

# Project Delivery CHECKLIST v21.2

Used in parallel with Project Delivery Guidelines

## 1. TITLE SHEET

- 1)  Project Type (*HS, SP, ROW*)
- 2)  County (*HS, SP, ROW*)
- 3)  Highway (*HS, SP, ROW*)
- 4)  Job Piece (*HS, SP, ROW*)
- 5)  Project Number \* (*HS, SP, ROW*)
- 6)  Control Sections (*HS, SP*)
- 7)  Scales (*HS, SP, ROW*)
- 8)  Conv'l Symbols (*HS, SP, ROW*)
- 9)  Project Length (*HS, SP, ROW*)
- 10)  Oklahoma Map: County Shaded (*HS, ROW*)
- 11)  Loc Map: Stations (*HS, SP, ROW*)
- 12)  Loc Map: HWY notated (*HS, SP, ROW*)
- 13)  Loc Map: Bridge Location (*HS, SP*)
- 14)  Loc Map: S.T.R.
- 15)  Loc Map: North Arrow (*HS, SP, ROW*)
- 16)  Signature Block: Signature (*HS, SP*)
- 17)  Signature Block: Date (*HS, SP*)
- 18)  Std Specifications \* (*HS, SP, ROW*)
- 19)  Index of Shts: Naming Conv'n \* (*HS, SP, ROW*)
- 20)  Index of Shts: Digital Q/C \* (*HS, SP, ROW*)
- 21)  Standards: Categories separated (*HS, SP*)
- 22)  Standards: 2019 Standards \* (*HS, SP*)
- 23)  Standards: shown = current website
- 24)  Standards: Obsolete separate \* (*HS, SP*)
- 25)  Standards: Loc in P-Wise \* (*HS, SP, ROW*)

## 2. PSE DOCUMENTATION

- 1)  Docs: Required Docs Present \*

## 3. GENERAL

- 1)  Plans - Total Exported:
- 2)  X-Sections - Total Exported:
- 3)  Title block: JP Number \*
- 4)  Place holder sheets not present \*
- 5)  Sheets in landscape orientation (11 x 17)
- 6)  Sheets in portrait orientation (8½ x 11)

## 4. DELIVERY

PROJECT INFORMATION	
Job Piece	
Division	
Letting	
Submitter	

1. CORRECTIONS NEEDED	
<input type="checkbox"/> Document: States Changed <input type="checkbox"/> Notify the Submitter of changes needed *	
Begin:	Expiration:
2. PROJECT FINAL DELIVERY	
<input type="checkbox"/> Documents: State Change <input type="checkbox"/> Documents: Combined Set Created * <input type="checkbox"/> 2020-001 PlanSet Hotfix Applied <input type="checkbox"/> Full Set Created <input type="checkbox"/> Full Set State Changed <input type="checkbox"/> Pricing Attribute entered on Title Sheet <input type="checkbox"/> Notification: Office Engineer <input type="checkbox"/> Smartsheet: Resolved	
<input type="checkbox"/> Submitted with Revisions Needed <input type="checkbox"/> Rejected	
Subtotal	
Tax	
Total	
NOTES	

## 5. KEY

HS – Half Size (11 x 17)

SP – Small Plans (8 ½ x 11)

ROW – ROW Clearance Contract (11 x 17)

≈ The key above will be used to show what is required per project type.