**WORK SHARE AGREEMENT**

Wisconsin Department of Transportation

DT1940 4/2017

**CATEGORY 1 – PROJECT MANAGEMENT DUTIES**

**CATEGORY 2 – PROJECT LEADER DUTIES**

**CATEGORY 3 – TASK OR RESOURCE**

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| INSTRUCTIONS:  This Agreement form ensures both entities involved in the Work Share mutually agree on the work involved. Fill out only the fields that apply to your Work Share. This Agreement can be supplemented with additional documentation (when needed) to further define scope, deliverables, schedule, and budget. Please add additional information that is needed in the notes field (below) or as another attachment. After obtaining the appropriate signatures (typed are OK), save completed Agreement locally on your computer. Then upload it as an attachment to your Work Share Advertisement.  Help: [How To Guide](https://wisdot.sharepoint.com/sites/dtsd/workshare/_layouts/15/guestaccess.aspx?docid=1ba4d206c7478465d93c6a840dbe6b49d&authkey=AUQF0jrDZmyCykHI9TmqojM)  Create Work Share ID: [Market Place](https://wisdot.sharepoint.com/sites/dtsd/workshare/Lists/MarketPlace/open.aspx)  File naming: Work Share ID – Category – entities (e.g., NER gives to SWR) – Date (YYYYMMDD) - Agreement  Example: WS0002-C1-NER-SWR-20161231-Agreement.docx |

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| Category  1 Project Management (entire project is delegated)  2 Project Leader (project management retained at location giving work)  3 Task or Resource | Type  Construction  Structures  Design  Planning  Ops  Tech. Services  Date, Policy, Financial, Admin. | Work Share ID  WS |

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| **LOCATION GIVING WORK APPROVAL** | | | |  | **LOCATION RECEIVING WORK APPROVAL** | | | | |
| Bureau or Region, Section, Unit | | | |  | Bureau or Region, Section, Unit | | | | |
|  |  |  |  | | |  |  |  |
| (Project Manager/Giver) |  | (Date) |  | | | (Project Manager/Receiver) |  | (Date) |
|  |  |  |  | | |  |  |  |
| (Supervisor) |  | (Date) |  | | | (Supervisor) |  | (Date) |
|  |  |  |  | | |  |  |  |
| (Chief) |  | (Date) |  | | | (Chief) |  | (Date) |

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| Project ID/s | Anticipated Duration (Start-End) | Program Fiscal Year  FY |
| Deliverables/Interim Milestones | | |
| Resources/Materials Available from Location Giving Work | | |
| Special Skills Needed/Additional Instructions | | |

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| Additional Project Information (File path link)  LAN Project Folder:  Environmental document:  Region-specific guidance: |

**LOCATION GIVING WORK Contacts:**

|  |  |  |
| --- | --- | --- |
| Name | Responsibility | Phone/Email |
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**LOCATION RECEIVING WORK Contacts:**

| Name | Responsibility | Phone/Email |
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| County | Highway | Limits | |
| Project Scope | | | |
| Improvement Type |  |  | |
| Resurface  Reconstruction | SHRM  Bridge Replacement | Recondition  Bridge Rehabilitation | Pavement Replacement |
| Improvement Project Budget (Attach details) | | | |
| RE $  UTL $ | Let Estimate $ | I/E $ | C/E $ |
| Non-Improvement Budget  $ | Location Giving Work | Location Receiving Work |  |

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| **DESIGN SCHEDULE/MILESTONES** |  | **CONSTRUCTION SCHEDULE** |
| Earliest due date: Advanceable PSE        PSE        Let  Optional to attach PMP schedule  ([Project Management Plan Application User’s Manual 6.2](http://dotnet/tpms/docs/pmpmanual.pdf)) |  | Let        Anticipated Completion        Finals Submitted |
| Design – Link to Scope Document and/or [Special Provisions](http://apwmad0a4030:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/con-docs/2des-spec.docx): |  | Construction – Link to Design Study Report and/or [Special Provisions](http://apwmad0a4030:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/con-docs/con-spec.docx): |

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| Insert notes, project updates, attachments, scope, budget, schedule, etc. |