



DCP DOCUMENT NAMING CONVENTION

Document Type	Naming Convention for Document	Example
Deliverable Submittals	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 Permits
Deliverable Transmittal Form (DTF)	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 DTF
Work Plan	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 Work Plan
Data Management Plan	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 Data Management Plan
Quarterly Progress Reports	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 QPR
Biennium Progress Summary Report	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 BPSR
Final Project Data	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 Final Project Data
Final Progress Report	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 Final Progress Report
Final Biennium Progress Summary Report	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 BPSR FINAL
Final Project Review Summary Form and Project Claim Release	YYYYMMDD [last 5 of project #] D## [deliverable number] [Deliverable Title]	20260122 2020A D01 PCR FINAL
Invoice	YYYYMMDD [last 5 of project #] Inv [Invoice Number]	20260122 2020A Inv 123456
Amendment Request Form	YYYYMMDD [last 5 of project #] Amend Req	20260122 2020A Amend Req