



U.S. Department of Transportation  
Federal Highway Administration

*IMPROVED*  
**CONSTRUCTION**  
new strategies to enhance the quality  
**AND**  
**MAINTENANCE**  
performance of highway operations  
*OPERATIONS*

## SiteManager:

### Streamlined Construction Contract Documentation (Plus Materials Management Module Enhancement)

#### NEW SOFTWARE PROGRAM IMPROVES PRODUCTIVITY, REDUCES COSTS

A single highway construction contract can easily generate 10,000 pages of documents—contract descriptions, site plans, daily field reports, estimates, materials laboratory reports, and other documents—all typically created using a hodgepodge of stand-alone computer programs and paper forms.

A new software program called SiteManager can dramatically simplify contract documentation. SiteManager automates and streamlines the management of highway construction contracts by eliminating time-consuming repetitive tasks. As a result, highway agency staff spend less time on paperwork and more time monitoring progress and quality at the project site. States that have implemented similar automated contract management systems predict that the systems will save them millions of dollars each year through improved productivity.

In fact, SiteManager streamlines the process for everyone involved in a highway construction project. Contractors can expect faster turnaround on payments and speedy resolution of contract change orders. Suppliers can receive faster certification that their materials meet a highway agency's specifications. Ultimately, the combined benefits of SiteManager translate into tremendous cost savings.

#### SIXTEEN STATES LICENSE SITEMANAGER

The SiteManager software program was released in May 1998, and licenses have already been purchased by 16 States. A statewide license for SiteManager costs \$155,000 per year; the license allows the software to be used by State highway agency offices and the Federal Highway Administration (FHWA) division office. The licensing includes the installation and implementation of SiteManager, plus periodic program updates, initial training, and technical support. FHWA has determined that these expenses are eligible for Federal-aid construction funds.

### Software system compatibility

SiteManager is a Windows-based client/server application that will work with any State highway agency's existing database. In addition, SiteManager is compatible with the other software programs in AASHTO's Trns•Port family of software, and can exchange data with mainstream business software applications such as word processors and spreadsheets.

## AUTOMATIC TRANSFER OF INFORMATION ELIMINATES DUPLICATE DATA ENTRY

SiteManager is basically an integrated series of computerized forms for entering and viewing all information needed for a contract. Information entered on these forms is stored in a central database, so when a user calls up a report or record, it reflects the most up-to-date information available. SiteManager eliminates the need to enter duplicate information; the program automatically transfers information from one form to all other forms and reports that use the same information.

For instance, SiteManager can take information from contractor payroll forms to generate Equal Employment Opportunity reports. It can use information from daily work reports to compile periodic progress payments to contractors. The program also automates the authorization of contracts and other documents, routing an authorization request to each person who needs to review a document. Upon receiving approval on a document, the program sends it to the next person in line.

## MATERIALS MANAGEMENT MODULE ENHANCEMENT

Presently, there is a substantial enhancement to the Materials Management Module of the SiteManager being proposed. This component will build on the current materials functionality in SiteManager. Even though a substantial amount of functionality already exists, additional new functionality is still needed to provide complete support for materials testing processes and the related contract administration activities.

Once approval for the enhancement is obtained, solicitation for funding of the project will proceed. While not the magnitude of the SiteManager project, the Materials Management Module development will follow a similar methodology to that followed with SiteManager. The project will include analysis, design, development, testing, beta testing, and warranty phases. The project is expected to start January 2000 and to take 2 to 3 years to complete.

For more information on the enhancement of the Materials Management Module, contact Greg Schiess, U.S. Department of Transportation, Federal Highway Administration, 227 N. Bronough St., Suite 2015, Tallahassee, Florida 32301; Phone: 850-942-9685; Fax: 850-942-9691; email: greg.l.schiess@fhwa.dot.gov.

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