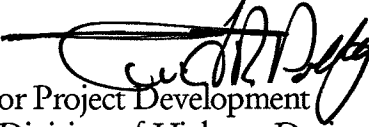# PROJECT DEVELOPMENT MEMORANDUM No. 01-2009

To: Chief District Engineers
             Design Engineers

From: Ernest R. Polly, PE
             Executive Director for Project Development
             Acting, Director for Division of Highway Design

Date: January 14, 2009

Subject: Projectwise Standard Folder Structure Policy

Due to high demand and accessibility needs to locate and share the ever increasing amount of electronic files, ProjectWise is now the designated central repository for all preconstruction electronic files within the Kentucky Department of Highways. ProjectWise, which already has a prominent existence within the cabinet, is a scalable collaboration system used by teams to manage, find, and share CADD and geospatial content, project data, and office documents.

In April of 2007, a committee was formed to address the organization of project files and to develop a standard folder structure within ProjectWise. The committee met with different districts and division personnel to gather input on a project folder structure that would fit all preconstruction disciplines. The resulting template is a well organized and predictable folder structure that accommodates to the workflow of everyone. Having all project data in one central location and each project contained completely within the folder structure will be beneficial to everyone in the sharing of project specific information. This in turn will reduce duplication of data, decrease file requests or document searching, and provide easy, predictable access to all project specific files regardless of discipline. The folder structure also provides an electronic archival area for all project specific files in a predictable manner for future searches.

The resulting folder structure, which is the baseline for all preconstruction electronic files, is defined in the ProjectWise Folder Structure policy set forth by the committee. All preconstruction disciplines are to comply with this policy in storing their files as defined within. The ProjectWise Folder Structure Policy outlines the project folder structure template developed by the committee. It contains instructions and documentation of what will be expected to be placed in each folder. Also provided is the security model for the folder structure to assure the protection of each disciplines work.

Beginning February 1, 2009, all new project starts shall follow the Standard Folder Structure Policy and adhered to throughout project completion. All projects in Phase I Design, and prior, shall be modified to conform to the new Standard Folder Structure. All projects in Phase II design as of February 1, 2009 shall be reviewed by the project manager who shall determine if the project can feasibly be modified to conform to the Standard Folder Structure. There is no mandate that projects in Phase II design or later be modified for compliance, but they should be considered for modification to the new Standard Folder Structure.

All new project folder structures will be generated by the Technical Support Branch of Highway Design, and all permissions will be set by the Technical Support Branch. This will eliminate the need for the project manager to create the folder structure and assign permissions as they have done in the past. The Division of Program Management will submit all new project item numbers to the Technical Support Branch for purposes of creating the standard project folders for the new projects.

The Standard Folder Structure is also designed to work in conjunction with the CADD Standards project delivery methodology. Any and all changes in the Standard Folder Structure will be reflected on the Division of Highway Design's web site, and the data on the website will be the most updated information available regarding the folder structure.

Documentation regarding the Standard Folder Structure, as well as any updates and news, will be documented at the following web address:

http://transportation.ky.gov/standardfolderstructure

In order to continuously improve the folder structure, we welcome all comments and suggestions which will be considered upon receipt. You may email us at the following address to express concerns regarding the folder structure:

caddcomments@ky.gov

All requests will be considered for change by the Technical Support Branch, and if need be will be reviewed by the Standard Folder Structure committee.

Any question regarding this memorandum should be directed to this office.

JTW:CW