

PLANA – Planning and Needs Assessment tool

The PLANA is an online project initiation application that provides a platform for NDOT districts, counties, metropolitan planning organizations and other responsible organizations to initiate projects. The PLANA is meant to inform the NDOT planning division of a need for a project. The creation of a PLANA does not guarantee the completion or funding of a project or need, it will however help the NDOT planning division prioritize and identify needs.

To access the PLANA and initiate a project please [click here](#) . To gain access select the “*New to ESTIP*” Link. This will send a notification to the NDOT planning division. The Planning Division will provide access to the PLANA module, and will notify new users through an email. This can take up to a week.

To start a new PLANA, select “ADD NEW PLANA” from the ‘MY PLANA LIST’ page.

Once you have entered in a project title, a description of the scope and have completed the drop-down boxes within the 1st section of the PLANA form, select the ‘SAVE’ button at the bottom of the page. This will ensure your saved PLANA form is titled correctly.

Please Note: If the project is a TAP project please select the TAP option under the ‘IS THIS PART OF A CALL FOR PROJECTS’ drop down box.

Please note: The ‘CONTACT INFORMATION’ box is for the contact information of the party completing the PLANA. This will allow NDOT staff the ability to contact the agency submitting the PLANA if further clarification or information is required.

Only complete PLANA(s) can be processed. Please complete the entire form with as much detail as possible. Helpful links for required data are found by clicking the blue question mark next to applicable fillable fields.

Tabs will appear at the top of the page once the PLANA has been saved. The ‘MAP’ tab will allow the applicant to selection project locations on a map. The ‘DOCUMENTS’ tab will allow the applicant to upload of pertinent documents.

To use the map function, click the ‘MAP’ tab and zoom to the area of interest. Select blue roadway segments and blue nodes that are applicable to the PLANA project. New nodes can be added if needed. Selected roadway segments and intersections will turn red. Be sure to save the Map before leaving the Map tab.

To upload documents, such as itemized cost estimates, crash data reports, letters of support, photos, or other required documentation, select the ‘DOCUMENT’ tab and select the upload button. Complete all fields and select your document with the ‘Choose File’ button.

Once the PLANA is complete, and the applicant is ready to submit the form to NDOT select the “Submit to Planning” at the bottom of the “Plana Information’ tab. Once a PLANA has been submitted to planning it cannot be changed or edited. NDOT planning staff will be in contact if there are any questions about the PLANA and periodical updates will be sent via email as the PLANA moves through the NDOT project initiation system.