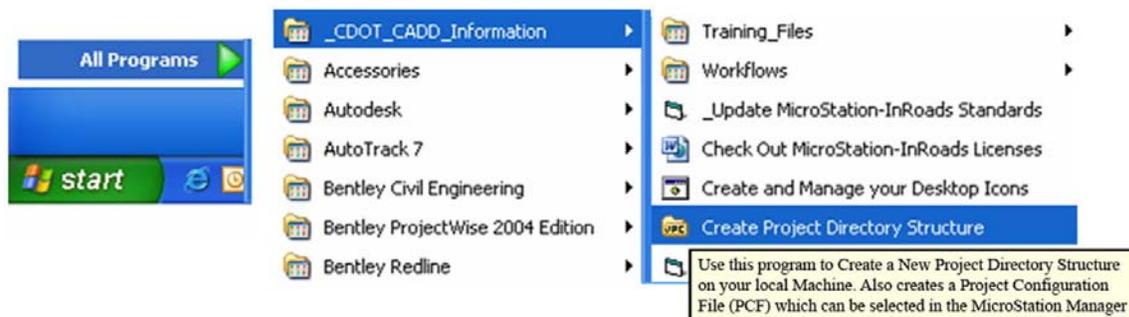


3.0 Chapter Three - Project Directory Structure

CDOT has designed a standard Project Directory Structure for all engineering project data and related files. This directory structure, along with a standard file naming convention, outlined in chapter 4, has been created to enable efficient, consistent management of all files within a CDOT project. This consistency will aid in the referencing of engineering CADD files, help to facilitate the exchange of data between specialty groups, and ensure consistent, reliable data retrieval by all members of a project team.

3.1 Project Creation Utility

CDOT has developed a project creation utility that automates the creation of the standard project directory structure. At the beginning of each project, the Project Manager will run the Project Creation Utility executable to create the standard directories. These directories will be the storage location for all information pertaining to a given project. The tool will create the project directory folders and sub-folders as well as creating and naming certain sheet and model files with the Job Project Code. It is the responsibility of the Project Manager or project engineer to run the Project Creation Utility when they receive the five digit Job Project Code.



Caution: The IT department does not backup project files. It is the user's responsibility to make sure projects get backed up.



Sample Project Creation Utility demonstration

3.2 Directory Structure

The CDOT Project Directory has been designed where the top level (project) directory is used to designate the project code. Under this directory, the user will find sub-directories and a file naming convention where all project information will

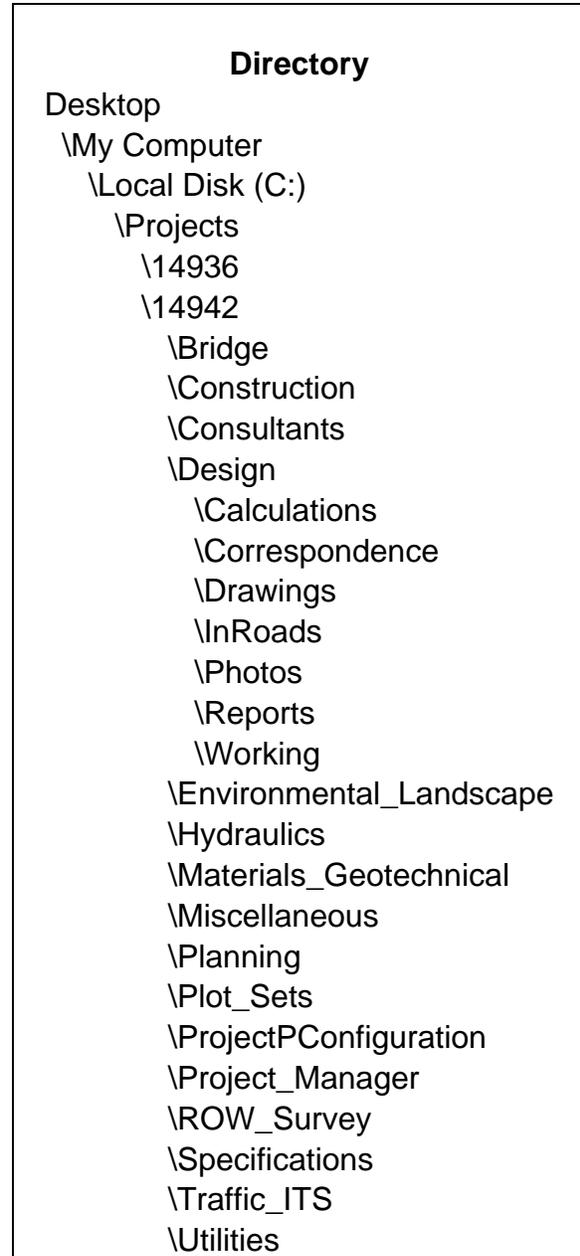
be created and stored. The project directory structure is created using the CDOT Project Creation Utility.

3.2.1 Project Directory

All CDOT projects should follow the following directory structure to ensure the accurate sharing of information between groups within the Department as well as outside consultants. Each project includes a unique top level directory and a set of standardized sub-directories located under the **Projects** root directory on the appropriate server or Project Manager's computer.

3.2.1.1 Group Sub-Directories

Below the top-level directory you will find subdirectories for each CDOT specialty group. Under each specialty group directory is a sub-directory structure unique to that specialty group. The example shown to the right shows these specialty group sub-directories below the JPC 14942. In this example, the sub-directory Design has been opened to see the sub-folders where the Roadway Design group will store all their project information.



3.2.2 Group Sub-Directory Structure

The following links can be used to review detailed tables showing the project directories for each group and the file types that go into these directories.

Bridge Project Folder (\Bridge)

Construction Project Folder (\Construction)

Consultants Project Folder (\Consultants)

This project folder is an exact duplicate of all the CDOT group sub-directories.

Roadway Design Project Folder (\Design)

Landscape_Environmental Project Folder (\Landscape_Environmental)

Hydraulics Project Folder (\Hydraulics)

Materials Geotechnical Project Folder (\Materials_Geotechnical)

Miscellaneous Project Folder (\Miscellaneous)

Planning Project Folder (\Planning)

Plot Sets Project Folder (\Plot_Sets)

Project Configuration Project Folder (\Project_Configuration)

Project Manager Project Folder (\Project_Manager)

ROW Survey Project Folder (\ROW_Survey)

Specifications Project Folder (\Specifications)

Traffic ITS Project Folder (\Traffic_ITS)

Utilities Project Folder (\Utilities)

3.3 Security and User Rights

The Project Manager or project engineer is required to assign access permissions to every person on the design team and is also responsible for maintaining the current access list.

See Concepts of sharing documents and network usage for additional detail.