



Location and Design Division / Bridge Division
Electronic Plan Submission Process

Date: 3/1/21

PRELIMINARY FIELD INSPECTION

Tier 1 and Tier 2

The following is the Project Manager's responsibility:

- To fill in the ProjectWise database fields correctly to ensure that the “pdf” files are submitted properly.
- To ensure that “pdf” files are created using Create Renditions in ProjectWise. [See Create Renditions Job Aid.](#)
- To ensure consultants PDF files, DGN files, and pertinent electronic files are current in ProjectWise.
- To ensure that all “dgn” files are archived in ProjectWise. [See Archiving Files Job Aid.](#)