

ELECTRONIC PLAN SUBMISSION PROCESS FLOW CHART

Friday, November 9, 2018

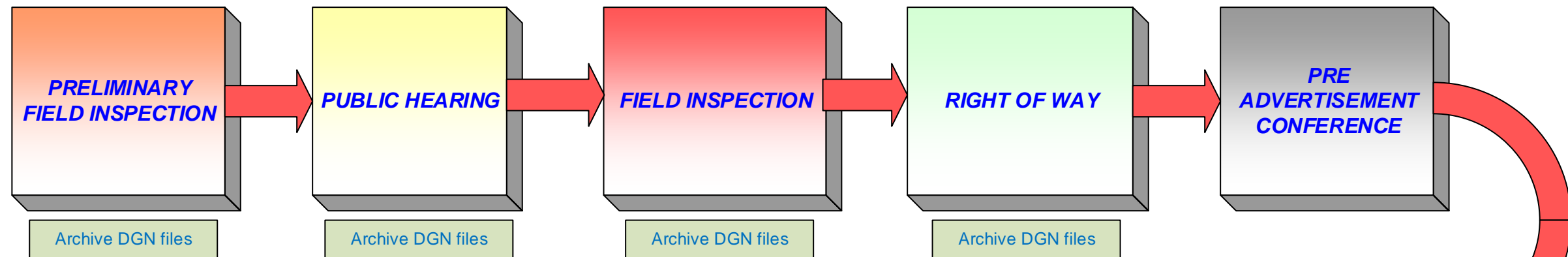
ELECTRONIC PLAN SUBMISSION PROCESS FLOW CHART

Tier 1 & Tier 2 Projects

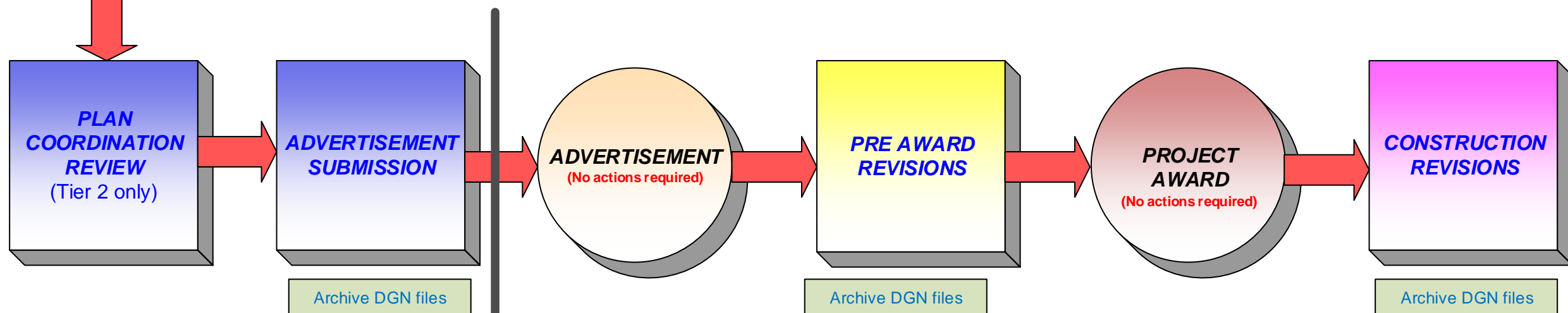
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FOR MORE DETAILED INFORMATION
CLICK ON APPROPRIATE PROJECT
DEVELOPMENT MILESTONE

← CURRENT DRAWINGS →



← PLAN FILE ROOM →



At this point plans are deleted from Current Drawings and renditions created for Plan File Room once changes from PAC have been completed

* **NO UPDATES TO DRAWINGS**
ONCE JOB HAS BEEN SENT TO BE PRINTED FOR ADVERTISEMENT. A FORMAL REVISION IS REQUIRED FROM THIS POINT ON.

NOTES:

THE PROJECT TEAM MEMBERS ARE RESPONSIBLE FOR KEEPING ALL PDF FILES UP-TO-DATE. THE PROJECT MANAGER IS RESPONSIBLE FOR ENSURING THAT ALL TEAM MEMBERS COMPLY. CONSULTANTS ARE REQUIRED TO WORK ON ALL ELECTRONIC FILES (PDFS, DGNs, ETC.) INSIDE OF VDOT'S PROJECTWISE DATASOURCE. THIS ALLOWS ALL ACCESS TO THE LATEST PLANS, REVISIONS, ETC. PROJECTWISE IS THE DEPARTMENT'S CADD FILE MANAGEMENT SYSTEM.

THE FOLLOWING GUIDES ARE APPLICABLE FOR EACH MILESTONE NOTED ABOVE FOR ELECTRONIC PLAN SUBMISSION. FOR DETAILED INSTRUCTIONS PLEASE CLICK ON LINKS BELOW:

[CREATING RENDITIONS – PLAN SHEET](#)

[CREATING RENDITIONS – BRIDGE PLANS](#)

[CREATING RENDITIONS – CROSS SHEETS](#)

[CREATING INDEX OF SHEETS](#)