



## **New Project Request 1.0 Creation**

The New Project Request process is used to request a new project in Unifier. This flow will walk through all of the required fields for creating a New Project Request.

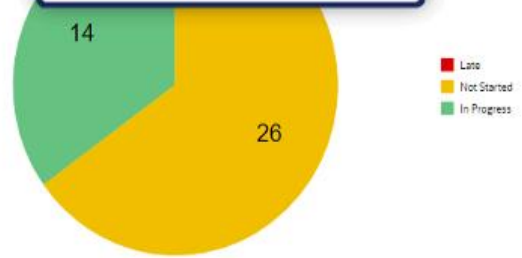
- Home
- Tasks
- Notifications
- Drafts
- Inbox
- Sent Items
- Master Log - Busines...

**Tasks** STEP 1/13 40 Active

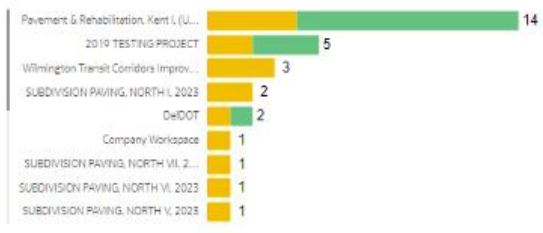
Click the + symbol to open the **Company Workspace** shell

*If the Company Workspace shell is already open, select the tab and click **Next***

**Next**



Task Distribution



**Notifications** 15 Total

**Mail** 0 Total

Workflow Business Processes

Business Process	Late	Not Started	In Progress
▾ Pavement & Rehabilitation, Kent I, (US 13-South DuPont Hwy- Harrington to Woodside),2021			
Inspector Daily Reports	0	2	7
Support Requests	0	0	1
Ticket Packages	0	2	2
▾ 2019 TESTING PROJECT			
ADA Guidance Request	0	0	3
Project Diary	0	1	0
Source Document	0	1	0
▾ SUBDIVISION PAVING, NORTH III, 2023			
Project Letting	0	1	0
▾ SUBDIVISION PAVING, NORTH II, 2023			
Project Letting	0	1	0
▾ Open End Pedestrian Access Routes and Sidewalk Improvements, NCC FY23-FY26			
Project Letting	0	1	0
▾ Open End, CTF Projects, South, FY23-FY25			
Project Letting	0	1	0
▾ Conversion Roads, South, FY23			
Project Letting	0	1	0
▾ Open End, CTF Projects, Central, FY 23-26			
Project Letting	0	1	0
▾ Coastal Highway Intersection Improvements			
Project Letting	0	1	0
▾ Robscott Manor Park Stream Restoration			
Contracts - Summary	0	1	0
▾ Billys 2020 Test Project			
Contracts - Summary	0	1	0

> Non - Workflow Business Processes

🔍 Search by Name or Number...

**Recent Locations**      **Bookmarks**      **Key Locations**

- T202106201
  - T202380206
  - T201707108
  - T202204302
  - T202380208
  - T202307801
  - DelDOT
  - T202306501
  - T201651201
  -
- No items to display.
- Company Workspace  
DelDOT



Notifications

15  
Total



Mail

0  
Total

Workflow Business Processes

Business Process	Late	Not Started	In Progress
<ul style="list-style-type: none"> <li>Pavement &amp; Rehabilitation, Kent I, (US 13-South DuPont Hwy- Harrington to Woodside),2021               <ul style="list-style-type: none"> <li>Inspector Daily Reports: 0 Late, 2 Not Started, 7 In Progress</li> <li>Support Requests: 0 Late, 0 Not Started, 1 In Progress</li> <li>Ticket Packages: 0 Late, 2 Not Started, 2 In Progress</li> </ul> </li> <li>2019 TESTING PROJECT               <ul style="list-style-type: none"> <li>ADA Guidance Request: 0 Late, 0 Not Started, 3 In Progress</li> <li>Project Diary: 0 Late, 1 Not Started, 0 In Progress</li> <li>Source Document: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>SUBDIVISION PAVING, NORTH III, 2023               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>SUBDIVISION PAVING, NORTH II, 2023               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Open End Pedestrian Access Routes and Sidewalk Improvements, NCC FY23-FY26               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Open End, CTF Projects, South, FY23-FY25               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Conversion Roads, South, FY23               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Open End, CTF Projects, Central, FY 23-26               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Coastal Highway Intersection Improvements               <ul style="list-style-type: none"> <li>Project Letting: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Robscott Manor Park Stream Restoration               <ul style="list-style-type: none"> <li>Contracts - Summary: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> <li>Billys 2020 Test Project               <ul style="list-style-type: none"> <li>Contracts - Summary: 0 Late, 1 Not Started, 0 In Progress</li> </ul> </li> </ul>			

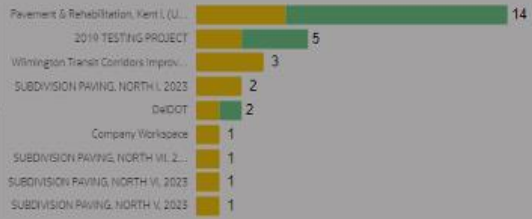
STEP 2/13

Select **Company Workspace** from Key Locations

Click **Next** to proceed

**Next**

Task Distribution



- Delaware Depart...
- Collaboration >
- General
- Cost Manager >
- Document Manager >
- Reports >
- Company Logs >

Company Workspace  
General Summary

### Delaware Department of Transportation

STEP 3/13

Click on the **Company Logs** drop down

Click **Next** if the dropdown is already expanded

Back Next

[https://www.youtube.com/playlist?list=PLZmWsoNR9WQJ\\_UvaeKmpYseK10IMMQe](https://www.youtube.com/playlist?list=PLZmWsoNR9WQJ_UvaeKmpYseK10IMMQe)

#### Locations

800 S Bay Rd  
Dover DE  
US 19901



Tasks

1 Active



Notifications

0 Total

#### Workflow Business Processes

Business Process	Late	Not Started	In Progress
New Project Request	0	1	0

#### Non - Workflow Business Processes

Business Process	Total
ADA Requestor	4
ADA Technical Document	12
BMP Description List	50
Change Order Reason Codes	12
Contractor's Evaluation Log	215
Environment Permit List	30
Master List - CTP Classification	33
Master List - CTP Family	112
Master List - FHWA Improvement Type	68
Master List - Pay Items	10,650
<b>NEPA Types</b>	<b>40</b>

Delaware Department of Transportation

New Project Request 1.0 Creation

- Delaware Depart...
- Collaboration
- General
- Cost Manager
- Document Manager
- Reports
- Company Logs
- ADA Requestor
- ADA Technical Do...
- BMP Description ...
- Change Order Re...
- Contractor's Eval...
- Environment Per...
- Master List - CTP ...
- Master List - CTP ...
- Master List - FHW...
- Master List - Pay I...
- New Project Requ...
- NEPA Types
- Stormwater BMP ...
- SWM Watersheds ...
- Unifier Change Re...
- Vendors
- Project Request

Company Workspace

General Summary

### Delaware Department of Transportation

#### Description

#### Administrator

Company Administrator

#### Homepage url

#### Help url

https://www.youtube.com/playlist?list=PLZrnWsoNR9WQJ\_UvaeKmpysek10IWMQe

#### Locations

800 S Bay Rd  
Dover DE  
US 19901

STEP 4/13

**Click New Project Request**

*Click **Next** to proceed*

Back Next

**Tasks** 1 Active **Notifications** 0 Total

#### Workflow Business Processes

Business Process	Late	Not Started	In Progress
New Project Request	0	1	0

#### Non - Workflow Business Processes

Business Process	Total
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ADA Technical Document	12
BMP Description List	50
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Delaware Department of Transportation

New Project Request 1.0 Creation

- Delaware Depart...
- Collaboration
- General
- Cost Manager
- Document Manager
- Report
- Comp
- ADA
- ADA Technical Do...
- BMP Description ...
- Change Order Re...
- Contractor's Eval...
- Environment Per...
- Master List - CTP ...
- Master List - CTP ...
- Master List - FHW...
- Master List - Pay I...
- New Project Requ...**
- NEPA Types
- Stormwater BMP ...
- SWM Watersheds ...
- Unifier Change Re...
- Vendors
- Project Request

# New Project Request

**+ Create** Actions View: All Records

STEP 5/13

**Click Create**

Back

Record No.	Project Name	Status
	FTA Number test	In_Review
	Commons Boulevard Pathway - Phase 2	In_Review
	Open End, Sinkhole Repair, Central District, FY 23-26	Approved
	SR8 & Chestnut Grove - Nault Rd. Intersection Improvements	Approved
	FY2024 Strategic Highway Safety Plan	Approved
	TIS Services FY23-FY26	Approved
	2020 Hazard Elimination Program - Traffic Control Device Improvements	Approved
	State Owned Rail Capital Improvements FY24-FY26	Approved
	FY2024 Highway-Rail Grade Crossing Safety Program	Approved
	FY2024 Highway Safety Improvement Program (Other)	Approved
	FY2024 Highway Safety Improvement Program (PE)	Approved
	FY24 Transportation Management Improvements Statewide Projects	Approved
	FY24 ITMS Projects Statewide	Approved
	FY24 Transportation Management Improvements State-Wide Support	Approved
	Mill Creek Road Railroad Crossing Safety Improvements	Approved
	Dover-Kent MPO UPWP FY24	Approved
	WILMAPCO UPWP FY2024	Approved
	Centerville Road Roadside Improvements	Approved
	Federal Education & Training Program FY 2024	Approved
	East Robbins Road Railroad Crossing Safety Improvements	Approved
	LED Signal Upgrades on Delmarva Secondary Branch of DCR	Approved
	Pedestrian Issue (RPI) and Safe Routes to School (SRTS) Improvements	Approved
	FY 2024 LTAP-T2	Approved
	Development Coordination Program	Approved
	DMV Modernization Program	Approved
	Salisbury-Wicomico-Sussex UPWP FY 2024	Approved

Total: 140

# Create New New Project Request

Send Save 

## New Project Request

### General

Project Name \*

Required

Project ID

County \*

Division \*

Required

Pipeline Project? \*

Child Project? \* 

 Yes  No

STEP 6/13

Type in the **Project Name**

Click **Next** to Proceed

[Back](#) [Next](#)

Creation Date

Status


Fiscal Year Counter

PSS? \*

 Yes  No

Parent Project

### Project Users

Design Rep 1 Ref \* 

Required

Design Rep 2 Ref 

Pipeline Initiator Ref

Design Rep 1

Design Rep 2

Pipeline Initiator

Attachments Comments Linked Records



Information  
No Attachments.

### Administrator Comments

# Create New New Project Request

Send Save 

## New Project Request

### General

Project Name \*

Required

Project ID

County \*

Division \*

Required

Pipeline Project? \*

Child Project? \* 

Yes  No

Record No.

Creator 

Creation Date

Status

Select the **County**

[Back](#)

PSS? \*

Yes  No

Parent Project

### Project Users

Design Rep 1 Ref \* 

Required

Design Rep 2 Ref 

Pipeline Initiator Ref

Design Rep 1

Design Rep 2

Pipeline Initiator

### Administrator Comments

Attachments Comments Linked Records 



Information  
No Attachments.



# Create New New Project Request

Send Save 

## New Project Request


### General

Project Name \*

Required

Project ID

County \*


Select 

Division \*

Select 

Required

Pipeline Project? \*

No 

Child Project? \* 

Yes  No

Record No.

Creator 

Rose Heinlein

Creation Date

Status

Fiscal Year Counter

Parent Project

Design Rep 1

Design Rep 2

Pipeline Initiator Ref

Pipeline Initiator

STEP 8/13 

Select the **Division**

[Back](#)

### Project Users

Design Rep 1 Ref \* 

Type a Name...  

Required

Design Rep 2 Ref 

Type a Name...  

Pipeline Initiator Ref

### Administrator Comments

### Attachments

### Comments

### Linked Records



Information  
No Attachments.

# Create New New Project Request

Send Save 

## New Project Request

### General

Project Name \*

Required

Project ID

County \*

Division \*

Required

Pipeline Project? \*

Child Project? \* ?

Yes  No

Record No.

Creator ?

Creation Date

Status

Fiscal Year Counter

STEP 9/13

Select whether or not this is a **Pipeline Project**

**Note:** If 'Yes' is selected, the Pipeline Initiator will be required in the Project Users block

Click **Next** to Proceed

[Back](#) [Next](#)

### Project Users

Design Rep 1 Ref \* ?

Required

Design Rep 2 Ref ?

Pipeline Initiator Ref

Design Rep 1

Design Rep 2

Pipeline Initiator

### Attachments

### Comments

### Linked Records



Information  
No Attachments.

# Create New New Project Request

Send Save 

## New Project Request

### General

Project Name \*


Required

Project ID

County \*

Select 

Division \*

Select 

Required

Pipeline Project? \*

No 

Child Project? \* 

Yes  No



### Project Users

Design Rep 1 Ref \* 

Type a Name...  

Required

Design Rep 2 Ref 

Type a Name...  

Pipeline Initiator Ref

Record No.

Creator 

Rose Heinlein

Creation Date

Status

Fiscal Year Counter

2023

PSS? \*

Yes  No

Parent Project

Design Rep 1

Design Rep 2

Pipeline Initiator Ref

### Attachments

### Comments

### Linked Records



Information  
No Attachments.

STEP 10/13 

Select whether or not this project is  
**PSS**

Click **Next** to Proceed

Back

Next

### Administrator Comments

# Create New New Project Request

Send Save 

## New Project Request

**Project ID**

**County \***

**Division \***

**Pipeline Project? \***

**Child Project? \* ?**  
 Yes  No

**Project Users**

**Design Rep 1 Ref \* ?**

**Design Rep 2 Ref ?**

**Pipeline Initiator Ref**

**Administrator Comments**  
**Comments**

**Creation**

**Creation Date**

**Status**

**Fiscal Year Counter**

**PSS? \***  
 Yes  No

**Design Rep 1**

**Design Rep 2**

**Pipeline Initiator**



STEP 11/13


Select if this is a **Child Project**

**Note:** If **Yes** is selected, the **Parent Project** field will be required

Click **Next** to Proceed

Attachments Comments Linked Records 




Information  
No Attachments.



# Create New New Project Request


Send Save 

## New Project Request

<input type="text"/>	<input type="text" value="Rose Heinlein"/>
County * <input type="text" value="Select"/>	Creation Date <input type="text"/>
Division * <input type="text" value="Select"/>	Status <input type="text"/>
Pipeline Project? * <input type="text" value="No"/>	Fiscal Year Counter <input type="text" value="2023"/>
Child Project? *  <input type="radio"/> Yes <input checked="" type="radio"/> No	PSS? * <input type="radio"/> Yes <input checked="" type="radio"/> No
	Parent Project <input type="text"/>

Attachments Comments Linked Records 



Information  
No Attachments.

### Project Users

Design Rep 1 Ref *  <input type="text" value="Type a Name..."/>	<input type="text"/>
Design Rep 2 Ref  <input type="text" value="Type a Name..."/>	<input type="text"/>
Pipeline Initiator Ref <input type="text"/>	Pipeline Initiator <input type="text"/>

STEP 12/13 

Select the **Project Users** from the required fields.

**Note:** If this is a Pipeline Project, the Pipeline Initiator will be required.

If this is not a Pipeline Project, the Design Rep 1&2 will be required

*Click **Next** to Proceed*

[Back](#) [Next](#)

### Administrator Comments

Comments

# Create New New Project Request

## New Project Request

### General

Project Name \*

Required

Project ID

County \*

Division \*

Required

Pipeline Project? \*

Child Project? \* ?

 Yes  No

Record No.

Creator ?

Creation Date

Status

Fiscal Year Counter

PSS? \*

 Yes  No

Parent Project

### Project Users

Design Rep 1 Ref \* ?

Required

Design Rep 2 Ref ?

Pipeline Initiator Ref

Design Rep 1

Design Rep 2

Pipeline Initiator

### Administrator Comments

STEP 13/13

Click **Send**

Send Save



Attachments

Comments

Like

Back



Information  
No Attachments.

# Create New New Project Request

Send Save 

## New Project Request


### General

Project Name \*


Required

Project ID

County \*


Select 


Division \*

Select 

Required


Pipeline Project? \*



No 

Child Project? \* 


Yes  No



### Project Users

Design Rep 1 Ref \* 

Type a Name...  

Required

Design Rep 2 Ref 

Type a Name...  

Pipeline Initiator Ref

Record No.

Creator 

Rose Heinlein

Creation Date

Status

Fiscal Year Counter

2023

PSS? \*

Yes  No

Parent Project

Design Rep 1

Design Rep 2

Pipeline Initiator

### Attachments

### Comments

### Linked Records



Information  
No Attachments.

Engineering Support will review the submitted NPR and will approve the record, creating the project in Unifier.