Innovations Showcase

Projects

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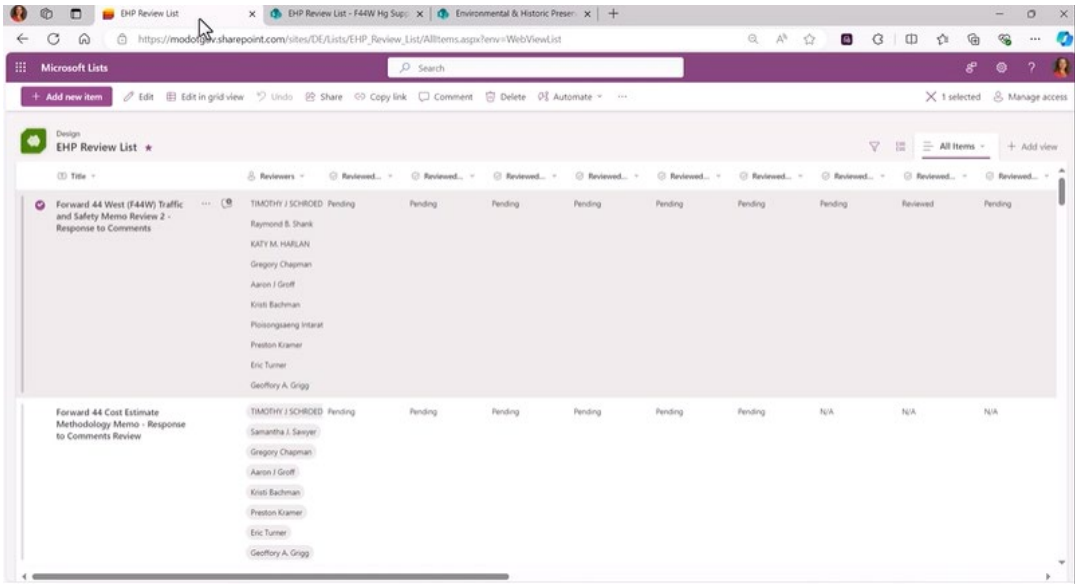
EHP Document Review List and Library



Description and Benefit

This innovation is a tool to assist the Environmental and Historic Preservation section, as well as other groups with managing document reviews. This list and library allows a project manager to link or attach a document and send out with a due date to a select team of staff to review. Previous methods included emailing the reviewers with a link and/or attachment to review with a due date in the email. The practitioner would then need to remind the reviewers when the due date came and compile comments from various documents or emails into one succinct file to submit back to the consultant. This tool includes providing an email with the expectation and due date, which means less emails to reviewers. A reminder email is also sent on the due date. The practitioner has less time invested looking for comments and emails from the team of reviewers as they previously trickled in over time. The tool provides a single place for tracking documents currently under review, or previously reviewed, for multiple projects at a time. This tool also has a place for comments so reviewers can add anything specific outside of the document, such as “finished reviewing” or general comments about the submittal that couldn’t be added to the document.

For More Information Contact

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