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.