



ATLAS Workbench



ATLAS Workbench is a project-specific tool, accessed through a project's Connect site, where project teams upload final deliverables and answer qualitative questions as the information becomes available. It aligns with the PDN so project documents and status are consistent, correct and available to the entire project team.

Why Important

- Gives the project team a **one-stop shop** for project data and documents; deliverables are easy to find instead of staff being unable to locate documentation.
- Location, file name and tags are **set automatically** when a deliverable is uploaded, and the latest version is always accessible through Workbench.
- Supports **data governance**: reporting on data in a standard format, real-time project status updates, and automated tagging of deliverables.
- Feeds current data into dashboards and reports for specific projects, and enables **cross-project evaluation** and status reporting at a programmatic level.
- Aligns with the **PDN** (Project Delivery Network), the project framework for Preconstruction tasks and deliverables.
- Strong adoption: 2,000+ registered users, 17,000+ Workbench uploads, 26,000+ ATLAS Screening Reports generated, and 1.7 million+ layers screened against.

Key Things to Know

1

Log In Through Connect

Workbench is project-specific. Open the project on Connect, click ATLAS Workbench, then go to "ATLAS Tools" or use the navigation pane. Use your NCID.

2

Align with the PDN

PDN activity codes are listed and searchable in Workbench. The ATLAS Team works with each discipline to decide which PDN deliverables are included.

3

Upload Final Deliverables

Upload finals as they are completed. Files are stored on Connect and available from both Connect and ATLAS with correct properties.

4

Answer Qualitative Questions

Answer as the information is available, e.g., is a workflow step required? Has a document been uploaded to ProjectWise?

5

Use Content Search

Find key items fast. Results show the Discipline, Section, Text and Name of the document or document set.

6

Follow ATLAS Standards

The Standards Dashboard on the ATLAS Resources page gives naming convention, file type, required / not required, and more.

Key Things to Consider

Navigating Workbench

- Is the project opened from its **Connect site**?
- Are final deliverables uploaded **as they are completed**?
- Are qualitative questions answered **as the information is available**?
- Do you know where the **PDN activity code** or deliverable lives? Use Content Search before asking around.
- Does the file follow the **naming convention** and file-type standard on the ATLAS Standards Dashboard?



Are you using Workbench as you go, so the whole team has what they need?

Workbench Components

1 Header	Links to other ATLAS tools and additional resources.
2 Basic Project Info	Opens on the right when Workbench first loads; also the top tab on the left.
3 Left Side Bar	Information is stored by discipline . Includes buttons for Content Search , Check Status and Generate Reports .
4 Save & Tools	At the bottom of each data entry area: view a PDF of that page and access other tools.

Tabs, Search and Uploads

- **Navigate the tabs:** select a discipline from the left side bar, then click the plus [+] button next to the group you want to open.
- **Content Search:** click the button on the left, enter key text in “Search Text.” Results list Discipline, Section, Text and Name.
- **Common file types:** Document Sets (any file type), PDF, DGN, XLSX and GIS shapefile.
- **Power BI:** the ATLAS Business Team reports on Workbench data, e.g., Hydraulics Unit Project Responses and Categorical Exclusions.

Best Practices & Common Pitfalls

Best Practices	Common Pitfalls
<p><u>Using Workbench:</u></p> <ul style="list-style-type: none"> ✓ Upload final deliverables as they are completed. ✓ Answer qualitative questions as information becomes available. ✓ Use Content Search to find items quickly. ✓ Follow the naming convention and file type on the Standards Dashboard. <p><u>Working with the PDN:</u></p> <ul style="list-style-type: none"> ✓ Use the ATLAS Standards dashboard to determine the location of your deliverable in the ATLAS Workbench and the associated activity and PDN code. ✓ Work with the ATLAS Team to determine which PDN deliverables are included. 	<p><u>Using Workbench:</u></p> <ul style="list-style-type: none"> ✗ Waiting until the end to upload, so the team cannot find current documentation. ✗ Leaving qualitative questions unanswered. ✗ Uploading files that do not follow ATLAS standards. ✗ Keeping deliverables outside Workbench, where tags and properties are not set. <p><u>Working with the PDN:</u></p> <ul style="list-style-type: none"> ✗ Updating the PDN for your business unit and not alerting the ATLAS team.

Resources

[NCDOT ATLAS Resources site](#): ATLAS Updates, Training Site modules, Standards Dashboard.

ATLAS@NCDOT.gov: If you have any problems email the ATLAS team your NCID.

[02-23-2026 PS&E Implementation Memo](#): Chief's Office Memo for PS&E Implementation

Definitions

ATLAS	<i>Advancing Transportation through Linkages, Automation, and Screening. Project ATLAS began in 2018 to streamline project development using GIS tools, applications and data: regional evaluation using GIS, early screening, informing scope, schedule and budget, automated reporting, and one-stop-shop project data.</i>
ATLAS Workbench	<i>Project-specific tool, opened from a project's Connect site, where final deliverables are uploaded and qualitative questions are answered. Organized by discipline and aligned with the PDN.</i>
PDN	<i>Project Delivery Network. The project framework for Preconstruction project tasks and deliverables. PDN activity codes are listed and searchable in Workbench.</i>
Connect	<i>NCDOT's project site where uploaded Workbench files are stored. Files are accessible from both Connect and ATLAS, with consistent and correct properties.</i>
NCID	<i>The login credential used to access Workbench from Connect.</i>
Discipline Tab	<i>Section of the left side bar where information is stored by discipline. Select the plus [+] button next to a group to open it.</i>
Content Search	<i>Workbench button that searches all Workbench content for entered text. Results show Discipline, Section, Text and Name.</i>
Qualitative Questions	<i>Workbench controls answered as the information is available, such as whether a workflow step is required or whether a document has been uploaded to ProjectWise.</i>
Document Set	<i>Upload control that allows for any file type.</i>
ATLAS Screening Report	<i>Automated report generated by screening a project against GIS data layers.</i>
ATLAS Standards Dashboard	<i>Dashboard on the ATLAS Resources page listing, for each deliverable: naming convention, file type, required / not required, copy to External Collaboration, and saved to secured folder.</i>
Data Governance	<i>Standards for how ATLAS deliverables are named, stored and reported so data is more widely available and accurate.</i>
Power BI Dashboards	<i>Dashboards the ATLAS Business Team uses to visualize and report on ATLAS data, such as Hydraulics Unit Project Responses and Categorical Exclusions.</i>