

SECTION 2C – 3 - REVIEW OF DATA / SETTING UP FILES

REVIEW OF CORRESPONDENCE

All correspondence received with the project is to be carefully reviewed and checked for completeness.

SETTING UP AN ELECTRONIC CORRESPONDENCE FILE

All correspondence shall* be kept in iPM Project Documents Section. Copies of the correspondence can also be kept in a general file which is conveniently segregated.

SETTING UP AN ELECTRONIC ROUTE FILE

All project plan files shall be tiff and placed in the archives at each major milestone. See electronic plan submission process for major project milestones.

<http://www.virginiadot.org/business/locdes/e-plan-submission-index.asp>

* Rev. 7/07