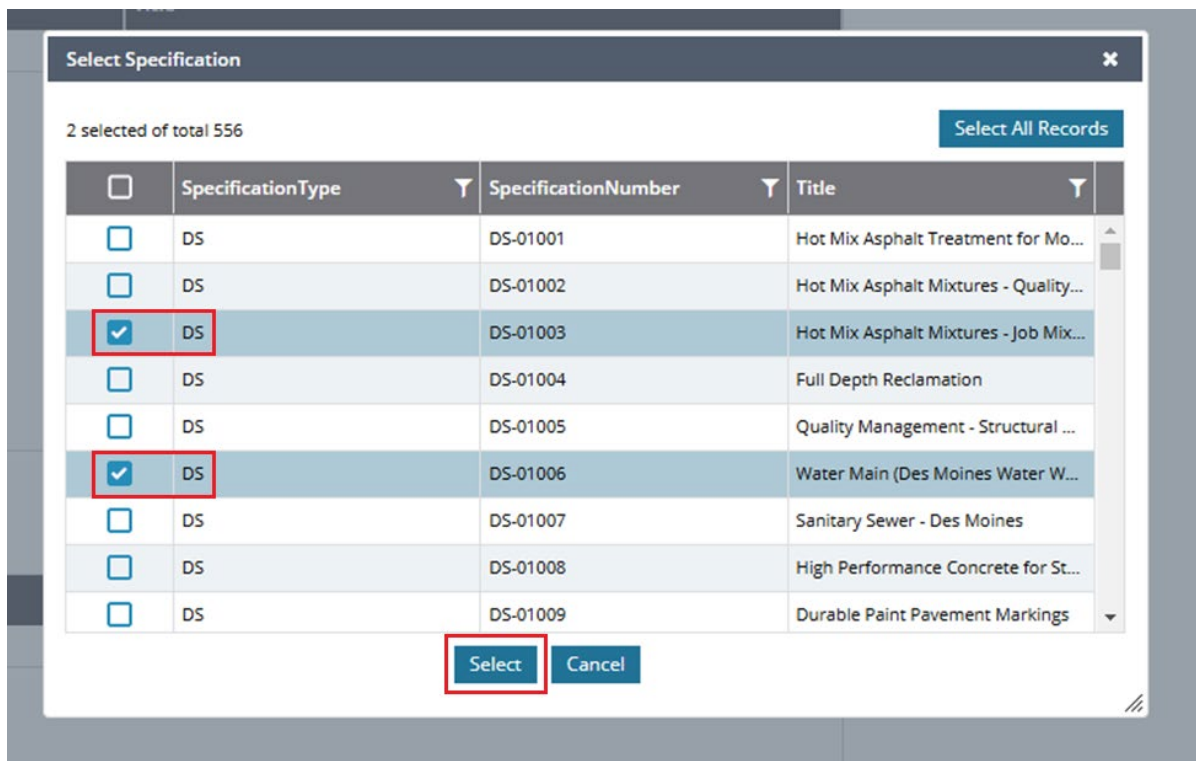
Navigate to the phase that the specs will be added to and expand that phase. Below is a display of the list of forms under the phase. Select the Contracts and Specifications form.



Next select the Add Button under the grid display titled **DS AND SS DETAILS**.



Once the selector window has opened, the user may select the checkboxes of the DS/SS specs they require. Once this is done, then select the **SELECT** button.



Once the DS/SS specs have been selected, the user can review the list under the **DS AND SS DETAILS** grid.

DS AND SS DETAILS

Number	Title
DS-01006	Water Main (Des Moines Water Works)
DS-01003	Hot Mix Asphalt Mixtures - Job Mix Formula Approved by Test Strip Method

Add Delete

If a spec needs to be removed, the user just selects the spec and clicks the **Delete** button at the bottom of the grid.



DS AND SS DETAILS

Number	Title
DS-01006	Water Main (Des Moines Water Works)
DS-01003	Hot Mix Asphalt Mixtures - Job Mix Formula Approved by Test Strip Method

Add Delete

When the user is ready accept the changes, click the Save button at the top of the form.

CONTRACTS AND SPECIFICATIONS

 Save  Cancel

Phase Tie Name : Estimator Initials (Contracts) :

DS AND SS DETAILS

Number	Title
DS-01006	Water Main (Des Moines Water Works)
DS-01003	Hot Mix Asphalt Mixtures - Job Mix Formula Approved by Test Strip Method

Chronology of Changes to Manual Section:

6.2.8 Adding Specifications in Masterworks

01/06/2025 NEW