

Digital Project Submittal Checklist

Project Number:

Submission Type (FDP, DCD, DCD2, Add. No., Change Order No.):

Make sure all tasks below were performed correctly in accordance with [Digital Project Development Manual](#)

Check		Task	Section in Manual for Instructions
Yes	NA		
		1. Are all the Contract Plans uploaded into the 100_Contract_Plans folder in Projectwise?	Section 3.2.2
		2. Are the plans attributed correctly in Projectwise as follows?	Section 3.2.4.1
		a. Discipline = CT	
		b. Main Category = CON	
		c. Sub Category = FDP, DCD, DCD2, ADP, ACD, DCO, FIO, STD where applicable	
		d. Label = FDP and DCD submittals shall match the subset number and subset title name that is on the project title sheet. Addendum submittals shall match FDP submittals with the addition of "_A#". Change Order Submittals shall match FDP submittals with the addition of "_C#".	
		e. Description field is filled in. This field should not be filled in with the file name; it should describe what the subset includes.	
		3. Are the plans native digital and not scanned?	Section 1.4
		4. Were the following steps completed using a PDF Software on the discipline subsets?	
		a. Sheet Numbers applied correctly	Section 1.6.2
		b. Page Labels applied correctly	Section 1.7
		c. Watermark applied correctly	Section 2.4
		d. Digital Signatures applied correctly	Section 2.6
		5. Were the Standard Subsets prepared correctly as follows?	Section 1.4 step 6, see "Assembling" Workflow
		a. Include latest from Website	
		b. Index sheets updated accordingly	
		c. Sheets that are not required were deleted	
		d. The index sheets are digitally signed	
		6. Are the required Contract specifications checked against the consultant's list uploaded into Projectwise Correctly?	Section 3.2.5
		7. Are the project specifications combined and attributed correctly into projectwise as follows?	
		a. Contained in a zipped folder (FSP and ASP specs.), PDF for CSP specs.	Section 3.2.6
		b. Discipline = CT	
		c. Main Category = CON	
		d. Sub Category = FSP, FSR, ASP, ASR, CSP	
		e. Label = in accordance with manual	
		f. Description field is filled in. This field should not be filled in with the file name; it should describe what the subset includes.	
		8. Are the required supplemental documents checked against the consultant's list uploaded and attributed correctly?	

I have checked that all the things above have been performed correctly.

Consultant Liaison Engineer

After signing submit this form into Projectwise in accordance with the supplemental documents section in the Digital Project Development Manual, see [section 3.2.6](#).