



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

DESIGN DIVISION
SUITE 1200, JAMES K. POLK BUILDING
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HOWARD H. ELEY
COMMISSIONER

BILL LEE
GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 23-12
Project Transitions to PDN**

Effective with the September 27, 2023, turn-in (December 8, 2023, letting), all projects shall be turned in utilizing [Project Delivery Network \(PDN\)](#) including Stage 4. Projects (excluding resurfacing) included in the December 8 letting, shall have all plans, construction specifications (including special provisions), and estimates compiled for review prior to the PS&E Field Review. Coordinate with the Regional Project Management Office to determine the date of the respective PS&E reviews and for additional guidance on completing the contract documents.”

With Integrated Program Delivery, or IPD, our employees will deliver our programs and projects by integrating project teams, systems and business structures to leverage resources, including insights and innovation, to improve efficiency and maximize outcomes. IPD is our way of doing our jobs. One key element of IPD is the PDN which focuses on providing a simplified, automated “roadmap” for our project delivery workflows. The PDN’s goal is to have a network that is easy to understand and manage, that accelerates activities, can measure performance, and produces efficient delivery at all levels. The PDN also allows all employees involved in the project delivery process from planning through letting to have a better understanding of the entire process.

Moving forward, any active project that has not made it to the **right-of-way** phase will complete **all** stages of the PDN.

Projects that have begun the right-of-way phase will only complete **stage three and four of the PDN**, only tracking key activities.

See the attached calendar of 2024 Recommended Milestone Schedule for Lettings.

Any current design managers assigned to an active legislative project will have a project manager assigned to those projects by October 2, 2023. Design managers assigned to active program projects will continue to manage those projects until the Project Management Division is fully staffed. A transition plan will be developed to transition project managers to assume the project manager roles currently designated to the design managers. Current design managers will remain as a resource for the newly assigned project managers.

For any questions, please contact Statewide Project Management Director James D. Kelley (james.d.kelley@tn.gov), or Regional Project Management Directors Dexter Justis (dexter.justis@tn.gov), Michael O'Donnell (michael.odonnell@tn.gov), Shaun Armstrong (shaun.armstrong@tn.gov), or Brandon Akins (brandon.akins@tn.gov).



Shane Hester, PE
State Engineering Director

KJL:LHC
July 31, 2023

2024 RECOMMENDED MILESTONE SCHEDULE FOR LETTINGS

Activity	LETTING Feb 9	LETTING Mar 22	LETTING May 10	LETTING June 21	LETTING Aug 16	LETTING Oct 4	LETTING *Nov 1 Mowing/litter Removal	LETTING Dec 6	WEEKS BEFORE LETTING
Project Lead , Compile plans, specifications, and estimates	August 9, 2023	September 20, 2023	November 8, 2023	December 20, 2023	February 14, 2024	April 3, 2024	May 1, 2024	June 5, 2024	26-1/2
Project Manager, 3PM2 , Hold Plan-in-Hand Field Review	September 6, 2023	October 18, 2023	December 6, 2023	January 17, 2024	March 13, 2024	May 1, 2024	May 29, 2024	July 3, 2024	22-1/2
Design Lead, 4RD1 , Finalize Construction Documents	October 4, 2023	November 15, 2023	January 3, 2024	February 14, 2024	April 10, 2024	May 29, 2024	June 26, 2024	July 31, 2024	18-1/2
Project Manager, 4PM2 , Hold PS&E	November 1, 2023	November 1, 2023	December 13, 2023	January 31, 2023	March 13, 2024	May 8, 2024	June 26, 2024	August 28, 2024	14-1/2
Final Turn-In	November 29, 2023	January 10, 2024	February 28, 2024	April 10, 2024	June 5, 2024	July 24, 2024	August 21, 2024	September 25, 2024	10 -1/2