

ELECTRONIC PROJECT FOLDER (EPF)

The Electronic Project Folder (EPF) replaces the hardcopy Project Folder. Upon receipt of the project/job order number and an associated scope, Code CI4A2 staff creates the Electronic Project Folder including all subfolders. The EPF resides under Z:\Projects on the LANTDIV network.

The EPF is a storage area for pertinent project information, a project working area, and an archive of project information and history. Its general structure is as outlined below. Its purpose is to be a virtual file cabinet of project related information that is accessible to the project team at any time. It contains the latest project information. The EPF is an invaluable part of any project for information during the design and construction stage. Likewise, it will serve as an archive record of completed projects.

The organizations of the Electronic Project Folder and subfolders have been created to work for both A/E and In-house projects. Folder names are not to be modified. The EPF is identified by 4-digit fiscal year- last 4 digits of job order number i.e. 2000-1234. An “a” after the job order number denotes an A/E EPF. The Figure 1 shows the file folder layout for a project.

Access to the EPF subfolders will be available to all codes within LANTDIV on a read only basis with the exception of the **CAD** Subfolder, **Specs** and **Cost** Subfolder. The Design Division (CI4) will be the only entity able to work in the EPF and have full access to all folders with the exception of the **Cost** subfolder. The Cost subfolder will only be accessible to the Cost Engineering Branch (CI47) due to “Confidential” final government estimates stored in the folder.

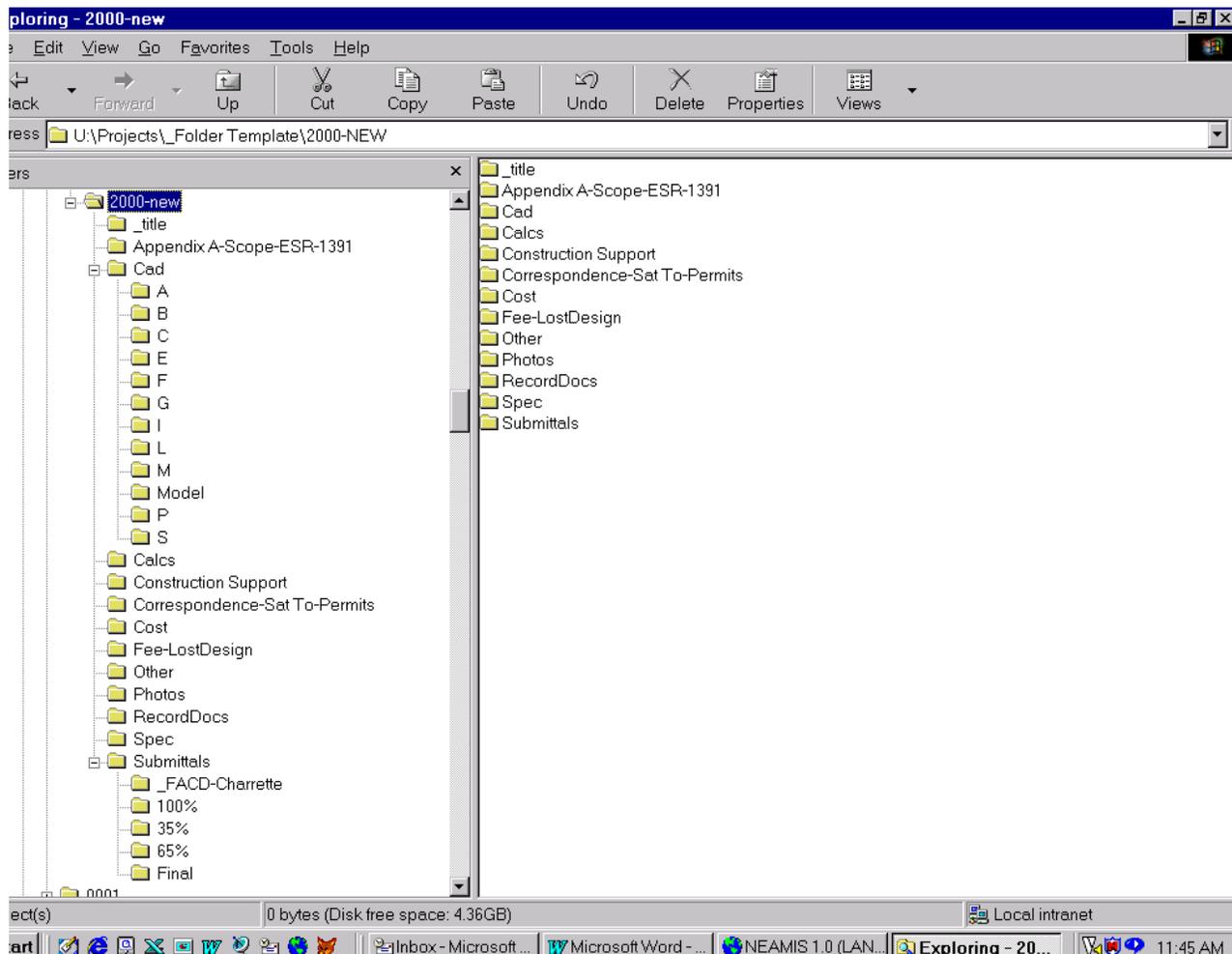


Figure 1-
-**ELECTRONIC PROJECT FOLDER GENERAL GUIDELINES****GENERAL GUIDELINES:**

-
- Code CI4A2 staff creates the Electronic Project Folder including all subfolders. The EPF resides under Z:\Projects on the LANTDIV network.
 - The Design support staff and Design team are responsible for file maintenance and content. The AIC/EIC/PL are responsible for the oversight and information contained in the project folder.
 - Directly converted PDF files in lieu of scanned documents are preferred when possible. This reduces file size, improves the quality of the documents and allows search capability.
 - Eliminate duplicate storage. Store documents once in the appropriate folder and not in personal hard drive folders.
 - Emails - Not all project-related emails need to be saved. Any member of the project team should save project-related emails in the “Correspondence” folder if they feel the information needs to be saved or documented for future reference.
 - File naming should follow existing policies i.e. CAD/EBS policy, review comment policy, etc. For dated material such as letters, Emails, memos use a “Date (YYYY-MM-DD)” and “Description” naming format as follows – **2000-06-28Sat-to.pdf**. For miscellaneous documents use the last four digits of the job order number and a description as follows – **9027RFI-1.ext**. DO NOT use spaces.
 - For a list of documents, file types and filing responsibilities see individual folders shown in figure 2.

Title Folder:

-
- Folder is intended as a placeholder to identify the project title. The folder is not intended as storage for documents.

Appx A-Scope-ESR-1391 Folder:

-
- Initial identification of project requirements and planning related information.

Fee-Lost Design Folder:

-
- Documents relating to Government Estimates of A/E fees and In-house related services (Interim endorsement) with required signatures.

Submittals Folder:

-
- A/E and In-house submittals. Subfolders are intended to identify the submittal contained within the folder – 35%, 65%, 100%, Final. The subfolder names may be revised based on project specific requirements – i.e. Medical Command projects will have appropriate subfolders to identify the S1 through S7, and Final submittal.
 - A working area for In-house projects for temporary storage of the DISCIPLINE PDF Set files required for creation of the PROJECT MASTER PDF file by the AIC/EIC for the submittal required (see EBS Manual for details on PDF files).

CAD Folder:

-
- A working area for In-house project drawings. CAD files are worked on and stored in the EPF. Individual hard drives will not be used to work on project related drawings except for back up of files.
- Discipline letters as per the LANTDIV CAD policy identifies subfolders within the CAD folder.
- A/E project drawing files will be entered into the appropriate subfolders upon Final submittal of project files by CI4A1.
- As-Built CAD files will reside in this folder with “RD” (Record Drawing) suffix at end of the file name.
- For In-house projects, at design release, designers shall only have the CAD files used for creating the ESOL drawings in the CAD folder. All other backup and reference files shall be moved to the “OTHER” folder or deleted. The CAD folder should only retain the following:
 - a. CAD drawing files used for the ESOL
 - b. CAD sketches and CAD drawing files used for the ESOL amendments
 - c. CAD sketches and CAD drawing files used as change-order documents during construction.
 - d. As-Built CAD drawing files

Specs Folder:

-
- Used as an archive for the Specsintact.sec files. At the Final stage of the project (Both A&E and In-house) a copy of the Specsintact source files will be placed in this folder by Code CI46 for In-house jobs and CI4A1 staff for A&E jobs. The source files shall be a copy of the Pull data folder generated by Specsintact (see EBS Manual, chapter 6, figure 6.1).

Calcs Folder:

-
- All In-house calculations should be printed and/or scanned in this folder.
- A/E calculations, presently optional, will be archived at final submittal.

Photos Folder:

-
- Project related photos are stored for future reference and use in other project related documents – CAD drawings.
- A/Es will submit project-related photos at Final submittal at their discretion.

Cost Folder:

-
- In-house project cost estimates. SUCESS files are worked on and stored in the EPF. Individual hard drives will not be used to work on project related cost estimates except for back up of files.
- A “CONFIDENTIAL” storage area for Final cost related information required for each project.

Record Docs Folder:

-
- Location for the sign-out and storage of ESOL documents.
- Electronic Solicitation documents (ESOL).
- As-Built PDF files will reside in this folder with “RD” (Record Drawing) suffix at end of the file name.

Construction Support Folder:

- Post Construction Award Support (PCAS) documents.

Correspondence-Sat To-Permits Folder:

-
- Project related emails containing information that may be required for future reference.
- Project related correspondence that may be required for future reference.

Other Folder:

- Branch specific forms and check off requirements.
- Miscellaneous storage of project related information – Email (important project related information).
- Create subfolders as required to organize.

Abbreviations:

AIC – Architect In Charge
A/E – Architectural/Engineering
AQ - Contracts
CAD – Computer Aided Design
CI4 – Capital Improvements, Design Division
CI46 – Capital Improvements, Design Division, Specifications Branch
CI46S – Capital Improvements, Design Division, Specifications Branch, Support Staff
CI47 – Capital Improvements, Design Division, Cost Engineering Branch
CI4A1 – Capital Improvements, Design Division, Design Support
CI4A2 - Capital Improvements, Design Division, Design Administration
EBS – Electronic Bid Set
EIC – Engineer In Charge
ESR – Engineering Service Request
EPF – Electronic Project Folder
ESOL – Electronic Solicitation
PCAS – Post Construction Award Support
PL – Project Leader
RD – Record Drawing