

# Project Folder Guide

Last updated by Toni Wiggins on Feb 20, 2026

Project folders can be difficult to manage because every team works a little differently and every individual brain organizes information a little differently. The project folder structure is not intended to create a rigid workflow. The goal is to help teams work fluidly across the firm and reduce the amount of time searching for information.

To assist with faster workflow and the reduction of redundancy, the team may be saving files in Autodesk Construction Cloud as it pertains to Revit or Centerline as it pertains to Construction. However, it is important to note that anything related to the contract is saved in a discoverable location. This will always be our server by default.

The approved locations to save files are:

- Grace Design Servers
- Autodesk Construction Cloud (ACC)
- Centerline

While Microsoft Teams is a very useful communication and collaboration tool. It is not an approved location to save files. All files should be saved to an approved location with a link to that location shared through Teams. Bluebeam sessions can be used for collaboration, but all sessions should be saved down to the server when finished.

Quick note of file naming: While the firm currently does not have a specific file naming convention. It is helpful to start a file name with the date (i.e. 2025-0122 for Jan 22, 2025) so the team can scroll through iterations quickly.

## 01\_Contracts

Contracts are the main source of information for multiple departments, not just the design team. Marketing develops the proposal, Accounting monitors the fee schedule and billing in the system,

and Contracting makes sure we are legally covered. The contract also informs the entire team of the promised deliverables and identifies when a client request reaches beyond the scope of work.

Different departments might need to have working files on separate drives, but it is important that the proposal, contract, and any additional agreement information is stored in a single location in the project folder. This ensures everyone is working from a single source of truth before, during, and after the project timeframe.

## 02\_Project Management

This folder documents the project lifecycle, scope, and communication. Team members should be able to view this folder to know what the team has discussed, what decisions have been made, and what the current status of the project is. This folder can be expanded on if so desired by the team, but the main purpose is to monitor and track the contract deliverables.

Project management can be unique and vary among teams. The goal is not to control the team dynamic, but to ensure basic information is being captured and can be referenced later on. One document we are encouraging is the use of the project [A3](#), which is a one-page brief on the project lifecycle. This document should be upkept by the [Project Storyteller](#) through the life of the project.

## 03\_Design Data

Every project has different criteria and regulatory requirements. This information guides design and code compliance for the project team. It might include research, surveys, specific details, code excerpts, and rated assemblies.

This folder is a repository for all reference data specific to the project. Please note, if using rated assembly documents on sheets, those documents must be saved on ACC and referenced from ACC onto the sheet.

## 04\_Design Documents

The bulk of the work we produce as part of our services will reside in the Design Documents folder. This folder is a combination of sketch work and the Revit / SpecLink environment.

The subfolder **02\_Concepts** is intended for all non-Revit based work. This could be sketches, diagrams, programs, etc. Most of this resides in the early stages of design, but the team might choose to create phase subfolders if further design iterations are required during later phases. This folder is mostly intended for architecture teams, but other teams are welcome to use these folders as well especially if working in tandem with the architecture team.

Subfolders **03\_Rendering**, **04\_Interior**, and **05\_FFE** are discipline specific and separated to help the teams manage their specific workflow. Just as with the 02\_Concept folder, architecture teams are encouraged to utilize these folders as they relate to these disciplines. (i.e. interior paint colors should be kept in the 04\_Interiors > 03\_Finishes and Materials folder.)

We are fortunate to have several disciplines working within our firm and therefore have folders designated to assist with specific workflows. It is important to note that while folders might be separate during the design process, all disciplines must combine to a shared folder for final documentation and during construction. These documents are contractual and therefore must be placed in one common location.

Once we reach the **06\_Disciplines** we are now in the ACC (Autodesk Construction Cloud) environment. The intent of this structure is to keep all information related to the production of the drawings in ACC. This folder is organized by discipline to mirror the [ACC Folder Structure](#). Ideally, we are staying in ACC and using this folder as a backup. The benefit is we can collaboratively share working files with consulting partners in ACC and [transmit large files](#) with an automated record.

Anyone can work in ACC. A Revit license is not required. The cloud-based software works like any construction document management system and will even allow the user to open the model in the cloud if they need to view something. The team can also leverage coordination and communication by using the [Issues](#) tool. This allows the team to assign and track design decisions, coordination items, and even create [Field Reports](#). If a new team member needs access, any project manager can [invite new users](#) to the project. ***Please do not invite clients or contractors without permission from BIM Team.***

While we encourage the ACC environment as much as possible, we understand the tried-and-true need for simple PDF drawings with Bluebeam mark ups. The **07\_PDF Working Drawings** folder is for all those PDF sheets that need a home while the documents are being developed. The folder also exists on ACC and is the ideal place to transmit and share PDFs with anyone outside our organization.

## Organization

If a working sheet set is distributed to the client for review (i.e. 50% DD) it is advised to start tracking these in ACC [Sheets](#). The Sheets tool is helpful in comparing version sets. This allows the team to look back at a later date and determine at what time a change was made by [comparing version sets](#). ACC Sheets also [auto links](#) the files which can be helpful when review documents in field.

All stamped and signed PDF drawing or any document officially distributed as part of contract services must go in the **08\_Issued** folder. These are contract documents and must be consistently kept in one location. The documents may also be published to ACC and Centerline, but the primary stamped documents will always be saved in this location.

Finally, published specifications are saved to the **09\_Specifications** folder. SpecLink our software for preparing all specification preparation and most working information will reside in the software. If needed, this folder can be used for organizing product specs while the spec book is being drafted. Please organize everything by spec division. As with Sheets, [Specifications](#) can be uploaded to ACC to assist with field coordination and cross referencing.

## 05\_Construction

Anything involving contractor documentation will go in the final folder. This includes everything from bids to closeout. These folders are intended to be a backup location for file storage. Construction Management should be done through the Centerline software which keeps a log of document transfers. If a contractor or client will not use Centerline, the project team must manually copy the information over into Centerline.

Email is never an acceptable form of CA management. Submittals, RFIs, ASIs, etc. all need to run through a timestamped software that logs when and who received the document and if they took and further action. This information can become critical if ever a dispute arises.

# Contact



**Toni Wiggins**

# Reference

Grace Design Studios		Project
Folder		
01_Contracts		
01_Proposal	01_Owner Provided	All information from owner regarding
	02_Marketing	All prep materials for proposal
02_Draft		
01_Architect	02_Consultant	All unsigned proposals, contracts and
		All unsigned proposals, contracts and
03_Excluded		
01_Architect		Only contracts that have been signed
02_Consultant		Only contracts that have been signed
04_Contractor		
02_Project Management		
01_Project Story		
01_A3		All Storyboard
02_Kick Off		All kick-off materials
03_Team Collaboration		Information about the team, individual
04_GMGC	01_02	Official mark-ups for review
	02_04	
	03_02	
02_Review		
01_Forms Checklists		Client or internal forms and checklists
02_Budgets		GC checklists only
03_Schedule		Client's schedule or proposed design
04_Budget Estimates		Client or internal prepared initial est.
03_Meetings		

## 2026 File Folder Structure