



July 1, 2021

TO: WSDOT Project Development Engineers

FROM: Steve Roark, State Design Engineer   
Development Division Director

SUBJECT: Design Bulletin #21-01 – Design Documentation File Name Convention and Archiving

The purpose of this memo is to establish a consistent naming convention and archival process for files included in the Design Documentation Package (DDP).

### **Background**

The DDP is made up of the Design Approval (DA) or Conceptual Design Approval (CDA), Project Development Approval (PDA), and the DDP Supporting Documents as outlined in Design Manual Chapter 300.03. The DDP Checklist is utilized to assure the content and Supporting Documents are consistent across the agency. The DDP Checklist contains the minimum content for a DDP and indicates how it is to be organized.

The organization of the DDP checklist comes from Exhibit 300-1 in the Design Manual and includes indexing to help with organization of the documents. It is intended that this checklist be inserted as the first tab of the DA, PDA, or Combined DA/PDA to serve as a table of contents. Although the DDP Checklist has been in use for years, it is now necessary to establish a file naming convention as we begin to archive projects in Enterprise Content Management (ECM). Establishing a consistent method for storing DDP document electronically brings many benefits, including robust search and retrieval capabilities. To realize these benefits, the content of the DDP must have a uniform file name, file format, and file structure.

### **Direction**

DDP documents for projects advertised after September 2021 are expected to use the specific naming structure outlined below and be filed in the ECM using PDF format:

**Index#\_WIN#\_ItemAbbr.pdf**

**Example: PDA.1.1\_F09048G\_TOC.pdf**

- Index# = DA.##, PDA.##, CDA.##, or SD## (For example, PDA.1.1)  
See the DDP Checklist on the [Design Support website](#) for individual index numbers. If there are multiple related elements, add other subsections.  
(For example, PDA.1.1.1 or PDA.1.1.2)

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- WIN# = Work Identification Number (For example, F09048G)
- ItemAbbr = Abbreviated name for the document. (For example, TOC = Table of Content.) Abbreviations are found in the DDP checklist on the [Design Support website](#) under checklists.

The final DDP documents will be stored in the folder "Project\_Documentation" per Exhibit 3-1 of the Engineering - Electronic Engineering Data Standards Manual.

#### Legacy Design Documentation (LDD)

DDP documents completed prior to September 2021 will be called Legacy Design Documentation (LDD). LDDs may utilize this new file naming convention or file the entire DDP as a single document in ECM. LDDs filed as a single document must use the following file naming convention:

**PDA.1.0\_WIN#\_LDD.pdf**

For questions or information on how to implement this Design Bulletin, please contact your Assistant State Design Engineer.

SR:jm/ss