



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

Memorandum To: Division of Highways
From: Tim Little, PE
Chief Engineer
Subject: Use of ProjectWise Application

The purpose of this memorandum is to communicate the expectation that the Division of Highways will use the ProjectWise application in the NCDOT portion of the Bentley managed cloud for storage of CADD materials for all Design Bid Build projects that start in 2020 and beyond. This will gradually replace the use of Project Store, which is not accessible by our professional engineering firm partners.

The ProjectWise application allows NCDOT and its professional engineering firm partners to store and collaborate on transportation project CADD work in a consistent and organized way, with everyone on the project team having appropriate access to project contents. ProjectWise will be where CADD design and plan development work is stored. Materials will be published in PDF form to the Preconstruction project sites at project milestones. The Preconstruction project sites will remain the office repository for most project information.

Central and Division NCDOT users and many consulting firms have been piloting this application with ten projects over the past year, and we are now ready to transition to the application for new projects. Projects currently underway may elect to transition to ProjectWise, at the discretion of the project manager.

We anticipate the use of the ProjectWise application will help us in our goal of delivering our transportation program effectively and efficiently.

Directive on Use of the ProjectWise Application

Effective immediately (for Design Bid Build projects starting in 2020 and beyond), NCDOT will use the ProjectWise application in the NCDOT portion of the Bentley managed cloud.

For NCDOT users:

- Licensing: An Enterprise License Agreement is already in place for Bentley software.
- ProjectWise Login: All NCDOT CADD users are already set up with a login to ProjectWise.
- Project access: NCDOT users are granted access to projects based on their unit.
- Instructions: Users will login to Bentley Connection client (use NCDOT email address, leaving the password field blank), then will use the ProjectWise Explorer to navigate to the specific project.

For Professional Engineering Firms,

- Licensing: Firms will need to have a Bentley Connection Passport to access the ProjectWise software in the Bentley cloud.
- ProjectWise Login: Firms will be asked to identify their ProjectWise users (likely a subset of the users that already have access to Preconstruction projects on SharePoint). NCDOT requires name, email and NCID for each.
- Project access: DOT users will grant access for a project to specific firms on the Preconstruction project sites. Access will be granted to both Preconstruction and to ProjectWise according to the role requested.
- Instructions: Users will login to Bentley Connection client, then will use the ProjectWise Explorer to navigate to the specific project.

Once ProjectWise access is obtained:

- For **new projects**, all CADD and associated files should be stored in ProjectWise in the appropriate library. NCDOT designers should store working documents there as well as final deliverables. Consultants should store all milestone design deliverables there, at a minimum.
- For all **projects currently underway**, deliverables can continue to reside in Project Store, using the NCDOT standard folder structure, for the time being. Should the project manager desire to migrate to ProjectWise, they will work with ProjectWise administrators.
- Completed projects will remain in Project Store. They are not being migrated.

What goes in ProjectWise vs. in Preconstruction project sites on SharePoint?

CADD files and information used or referenced in creating CADD design work goes in ProjectWise. PDF renderings of the design work will be published to Preconstruction. Only licensed CADD users will have access to ProjectWise, so if non-CADD users will need to see it, it should be stored in Preconstruction.

All NCDOT and many consulting firms will have access to each project, so confidential files should not be stored in either Project Store or on the Preconstruction project sites. Official bidding estimates, man day estimates, consultant feedback and other confidential materials should continue to be stored elsewhere.

To ensure that your documents are easily found for years to come, please ensure all relevant fields are filled in and the document is named well. Use standard naming conventions for your documents, where applicable, and otherwise use descriptive names that could help some future user seeing it on a list of search results to understand what it contains.

Help and reference information is available on NCDOT's connect sites.

See Resources for CADD Consultants on connect:

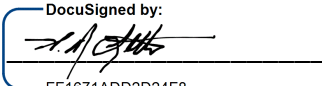
<https://connect.ncdot.gov/resources/CADD>

And the specific ProjectWise resource page:

<https://connect.ncdot.gov/resources/CADD/Pages/ProjectWise.aspx>

Questions & Problems Email to DOT ProjectWise support:

dot.pwsupport@ncdot.gov

Approved By:  _____
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