

AASHTOWare Project Estimation

Building Project Items

Printable Companion Handout



What are Project Items?

Project items serve the same purpose as pay items in a cost estimate; however, rather than being kept in a cost estimate, they are maintained within a project. When you create Project Items, the pay items from a cost estimate are duplicated and transformed into items that are stored directly within the project. This allows Contracts to see the final estimation of a given project. Using the Build Project Items feature is an essential step in preparing a project for the next stage.

Note that this process cannot be undone! Therefore, ensure that you are on the correct cost estimate and that you are finished with the estimate. Creating a snapshot of your cost estimate (See [110 – Snapshots](#)) before building project items is recommended.

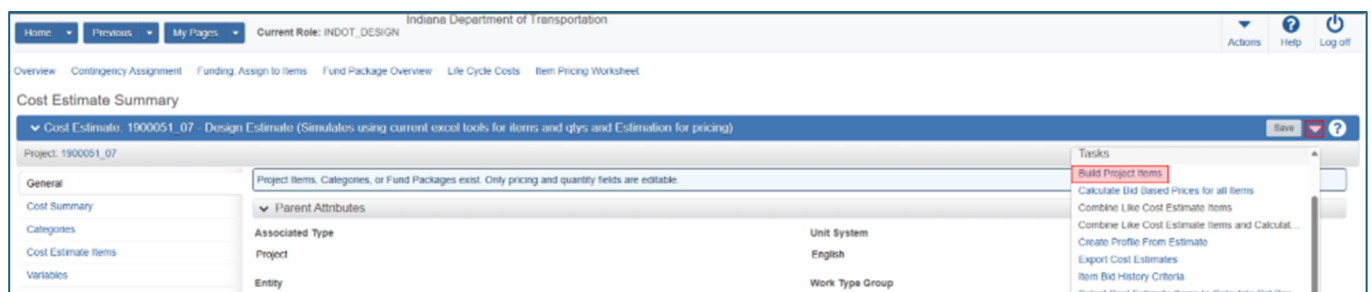
Once project items are built, any changes made to existing items in the cost estimate (unit price or quantity) will be reflected in the project items. However, items cannot be added or deleted to the cost estimate. Project items cannot be edited directly, but they can be deleted from the Item Worksheet screen.

This process is only done as a final step before sending to contracts. The deliverables for STGs 1, 2, and 3 will be the snapshots or printable pdf report. See [109 – Printing Cost Estimates](#) for information on generating printable pdf reports.

Build Project Items

Before beginning this process, **create a snapshot of the cost estimate.** For information on creating snapshots, see [110 - Snapshots Companion](#).

1. Navigate to the Cost Estimate Summary screen
2. Click the Component Actions menu on the top right
3. Click “Build Project Items”



4. To check on Project Items, navigate to the Project Summary.

5. Click “Item Worksheet”

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Overview Categories and Items Cost Estimate Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing **Item Worksheet**

Project Summary

▼ Project: 2200655JD - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Project ID (DES #)
2200655JD

Project Location Description *
EB over White River 03.47 miles E of SR 241

Spec Book *
10

Functional Class
3 - Other Principal Arterial

Season
-

Terrain
-

6. You will navigate to the Project Item Worksheet. If you created project items, this should be populated like below. Notice that price totals are displayed instead of unit prices.

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Overview Categories and Items Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing **Project**

Project Item Worksheet

▼ Project: 2200655JD - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

Project Item Total
1,349,434.43

Q Type search criteria or press Enter Advanced Showing 44 of 69

Delete 0 added 0 marked for deletion 0 changed

Cat ID	Proj Line Num	Item	Descr	Units	Quantity	Ext Amt	Suppl Descr	Suppl Rptd
0001	0001	707-11426	STRUCTURAL MEMBER, CONCRETE, BULB-T BE...	LFT	150.000			
0001	0002	105-06845	CONSTRUCTION ENGINEERING	LS	1.000	26,988.69	No	
0001	0003	110-01001	MOBILIZATION AND DEMOBILIZATION	LS	1.000	59,760.67	No	
0001	0004	201-52370	CLEARING RIGHT-OF-WAY	LS	1.000	67,471.72	No	
0001	0005	202-02240	PAVEMENT REMOVAL	SYS	410.000	20,696.80	No	
0001	0006	202-06541	REMOVE	EACH	1.000	6,763.52	TEST	Yes
0001	0007	202-51328	PRESENT STRUCTURE, REMOVE PORTIONS, ST...	LS	1.000	50,000.00	TEST	Yes
0001	0008	203-02000	EXCAVATION, COMMON	CYS	500.000	29,945.00	No	
0001	0009	205-12105	STORMWATER MANAGEMENT BUDGET	DOL	99,999.000	99,999.00	No	
0001	0010	205-12616	STORMWATER MANAGEMENT IMPLEMENTATION	LS	1.000	7,000.00	No	
0001	0011	207-09935	SUBGRADE TREATMENT, TYPE IC	SYS	123.000	5,166.00	No	
0001	0012	211-06467	AGGREGATE FOR END BENT BACKFILL	CYS	78.000	11,270.22	No	
0001	0013	214-12239	GEOTEXTILE FOR PAVEMENT, TYPE 2B	SYS	806.000	4,860.18	No	
0001	0014	301-12234	COMPACTED AGGREGATE, NO. 53	CYS	54.000	7,110.28	No	
0001	0015	302-08464	SUBBASE FOR PCCP	CYS	104.000	17,195.36	No	
0001	0016	303-01180	COMPACTED AGGREGATE, NO. 53	TON	148.000	10,907.60	No	

Adding Road Segment Items

1. Navigate to the Project Summary screen
2. Click on the “Road Segments” tab

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Overview Categories and Items Cost Estimate Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing **Item Worksheet**

Project Summary

▼ Project: 2200655JD - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Project ID (DES #)
2200655JD

Project Location Description *
EB over White River 03.47 miles E of SR 241

Spec Book *
10

Unit System *
English

Functional Class
3 - Other Principal Arterial

Season
-

Terrain
-

Urban/Rural
R - RURAL

3. Click the “New” button or edit the existing “Road Segment” if one already exists.

Project Summary

Project: 23007521D - BRIDGE REPLACEMENT

Proposals:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Search: Type search criteria or press Enter

Advanced

Showing 1 of 1

Show previously highlighted row

New

Collapse All

0 added

0 marked for deletion

0 changed

Name	Primary	Begin Termini	End Termini	Category ID
ON SR 931 NB OVER KOKOMO CREEK, 2.55 MILES NORTH OF SR 26	931	0150+0056	0150+0056	

4. Fill in (at least) the following information:
 - Name (use the bottom notation)
 - All Caps: ON/ALONG [PROJECT LOCATION], [DISTANCE FROM SET POINT]
 - Ensure that the cardinal direction is spelled out. Note that this rule and the above formatting differ from the formatting in SPMS.
 - Number (route number)
 - Type (Enter the functional classification. A drop-down menu will appear upon clicking and pressing Enter)
 - Route (type the route number, dependent on road)
 - Begin & End Termini (Stationing)
 - Category ID (0001)

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Categories and Items

Cost Estimate

Fund Package Overview

Funding: Assign to Items

Item Alternate Summary

Item Pricing

Item Worksheet

Project Summary

Project: 1900051_07 - BRIDGE REPLACEMENT

Proposals:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Search: Type search criteria or press Enter

Advanced

New

Collapse All

1 added

0 marked for deletion

0 changed

Name	Primary	Begin Termini	End Termini	Category ID
ON SR 114 OVER EEL RIVER, 1.66 MILES EAST OF SR 13	Imported			

5. Once the information has been entered, press “Save.”

Adding Bridge Segment Items

1. Navigate to the Project Summary screen

2. Click on the “Bridge Segments” tab

The screenshot shows the 'Project Summary' form for 'Project: 1900061.07 - BRIDGE REPLACEMENT'. The left sidebar has a 'Bridge Segments' tab highlighted. The main form area is titled 'KCSB' and contains a 'New' button. Below the button, there are input fields for 'Bridge ID' (114-85-10470), 'Bridge Type' (KCSB - COMPOSITE CONTINUOUS STEEL BEAM), 'Length', 'Width', 'Number of Spans', 'Start Latitude', 'Start Longitude', 'End Latitude', 'End Longitude', and 'Category ID' (0001 - BRIDGE REPLACEMENT). A search bar at the top of the form area says 'Type search criteria or press Enter'.

3. Click the “New” button or edit the existing “Bridge Segment” if one already exists.

4. Fill in (at least) the following information:

- Bridge ID (i.e. 114-85-10470)
- Bridge Type (Click for a drop-down menu)
 - Ensure that this is populated with the actual bridge type, NOT “state”
- Category ID (0001)

The screenshot shows the 'Project Summary' form for 'Project: 2300752.00 - BRIDGE REPLACEMENT'. The left sidebar has a 'Bridge Segments' tab highlighted. The main form area is titled 'SB - STEEL BEAM' and contains a 'New' button. Below the button, there are input fields for 'Bridge ID' (931-31-3402647), 'Bridge Type' (SB - STEEL BEAM), 'Length', 'Width', 'Number of Spans', 'Comment', and 'Category ID'. The 'Bridge ID' and 'Bridge Type' fields are highlighted with red boxes. A search bar at the top of the form area says 'Type search criteria or press Enter'.

Ensure that the bridge type label is populated with the actual bridge type, NOT left with State filled in.

5. Once the relevant information has been entered, click “Save”