

Projects First-Round Winner
Innovations Challenge

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Prepared by Transportation Planning
Missouri Department of Transportation

Engineering Policy Revisions & Library



Description

A repository system was developed as a SharePoint library to house the new process. In order to improve documentation of each request and to allow measurement of performance, all submittals (aside from typographical and errata changes) are required to be submitted using a specific submittal form, and must include some basic information regarding the request. This information serves as the basis for evaluation and for categorization of the request into the three-tier approval process. The form, upon entry, automatically enters the request into the submission library and a workflow notifies EP staff. EP staff members evaluate requests, to classify the item based upon the three-tier approval process. Upon classification as a Level 1, a workflow emails the staff assigned to the impacted document (EPG, Std Spec, Std Plan, JSP, or other) that the revisions should be evaluated and a disposition made. Upon changing the status of a Level 1 item to approved or rejected, an email is sent to the submitter to notify them that a decision has been made and the request is now closed. Upon classification as a level 2 or 3 item, the status is changed and the item is assigned to a ballot to go through the formal ballot approval process. The information submitted in the original request is reviewed. The information is used to create the ballot information, which is populated within fields in the library and the specific ballot item is generated. Throughout the process of each item, the revision request library is updated to reflect changes, pending items, additional documentation and the disposition. This information then serves as a revision request archive, appropriately documenting the various activities involved throughout the review, determination and implementation process. The archive remains viewable and searchable by any interested employees.

Benefit

Improves performance and accountability while providing a tangible process which can be used to measure performance by: standardizing the submittal process, including information which must be submitted to better document decisions; developing a searchable, convenient library of previous and current revisions and their status/disposition; helps to communicate consistent and accurate information; and is the first step in automating the Engineering Policy Ballot.

Materials and Labor

None.

For More Information Contact:

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Additional photos can be seen by accessing the Innovations Challenge SharePoint page at: <http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>.