

PS&E Checklist in ATLAS Workbench

Quick Reference Guide for NCDOT Contracts and Standards Staff

Last Updated: 4/24/2026

Purpose

The integration of the PS&E (Plans, Specifications, & Estimates) Checklist into ATLAS Workbench supports NCDOT's primary goal of improving delivery of the 12-Month Let List (12 MLL) by better assessing project status before it enters the 12 MLL and understanding readiness once included.

PS&E Turn-In is a critical business process that begins the Contract Standards review clock, supports funding authorization, and enables timely advertisement. A complete PS&E package is needed for NCDOT to be compliant with FHWA's funding authorization requirements. Automating PS&E reviews ensures projects are completed accurately and on time, protecting funding eligibility and keeping let schedules on track.

For Contracts & Standards staff, this process ensures:

- Monitoring receipt status of PS&E deliverables for turn-in.
- Verification and review of deliverables and plan sheets for completeness.
- Upload of review comments into ATLAS Workbench for project team visibility.

The automated PS&E plan review process leverages three key tools:

- Power BI – to monitor deliverable status.
- Bluebeam (or other digital collaboration tool) – to annotate and prepare review comments.
- ATLAS Workbench – to upload comments and maintain data governance.

3 Key Steps

1. Monitor Deliverable Status in Power BI

- Navigate to the dashboard via Preconstruction Home page located on the right-hand side of the screen under Preconstruction Announcements: [ATLAS PS&E Checklist Dashboard](#).
- Navigate to PS&E Checklist by Project page (under the "Pages" pane on the left-hand side):
 - Filter by project (top right) by either scrolling through the project list or typing in the Project ID.
 - Confirm:
 - ✓ All required PS&E deliverables (except plan sheets) are uploaded.
 - ✓ Required Plan sheets marked complete.
 - ✓ SME signed and dated acceptance.
 - ✓ Quantities indicated as AWP, PIQ, or PET.

2. Review Plan Sheets in SharePoint

- Access plan sheets via SharePoint Final Plans Library under the Let Prep folder (current process).
- Annotate plans in Bluebeam (or other digital collaboration tool); provide clear, actionable comments referencing standards when possible.

3. Upload Review Comments in ATLAS Workbench

- Log into [Preconstruction Home](#) page on Connect and navigate to your project site.
- Open ATLAS Workbench by...
 - Disciplines & Team Collaboration > ATLAS Tools collapsed section > ATLAS Workbench
- Sign in using your NCID.
- Scroll down the left-hand menu to PS&E Checklist tabs. Select the Plan Review Comments tab, use the “+” to expand the collapsed sections.
 - Click “Browse” to upload your comment file (PDF from Bluebeam).
 - If adding to an existing document set, click “Add More Files”.
 - Click “Save” at the top or bottom of the page.
 - Communicate to Project Team that comments have been uploaded (no automatic notification exists).

Additional Details

- If you have trouble accessing ATLAS, email your NCID to ATLAS@ncdot.gov.
- If you don't have access to the PS&E Dashboard, it will prompt you to request access.
- The Dashboard is updated daily by 5:00 pm with all changes made by 4:00 pm, for now. Daily fifteen-minute dashboard refreshes should be implemented by March 2026.
- Please contact finalplans@ncdot.gov if you need to add something to a project site after the site is locked.