

## Project filing structure

<b>Internal Access</b> <i>Estates Division + Procurement only</i>	<b>PM Access</b> <i>As Internal Access plus external PM + QS</i>	<b>Collaborative</b> <i>As Internal Access plus external project team and stakeholders</i>	
<p><b>Email Correspondence</b></p> <p><b>Consultant Tenders</b> Proc. Strategy Tender Pack Tender Report Tender Returns</p> <p><b>Consultant Fees</b> Clerk of Works (CoW) Design Team Project Manager Quantity Surveyor Supervisors</p>	<p><b>Appraisal &amp; Approval</b></p> <p>1851 Commission Brief Insurers PID Planning</p> <p><b>Contractor Procurement</b> Contractor Early Proc. Items Novation Proc. Strategy Tender Pack Tender Report Tender Returns</p> <p><b>Cost Management</b> Cost plan Cost reports Quotes + POs Valuations Change Control Final Account VAT <i>Cost template xls</i></p> <p><b>Board Reports</b></p> <p><b>PM Reports</b></p>	<p><b>Project Management</b></p> <p>Advice of Impending Construction Works Early Warnings KPI Project Execution Plan PM Instructions Programme Project Directory Risk Management</p> <p><b>Design</b> RIBA Stage 1 Reports TAG+EMR Reports Superseded RIBA Stage 2 <i>- Sub-folders as Stage 1</i> RIBA Stage 3 <i>-Sub-folders as Stage 1</i> RIBA Stage 4 <i>-Sub-folders as Stage 1</i> RIBA Stage 5 <i>-Sub-folders as Stage 1</i> Design Team Meetings EIR Existing Record Info Room Data sheets Room Numbering WIP models Revit</p> <p><b>Photographs</b> Existing Construction Completion</p>	<p><b>Health &amp; Safety</b></p> <p>Asbestos CDM Consent to Commence Work Construction Phase Plan H+S Plan H+S Reporting HSE Notification F10 Out of Hours PD Reports Pre-construction Info RAG Reports Safety Induction</p> <p><b>Construction Operations</b> Asset Register Compensation Events Contractor Meetings Contractor Reports Decant-Enabling Defects Handover+Completion Metering O+M drafts O+M Final PCSA Requests for Information Technical Submissions Testing+Commissioning</p>

Access to the full project file is set up as default to Estates Division and Estates Procurement.

External project team and stakeholder access to the PM Access and Collaborative sub-folders is granted by the Project Manager