

Productivity First-Round Winner
Innovations Challenge

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Prepared by Transportation Planning
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Online E-11 Form



Description

The online E-11 form is the new and improved way of submitting incidents. The old way included filling out a piece of paper that had to make its way through many different hands to finally get to the Risk and Benefits Division, who at that point may have up to 4-5 unfinished documents for 1 incident. That entire process could take anywhere from 2 weeks to 8 months! With the online version it is not only user-friendly, but also cuts the completion time down to only 1 week. The E-11 form is in a secure location that only certain authorized personnel will be able to access rather than with the old way that sent many different emails before reaching the Risk and Benefits Division.

Benefit

The online E-11 form saves money by not duplicating multiple forms and keeps them in a secure location. Time is also saved by keeping everyone in the E-11 process informed of when the E-11 was created and where it is in the process. By having only 1 form to work on, instead of multiple forms that are scanned and sent to different email, the online E-11 form simplifies work.

Materials and Labor

There were no costs for materials and the total labor hours were 40 hours.

For More Information Contact

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