

PROJECT FILE ACTION FORM

Primary Project Manager: _____ Date: _____

Other Team Members: _____

ACTION:

Open new project file
Update to existing/active file Project file # _____
Close project file Project file # _____

NEW/EXISTING FILES:

Project File Title: _____

Detailed Project Description:

Create the following folders within the project file:

Background	Environmental	Committee/Task Force Name _____
Contact Information	Design	Reports
General Correspondence	Planning	Permits
Outgoing Correspondence	Engineering	Presentations
Budget	Construction	News articles
Project Costs	Legal Documents	Other _____
Request for Proposal (RFP)	Contracts/Agreements	

Special instructions:

Links to existing project files: _____

Links to existing legal files: _____

Estimated date project will be completed: _____

INFORMATION RESOURCES SPECIALIST ONLY				
Project file number: _____	Date: _____	Excel	DRA _____	Holdings Email