

BOX Project Filing Structure

Internal Access		Collaborative Filing	
Appraisal & Approval		Project Management	Construction Operations (cont)
1851 Commission		AICW	Risk-Method Statements
Brief		Project Directory	Site Surveys
Business Case		Programme	Supervisors
Capital Approval Board		Project Execution Plan	Technical Submissions
Feasibility		Risk Management	Testing & Commissioning
Insurers		Value Management	
Local Authorities		Change Control	Health & Safety
National Bodies		Early Warnings	Consent to Commence Work
Next Stage Plan		Compensation Events	H&S Plan
PID		PM Instructions	H&S Reporting
Public Consultation		Handover Plan	HSE Notification (F10)
TAG & ERM		SWMP	Principal Designer Reports
Utilities		Final Accounts	RAG Reports
			Safety Induction
Correspondence & Email			
		Meetings	Construction Operations
Procurement		Client	Asbestos
Approved Supplier Scoring		Design	BEMS
Consultants		Enabling Works	Contractor Reports
Contract		Construction	Decant
Main Tender		Handover	Defects
Novation		Other	Demolition Works
Post-Project KPI			Enabling Works
Procurement Strategy		Design	Engineering Inspections
		Design Stage Reports	Fire
Cost Management		Drawings	Handover & Completion
Cost Plan		EIR	O&M Manual drafts
Cost Reports		Historic Information	Metering
Invoices		Room Data Sheets	Construction Photographs
Quotes & Purchase Orders		Room Numbering	
Valuations		Specialist Reports	
Project Cost Spreadsheet		Specifications	
		Surveys	
PM Reports			