



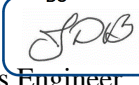
STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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September 28, 2018

To: All L&S Staff and L&S LSA PEFs

From: J. Dale Burton, PE, PLS 
State Location & Surveys ^{DS} Engineer

Subject: **Proc 2018-4 – L&S Implementation of SharePoint Site Guidelines**
Follow-up to Chief Tim Little's Memo dated December 8, 2017 "Use of the Preconstruction SharePoint Application"

The purpose of this memo is to ensure compliance with the directives set forth in Chief Engineer Tim Little's memo dated December 8, 2017. ([See "Use of the Preconstruction SharePoint Application from Tim Little.pdf"](#)). Since that time and as directed in Chief Little's memo, the L&S Unit has been working to define the details and compile standard guidelines and procedures in the use of the [NCDOT Preconstruction SharePoint Application](#) for the L&S Unit. The L&S Unit has prepared a ["NCDOT Location & Survey Unit SharePoint Guidelines Manual"](#). The manual can be found by clicking the previous link or visit the [L&S page on the Connect NCDOT](#) web page.

As a result of the Department's transition to use the Preconstruction SharePoint Application to store and transmit all files associated with Preconstruction projects, it became necessary to update the ["Location & Surveys File Naming Convention Sheet"](#). The new naming convention sheet can also be found in the Appendix of the ["NCDOT Location & Survey Unit SharePoint Guidelines Manual"](#). The File Naming Convention Sheet provides guidance and examples on how to properly name the various types of files created during the surveys in the project development process. The File Naming Convention Sheet also provides the SharePoint Topic in which the file should be placed as required in Chief Little's memo. Adherence to the File Naming Convention Sheet ensures that all three bulleted requirements in Chief Little's memo are met.

As of the date of this memo and forward, all preconstruction L&S projects should follow the guidelines and file naming conventions as described in both of these L&S standards. All L&S project data will be transmitted and stored on the SharePoint Preconstruction web page. This will ensure standardization of all survey and mapping products are delivered to the receiving customers in standard and compatible formats so that project delivery can be seamlessly delivered without the cumbersome need for looking for data in other locations, conversions of data types, or explanations of the types of data transmitted.

As with all changes and transitions, if a project is in mid-development, the Project Manager in conjunction with the L&S Regional Project Development Engineer should consult with each other and make a decision to either migrate older L&S data from the Project Store site to the SharePoint

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site. This decision should focus on the fact that the project is too far along in development to disrupt the current process without holding the project up or causing confusion.

With the majority of project development occurring in the Divisions, a data transmittal process change needs to occur within the Location & Surveys Unit in order to accommodate the project development process more efficiently. Therefore, L&S field offices should transmit all of the L&S project data directly to the receiving customer in the Divisions via utilizing the L&S Transmittal database. L&S is in the process of making the necessary IT privilege requirements for each L&S office to have the required permissions. There will be no need to transfer any data to the L&S Central office staff from this point forward. Each transmittal will be sent to the appropriate Project Manager and all files stored on the NCDOT Preconstruction SharePoint site.

Thanks for everyone's patience while we work our way through this transition and while we anxiously await the impending implementation of Project Wise. If you have any further questions concerning the guidelines or processes, please contact either Joel Gullledge, Emory Kincaid, or Ken Hudson with the L&S Unit.

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