Introduction

Project documents, including all engineering documents (reports, plans, and supporting calculations) created during the project development and construction phases are retained in perpetuity in an electronic format (e.g., PDF, WORD, EXCEL, DGN). All engineering documents are stored in an Electronic Document Management System (EDMS).

Several applications have been developed to provide a user-friendly interface within EDMS, increasing the efficiency for storing, managing, and retrieval documents. The three most common applications (each requires an established user ID and Password) include:

1. The State-Wide Environmental Project Tracker (SWEPT) is used during the Project Development and Environment (PD&E) project phase.

2. The Project Suite Enterprise Edition (PSEE) application is used during the Design project phase and for processing contract documents for letting and all changes. For more information into this application see the ***PMG 115.***

3. The ProjectSolve SharePoint (PSSP) is used during the Construction project phase. For more information see the ***PMG 115.***

The Transportation Technology Manual (FDOT Procedure No. 325-000-002) contains the standards, guidelines, and requirements related to information technology resources. See Chapter 13 of the Transportation Technology Manual for mor information on electronic document management requirements

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