



# SMU ProjectWise User Manual

August 2026

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## General

This document outlines the standard procedures for file management within ProjectWise.

Note: Before a project can be established in ProjectWise, the Project Manager must first initialize the project in SharePoint and submit a folder creation request.

## File Storage

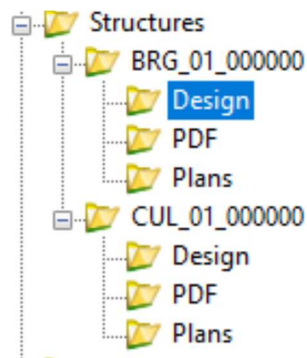
Apart from confidential materials, all project files are to be maintained within the Structures folder of the respective work area in ProjectWise Explorer. Users are required to apply the SMU naming convention and assign appropriate metadata to each file to facilitate efficient retrieval.

## ProjectWise Explorer Guidance

Additional ProjectWise guidance documents are located on the NCDOT Connect ProjectWise page: <https://connect.ncdot.gov/resources/CADD/Pages/ProjectWise.aspx>

## SMU ProjectWise Folder Structure

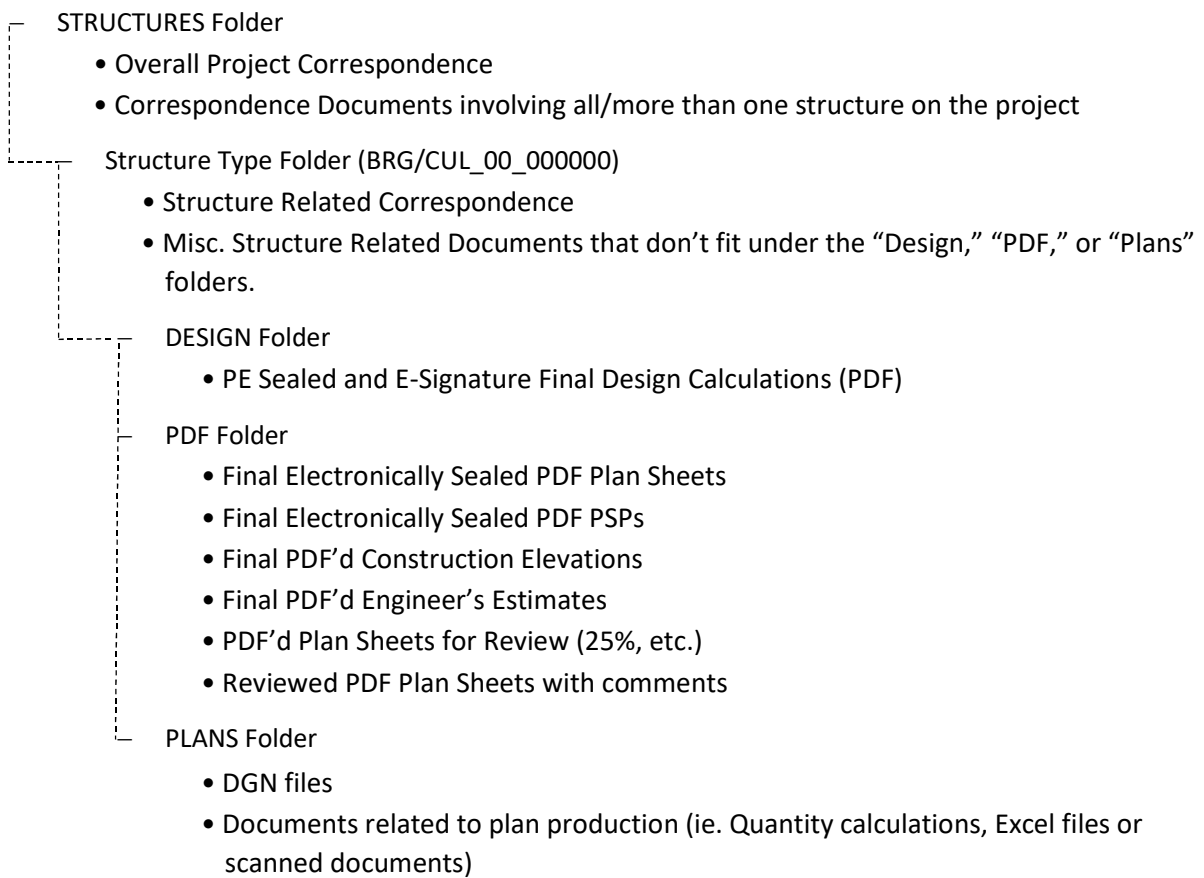
The Structures folder hierarchy is standardized to allow the Department of Information Technology (DIT) to provide administrative support and maintenance. Following the initial work area setup, users must submit a supplemental request to generate folders for specific structure types (e.g., BRG, CUL). Each requested structure folder is pre-configured with three mandatory subfolders: Design, PDF, and Plans.



Structure folders (e.g., BRG, CUL) must not be manually copied within ProjectWise to create additional structures for a project; all folder management must be handled through SharePoint. Any modifications, including adding or removing structures, must be requested in SharePoint, with updates syncing to ProjectWise overnight. To ensure a efficient transition from Pre-Construction to Construction, Project Engineers must verify that all Structure Type IDs are accurate. Furthermore, the Design, PDF, and Plans subfolders are fixed; do not rename them or add additional subfolders to this hierarchy.

## File Locations

Files should be stored within the Structure project folder structure as follows:



# Naming Conventions

## Folder Naming Convention

### Structure Type ID\_##\_SMU 6-digit NBIS ID

|                    |                            |     |
|--------------------|----------------------------|-----|
| Structure Type ID: | Bridge                     | BRG |
|                    | Culvert                    | CUL |
|                    | High Mast Lighting         | HML |
|                    | Message Board              | MB  |
|                    | Noise Wall                 | NW  |
|                    | Other                      | OT  |
|                    | Overhead Sign              | OS  |
|                    | Penstock                   | PS  |
|                    | StormWater Control Measure | SCM |
|                    | Retaining Wall             | RW  |
|                    | Temporary Structure        | TB  |

##: The structure numbering used on the plans for multiple structures on a project (i.e. STR#01, STR#02, etc.)). Used by Construction for field identification, these folders will now transfer directly to the Construction side of SharePoint.

SMU 6-digit NBIS ID: The structure identifier assigned by SI&A for structures that are inspected and subject to FHWA reporting and NBIS compliance.

## File Naming Conventions

Each plan sheet must be saved as an individual DGN and PDF file, adhering to the following naming convention:

3D models should be named 4XX\_000\_TIP#\_SMU\_BR#\_MODEL\_6digitStrID

**4XX<sup>1</sup>\_###<sup>2</sup>\_TIP#<sup>3</sup>\_SMU\_FileDescript<sup>4</sup>\_Sheet#<sup>5</sup>\_6digitStrID<sup>6</sup>**

<sup>1</sup> All structure files are in the 400 series of files:

Master Project Structures Title Sheets and Index Sheets are 400. Note: Leave off the 6-digit structure ID. Assign numbers sequentially by category: Bridges (401+), Culverts (410+), and Walls (420+). If a category exceeds its 10-unit block, continue the sequence incrementally; the next category will then resume from its original starting number or the next available integer, whichever is higher.

<sup>2</sup> Number electronic pages starting at 001 for each structure set. Use odd-numbered sequences (001, 003, 005, etc.) to accommodate future addenda.

<sup>3</sup> TIP number. Remove any non-alphanumeric characters (Ex. B-5121 = B5121)

<sup>4</sup> Abbreviation of the drawing type using the file descriptions listed in the Drawing Type table provided below.

<sup>5</sup> Plan sheet number (Ex: Sheet 1 of structure 1 = S1-01)

<sup>6</sup> 6-digit structure ID XX#### XX – County (Refer to County Number table below) ##### - Structure number

## Drawing Type

|     |                                 |
|-----|---------------------------------|
| 1MR | One Bar Metal Rail              |
| 2MR | Two Bar Metal Rail              |
| 3MR | Three Bar Metal Rail            |
| AB  | Abutment                        |
| AR  | Alaska Rail                     |
| AS  | Approach Slab                   |
| B#  | Bent                            |
| BB  | Box Beam                        |
| BG  | Bearing                         |
| BK  | Bulkhead                        |
| BM  | Superstructure Bill of Material |
| BR  | Barrier                         |
| CG  | Coast Guard Permit              |
| CS  | Cored Slab                      |
| CU  | Culvert                         |
| DL  | Dead Load Deflection Table      |
| DP  | Prestressed Deck Panel          |
| DSR | Deck Surface Repair             |
| DT  | Detour                          |
| DUR | Deck Underside Repair           |
| E#  | End Bent                        |
| FL  | Foundation Layout Sketch        |
| FP  | Framing Plan Layout             |
| G#  | Prestressed Concrete Girder     |
| GD  | General Drawing                 |

|     |                                   |
|-----|-----------------------------------|
| GR  | Guardrail Attachment              |
| GRD | Girder Repair Detail              |
| IM  | Incidental Milling                |
| IS  | Index of Multi-structure Projects |
| JD  | Bridge Jacking Detail             |
| JS  | Joint Seal                        |
| JT  | Joint Detail                      |
| LC  | Long Cord Layout                  |
| LS  | Location Sketch                   |
| MD  | Concrete Median                   |
| OR  | Oregon Rail                       |
| PC  | Stage of Phase Construction       |
| PGD | Preliminary General Drawing       |
| PP  | Prestressed Concrete Pile         |
| RF  | Rail Retrofit                     |
| RR  | Rip-Rap                           |
| RW  | Retaining Wall Detail             |
| S#  | Plan of Span                      |
| SP  | Slope Protection                  |
| SS  | Structural Steel Detail           |
| SSR | Structural Steel Repair           |
| SW  | Sidewalk Detail                   |
| TA  | Temporary Access                  |
| TS  | Superstructure Typical Section    |
| UT  | Utilities Detail                  |

## County Numbers

00 - ALAMANCE  
 01 - ALEXANDER  
 02 - ALLEGHANY  
 03 - ANSON  
 04 - ASHE  
 05 - AVERY  
 06 - BEAUFORT  
 07 - BERTIE  
 08 - BLADEN  
 09 - BRUNSWICK  
 10 - BUNCOMBE  
 11 - BURKE  
 12 - CABARRUS  
 13 - CALDWELL  
 14 - CAMDEN  
 15 - CARTERET

16 - CASWELL  
 17 - CATAWBA  
 18 - CHATHAM  
 19 - CHEROKEE  
 20 - CHOWAN  
 21 - CLAY  
 22 - CLEVELAND  
 23 - COLUMBUS  
 24 - CRAVEN  
 25 - CUMBERLAND  
 26 - CURRITUCK  
 27 - DARE  
 28 - DAVIDSON  
 29 - DAVIE  
 30 - DUPLIN  
 31 - DURHAM

32 - EDGECOMBE  
 33 - FORSYTH  
 34 - FRANKLIN  
 35 - GASTON  
 36 - GATES  
 37 - GRAHAM  
 38 - GRANVILLE  
 39 - GREENE  
 40 - GUILFORD  
 41 - HALIFAX  
 42 - HARNETT  
 43 - HAYWOOD  
 44 - HENDERSON  
 45 - HERTFORD  
 46 - HOKE  
 47 - HYDE

48- IREDELL  
49 - JACKSON  
50 - JOHNSTON  
51 - JONES  
52 - LEE  
53 - LENOIR  
54 - LINCOLN  
55 -MACON  
56 - MADISON  
57 - MARTIN  
58 - MCDOWELL  
59 - MECKLENBURG  
60 - MITCHELL  
61 - MONTGOMERY  
62 - MOORE  
63 - NASH  
64 - NEW HANOVER  
65 - NORTHHAMPTON

66 - ONSLOW  
67-ORANGE  
68 - PAMLICO  
69 - PASQUOTANK  
70 - PENDER  
71 - PERQUIMANS  
72 - PERSON  
73 - PITT  
74 - POLK  
75 - RANDOLPH  
76 - RICHMOND  
77 - ROBESON  
78 - ROCKINGHAM  
79 - ROWAN  
80 - RUTHERFORD  
81 - SAMPSON  
82 - SCOTLAND  
83 - STANLY

84 - STOKES  
85 - SURRY  
86 - SWAIN  
87 - TRANSYLVANIA  
88 - TYRRELL  
89 - UNION  
90 - VANCE  
91 - WAKE  
92 - WARREN  
93 - WASHINGTON  
94 - WATAUGA  
95 - WAYNE  
96 - WILKES  
97 - WILSON  
98 - YADKIN  
99 - YANCEY

## Project Creation

Preconstruction project pages and ProjectWise work areas are both created by submitting a New Site Request form.

### New Site Request

The Preconstruction New Site Request form can be accessed through two primary methods:

Preconstruction Projects Home page: Click the 1) New Site Request button located in the top-right corner of the page.

Navigation Menu: Select the 2a) Site Request link from the 'Processing Requests' section of the left navigation menu. Note that when using this method, you must then click 2b) New Item to initialize the form.

Detailed instructions for completing the form are available at:

<https://connect.ncdot.gov/site/preconstruction/Preconstruction%20Help/Preconstruction%20Site%20Requests.pdf>

The screenshot shows the Preconstruction Projects Home page. The left navigation pane includes sections like 'Home', 'My Precon', 'Tools', 'Special Studies', 'Resources', and 'Processing Requests'. The 'Processing Requests' section has a link for 'Site Requests'. The main content area has a 'Find a Site' section with a 'new item' button. A 'New Site Request' modal form is open, showing fields for TIP, WBS, and Optional Extension. A red arrow labeled '1' points to the 'New Site Request' button. A red arrow labeled '2a' points to the 'Site Requests' link. A red arrow labeled '2b' points to the 'new item' button.

You will receive an email containing the project site link once the request is processed. Please note that site creation can take up to 24 hours to complete. The ProjectWise work area will be created overnight and should be ready for use the following morning.

## Adding Structures

Once the project is created within the SharePoint Preconstruction site, navigate to the appropriate Division and open the project's page. Locate the Project Site section on the left navigation pane and use the Project Structures tool to add the necessary structures to your project.

The screenshot shows the Project Site section in the left navigation pane. A red box highlights the 'Project Info 15BPR.42', 'Project Structures', and 'ROW Parcel Status 15BPR.42' links. A red arrow points from the 'Project Structures' link to the 'Project Structures' link in the main content area.

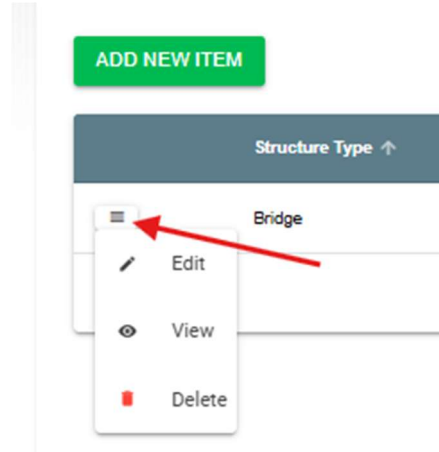
Click on the Add New Item button.

Enter the structure data.

Click Submit.

NOTE: Once the structure entry has been created, DO NOT edit the data from the Structures log page.

All edits must be done using the Edit option of the dropdown on the project's structure listings page.



Folders may be created in other disciplines, depending on the structure type. See below.

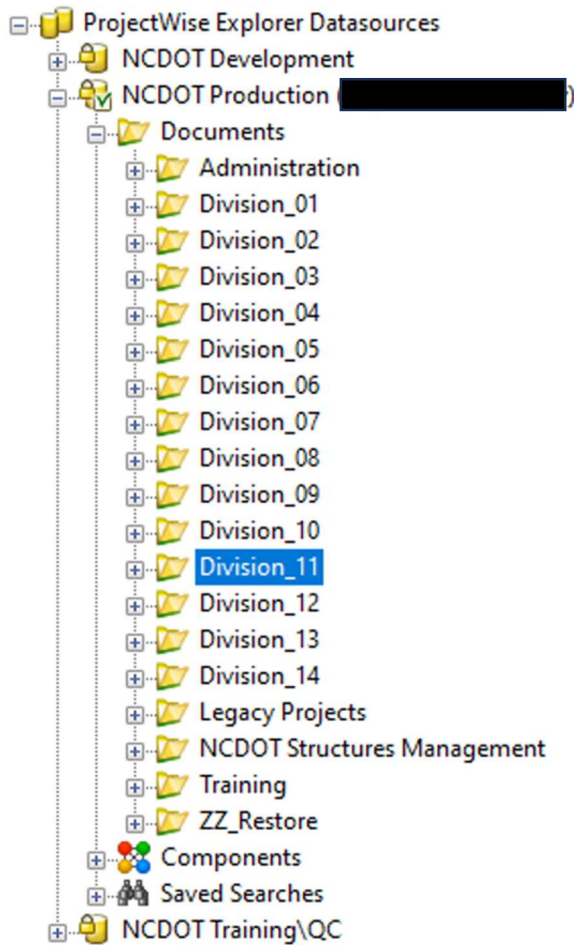
|                              |     | SMU | HYD | GEO | SGN | TSMO |
|------------------------------|-----|-----|-----|-----|-----|------|
| Bridge                       | BRG | X   | X   | X   |     |      |
| Culvert                      | CUL | X   | X   | X   |     |      |
| High Mast Lighting           | HML | X   | X   |     |     |      |
| Message Board                | MB  | X   |     |     |     | X    |
| Noise Wall                   | NW  | X   |     | X   |     |      |
| Other                        | OT  | X   | X   |     |     |      |
| Overhead Sign                | OS  | X   |     |     | X   |      |
| Penstock                     | PS  | X   |     |     |     |      |
| Retaining Wall               | RW  | X   |     | X   |     |      |
| Stormwater Control Measure   | SCM | X   | X   |     |     |      |
| Temporary Structure (Bridge) | TB  | X   | X   |     |     |      |

## ProjectWise Explorer

To access the work area in ProjectWise Explorer, open “ProjectWise Explorer” on your PC.



On the lefthand side of ProjectWise Explorer, open “NCDOT Production” by clicking on the “plus” to expand the folder.



## Troubleshooting

Following are common issues that occur.

### No Work Area Folder

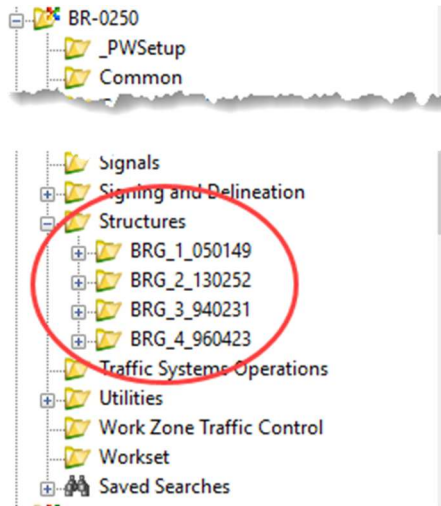
If a work area folder is missing from the designated Division directory, it is likely due to one of the following scenarios:

- Legacy System Migration: The project was created while Project Store was the primary file system.  
Solution: Email PW Support ([dot.pwsupport@ncdot.gov](mailto:dot.pwsupport@ncdot.gov)) to request a ProjectWise Site.
- Missing SharePoint Site: A SharePoint Site was never initiated.  
Solution: Refer to SharePoint Project Creation portion of this document for instructions.
- Omitted ProjectWise Request: The ProjectWise Site creation option was not selected during the initial SharePoint request.  
Solution: Contact PW Support to request a site retrospectively.

Structure Folder is missing in the Structures subfolder of the work area.

A missing structure folder in a work area indicates that the request for those folders has not been

submitted. The Structures folder should have a subfolder for each structure added to the project. See below:



Solution: Refer to the Adding Structures portion of this document for instructions.

Other questions/issues:

For any additional questions or technical issues, please contact the support team at [dot.pwsupport@ncdot.gov](mailto:dot.pwsupport@ncdot.gov).