

2.3 ARCHIVE DRAWINGS

Design plans must be archived at various stages of development. Archiving design files provides a complete copy of the design at the time of archiving. For the procedures and design stages that plans must be archived, refer to Chapter 1 of the CADD Manual at:

http://www.virginiadot.org/business/locdes/vdot_cadd_manual.asp

The information regarding archiving design files is located under the heading Automated Engineering Support – “Electronic Plan Submission”. A design flow chart and hyperlinks to Archive Drawings is provided at this website.

2.4 INTEGRATED PROJECT MANAGER (IPM)

Integrated Project Manager (IPM) is a database program that is used by project managers and designers to assist them in tracking the project’s scope, schedule and cost estimates from project inception to bid opening.

Features of the IPM:

- Provides project’s status reports using project related data (e.g. cost, history, schedule, milestones, status of the project, descriptive facts, bid dates, advertising, etc.).
- Allows various divisions to provide input or review project information for scheduling, tracking and coordination.
- Permits authorized personnel to implement project information changes.
- Contains a Traffic Engineering Subsystem.

2.5 SUPPORTIVE DATA REQUESTS

The Supportive Data Request form ([Form LD-252](#)) is distributed to all design disciplines by the Location and Design Division, Project Manager. Form #LD-252 is distributed at project inception and provides information and data that will aid the project manager in developing the scope for project.