



# PS&E CHECKLIST USING ATLAS WORKBENCH

**Guidance for Project Managers and Professional  
Engineering Firms**

**Last Update Date: 4/24/2026**

*This is a living document and updated regularly.*



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# Introduction & Purpose

The PS&E Checklist Modernization integrates the PS&E Checklist into ATLAS Workbench to strengthen project predictability, efficiency, and collaboration for centrally let projects. This integration provides NCDOT Project Managers with a streamlined, centralized process for tracking and verifying that complete Plans, Specifications, and Estimates (PS&E) packages are submitted to SharePoint by the PS&E date.

An approved PS&E checklist is strictly required by FHWA for all funding requests, and projects must appear fully ready on the Project Letting Status Report before funding can be allocated. FHWA is adhering more strictly to funding authorization requirements, which makes a complete PS&E more critical than ever. PS&E turn-in initiates the Contract Standards review time clock and incomplete PS&E submissions may require conditional FHWA approvals that can take several months and delay advertisement. Automating PS&E reviews ensures projects are completed accurately and on time, protecting funding eligibility and keeping let schedules on track.

## Why the PS&E Checklist Was Moved into ATLAS Workbench

Previously, the PS&E Checklist existed as a standalone tool, which made tracking and reporting cumbersome. The transition into ATLAS Workbench strengthens project delivery by introducing greater consistency, accuracy, and accessibility. Specifically, the move supports:

- **Refinement and Standardization:** Naming conventions, storage locations, metadata, and document organization are now governed consistently across projects, reducing confusion and ensuring key deliverables are properly captured.
- **Improved Data Quality:** Information is collected directly from the source and validated through Workbench controls, resulting in more reliable project data.
- **Central Repository:** ATLAS serves as a single point of access for all final project deliverables, including PS&E documents, plan sets, correspondence, roadway supporting documents, ICTs, and other critical materials.
- **Timely Submission:** Project Managers can upload documents as they are completed, ensuring they are stored in the correct SharePoint/Connect locations and available for QA review 2–4 weeks before the PS&E date.
- **Data Governance:** ATLAS enforces standardized naming, metadata tagging (including Key Document indicators), and structured workflows to ensure accuracy and compliance across all projects.

## Benefits of Integration

- **Improved Tracking and Review:** Checklist tabs allow Project Managers to monitor required deliverables, review status, and answer qualitative questions tied to plan readiness.

- **Enhanced Reporting:** Data entered into ATLAS flows directly into Power BI dashboards, enabling accurate, daily visibility into PS&E status, expected documents, SME acceptance, and outstanding tasks.
- **Automation and Efficiency:** Automating aspects of the PS&E process reduces the need for manual updates and allows meetings to focus on resolving issues—not collecting information.
- **Program-Level Insight:** Leadership can identify trends, risks, and delivery challenges earlier through consistent reporting.
- **Quality Assurance:** Standardized naming, storage, and data validation reduce errors and support more efficient project delivery.

## PM and PEF Benefits of Integration

- Provides a clear roadmap for successful PS&E turn-in.
- Eliminates the need to hunt for documents across SharePoint sites.
- Establishes predictable project readiness at the 12- and 15-Month Let List milestones.
- Clarifies roles and expectations between Project Teams, Division staff, and Central Contracts.

## PS&15-Month Let List (15 MLL) Prep

PS&E readiness is a critical component of the 15-Month Let List process. At the 15 MLL meeting, Project Managers must confirm that key milestones—such as Right of Way acquisition, utility relocations, permits, municipal agreements, and design estimates—are on track for the scheduled let date. Using ATLAS Workbench to complete the PS&E Checklist ensures that:

- Project Managers have access to accurate, up-to-date information needed to answer 15 MLL questions.
- Power BI dashboards provide a clear, holistic view of project readiness, helping teams identify risks and gaps early.
- PS&E deliverables are aligned with broader project milestones, supporting confident decision-making during the 15 MLL review.

## Key Terms and Definitions

Before using the PS&E Checklist in ATLAS Workbench, it is important to understand the terminology and tools referenced throughout this guidance. These terms represent critical components and will help you navigate the checklist, upload documents correctly, and prepare for key milestones such as the PS&E date and the 15-Month Let List (15 MLL) meeting.

- **PS&E Checklist:** The Plans, Specifications, and Estimates (PS&E) Checklist is a structured tool used by NCDOT Project Managers to verify that all required documents for a PS&E package are complete and submitted on time. It includes qualitative questions and document upload requirements to ensure readiness for the scheduled PS&E date.
- **ATLAS Workbench:** ATLAS Workbench is NCDOT's project-based data and document governance platform designed to improve project delivery through centralized access, data integrity, and streamlined workflows. It serves as the primary tool for uploading, storing, and tracking final

project deliverables identified in the Project Delivery Network (PDN), as well as managing project-specific geospatial data and qualitative information. Key functions of ATLAS Workbench include:

- **Central Repository for Final Deliverables:** Project Managers upload final deliverables as they are completed, this ensures they are stored in the correct SharePoint/Connect folder. This eliminates confusion over document versions and guarantees that the most current files are accessible to the entire project team.
  - **Qualitative Question Tracking:** Throughout the project lifecycle, qualitative questions associated with deliverables must be answered in ATLAS Workbench. This provides visibility into project status and supports informed decision-making.
  - **Data Governance and Standardization:** ATLAS enforces naming conventions, metadata tagging (e.g., “Key Document”), and storage standards to maintain data integrity and compliance across all projects.
  - **Controls for Process Management:** Workbench uses controls—structured prompts for uploads and questions—to guide Project Managers through required actions. These controls ensure that deliverables and information are captured consistently and accurately.
- **Required Deliverables:** Items that the Project Manager/Project Team’s must identify as expected or not expected for a given project while answering Yes/No questions in the Checklist.
  - **Final Deliverables:** Documents uploaded as the final version of each required PS&E deliverable.
  - **Document Sets:** SharePoint structure that groups multiple related documents into a single managed folder. ATLAS Workbench can upload many files into a document set without enforcing naming convention on each file.
  - **SME Acceptance:** A subject matter expert confirms acceptance of a deliverable by entering their name and acceptance date in the designated fields of the Checklist.
  - **Let Preparation – Final Plans Library:** The Final Plans Library, located under the Let Preparation section in SharePoint, is the designated storage location for final PS&E documents (except for those that are Key Documents). Project Managers must ensure that all required deliverables are uploaded here 2–4 weeks before the PS&E date to allow for QA review and follow-up.
  - **Power BI Dashboard:** Power BI is a reporting tool used to provide data analysis through visualizations. The ATLAS Workbench – PS&E Checklist Power BI Dashboard is an interactive reporting tool that visualizes data from ATLAS Workbench and SAP. It provides real-time insights into PS&E Checklist completion, document status, and overall project readiness. Project Managers use these dashboards to monitor progress, identify gaps, and prepare for key milestones such as the PS&E date and 15-Month Let List meetings.
  - **15-Month Let List (15 MLL):** The 15-Month Let List (15 MLL) is a critical project milestone review that occurs approximately 15 months before the scheduled let date. During this meeting, Project Managers confirm readiness across key areas such as Right of Way acquisition, utility relocations, permits, municipal agreements, railroad coordination, and design estimates. PS&E Checklist completion and ATLAS data play a vital role in answering these questions and demonstrating project readiness.

## Roles & Responsibilities

Clear roles and responsibilities ensure that PS&E Checklist completion and ATLAS Workbench usage support timely project delivery and readiness for key milestones.

## NCDOT Project Manager

- PS&E Checklist Ownership
  - Own the PS&E Checklist and ensure all required deliverables are identified, tracked, and completed.
  - Direct Subject Matter Experts (SMEs) on required actions, expected deliverables, and acceptance responsibilities.
  - Monitor ATLAS Workbench daily to confirm progress, identify gaps, and follow up promptly with team members.
  - Maintain the Incomplete Items tab in ATLAS Workbench to document incomplete PS&E deliverables, required actions, responsible parties, and expected completion dates for FHWA and program-level visibility.
- Document Readiness & QA Coordination
  - Ensure all required PS&E documents are uploaded into ATLAS Workbench in the appropriate format, naming convention, and SharePoint/Connect location.
  - Confirm that QA review can occur 2–4 weeks prior to the PS&E date, and follow up on any outstanding items to support this schedule.
- Checklist Completion & Data Quality
  - Answer all qualitative questions accurately and update entries as new information becomes available.
  - Use Comments fields to provide context, explanations, or status updates where needed.
- 15 MLL Readiness
  - Validate readiness for key 15 MLL milestones.
  - Use ATLAS and Power BI dashboards to confirm status, address gaps, and prepare response for 15 MLL review.
  - Communicate status updates to leadership and escalate risks when needed.

## PEF Project Team

PEFs and internal project team members support the PM by contributing accurate, timely deliverables and checklist input.

- Deliverables & Uploads
  - Provide all PS&E deliverables in the correct format and timeline, uploading final documents into ATLAS Workbench as they are completed—not at the last minute.
  - Ensure files are complete, accurate, and coordinated with other disciplines.
- Checklist Support
  - Assist the PM in answering checklist questions accurately, particularly those used for 15 MLL readiness.
  - Respond promptly to requests for missing, corrected, or updated documents.



## Plan Review Responsibilities

The Plan Review team ensures deliverables meet quality expectations and are properly documented in ATLAS.

- Review & Documentation
  - Conduct detailed reviews of PS&E documents and plan sets.
  - Upload exported review comments into ATLAS → Plan Review Comments, ensuring comments are available for the PM and design team.
  - Confirm deliverable completeness and provide feedback to the PM and project team where corrections are required.

# Accessing ATLAS Workbench

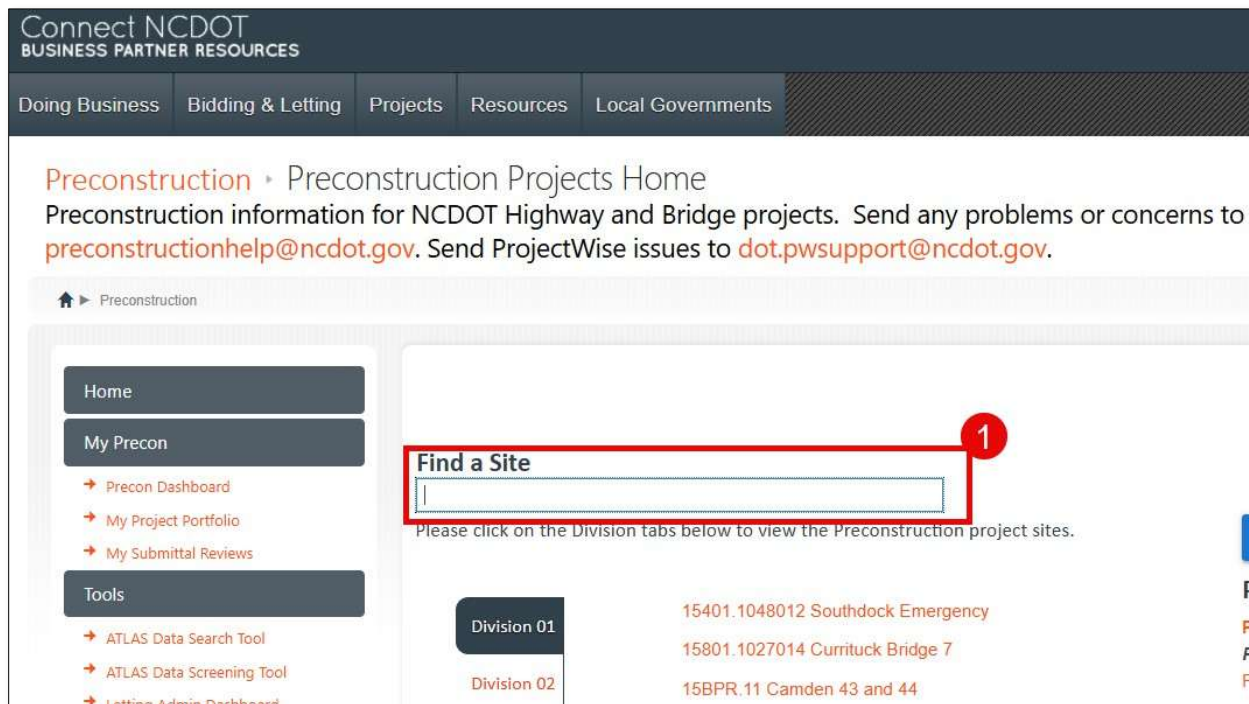
ATLAS Workbench is a project-specific application, meaning all information within Workbench is tied to the specific project you have selected. To access ATLAS Workbench, you must first navigate to the appropriate project site in Connect; Workbench cannot be opened without selecting a project.

Uploading documents to ATLAS Workbench as they are finalized supports proper data governance, including standardized naming conventions, metadata assignment, and version control. PS&E Checklist information entered in Workbench feeds into the PS&E Power BI dashboards, informing PS&E readiness and 15-Month Let List preparation.

## Step-by-Step Instructions

### 1. Log into Connect

- Go to the NCDOT **Connect SharePoint** and log in using your NCDOT credentials.
- Navigate to the specific project site for the project you are working on.



### 2. Locate ATLAS Workbench

- Once inside the project site, you can access ATLAS Workbench in one of two ways:
  - a. From the left-hand ribbon, scroll down to the ATLAS Tools section and click ATLAS Workbench.
  - b. Option 2: From the center of the screen, expand the ATLAS Tools collapsed menu under the Disciplines & Team Collaboration section, and click ATLAS Workbench.

**Preconstruction Home**

- Precon Dashboard
- Project Site
  - Recently Modified
  - Key Documents
  - Project Contacts
  - Email Project Contacts
  - Project Info HN-0023 US 701 at Lee Street
  - Project Structures
  - ROW Parcel Status HN-0023 US 701 at Lee Street
- Project Management
  - Project Data
  - Project Schedule
- Precon Tools
  - Pay Items & Quantities
  - Project Commitments
  - Risk Assessment
  - Submittal Tracker
  - Avoidance and Minimization Tracker
- Processing Requests
  - Grant Consulting Firm Access
  - Grant Municipality Access
  - Lock/Unlock Projects
  - Unlock Pay Items
- Reference
  - Preconstruction Help
  - Discipline Specific Links
- ATLAS Tools
  - ATLAS Workbench
  - ATLAS Data Search Tool
  - ATLAS Screening Tool

**Disciplines & Team Collaboration**

- General
- Disciplines
- Collaboration
- LET Preparation
- Post LET
- ATLAS Tools
  - ATLAS Workbench: Use the Workbench to monitor project status, submit your final project documents, and upload spatial deliverables.
  - ATLAS Data Search Tool: Use the Data Search Tool to access GIS datasets from multiple sources in one single search interface.
  - ATLAS Screening Tool: Use the Screening Tool to analyze a project study area for natural and human environment impacts based on key GIS datasets.

**Precon Project Map**

STIP Point Features: HN-0023

TIP	HN-0023
SPOTID	
Route	US 701 Business (Madison Street)
Coordinates	69 106 100

### 3. ATLAS Workbench Basic Project Info

- After selecting ATLAS Workbench, you will land on the project's Basic Info page. All data and deliverables stored or uploaded in Workbench are tied to this selected project. Make sure you are in the correct project site before proceeding.

**ATLAS Workbench**

Content Search | Check Status | **Basic Project Info - HN-0023**

Generate Reports

**General Project Information**

- Basic Project Info
- Project Management ✓ 0
- NEPA and Agency Coordination
- Project Scoping ✓ 0
- Preliminary Environmental Considerations ✓ 0
- Merger Pre Screening ✓ 0
- Merger ✓ 0
- LGA Coordination ✓ 0
- Final Environmental Documentation ✓ 0
- Impacts and Mitigation ✓ 0
- Human Environment
- Air Quality ✓ 0
- Archaeology & Historic Architecture ✓ 0

Project Name: HN-0023 US 701 at Lee Street

Project Description: Construct roundabout to replace existing signal

County: Columbus

Division: 06

TIP ID: HN-0023

Prime Firm Name: KCI Associates of North Carolina, Thompson Gordon Shook Engineering Inc, Thompson Gordon Shook Engineering Inc

Funding Source: [Dropdown]

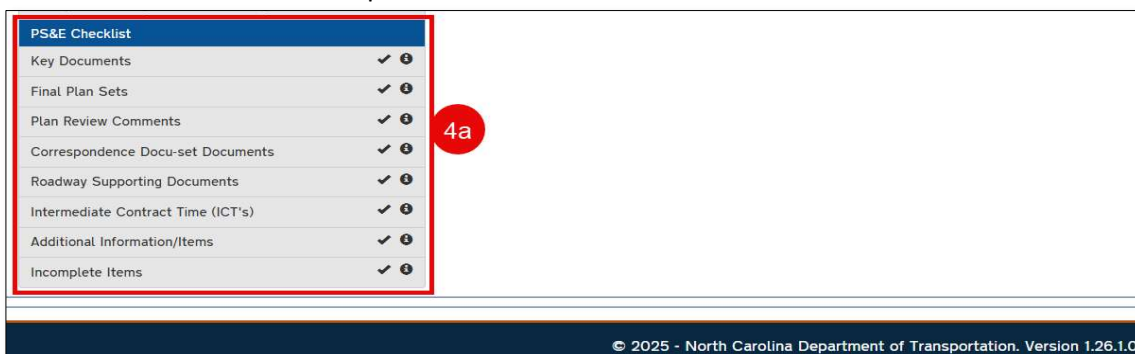
Is there a Lead federal agency?  Yes  No

Document Type: [Dropdown]

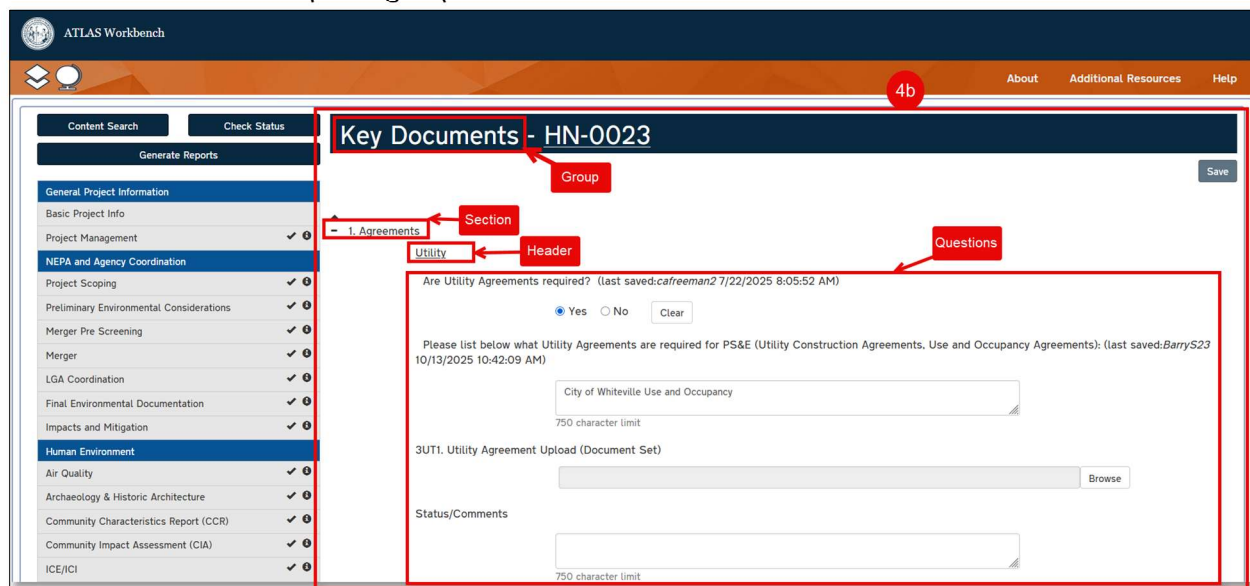
Save

#### 4. Access PS&E Checklist Tabs

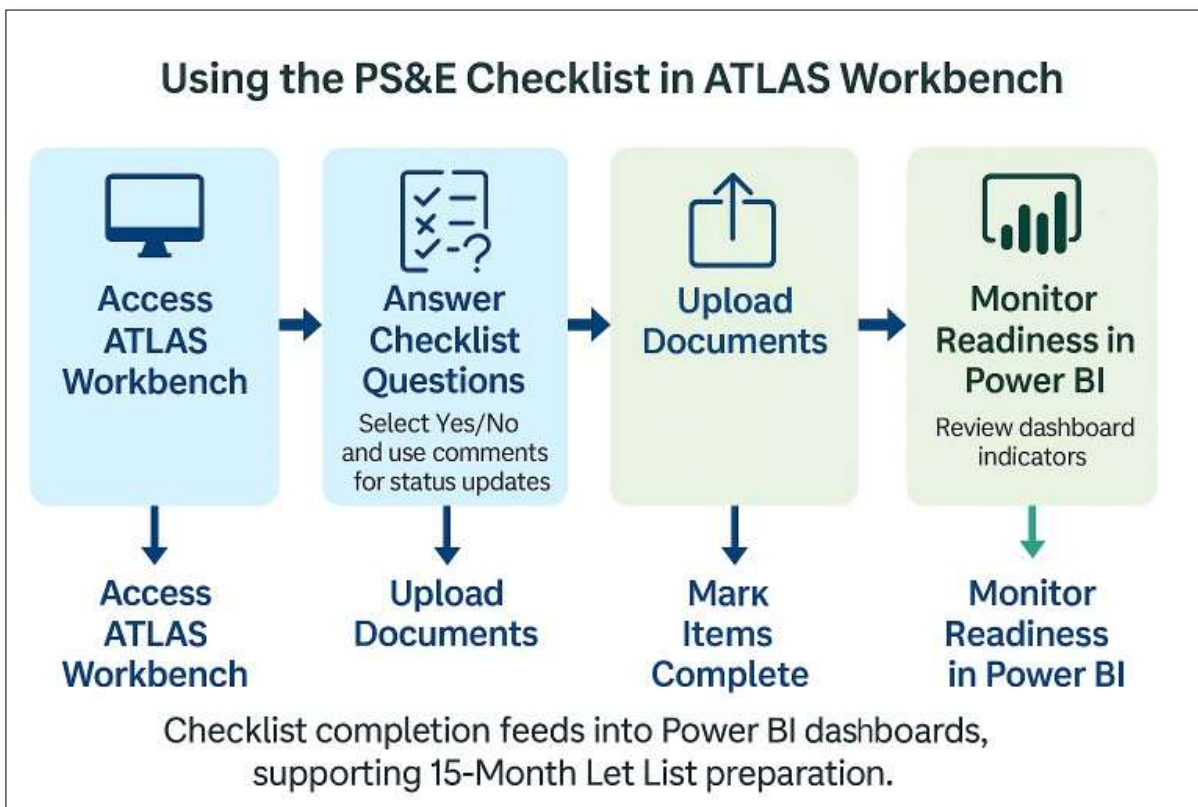
- Once inside ATLAS Workbench, navigate to the PS&E Checklist tabs from the left menu (located at the bottom of the page). These tabs allow you to upload documents and answer qualitative questions.
  - a. When navigating to the PS&E Checklist within ATLAS Workbench, there are eight individual tabs associated with the Checklist. These tabs can also be referred to as Groups, and they include:
    - Key Documents
    - Final Plan sets
    - Plan Review Comments
    - Correspondence Docu-set Documents
    - Roadway Supporting Documents
    - Intermediate Contract Time (ICT's)
    - Additional Information/Items
    - Incomplete Items



- b. Within each tab, there are sections (collapsible menus in each tab), headers (underlined text within Sections), and then questions (or controls, elements that allow users to input data, answer questions, and upload documents) within each collapsible group.



## Using the PS&E Checklist in ATLAS Workbench



The PS&E Checklist in ATLAS Workbench allows PMs and PEFs to upload required documents, answer checklist questions, and track completion status. This section explains how to perform these actions.

### Answering Checklist Questions

Checklist questions guide the user through confirming required deliverables and reporting completion status for each item.

- Questions are typically worded as: *“Are [deliverable] required?”*
  - Select “Yes” if the item is required for your project.
  - Select “No” if the item is not applicable (N/A).
- In the Final Plans tab, additional questions ask whether the deliverable is completed:
  - Selecting “Yes” indicates the deliverable has been uploaded.
  - Selecting “No” indicates the item is still pending.
- A Comments/Status field is available throughout the Checklist to provide clarifications, status notes, or other relevant information.
- Sections in each tab must be expanded using the “+” icon before questions and controls become visible.

## Uploading Documents

ATLAS Workbench contains multiple upload controls, each configured to support standardized PS&E data governance. Upload Controls are clearly labeled with “upload,” along with the allowable file type or upload structure and PDN deliverable name.

- Single-File Uploads: These are labeled with file extensions such as (PDF) or (XLSX).
  - If a user uploads a file that has previously been uploaded, ATLAS automatically enforces version history, ensuring only the most recent version is accessible in ATLAS and Power BI. To upload a file to a single-file upload, select the “Browse” button.
  - Single-file uploads follow ATLAS naming conventions which are enforced upon upload.
- Document Set Uploads: Upload controls labeled (Document Set) allow multiple files grouped into a single document set in SharePoint.
  - Document sets do not enforce naming conventions on individual files when uploaded through ATLAS Workbench. ATLAS Workbench only enforces the naming convention on the document set folder name.
  - User may upload multiple documents at a time using the “Browse” button, and additional files can be added at a later time using the “Add More Files” button.
- Storage and Accessibility: All uploaded files are automatically stored in the correct SharePoint Connect folder and can be accessed through ATLAS Workbench, from SharePoint, or the Power BI Dashboard.

### ***How Checklist completion Aligns with the 15-Month Let List (MLL) Readiness***

Completing the PS&E Checklist ensures that:

- Required deliverables have been identified, uploaded, and verified.
- Qualitative questions reflect accurate, up to date project status.

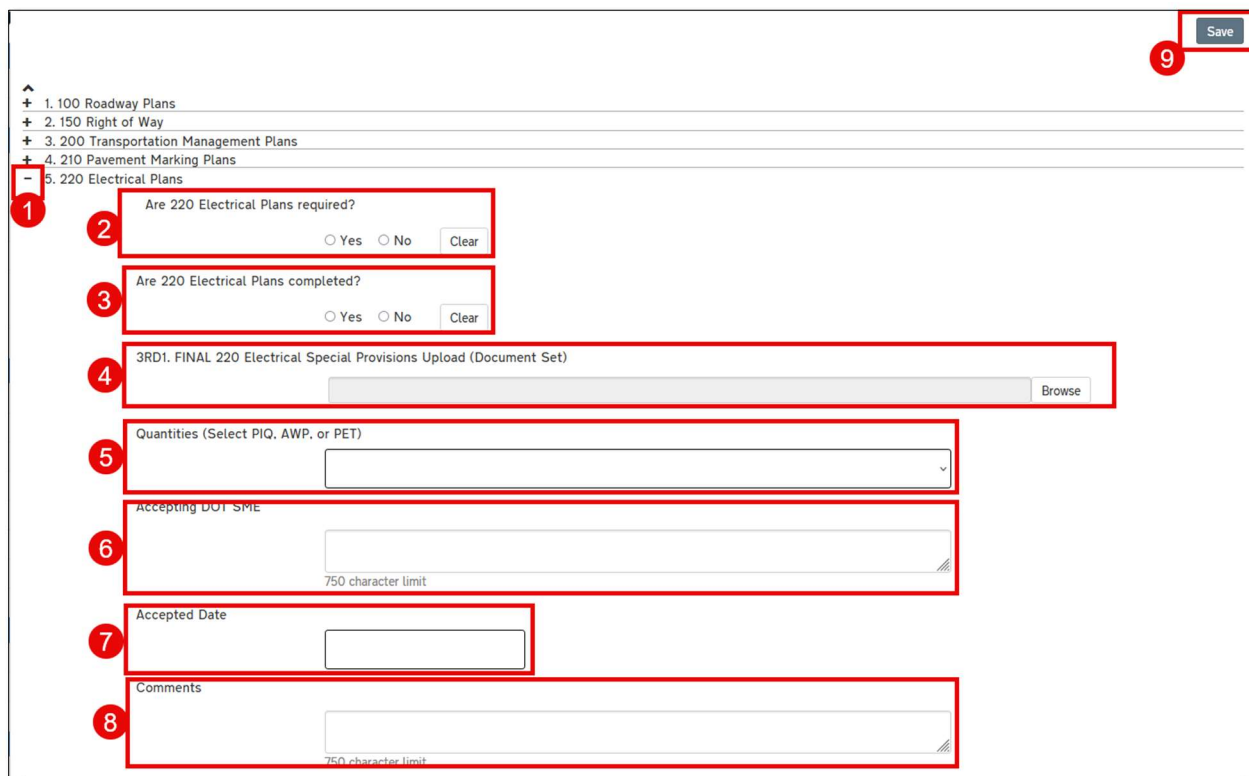
Information from ATLAS Workbench feeds directly into Power BI dashboards, which:

- Display the PS&E Checklist on a per project basis.
- Help Project Managers prepare for 15 MLL readiness questions, including:
  - Permits
  - Agreements
  - Certifications
  - Consultations
- Provide visual indicators to identify missing items—review dashboard data before 15 MLL meetings to confirm no gaps remain.

### ***Step-by-Step Instructions***

The below steps and following screenshot detail the steps and components of using ATLAS Workbench to complete the PS&E Checklist. These instructions use 220 Electrical Plans in Final Plans as an example and can be applied across all parts of the PS&E Checklist.

1. Expand your chosen section
2. Answer “Are 220 Electrical Plans required?” question – if the answer is “No,” no additional answers are needed for this section.
3. Answer “Are 220 Electrical Plans completed?” question – if the answer is “Yes,” this indicates all parts of the plan set are complete (i.e., all uploads and relevant questions are complete)
4. Upload the Special Provisions Document Set, if applicable, by selecting the Browse button and selecting the necessary document(s) from your computer.
  - When applicable, Final Plans MUST still be uploaded to the Let Prep folder directly in Connect/SharePoint. This is the only upload that needs to occur outside of ATLAS Workbench.
5. From the dropdown menu, select the appropriate quantities for the Plan Set, it will be PIQ, AWP, or PET.
6. The appropriate Subject Matter Expert for the Plan Set fills out the Accepting DOT SME free text field.
7. The Accepting DOT SME selects the date at which it was accepted in the Accepted Date control.
8. A Comments free text field exists to input any relevant notes/comments/status updates you feel are necessary for the deliverable.
9. Once you are satisfied with your answers, selections, and uploads, select the “Save” button at either the top or bottom of your screen to save your responses.



^

- + 1. 100 Roadway Plans
- + 2. 150 Right of Way
- + 3. 200 Transportation Management Plans
- + 4. 210 Pavement Marking Plans
- 5. 220 Electrical Plans

1

2 Are 220 Electrical Plans required?  
 Yes  No

3 Are 220 Electrical Plans completed?  
 Yes  No

4 3RD1. FINAL 220 Electrical Special Provisions Upload (Document Set)

5 Quantities (Select PIQ, AWP, or PET)

6 Accepting DOT SME  
  
 750 character limit

7 Accepted Date

8 Comments  
  
 750 character limit

9

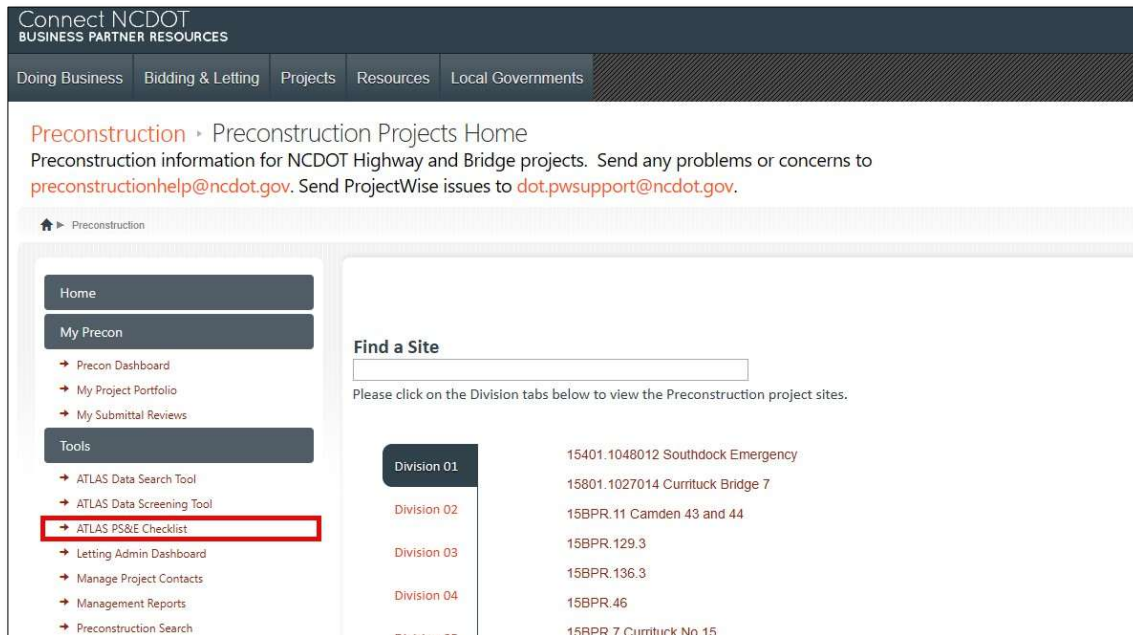
## Accessing & Utilizing Power BI

Power BI is used to find insights within data. It is used to connect data sets, transform, and clean the data. This allows for the creation of visually appealing charts or graphs to better explain and understand the data. Power BI visualizations are highly interactive, allowing users to easily gather insights from the data. When selecting one part of a table or graph, the whole page should interact with the selection updating all visuals across the page.

The ATLAS Workbench – PS&E Checklist Dashboard provides transparency into PS&E readiness for both project teams and leadership, supporting early risk identification and informed program-level decision-making. This tool is essential for monitoring progress, identifying gaps, and preparing for key milestones such as the PS&E date and the 15-Month Let List (15 MLL) meeting.

### Access Instructions

- Dashboard Link: [ATLAS Workbench – PS&E Checklist Dashboard](#)
  - Or, access the dashboard via NCDOT Connect under Tools:

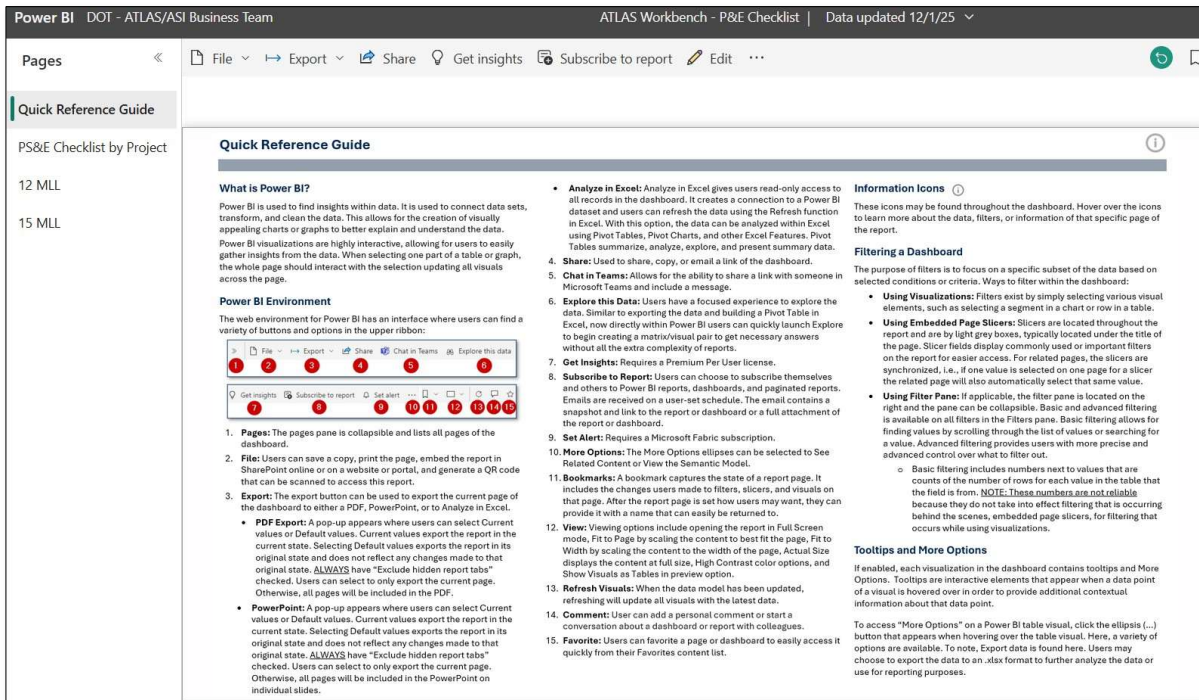


- Login: Use your NCDOT credentials to access the dashboard.
- Request Access: If you do not have access, click Request Access in Power BI.
- Data Refresh: Dashboard data is refreshed every weekday by 5:00 PM EST.
- Data Sources: Information displayed comes from ATLAS Workbench and SAP, ensuring accuracy and alignment with project records.

### Dashboard Pages

- The dashboard provides a dynamic view of:
  - Which PS&E documents have been uploaded.
  - Which checklist questions have been answered.
  - Which items remain incomplete.

- An overview of dashboard features is found in the Quick Reference Guide, which is the first page in the report.



- PS&E Checklist by Project Page:
  - Navigate to this page using the left-hand page menu.
  - Use the filter on the upper right to select your project (scroll or type the project name).
  - The table view displays all selections, answers, and uploads made in ATLAS Workbench for the selected project.
  - The “Expected Documents” column displays the expected documents, if answered, for any section. For example, for Permits, it displays the Permit Application Package selection from ATLAS Workbench.
  - The “Link” Column contains hyperlinks of uploads made in ATLAS Workbench. Single document upload links open directly, and document set upload links open the SharePoint Document Set location.
  - Scroll within the table to view all items.
  - Filters exist on the right-hand menu if you would like to filter down the view.



Power BI DOT - ATLAS/ASI Business Team | ATLAS Workbench - P&E Checklist | Data updated 12/1/25

Pages: Quick Reference Guide, PS&E Checklist by Proj...

### PS&E Checklist — By Project

Project: 15N-0023

Division: 06, County: COLUMBUS, Project Description: US 701 BUSINESS (MADISON STREET) ST SR 1916 (LEE STREET) AND SR 1953...

Group	Section	Header	Question	Answer	Expected Documents	Link	Comments	SME	Accepted Date	Quantities
Key Documents	Agreements	Utility	Are Utility Agreements required?	Yes	City of Whiteville Use and Occupancy					
		Rail	Are Rail Agreements and Special Provisions required?	No						
		Municipality								
Certifications	Utility	Other	Is Utility Certification required?	Yes						
		Rail	Is Rail Certification required?	Yes						
		ROW for ROW Field Cert. Form	Is ROW Certification required?	Yes						
Regulatory Approvals	Section 7 End Species Consultation	Other	Is Other Certification required?	No						
		Section 7 End Species Consultation	Are Section 7 End Species Consultation Regulatory Approvals documents complete?	No						
		106 Consultations (Cultural Resources)	Are 106 Consultations (Cultural Resources) Regulatory Approvals required?	No						
		NFIP/CLDM or SFC - one for each crossing (FMA)	Are NFIP/CLDM or SFC Regulatory Approvals required?	No						
		DEG Water Permit (From Municipality)	Are DEG Water Permit (From Municipality) Regulatory Approvals required?	Yes						
		DEG Sewer Permit (From Municipality)	Are DEG Sewer Permit (From Municipality) Regulatory Approvals required?	No						
		Permits	Are Permits/Regulatory Approvals required?	Yes	General 401					
		Signed Environmental Document	Is Signed Environmental Document required?	Yes						
		Signed Environmental Document	Are Signed Environmental Document complete?	Yes						
		NEPA/SEPA Consultation	NEPA/SEPA Consultation	Is NEPA/SEPA Consultation — ROW Consultation required?	No					
Design Exceptions Documented and Approved	Design Exceptions Documented and Approved	Are Design Exceptions required?	Yes							
Traffic Forecast	Traffic Forecast	Is Traffic Forecast required?	Yes							
Final Plan Sets	Plan Set Type	100 Roadway Plans	Are 100 Roadway Plans required?	Yes						
			Are 100 Roadway Plans completed?	No				Non N/A	PLG	

- 15 MLL Meeting Report Page:
  - Navigate to the 15 MLL Meeting Report page in the left-hand menu.
  - Filters and visuals exist across the top of the page, all of which are interactive.
  - This view summarizes readiness for 15-Month Let List questions, specifically those involving Permits, Certifications, Consultations, and Agreements.
    - Scroll to the right in the table to review the status of these Key Documents
    - Interpreting Dashboard Indicators: **Red** means the document is required but not submitted and **Green** means the document is required and has been submitted.

Power BI DOT - ATLAS/ASI Business Team | ATLAS Workbench - P&E Checklist | Data updated 12/5/25

Pages: Quick Reference Guide, PS&E Checklist by Project, 12 MLL, 15 MLL Meeting Report

### PS&E Checklist — 15 Month Let List

140 Projects

Let Date: 12/16/2025 to 2/16/2027

Project: All, County: All, Project Manager: All

15 MLL Projects by Division: Bar chart showing project counts by division (01-14).

15 MLL Projects by Let Type: Donut chart showing project counts by let type (86, 47, 4).

Project ID	Let Date	Project Manager	Let Type	RPCP Date	Construction WBS	Federal Aid Number	FY Indicator	Division	Combined with	Grant Projects	Strategic Funds	County	Description
BR-0141	04/14/2026	DANIEL DADENHART	Division Design Raleigh Let (DDRL)	03/10/2026	51604.3.1	5160401	F	07			DIVISION	Rockingham	SR 2150 (RIVER ROAD) REPLACE BI OVER US 220 / US 311
P-5717	04/21/2026	BRIAN E. GACKSTETTER	Raleigh Letting (ILET)	01/13/2026	46929.3.1		S	05			REGIONAL	Durham	NORFOLK SOUTHERN H LINE CROSSING OVER THE NEWSE RIVER ON NC 20 PAVEMENT RECONSTRUCTION AND RESURFACING ON I-77 RAMP AT I BOUL EVARDI SR 2143 HARRIS BOUL 73 (SAM FURR ROAD) SR 2153 (ORI STREET) AND SR 1109 (WILLIAMSC BRIDGE 20 OVER CSX TRANSPORT, RAILROAD TRACKS ON US 70 BUSI)
I-5405D	02/17/2026	JASON CURTIS BROOKS	Division Design Raleigh Let (DDRL)	11/11/2025	46543.1.12		S	10			STATEWIDE	Mecklenburg	REPLACE STRUCTURE 88078 (FEI OVER THE NEWSE RIVER ON NC 20 MINNESOTT BEACH FERRY TERMI
B-4838	01/20/2026	DAVID STUTTS	Raleigh Letting (ILET)	10/22/2025	38608.1.1	BRSTP-0708(7)	S	04			REGIONAL	Wayne	BRIDGE 20 OVER CSX TRANSPORT, RAILROAD TRACKS ON US 70 BUSI)
BR-0173	01/20/2026	LEE MAI	Raleigh Letting (ILET)	10/16/2025	51815.3.1	RAMP078	F	02			REGIONAL	Pamlico	REPLACE STRUCTURE 88078 (FEI OVER THE NEWSE RIVER ON NC 20 MINNESOTT BEACH FERRY TERMI
BR-0060	02/17/2026	DAVID STUTTS	Raleigh Letting (ILET)	11/11/2025	67060.3.1		S	07				Alamance	BRIDGE 000014 ON NC 87 OVER CA
B-5833	03/17/2026	DAVID STUTTS	Raleigh Letting (ILET)	12/09/2025	45786.3.1	0021035	F	11			REGIONAL	Yadkin	REPLACE BRIDGE 980029 OVER I-77 BUSINESS
P-5709	04/21/2026	BRAD SMYTHE	Raleigh Letting (ILET)	01/13/2026	44920.3.1		S	07			REGIONAL	Guilford	GRADE SEPARATION AT FRANKLIN CROSSING (722959A) AND CLOSE ( STREET CROSSING (722961B) AT N NCLINE IN GREENSBORO.
P-5725	04/21/2026	BRAD SMYTHE	Raleigh Letting (ILET)	10/05/2021	47603.3.1		S	10			REGIONAL	Cabarrus	KANNAPOLIS TRAIN STATION SECC



## ***Using Dashboards for Proactive Follow-Up***

- Monitor Progress: Check dashboard regularly to confirm PS&E Checklist completion.
- Identify Gaps: Look for red indicators or missing links.
- Take Action:
  - Contact PEF PM for missing documents.
  - Update ATLAS Workbench immediately for unanswered questions.
- Prepare for 15 MLL:
  - Use dashboard data to answer readiness questions confidently.
  - Validate that all required deliverables are uploaded and milestones met.

# Appendix

The following section provides supporting documentation or links related to the PS&E Checklist, ATLAS Workbench, ATLAS Data, or Power BI.

1. [Original PS&E Checklist](#)
2. **Uploading Files in ATLAS Workbench:** When you upload a file to ATLAS Workbench, it automatically saves the file to the project's project site on Connect. Uploading these files to ATLAS Workbench ensures that files are saved with the correct naming convention and correct metadata, and key document tags are assigned in the project record.
  - For a comprehensive list of ATLAS Workbench final deliverables, please view the [ATLAS Workbench Standards](#).
3. [ATLAS Workbench – PS&E Checklist Dashboard](#)
4. **ATLAS Data:** Configuration and application data from ATLAS tools is exported to Microsoft Access Database daily. The ATLAS Business uses the data to generate reports and build dashboards in Power BI. Due to the nature of the Database, currently dashboards are not connected to live data and the ATLAS Workbench – PS&E Checklist Dashboard is typically refreshed every weekday by 5:00 PM EST.
5. Please contact [finalplans@ncdot.gov](mailto:finalplans@ncdot.gov) if you need to add something to a project site after the site is locked.
6. To print the Power BI Dashboard, select Export > PDF > Only Export Current Page.