

Project File, Accessibility, and Handoff Guide

Rural Planning and Economic Development | PLAC 5500-001 / LPPP 5559-001 | Fall 2026

Keep the working record understandable to the team, instructor, and client

Recommended project folders

- 00_Admin_and_Agreements
- 01_Source_Documents
- 02_Data_and_GIS
- 03_Fieldwork_and_Engagement
- 04_Working_Analysis
- 05_Graphics_and_Maps
- 06_Drafts
- 07_Review_Comments
- 08_Final_Handoff

File naming

Pattern: YYYY-MM-DD_Project_Short-Description_Status_v##.ext. Use Draft, Review, or Final only when the file actually has that status.

- ☐ Use dates and version numbers instead of final-final-new.
- ☐ Keep source files separate from exported PDFs and images.
- ☐ Do not overwrite the only copy of client-provided data or a prior reviewed draft.
- ☐ Record source, steward, date, geography, units, coverage, limitations, and use constraints for data.
- ☐ Record photographer/source, date, location, permission, and caption for images.
- ☐ Keep restricted client material in the approved location and out of public AI tools.

Accessibility check

- ☐ Use heading styles and a logical reading order.
- ☐ Use sufficient color contrast and do not rely on color alone.
- ☐ Add useful alt text to meaningful images, maps, and charts; mark decorative items appropriately.
- ☐ Use readable type, labels, legends, and source notes at final output size.
- ☐ Use actual map scale and accessible tables with header rows.
- ☐ Check links, bookmarks, tags, page numbers, and PDF export.

Final handoff inventory

File / folder	Purpose	Format / version	Restriction / license	Verified by / date

File / folder	Purpose	Format / version	Restriction / license	Verified by / date