Productivity First-Round Winner

Innovations Challenge http://wwwi/intranet/cr/SolutionsAtWork/Innovations.htm

Paperless Bridge Memo

April 2015

Prepared by Transportation Planning Missouri Department of Transportation

BRIDGE MEMORANDUM 5 BY 150 JB emorandum Bridge No.1 Af rical) plus 16" Safety Barrier Curb Rie.: 5 over 1-70 ulab on backwall @ End Beats #1 1272 ar) = 2.24'. The Bridge I 04/07/1 10/2/2008 Christopher Kna 04/15/1 10/14/2008 Shawn Passish 04/15/1 10/14/2008

Description

A bridge memo is created for all bridge projects (new bridges, redecks, rehabs, culverts, walls) to share the intended scope of work with the districts and document the agreed upon bridge work. The paperless bridge memo is stored and shared in SharePoint, so districts can review, modify and sign the electronic document. Prior to this process, the bridge memo was printed, signed, scanned and then emailed to the district for review and signature. The district would then print, markup any changes, sign, scan and email the memo back to the Bridge Division.

Benefit

This new process saves time and resources by eliminating the need to print, scan and email the bridge memo multiple times. The old process often resulted in a poor quality, hard to read final version. It resulted in multiple versions of the same document stored on the network and server. One copy on SharePoint decreases the storage space and number of attachments emailed back and forth. Paperless memos encourage collaboration between the Bridge Division and districts by giving districts a better opportunity to make suggestions. The final version of the memo with suggestions and changes made during the design process is easy and convenient to find so everyone is certain they are looking at the most-up-to date version.

For More Information Contact:

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Additional screenshots of paperless memos can be seen by accessing the Innovations Challenge homepage at: <u>http://wwwi/intranet/cr/SolutionsAtWork/Innovations.htm</u>.