# **Information About Current**

# **DDOT Document Management System**

DDOT currently uses SharePoint as Document Management System (DMS). The folder structure is presented in the attached excel file with the list of expected content types in folders. DDOT is working on automizing the SharePoint with workflows and lists to replace logs and approval processes. This document is constantly updated to reflect the current status.

The SharePoint DMS is set up for the project from planning to construction. The construction management team will work under Phase 3 (Construction Engineering) and Phase 4 (Construction). Before construction starts, the DDOT team, who is responsible for the construction project, will communicate with the DDOT IT team to update or setup the SharePoint site for Phase 3 and Phase 4.

When there is no automatization for a specific folder under SharePoint site, the CM team is encouraged and expected to name their electronic files in a systematic way to ensure they are grouped by category and date. This will enable to find or discover the file searched by anybody. For example, progress meeting minutes and coordination meeting minutes are expected to be uploaded under the 02. Construction Management Team folder under Phase 3. The CM team is recommended to name these minutes as followings to group them in category and sort them by order.

“ProgressMeetingMinutesYYYYMMDD.pdf” (YYYY for year, MM for Month, DD for day, such as 20201002)

“CoordinationMeetingMinutesYYYYMMDD.pdf”

The CM team is also expected to upload all original document types in addition to pdf versions.