



**DATE:** October 24, 2013

**SUBJECT:** Scheduling Manual Procedures for Design Schedules (Publication 615)  
October 2013 Edition and PDSMASTER Template

**TO:** District Executives

**FROM:** George W. McAuley, Jr., P.E. /s/ George W. McAuley, Jr., P.E.  
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The Bureau of Project Delivery (BOPD) Project Schedules, Specifications and Constructability Section is releasing the October 2013 Edition of the Scheduling Manual Procedures for Design Schedules, Publication 615 and the PDSMASTER Template. The October 2013 version of Publication 615 is available electronically (.pdf file) on the Department's website at: [Pennsylvania Department of Transportation](http://www.pennsylvania.gov) under Forms, Publications & Maps. The PDSMASTER template is available on PennDOT's Open Plan server and is also available to business partners through ECMS under Project Management.

The new Publication 615 explains the policy for design schedules and how the Open Plan and WelcomHome software should be used for design scheduling on Department projects. Publication 615 also includes the PDSMASTER template which is the master template to be used in the development of all design project schedules. This template contains the activities that are necessary work required to complete a design project and prepare necessary bid documents for the project.

Questions concerning these changes may be directed to Gary R. Kleist, P.E., Chief for Project Schedules, Specifications and Constructability Section, at 717-787-5914 or via email at [gkleist@pa.gov](mailto:gkleist@pa.gov).

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