



Title: ProjectWise – Project Folder Structure and Contents

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This document details the Delaware Department of Transportation ProjectWise folder structure and the required contents of each folder.

The ProjectWise folder structure is divided into nine major areas of interest:

- [100 – Project Management](#)
- [200 – Background Data](#)
- [300 – Design](#)
- [400 – CADD](#)
- [500 – Support Coordination](#)
- [600 – Project Specifications and Estimates](#)
- [700 – Quality Assurance and Quality Control \(QA/QC\)](#)
- [800 – Milestone Submittals](#)
- [900 – Post Design](#)

<b>100_PROJECT MANAGEMENT</b>	
110_PROJECT_WORK_PLAN	Work plan(s) developed by the project manager.
120_FINANCE	Information relevant to coordination efforts with the DelDOT Finance group. <ul style="list-style-type: none"> <li>▪ Invoices</li> <li>▪ Notice-to-Proceeds (NTP)</li> <li>▪ Project cost increases</li> </ul>
130_SCHEDULE	Information related to the project schedule. <ul style="list-style-type: none"> <li>▪ Prior schedule(s)</li> <li>▪ Current schedule(s)</li> <li>▪ Proposed schedule(s)</li> </ul>
140_DESIGN_DOCS	Information related to the overall design controls and criteria established for the project. <ul style="list-style-type: none"> <li>▪ Design controls</li> <li>▪ Design criteria forms</li> <li>▪ Design Exceptions</li> <li>▪ Design Variances</li> <li>▪ Letter to File</li> </ul>
150_CORRESPONDENCE	Information related to overall project correspondence and communication. <ul style="list-style-type: none"> <li>▪ Memorandums</li> <li>▪ Letters</li> <li>▪ Phone records</li> <li>▪ Media requests</li> </ul>
160_MEETING_DOCUMENTS	Information related to meeting minutes. <ul style="list-style-type: none"> <li>▪ Meeting agendas</li> <li>▪ Meeting minutes</li> <li>▪ Meeting exhibits</li> </ul>



<b>200_BACKGROUND_DATA</b>	
210_PREVIOUS_PLANS	Information related to previous plan documents within the project limits. <ul style="list-style-type: none"> <li>▪ Previous estimates.</li> <li>▪ Previous contracts.</li> <li>▪ Subdivision plans</li> <li>▪ Entrance plans</li> </ul>
220_PREVIOUS_STUDIES	Information related to previous studies or designs for the project. <ul style="list-style-type: none"> <li>▪ Traffic studies</li> <li>▪ HEP reports</li> </ul>
230_SUBSURFACE_INFORMATION	Information related to previous and current pavement data. <ul style="list-style-type: none"> <li>▪ Pavement cores</li> <li>▪ Soil borings</li> <li>▪ Test holes</li> </ul>
240_TRAFFIC_DATA	
241_CRASH_DATA	Information related to crash analysis reports.
242_TRAFFIC_COUNTS	Information related to traffic count data.
250_INSPECTION_REPORTS	Information related to inspection reports. <ul style="list-style-type: none"> <li>▪ Bridge inspection reports.</li> <li>▪ Pipe videos</li> </ul>
260_EXISTING_PHOTOS	Photos taken prior to construction beginning.
270_FIELD_SURVEY	All data generated from Survey Group.
280_EXISTING_PROPERTY_RIGHTS	All existing property information. <ul style="list-style-type: none"> <li>▪ Deeds</li> <li>▪ Microfilms</li> <li>▪ Title Searches</li> <li>▪ COGO files</li> </ul>



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**300\_DESIGN**

310_ROAD	
311_ADA_PAS	All calculations and reports related to Americans with Disabilities Act (ADA) and Pedestrian Accessibility Standards (PAS).
312_EARTHWORK	All calculations and reports related to earthwork.
313_DRAINAGE_SOFTWARE	All calculations and reports related to drainage.
314_STORMWATER_SOFTWARE	All calculations and reports related to Stormwater.
315_BARRIER	All calculations and reports related to barriers.
320_BRIDGE	
321_WATER_RESOURCES	All calculations and reports related to water resources.
322_GEOTECHNICAL	All calculations and reports related to geotechnics.
323_SUBSTRUCTURE	All calculations and reports related to the substructure.
324_SUPERSTRUCTURE	All calculations and reports related to the superstructure.
330_TRAFFIC	All calculations and reports related to traffic work.



<b>400_CADD</b>	
410_PLOT	
411_CP	All plots for the Construction Plans set. PDFs Only
412_RW	All plots for the Right-of-Way Plans set. PDFs Only
413_XS	All plots for the Cross Section Plans set. PDFs Only
420_ROAD	
421_CIVIL_MODEL	All files related to project modeling.
422_DESIGN_DGN	All MicroStation design files (DGNs), except those included under the XXX_SHEET_DGN folder.
423_SHEET_DGN	MicroStation design files (DGNs) used for the layout and creation of plot files.
424_DISPLAYS	Working location for creating presentation materials for Public Involvement.
430_BRIDGE	
431_CIVIL_MODEL	All files related to project modeling.
432_DESIGN_DGN	All MicroStation design files (DGNs), except those included under the XXX_SHEET_DGN folder.
433_SHEET_DGN	MicroStation design files (DGNs) used for the layout and creation of plot files.
434_DISPLAYS	Working location for creating presentation materials for Public Involvement.
440_TRAFFIC	
441_CIVIL_MODEL	All files related to project modeling.
442_DESIGN_DGN	All MicroStation design files (DGNs), except those included under the XXX_SHEET_DGN folder.
443_SHEET_DGN	MicroStation design files (DGNs) used for the layout and creation of plot files.
444_DISPLAYS	Working location for creating presentation materials for Public Involvement.



450_STORMWATER	
451_CIVIL_MODEL	All files related to project modeling.
452_DESIGN_DGN	All MicroStation design files (DGNs), except those included under the XXX_SHEET_DGN folder.
453_SHEET_DGN	MicroStation design files (DGNs) used for the layout and creation of plot files.
454_DISPLAYS	Working location for creating presentation materials for Public Involvement.



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**500\_SUPPORT\_COORDINATION**

510_PUBLIC_INVOLVEMENT	All finalized information related to Public Involvement.
520_ENVIRONMENTAL	All Environmental coordination including Archeology, Historical Resources, Permits, etc.
530_ROW	All Right-of-Way coordination.
540_UTILITIES	All Utility coordination.
550_TRAFFIC	All Traffic coordination.
560_RAILROAD	All Railroad coordination.
570_CONSTRUCTION	All Construction coordination.
580_STORMWATER_MANAGEMENT	All Stormwater coordination.
590_MAINTENANCE	All Maintenance coordination.



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**600\_PROJECT\_SPEC\_ESTIMATE**

610_QUANTITIES	Quantity calculations.
620_ESTIMATE	Project estimates.
630_SPECIAL_PROVISIONS	Special Provisions.
640_STATEMENTS	All Statements.



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700_QA_QC	
710_CHECKLISTS	All current design and plan checklists.
720_PROJECT_QA_PLAN	Plan developed by Project Manager.
730_QC_SURVEY	Comments received from <b>Survey Plans</b> review and responses to comments.
740_QC_TSL	Comments received from <b>Type, Size and Location (TSL) Plans</b> review and responses to comments.
750_QC_PRELIM	Comments received from <b>Preliminary Construction Plans</b> review and responses to comments.
760_QC_SEMI_FINAL	Comments received from <b>Semi-Final Construction Plans</b> review and responses to comments.
770_QC_REV_SF_ROW	Comments received from <b>Semi-Final Right-of-Way Plans</b> review and responses to comments.
780_QC_FINAL	Comments received from <b>Final Construction Plans</b> review and responses to comments.
790_QC_PSE	Comments received from <b>Plans, Specifications and Estimate (PS&amp;E)</b> plan review and responses to comments.



**800\_MILESTONE\_SUBMITTALS**

810_SURVEY	All documents pertaining to the <i>Survey</i> plan submission.
820_TSL	All documents pertaining to the <i>Type, Size and Location (TSL) Plan</i> submission.
830_PRELIM	All documents pertaining to the <i>Preliminary Construction Plans</i> plan submission.
840_SEMI_FINAL	All documents pertaining to the <i>Semi-Final Construction Plans</i> plan submission.
850_REV_SF_ROW	All documents pertaining to the <i>Semi-Final Right-of-Way Plans</i> plan submission.
860_FINAL_ROW	All documents pertaining to the <i>Final Right-of-Way Plans</i> plan submission.
870_FINAL_CONSTRUCTION	All documents pertaining to the <i>Final Construction Plans</i> plan submission.
880_PSE	All documents pertaining to the <i>Plans, Specifications and Estimate (PS&amp;E)</i> plan submission.



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**900\_POST\_DESIGN**

910_ADVERTISEMENT	Information pertaining to the Advertisement Phase. <ul style="list-style-type: none"><li>▪ Questions from contractors.</li><li>▪ Bid analysis documents.</li></ul>
920_ADDENDUMS	Addendums to the contract.
930_RFI	Requests for Information (RFI) from the awarded contractor.
940_WORKING_DRAWINGS	Project shop drawings.
950_PROGRESS_MEETINGS	Notes and minutes from progress meetings.
960_REVISIONS	Revisions to the contract.
970_PHOTOS	Photos taken during the construction phase.
980_AS_BUILTS	As-Built plans.