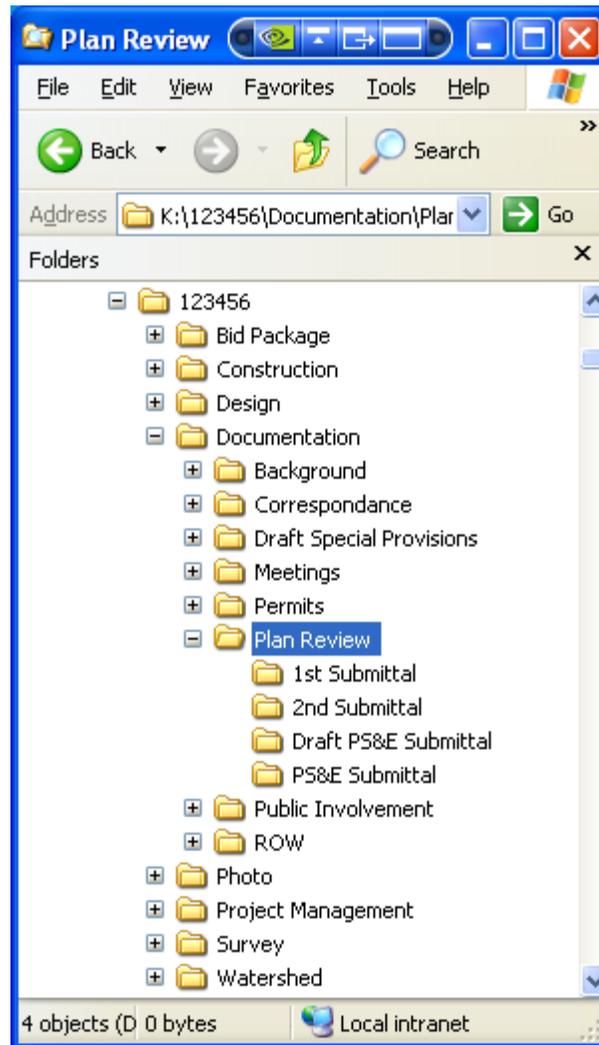


Electronic Plan Review Principles and Procedures

File Naming

Plan Review documents will be located in the project directory for each milestone as follows:



Each folder representing a project milestone will contain an original document, a reviewed document, an action document, and a comment summary document.

Plan review files created in Adobe Acrobat shall contain the project number and respective submittal in the file name. File naming for the original document for each submittal as follows:

123456 1st Submittal.pdf
123456 2nd Submittal.pdf
123456 Draft PS&E Submittal.pdf

Electronic Plan Review Principles and Procedures

When the Plan Review is initiated, the original document will be copied and placed on the WebDAV server for a shared review (see Shared Review Process document). This process will cause the original file to be renamed as follows:

123456 1st Submittal.pdf	>>>	123456 1st Submittal_Review.pdf
123456 2nd Submittal.pdf	>>>	123456 2nd Submittal_Review.pdf
123456 Draft PS&E Submittal.pdf	>>>	123456 Draft PS&E Submittal_Review.pdf

When the Plan Review has been completed, the reviewed document will be removed from the WebDAV server and placed into the project directory in the respective folder. An action document will be created from the reviewed document (see Completing the Plan Review document) to allow the design team to respond to comments. This process will add the following file names:

123456 1st Submittal_Review.pdf	>>>	123456 1st Submittal_Action.pdf
123456 2nd Submittal_Review.pdf	>>>	123456 2nd Submittal_Action.pdf
123456 Draft PS&E Submittal_Review.pdf	>>>	123456 Draft PS&E Submittal_Action.pdf

The Project Manager may also choose to use a comment summary document. This format lists the review comments for the design team in a document other than the plan set. Naming of comment summary files should be as follows:

123456 1st Submittal_Comment Summary.pdf
123456 2nd Submittal_Comment Summary.pdf
123456 Draft PS&E Submittal_Comment Summary.pdf