

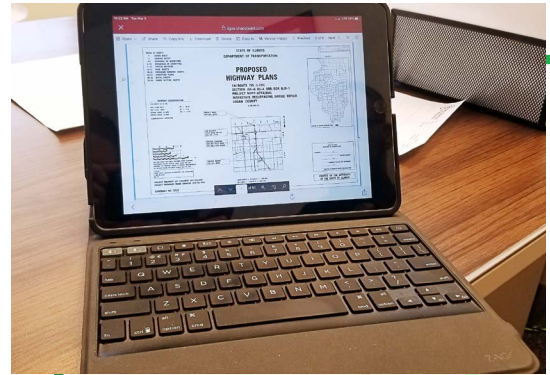


Electronic Plan Circulation Process

District 6

Problem:

District 6’s pre-final plan circulation process required a team leader to create at least seven sets of Plans, Specifications and Estimates documents for review and send them to individual sections and bureaus for comments. This cumbersome process often ended with team leaders having to track down circulation copies on the due date only to find the plans were buried on someone’s desk still pending review.

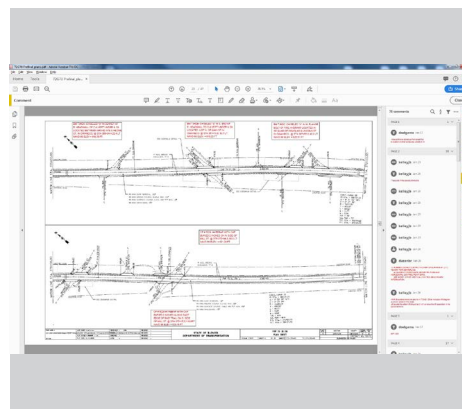


Solution:

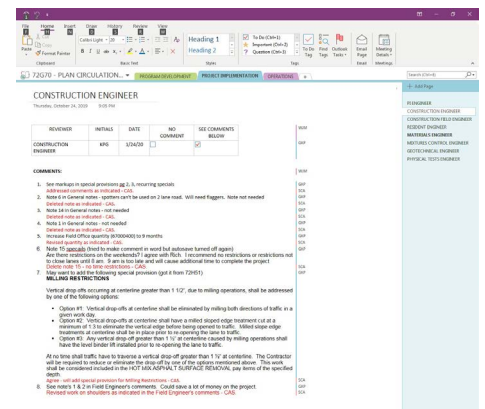
District 6 used Adobe Acrobat DC and Microsoft Office 365 (Teams, SharePoint, One Drive, One Note, Word and Excel) to develop an electronic plan circulation process in which pre-final plans can be distributed to all sections and bureaus simultaneously. District staff can now review and comment on contract PS&E documents in real time, and those comments can be viewed by all other sections and bureaus as well.



The old process produced multiple copies of paper documents that had to be circulated and reviewed.



Cloud-based services allow for early and ongoing collaboration across bureaus and even with consultants.



Microsoft Teams provides a platform on which to collaborate while being overseen by project managers.

