

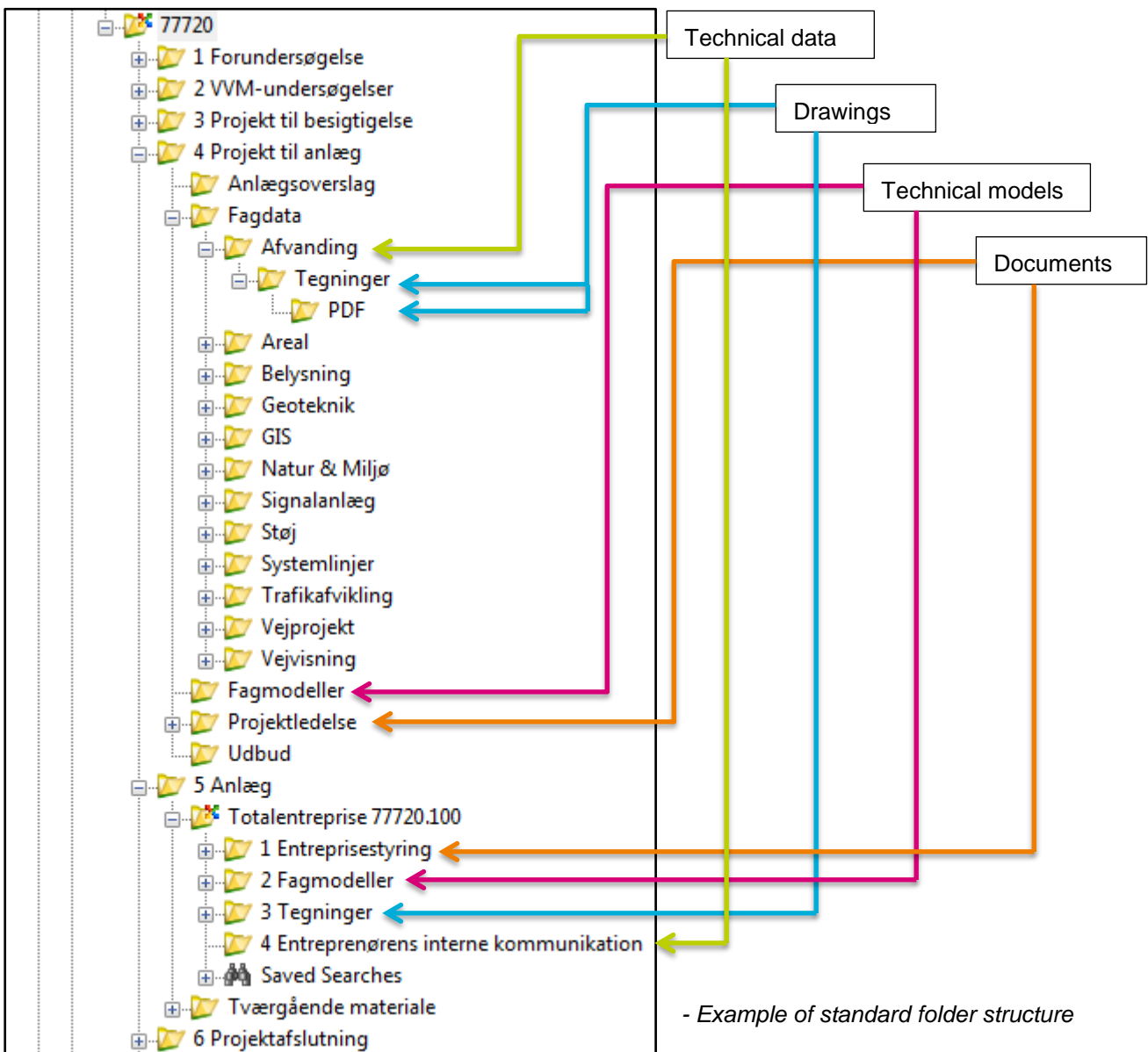
## Folder structure and document types

In all project sub-folders in ProjectWise, it has been determined in advance what type of data may be created. This must be respected so that all project participants work on a common basis.

Generally, a project in ProjectWise operates with four types of data, each of which shall be saved at different locations in a project:

- **Documents** (Documents may be a text file, photos, Word, Excel, PDF document, or other data which does not contain CAD data)
- **Technical models** (Technical models are generally characterised as containing CAD data, and do not contain a title block)
- **Drawings** (Drawings containing a title block and are either in MicroStation format or PDF format)
- **Technical data** (Technical data may be all kinds of data types; the characteristic element of technical data is that it cannot appear as valid data. Technical data can be considered as a help in preparing valid data or extracts of valid data, e.g. construction drawings.)

The four data types are to be saved in very specific folders in ProjectWise. The image below provides an example of the standard folder structure of the Danish Road Directorate and shows where the data types shall be saved:





Construction projects are found under 'Større Anlæg' (Major Facilities) or 'Mindre Anlæg' (Minor Facilities) and again under a number which represents the first digit of the project number.

Operation and maintenance projects are found under 'Drift og Vedligehold' (Operation and Maintenance).

Innovation projects are found in the folder 'Innovationsprojekter' (Innovation Projects).

Planning projects are found under 'Planlægning' (Planning).

If you have any questions or comments regarding the folder structure, please contact one of the Danish Road Directorate's ProjectWise administrators. See 'Contact' in [the user manual main menu](#).

#### **DISCLAIMER**

The translation into English of Quality Management Systems is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation, the Danish version will prevail. At any time the Danish versions of Quality Management Systems are those in force.