

Project Delivery Directive package for signature

The package for the Chief Engineer's signature should include:

1. The Directive
2. Yellow copy (<http://directorsoffice.onramp.dot.ca.gov/yellow-approval-sheet>)
initialed by:
 - a. The author
 - b. Any interim reviewers
 - c. The Division Chief
 - d. The Project Delivery Management Liaison (aka Assistant Chief Engineer)
 - e. The Chief Engineer
3. The comment/response matrix
4. A brief cover memo explaining:
 - a. For new PD Directives, explain the need for the directive and what parties participated in or reviewed the development.
 - b. For revised PD Directives, explain the changes to the previous version and parties that participated in or reviewed the revisions.
5. The existing PD Directive labeled as such.