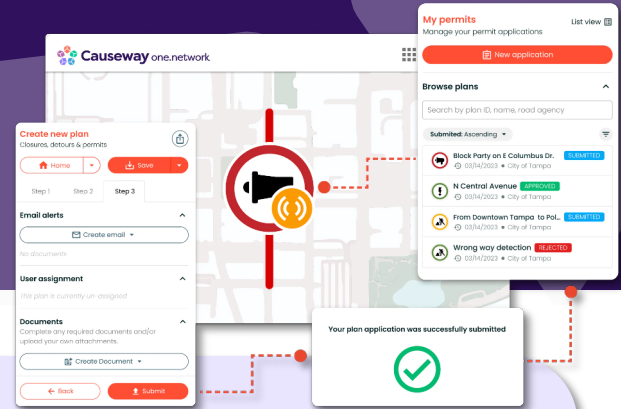


Quick Guide: Plan Share for Submitters



What is Plan Share?

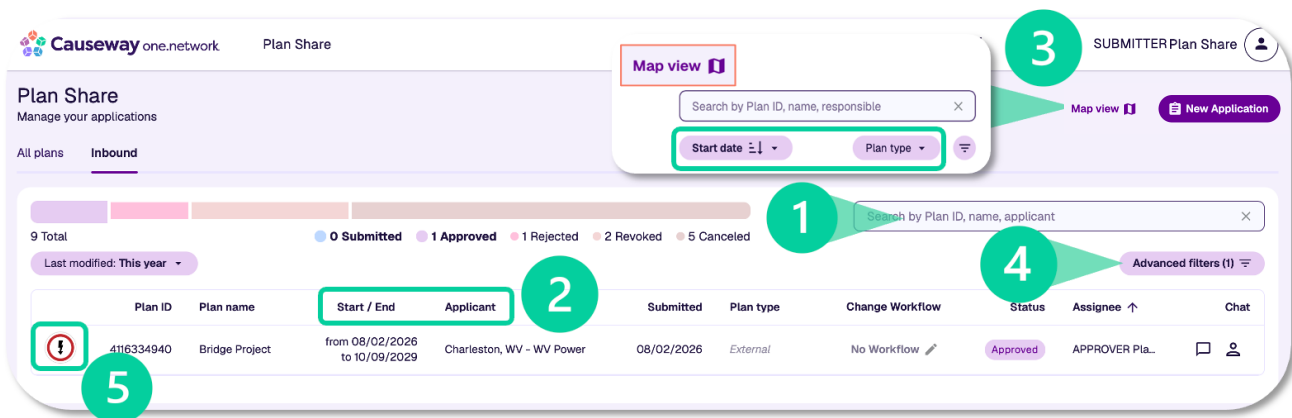
Plan Share is a digital, geospatial planning and approval tool that enables submitting organizations, such as contractors and utility companies, to plot planned road events and traffic management plans—including lane closures, schedules, and detours—and submit them to approving organizations, typically road agencies or their representatives, for review and approval. The platform supports a fully digital workflow with audit trails for changes and built-in messaging between users, and can integrate with existing permitting, closure notification, and approval processes. By providing a shared environment for submitters and approvers to plan, review, and coordinate temporary road events, Plan Share helps organizations work more cohesively and make more efficient use of available road space.

How to Access Plan Share

- If not directly taken to the **Plan Share Module**, click on the  icon in the top right-hand corner.
- Select **Plan Share** from the drop-down menu.
- The **Plan Share Dashboard** will load. To switch between the two views, click the **List view** or **Map view** button.

How to Navigate the Plan Share Dashboard

1. Use the **Search Box** to help find a specific plan in both **List** and **Map** View
2. In **List View**, click column headers to sort by column.
3. In **Map View**, use the sorting drop down to choose how to sort plans.
4. **Advanced Filters** will narrow down displayed plans. Any filters set are saved and applied to both the **List** and **Map** View.
5. **Click on a plan** to bring up the information and it will switch to **Map view** to see the geographic plan information. Click **Home** to return to List View.



Plan Share
Manage your applications

All plans **Inbound**

9 Total
0 Submitted 1 Approved 1 Rejected 2 Revoked 5 Canceled
Last modified: This year

Search by Plan ID, name, responsible

Start date Plan type

Search by Plan ID, name, applicant

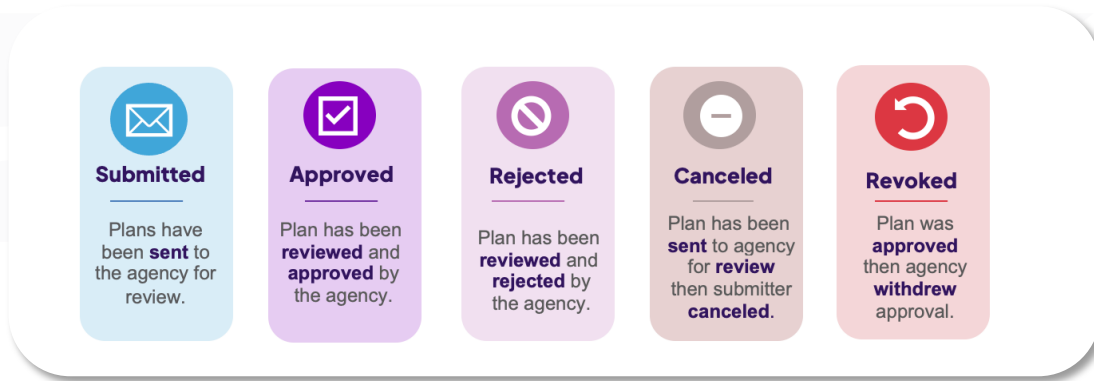
Advanced filters (1)

Plan ID	Plan name	Start / End	Applicant	Submitted	Plan type	Change Workflow	Status	Assignee	Chat
4116334940	Bridge Project	from 08/02/2026 to 10/09/2029	Charleston, WV - WV Power	08/02/2026	External	No Workflow	Approved	APPROVER Pla...	

Quick Guide: Plan Share for Submitters

Plan Statuses

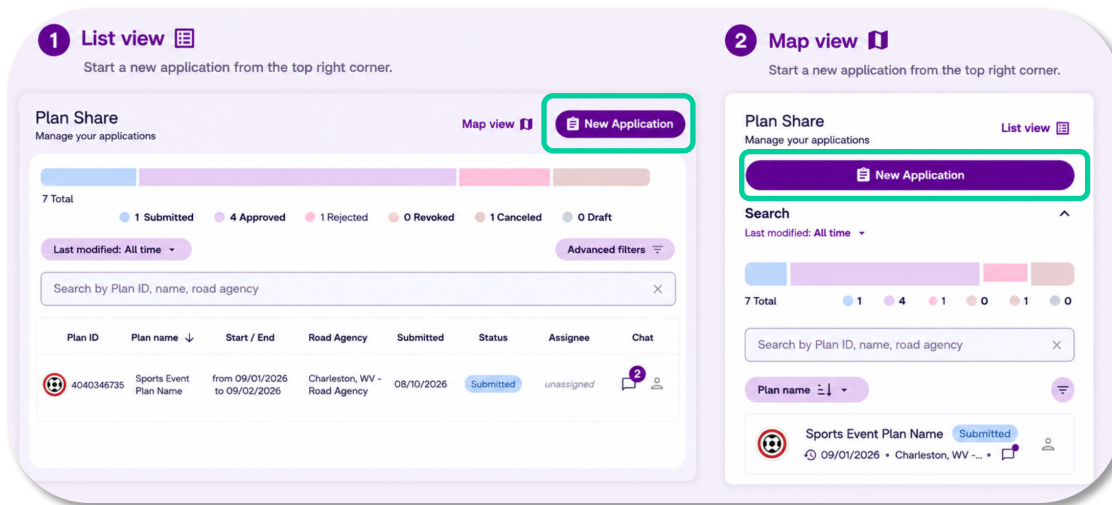
A plan can have the following statuses, depending on where it is in the Plan Share process.



Submitting a Plan Share Application

To create a new plan to be submitted to a road agency, click the “New application” button.

***NOTE: Some road agencies have specific rules for how plans should be created and submitted. In those cases, please follow any guidance provided by the road agency.**



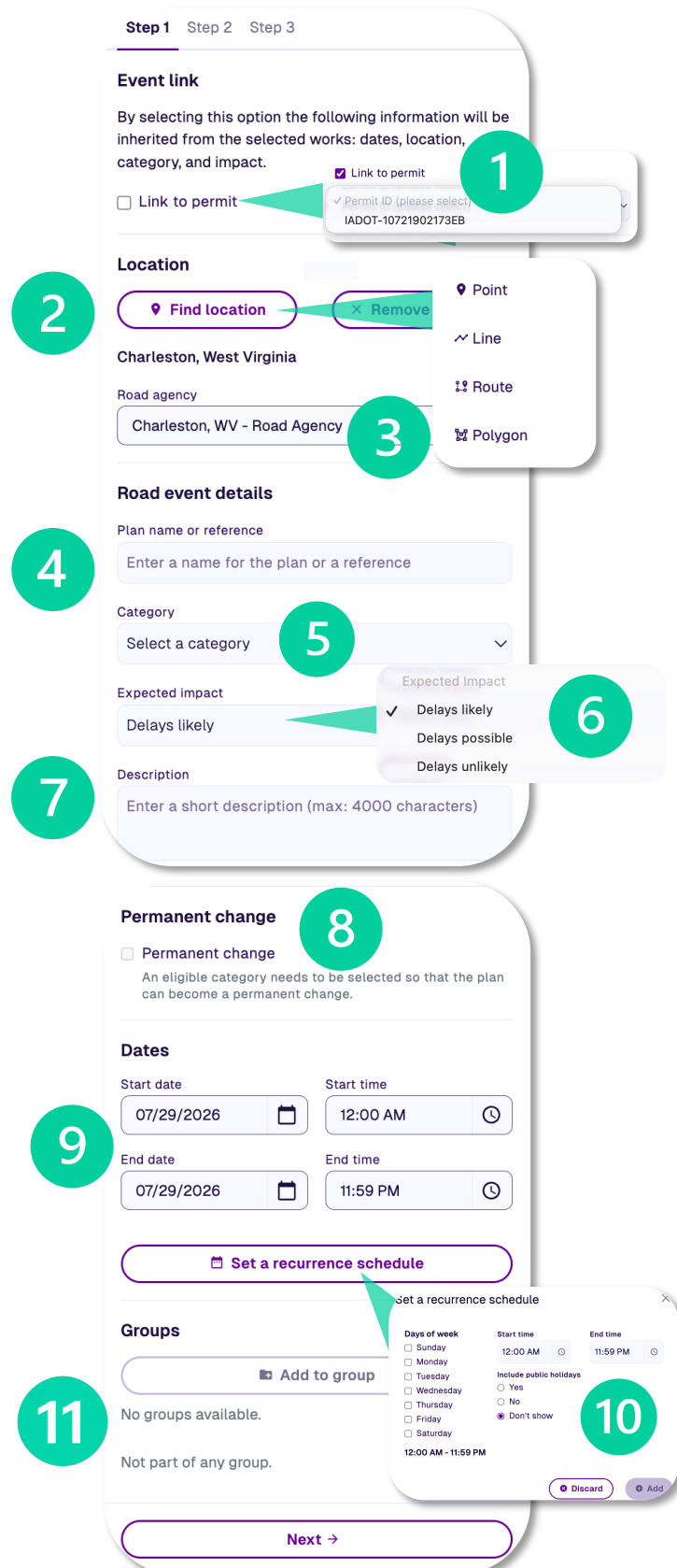
Entering a Road Event

In the first step of Plan Share, plotting and categorizing the overarching road event will take place. Users can either generate a new event, or link to an event that Causeway one.network has already pulled from a road agency system.

Quick Guide: Plan Share for Submitters

Step One

1. **The Event Link section** allows linking a plan to a Permit when **synced to a permitting system**:
 - Select the check box from drop-down box of all permits in view on the map.
 - Select the correct permit reference associated with the plan.
 - Existing information will auto-populate.
- If NOT synced: Skip the Event Link Section.
2. **Select Plot Location.** Plot the location in the middle of where the event will take place.
3. **Select the Road Agency.** Only relevant road agencies will populate but this should still be verified and changed if necessary.
4. **Enter the Plan name or reference** and follow any naming guidance provided.
5. **Select the Category** to describe the overarching activity of the event.
6. Select **Expected Impact** from the drop-down.
7. **Enter the Description** of the plan and describe the type of activity and information the public needs to know. Keep short and to the point.
8. **Permanent Change:** Select if the work will be a lasting change to the road network, such as a new road or a permanently closed road.
9. Select the **start date/end date** and the **start time/end time** for the event.
10. **Add a Recurrence Pattern** if the dates and times of all parts of this plan are only in force at certain times.
 - **Add** more than one recurrence pattern if necessary.
11. **Add plan to a Group** to keep track of certain categories of works in one place, then click **Next** to go to Step Two **to enter road and lane closures**.



Step 1 Step 2 Step 3

Event link

By selecting this option the following information will be inherited from the selected works: dates, location, category, and impact.

☒ Link to permit **1**

☐ Link to permit

Permit ID (please select)
IADOT-10721902173EB

Location

2 **Find location** **Remove**

Point
Line
Route
Polygon

Charleston, West Virginia

Road agency

Charleston, WV - Road Agency **3**

Road event details

Plan name or reference

Enter a name for the plan or a reference **4**

Category

Select a category **5**

Expected impact

Delays likely **6**

Expected Impact
✓ Delays likely
Delays possible
Delays unlikely

Description

Enter a short description (max: 4000 characters) **7**

Permanent change **8**

☐ Permanent change

An eligible category needs to be selected so that the plan can become a permanent change.

Dates

Start date

07/29/2026 **9**

Start time

12:00 AM

End date

07/29/2026

End time

11:59 PM

Set a recurrence schedule

Groups

11 **Add to group**

No groups available.

Not part of any group.

Set a recurrence schedule

Days of week

☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Start time

12:00 AM

End time

11:59 PM

Include public holidays

☐ Yes
☐ No
☒ Don't show

12:00 AM - 11:59 PM **10**

Next →

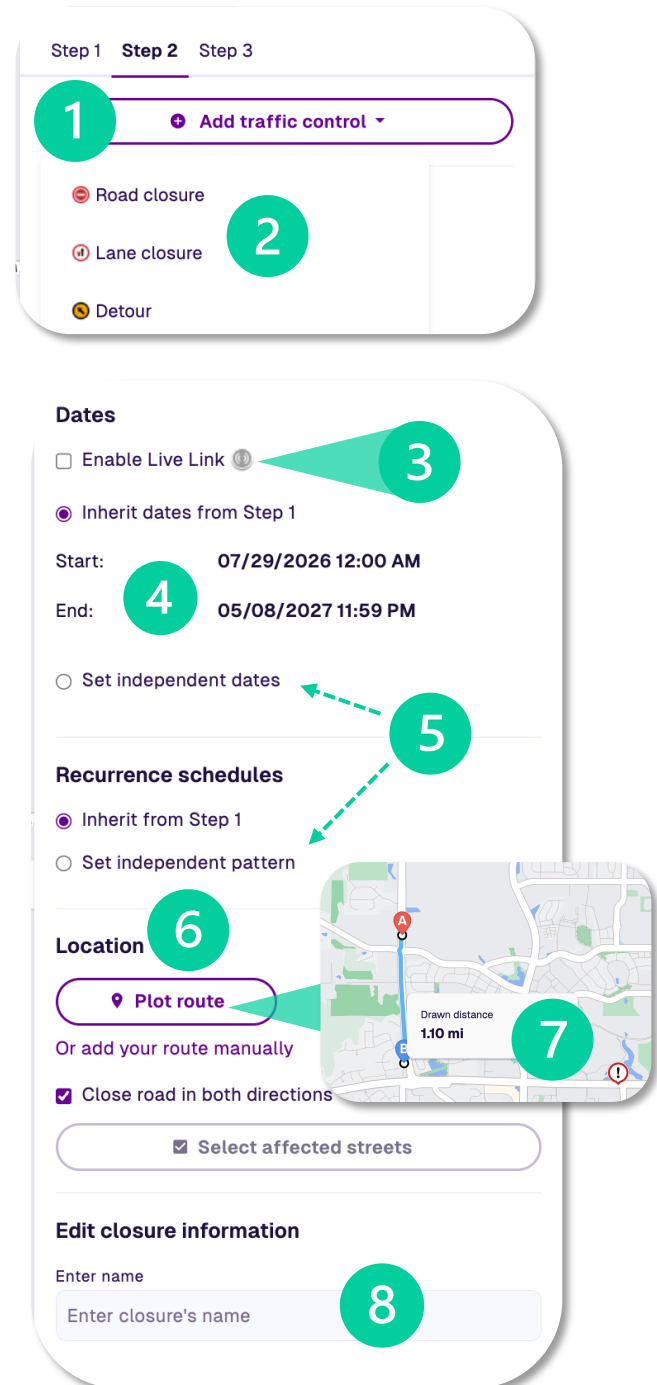
Quick Guide: Plan Share for Submitters

Adding Traffic Management Interventions

The **second step** focuses on enriching road event details with information about traffic restrictions. This is where users can add lane and road closure geometries, along with other types of traffic management.

Step Two

1. Click the **+ Add Traffic Control** button.
 - **Note:** To add more items, select '+ Add Traffic Control' and follow steps 1-8 again.
2. Select the relevant **Traffic Management Control** from 30 options.
 - **Add multiple interventions** to a plan if desired.
3. If using Live Link to manage lane and road closures, **check the Enable Live Link box**.
4. The dates field will automatically **inherit dates from Step 1** and the **Recurrence Pattern** if set.
5. Customize by selecting:
 - **Set independent date** and
 - **Set independent pattern**
6. Select **Plot route** to plot linear geometry strings (as opposed to points).
7. **Place marker** on the map at the start of the location:
 - **Repeat** for the end point
 - To **Edit** - hover mouse over link, click, hold, and drag until the line follows the desired route.
8. Enter the name of the **Traffic Management intervention**. This will automatically populate with a street name. Click **Add** to add the item to your plan.



Step 1 **Step 2** Step 3

1 **+ Add traffic control**

- Road closure
- Lane closure
- Detour

2

Dates

☐ Enable Live Link

☒ Inherit dates from Step 1

Start: 07/29/2026 12:00 AM

End: 05/08/2027 11:59 PM

☐ Set independent dates

Recurrence schedules

☒ Inherit from Step 1

☐ Set independent pattern

Location

Plot route

Or add your route manually

☒ Close road in both directions

☒ Select affected streets

Edit closure information

Enter name

Enter closure's name

Quick Guide: Plan Share for Submitters

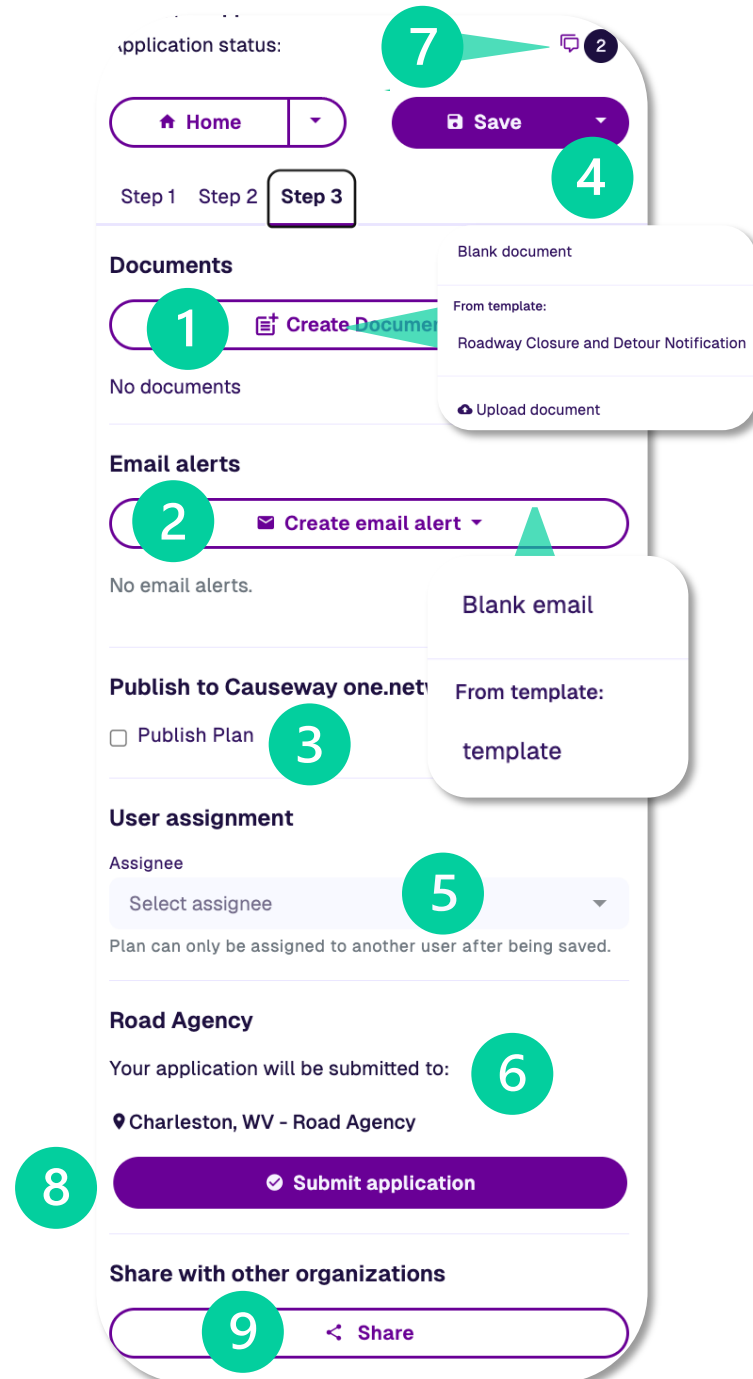
Submit Your Plan

The **third and final step** in the process is to submit the plan for review and approval and to ensure all required information has been completed accurately.

Step Three

1. **Documents (If required):** Populate documents relating to your created plan.
 - Create a blank document from scratch.
 - Use a template set up by agency.
 - Upload documents
2. **Email Alerts (If required):** Send emails with plan information to any other party who you would like to notify.
 - Create a blank email from scratch.
 - Use a template set up by agency.
 - Multiple emails can be created
3. **Publish Plan to One.network:** Select when you would like this plan to display on One.network or any other public channel.

Note: Unpublished plans will only be available to view in Traffic Management when logged into your account.
4. **Click Save** to save your plan.
5. **User Assignment (If required):** If this plan will be assigned, the contact information will populate here
6. **Verify road agency.** If this is incorrect, go back to Step 1, change the road agency, and click Save before returning to Step 3.
7. **Add comments** in the chat functionality to communicate back and forth with the approving road agency.
8. Click **Submit** and then **Confirm** for the plan to be received to wait for approval.
9. **Share With Other Organizations:** Securely share a traffic management plan with another organization that needs to be involved in the work.



The screenshot shows the 'Submit Your Plan' interface with the following elements and numbered callouts:

- 1:** 'Create Document' button in the Documents section.
- 2:** 'Create email alert' button in the Email alerts section.
- 3:** 'Publish Plan' checkbox in the Publish to Causeway one.network section.
- 4:** 'Save' button in the top right corner.
- 5:** 'Select assignee' dropdown menu in the User assignment section.
- 6:** 'Charleston, WV - Road Agency' selection in the Road Agency section.
- 7:** Chat icon in the top right corner.
- 8:** 'Submit application' button at the bottom.
- 9:** 'Share' button in the Share with other organizations section.