Texas Department of Transportation

IH 635 Managed Lanes Project
Technical Provisions

Attachment 02-3A

Document Data Properties

Attachment 02-3A – Document Data Properties

Document Class – Identifies the associated business discipline of the document

Business Function – Identifies or associates a specific business function or project subdiscipline to a file or document and is utilized only if additional classification is required within a document class.

Document Type – Identifies the project specific document grouping series for the document.

Document Subtype – Identifies the project specific document second level grouping series for the document.

Document Name – Identifies the project specific document name or title for the document type/subtype.

Document Date – Identifies the date in which a document is complete or a work action is complete.

Received Date - Identifies the date the document is received by the retaining organization.

Document Status - Identifies the 'state' of a file or document representing its document life cycle stage.

Highway Segment – Identifies a Highway and/or Segment identifier to each file or document.

Component - Identifies the corridor Components associated with the document or file.

Document Author - Identifies the sender (FROM) for documents such as correspondence/transmittals.

Addressee - Identifies the recipient (TO) for documents such as correspondence/transmittals.

Transmittal Number - Identifies that a document or file is transmitted to or received – identifies the date and to whom the document is going to or coming from.

Meeting Name - Identifies the name of a meeting.

Meeting Date – Identifies the calendar date of a meeting.

Meeting Location – Identifies the location (generally a City) where a meeting is held.

Comment (Document) – Identifies or further describes something unique about the document or file.

Title – Identifies or further defines the document or file for example subject matter or key topics.

Attachment 02-3A – Document Data Properties

Parcel Owner – Identifies the legal owner of a ROW parcel of land or property that is being pursued for or is procured.

Parcel Number – Identifies the unique identification of a ROW parcel of land or piece of property that is being pursued for or is procured.

WBS Element – Identifies the element of the WBS.