URMS
4 WEEKS AHEAD

Utility Relocation Management
System Newsletter

Volume 2: 10/29/2020

PennDOT's Utility Relocation Management System
Launching November 22, 2020

PennDOT's new Utility Relocation Management System (URMS) will launch on November 22, 2020. In Volume 2 of this newsletter, we highlight some of the features that will help utilities manage their projects and resources.

URMS Simplifies Workload-Sharing for Utilities and PennDOT

URMS was built from the very beginning with a recognition that utility coordination is a team effort. There are several key team roles for each project, but the people filling those roles may be different for different projects. In addition, in order to balance the workload at a utility company or PennDOT District, team members may need to be changed, or a consultant may be asked to fill a team role.

URMS enables all these possibilities, including the ability to change team members to re-balance the workload instantly.

It Starts with Project Teams

Each project is unique in scope, location, and details. The flexibility of URMS begins with the ability to assign the appropriate person to fulfill a project team role. The correct person for a team role may be based on location, expertise, or workload. Once assigned to that role, the person will receive tasks in URMS that are unique to them.

Tasks Create Your Own To-Do List

The main page of URMS displays a list of My Tasks. This list is unique to the user that is logged in and represents a to-do list for that person. It is prioritized by due date but can easily be sorted and filtered.

Using Consultants is Simplified

Many utility companies use consultants to help with workload. URMS simplifies the process of approving consultants to work on behalf of a utility company and provides the ability to limit the consultant's work to all projects or a limited number of projects. Once a consultant is approved by

PennDOT to work for a utility company, that consultant can be assigned to a project team and work directly in URMS.

Project Health Allows Tracking All Active Projects

The Project Health feature creates a list of all a utility's active projects. The list can be filtered and sorted by project team members to see if the workload is evenly distributed. Project Health also assigns a grade to seven different factors that could affect the on-time completion of a project. Sort and filter the list to identify the projects that may need additional time or resources to complete on-time.

Export Lists to Excel for Detailed Analysis

Many lists in URMS, such as Project Health (explained above) can be exported to Excel. Once the data is in Excel, you can do more detailed filtering and sorting or use the data analysis tools of that application to perform custom analysis. Look for the **Export List** button throughout the application.

EXPORT LIST

Workload Balancing Happens Immediately

After analyzing your projects and identifying changes in the project team that are needed to balance the workload or create efficiencies, URMS makes changes easy. If you change a project team member on a project in URMS, the change immediately ripples throughout the system. All the tasks for the project are immediately removed from the old team member and assigned to the new team member.

Questions, Issues or Concerns?

Did this brief overview raise questions about the use of URMS? feel free to send an email to URMS Help at RA-PDURMSHELP@pa.gov. This account is monitored by several people, and someone will respond as quickly as possible.

Additional Newsletters and Info Sheets are posted to the URMS Information page. Check there for the latest information related to the launch of URMS.