AASHTO Technology Implementation Group
UTILITY RELOCATION ELECTRONIC DOCUMENT MANAGEMENT SYSTEM
UREDMS FAQS

FUNCTIONS

UREDMS –

- What is it?

    It is an electronic document management system used for utility relocations. Some states use it to assist in project utility coordination and relocation while others use it for utility permitting and preconstruction certification. The functionality of the systems for each state ranges from tracking submittal due dates and actual submission dates to tracking utility-related correspondence from project inception through payment of all invoices. A UREDMS has no predefined requirements; instead, each state designs, develops and implements the system that will be most beneficial.

- Who uses it?

    Department of Transportation staff involved with utility coordination use internal systems. Utility companies and local governments use external systems.

- How much time does it take?

    Dependent on the function the user is performing, but minimal, measured in minutes.

What are the benefits and advantages of using the system?

   A UREDMS saves time and money. The specifics depend on the capabilities currently included in the system.

Internal System benefits include:
- Interfaces with other Department systems
- Eliminates multiple exchanges with several applications to complete simple tasks
- Stores utility company and contact information
- Automates document creation for standard business documents
- Improves statewide consistency
- Tracks project and invoice payments
- Searches and reports
- Allows a check and balance for utility coordinators to insure projects stay on schedule
- Easily identifies delays

External System benefits include:
- Enhances security of stored documents
- Provides faster submissions, quicker reviews and issuance of documents which allows utilities to start work sooner and reduces the number of delays during construction
- Enables routing to other departments for review and comment
- Saves time and money compared to using U.S. Postal Service
- Provides quicker turnaround when changes are required
- Makes data statistics easily available for management

What process was used before implementing UREDMS?
- A non-web based system with limited capabilities
- The Department and Utilities would mail plans and documents back and forth
- All tracking and monitoring was performed by hand without consistency

What are the obstacles to getting utility companies using it?
Budget constraints and people reluctant to change

START UP

Why was the UREDMS set up?
To help track the progress, communication and documentation related to Utility Coordination and Relocations, standardizing the process in an effort to speed up project delivery.

How much did the system cost to start up and maintain?
Costs varied from $300,000 for internal IT personnel to write the system to $500,000 to hire a consultant programmer. Costs will be dependent on the complexity of the system and the programmers chosen. However, the cost to create a UREDMS could be less than the costs of a construction delay caused by utility issues. Yearly maintenance cost varies. For those that knew, it ranged from $50,000 to $80,000 per year.

How long did it take to get UREDMS up and running?
For most, it was a multi-phased process over several years. Internal systems were designed and running first. External systems, for those that have it, were included after funding became available.

How was the program designed and implemented?
Some states followed a set department procedure for implementation of IT systems. Others gathered information from the users or formed a committee with the users.

SYSTEM SUPPORT

How difficult is it to use the system and what kind of training is required?
Most systems are user friendly with limited training required. Some provide manuals while others have online training. A few provide in person training by department staff. Training does not last more than half a day.

Who maintains the UREDMS?
Department IT staff maintain most systems. A few states have an outside consultant maintain their systems.

What storage and computer systems are needed?
This depends on the system's functions. A PC is needed for internal systems. External systems require internet and Adobe capability.

For more information about UREDMS visit
www.aashtotig.org

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