
Project Directory Folder Structure

Design Manual
Chapter 20
Project Automation
Information

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Revised: 11-20-18

The example shown below is for an average project, with PIN: 09-77-017-010

The base project folder is **PW:\Projects\7701701009\...**

BRFinal

- ...\BRFinal
- ...\BRFinal\CALCS
- ...\BRFinal\77-0179-010 Review
- ...\BRFinal\Design Events
- ...\BRFinal\Design Events\77-0179-010
- ...\BRFinal\Design Events\77-0179-010\Standards
- ...\BRFinal\Design Events\77-0179-010_eFiles_(Bridge)
- ...\BRFinal\Design Events\77-0179-010_eFiles_(Road)
- ...\BRFinal\Design Events\77-0179-010_X_SEC
- ...\BRFinal\DOCS
- ...\BRFinal\Sketches
- ...\BRFinal\Support
- ...\BRFinal\XYZ-CORP
- ...\BRFinal\XYZ-CORP\CALCS
- ...\BRFinal\XYZ-CORP\Design Event
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010 Submittal
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010 Submittal\77-0179-010_eFiles_(Bridge)
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010 Submittal\77-0179-010_eFiles_(Road)
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010 Submittal\77-0179-010_X_SEC
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010 Submittal\Standards
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010_Addendum_2050-01-01
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010_Complete_Current_Plan_(PDFs)
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010_Contracts_2050-01-01_Changes
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010_Contracts_2050-01-01_Initial_Turn
- ...\BRFinal\XYZ-CORP\Design Event\77-0179-010_Revision_2050-01-01

BRPrelim

- ...\BRPrelim
- ...\BRPrelim\B1_Submittal
- ...\BRPrelim\B2_Submittal
- ...\BRPrelim\Concept_Submittal
- ...\BRPrelim\DOT
- ...\BRPrelim\DOT\CALCS
- ...\BRPrelim\DOT\DOCS
- ...\BRPrelim\DOT\Support
- ...\BRPrelim\Permits_Regulatory
- ...\BRPrelim\RIDB

Concept

- ...\Concept
- ...\Concept\B0Submittal
- ...\Concept\D0Submittal
- ...\Concept\IJR
- ...\Concept\IJR\Draft
- ...\Concept\IJR\Final
- ...\Concept\P0Submittal

Construction

- ...\Construction

Design

- ...\Design

NOTE: See chapter [20B-44](#) for details on the Design folder's sub-folders file structure.

DistrictDesign

- ...\DistrictDesign
- ...\DistrictDesign\Design Events
- ...\DistrictDesign\Design Events\D2
- ...\DistrictDesign\Design Events\D3
- ...\DistrictDesign\Design Events\D4
- ...\DistrictDesign\Design Events\D5
- ...\DistrictDesign\Design Events\D6thru9\
- ...\DistrictDesign\Design Events\D6thru9_contractID_Complete_Current_Plan_(PDFs)
- ...\DistrictDesign\Design Events\D6thru9_contractID_Contracts_2050-01-01_Changes
- ...\DistrictDesign\Design Events\D6thru9_contractID_Contracts_2050-01-01_Initial_Turn-IN
- ...\DistrictDesign\Design Events\D6thru9_contractID_E_Files_(DataFiles)
- ...\DistrictDesign\Design Events\D6thru9\Addendum_2050-01-01
- ...\DistrictDesign\Design Events\D6thru9\Revision_2050-01-01
- ...\DistrictDesign\Design Events\DM5
- ...\DistrictDesign\DOCS
- ...\DistrictDesign\Estimates
- ...\DistrictDesign\SPREDSHT
- ...\DistrictDesign\TABTEXT

DistrictRCE

- ...\DistrictRCE

DistrictROW

- ...\DistrictROW

DistrictSurvey

- ...\DistrictSurvey

Geo

- ...\Geo
- ...\Geo\DOCS
- ...\Geo\projdb
- ...\Geo\rddb

OLE

- ...\OLE
- ...\OLE\Air
- ...\OLE\Air\GIS
- ...\OLE\CommonFiles
- ...\OLE\CulturalResource
- ...\OLE\CulturalResource\Correspondence
- ...\OLE\CulturalResource\Correspondence\Consultant
- ...\OLE\CulturalResource\Correspondence\District
- ...\OLE\CulturalResource\Correspondence\FHWA
- ...\OLE\CulturalResource\Correspondence\SHPO
- ...\OLE\CulturalResource\Correspondence\Tribal
- ...\OLE\CulturalResource\GIS
- ...\OLE\CulturalResource\GIS\Final
- ...\OLE\CulturalResource\Meetings
- ...\OLE\CulturalResource\Meetings\Contacts
- ...\OLE\CulturalResource\Meetings\PMT
- ...\OLE\CulturalResource\Meetings\ProjectReview
- ...\OLE\CulturalResource\MOA-DAE
- ...\OLE\CulturalResource\Notes
- ...\OLE\CulturalResource\Photos
- ...\OLE\GIS
- ...\OLE\Location
- ...\OLE\Location\ConsultantFiles
- ...\OLE\Location\Cost_Schedule
- ...\OLE\Location\Documents
- ...\OLE\Location\Documents\Contract
- ...\OLE\Location\Documents\Correspondence
- ...\OLE\Location\Documents\Images
- ...\OLE\Location\Documents\Interchanges
- ...\OLE\Location\Documents\IP00
- ...\OLE\Location\Documents\Reports
- ...\OLE\Location\Documents\VE
- ...\OLE\Location\GIS
- ...\OLE\Location\GIS\Final
- ...\OLE\Location\GIS\Working
- ...\OLE\Location\LocationDesign
- ...\OLE\Location\ProjectMeetings
- ...\OLE\Location\ProjectMeetings\PAT
- ...\OLE\Location\ProjectMeetings\PMT
- ...\OLE\Location\ProjectMeetings\ProjectReview
- ...\OLE\Location\PublicMeetings
- ...\OLE\Location\TrafficData
- ...\OLE\Location\TrafficData\Crash
- ...\OLE\Location\TrafficData\Volumes
- ...\OLE\MitigationDesign
- ...\OLE\MitigationDesign\D0_Pre_Design_Concept
- ...\OLE\MitigationDesign\D1_Topographic_Survey_Request
- ...\OLE\MitigationDesign\D2_Design_Field_Exam
- ...\OLE\MitigationDesign\D5_Plans_To_ROW
- ...\OLE\MitigationDesign\E3&W5_Plan_Turn_In
- ...\OLE\MitigationDesign\E3&W5_Plan_Turn_In\Machine Control Grading Files
- ...\OLE\MitigationDesign\E3&W5_Plan_Turn_In\Plan Turn In Revision History
- ...\OLE\MitigationDesign\GIS
- ...\OLE\MitigationDesign\GIS\Final
- ...\OLE\MitigationDesign\GIS\Working
- ...\OLE\MitigationDesign\GPS
- ...\OLE\MitigationDesign\NPDES_NOI

- ...\OLE\MitigationDesign\S1_Soil_Survey_Request
- ...\OLE\MitigationDesign\W6_Post_Const_Report
- ...\OLE\NEPA
- ...\OLE\NEPA\000_Consultants
- ...\OLE\NEPA\001_Classification
- ...\OLE\NEPA\002_Budget
- ...\OLE\NEPA\003_Consultant_Coordination
- ...\OLE\NEPA\004_Schedule
- ...\OLE\NEPA\005_Agency_Coordination
- ...\OLE\NEPA\005_Agency_Coordination\005_EC_Letters_to_Agencies
- ...\OLE\NEPA\005_Agency_Coordination\005_EC_Responses_from_Agencies
- ...\OLE\NEPA\006_CP_NEPA_404
- ...\OLE\NEPA\006_CP_NEPA_404\006_CP1_2
- ...\OLE\NEPA\006_CP_NEPA_404\006_CP3
- ...\OLE\NEPA\006_CP_NEPA_404\006_CP4
- ...\OLE\NEPA\007_Purpose_and_Need
- ...\OLE\NEPA\008_Alternatives
- ...\OLE\NEPA\009_Section_4(f)_6(f)
- ...\OLE\NEPA\010_Resource
- ...\OLE\NEPA\011_Public_Involvement(PI)
- ...\OLE\NEPA\012_Tech_Memos
- ...\OLE\NEPA\013_PMT
- ...\OLE\NEPA\014_Graphics
- ...\OLE\NEPA\015_Photos
- ...\OLE\NEPA\016_Planning_Information
- ...\OLE\NEPA\017_Notes
- ...\OLE\NEPA\018_News_Articles
- ...\OLE\NEPA\019_Doc_Prelim
- ...\OLE\NEPA\020_Doc_Final
- ...\OLE\NEPA\021_NEPA_Decision_Doc_(CE_FONSI_ROD)
- ...\OLE\NEPA\022_Environmental_Commitments
- ...\OLE\NEPA\023_IJR_IOR_IJL
- ...\OLE\NEPA\GIS
- ...\OLE\NEPA\GIS\Final
- ...\OLE\NEPA\GIS\Working
- ...\OLE>Noise
- ...\OLE>Noise\ConsultantFiles
- ...\OLE>Noise\Correspondence
- ...\OLE>Noise\GIS
- ...\OLE>Noise\GIS\Final
- ...\OLE>Noise\GIS\Working
- ...\OLE>Noise\Maps
- ...\OLE>Noise\Photos
- ...\OLE>Noise\Technical Noise Analysis
- ...\OLE>Noise\TNM
- ...\OLE\PublicInvolvement
- ...\OLE\PublicInvolvement\PIM_PH
- ...\OLE\PublicInvolvement\PIM_PH\Advertisements
- ...\OLE\PublicInvolvement\PIM_PH\Correspondence
- ...\OLE\PublicInvolvement\PIM_PH\GIS
- ...\OLE\PublicInvolvement\PIM_PH\LEP
- ...\OLE\PublicInvolvement\PIM_PH\notices_Invitations
- ...\OLE\PublicInvolvement\PIM_PH\PIM_PH_Materials
- ...\OLE\PublicInvolvement\PIM_PH\Summary_Transcript
- ...\OLE\RegulatedMaterials
- ...\OLE\RegulatedMaterials\F2
- ...\OLE\RegulatedMaterials\F3
- ...\OLE\RegulatedMaterials\GIS

- ...\OLE\RegulatedMaterials\GIS\Final
- ...\OLE\RegulatedMaterials\GIS\Working
- ...\OLE\RegulatedMaterials\Photos
- ...\OLE\RegulatedMaterials\Reports
- ...\OLE\RegulatedMaterials\SiteDocs
- ...\OLE\Threatened&Endangered
- ...\OLE\Threatened&Endangered\GIS
- ...\OLE\Threatened&Endangered\GIS\Final
- ...\OLE\Threatened&Endangered\GIS\Working
- ...\OLE\Wetlands
- ...\OLE\Wetlands\404Permit_W04
- ...\OLE\Wetlands\Docs
- ...\OLE\Wetlands\GIS
- ...\OLE\Wetlands\GIS\Final
- ...\OLE\Wetlands\GIS\Working
- ...\OLE\Wetlands\Mitigation
- ...\OLE\Wetlands\Monitoring
- ...\OLE\Wetlands\Photos
- ...\OLE\Wetlands\W00
- ...\OLE\Wetlands\W01
- ...\OLE\Wetlands\W03_PermitApp

Photo

- ...\Photo
- ...\Photo\AT
- ...\Photo\COMP
- ...\Photo\DOCS
- ...\Photo\Ortho
- ...\Photo\WORK

PreDesign

- ...\PreDesign\AsBuilts
- ...\PreDesign\Crashes
- ...\PreDesign\Docs
- ...\PreDesign\Draft
- ...\PreDesign\Final
- ...\PreDesign\Photos
- ...\PreDesign\Traffic

PrelimSurvey

- ...\PrelimSurvey

Roadside

- ...\Roadside
- ...\Roadside\DOCS
- ...\Roadside\TABTEXT

ROW

- ...\ROW
- ...\ROW\Parcel Files
- ...\ROW\Parcel Files\ParcelTemplate
- ...\ROW\Parcel Files\ParcelTemplate\Acquisition
- ...\ROW\Parcel Files\ParcelTemplate\Appraisal
- ...\ROW\Parcel Files\ParcelTemplate\Condemnation
- ...\ROW\Parcel Files\ParcelTemplate\Condemnation\Correspondence
- ...\ROW\Parcel Files\ParcelTemplate\Design
- ...\ROW\Parcel Files\ParcelTemplate\Payment & Audit
- ...\ROW\Parcel Files\ParcelTemplate\Property Management
- ...\ROW\Parcel Files\ParcelTemplate\Relocation
- ...\ROW\Parcel Files\ParcelTemplate\Title & Closing
- ...\ROW\Parcel Files\ParcelTemplate\Title & Closing\Correspondence
- ...\ROW\Plans & Displays
- ...\ROW\Project Information

Soils

- ...\Soils
- ...\Soils\ANALYSIS
- ...\Soils\DOCS
- ...\Soils\GPS
- ...\Soils\S1Submittal
- ...\Soils\S2Submittal
- ...\Soils\S3Submittal
- ...\Soils\S4Submittal
- ...\Soils\SPREDSHT

Traffic & Safety

- ...\TrafficAndSafety\TrafficEngineering
- ...\TrafficAndSafety\TrafficEngineering\Lighting
- ...\TrafficAndSafety\TrafficEngineering\Lighting\Calcs
- ...\TrafficAndSafety\TrafficEngineering\Lighting\Docs
- ...\TrafficAndSafety\TrafficEngineering\Signals
- ...\TrafficAndSafety\TrafficEngineering\Signing
- ...\TrafficAndSafety\AccessManagement
- ...\TrafficAndSafety\Safety

Utilitites

- ...\Utilities
- ...\Utilities\Central
- ...\Utilities\District
- ...\Utilities\PrelimSurvey
- ...\Utilities\SpatialData

Chronology of Changes to Design Manual Section:

020B-041 Project Directory Folder Structures

11/20/2018 Revised
Updated to current folder structure.

10/31/2011 Revised
Updated to conform with section 20B-44

4/30/2009
New material.