

## PMRS Frequently Asked Questions

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### PMRS

#### **Q. What is PMRS?**

**A.** PMRS is the Department of Transportation's new Project Management and Reporting System. This new system will shift most project management, accounting, contracting and other functions from a traditional paper-based model to an electronic, automated system. It will incorporate the functions of the current Project Reporting System (PRS), the scheduling functions of Primavera software and other software to create a robust platform with a tremendous amount of functionality.

#### **Q. What is the overall vision for this system?**

**A.** The new PMRS will contain the primary tools for NJDOT staff to perform most Department functions and manage capital projects. It will be implemented in a phased approach starting with most Capital Program Management (CPM) functions. The second phase will include Local Aid, Planning, and the remaining CPM functions. Over time, employees in all areas of the Department will perform most of their day to day functions in PMRS. The new system will also enable users to access project information from anywhere with internet connection.

#### **Q. How will PMRS affect me and my projects?**

**A.** PMRS will automate a lot of the day to day activities for Project Managers, Designers and Subject Matter Experts (SMEs). All project related documents will follow a systematic electronic document management protocol. Document routing for signature will be done electronically as the Department is moving to adopt e- Signature. This will make it easier to track documents. Designers will also see changes in the way invoices, phase reports and proposals are submitted reviewed and approved.

#### **Q. What type of information will I find in PMRS?**

**A.** All project related information including schedules, and project documents such as scope statements, scope of work, invoices, phase reports, meeting minutes and correspondences to name a few. Eventually, information from other systems such as AASHTOWare, SLD, FMIS, e-STIP, etc. will all be found in PMRS.

#### **Q. Will all DOT projects be managed in PMRS?**

**A.** All Capital Program Management (CPM) and Transportation Systems Management (TSM) projects will be migrated to and managed in PMRS during Phase 1 implementation. However, the goal is for all NJDOT projects to be managed in PMRS.

**Q. Does FHWA support this system?**

**A.** FHWA has been briefed on the Department’s vision for PMRS as well as the implementation plan. Area Engineers and others FHWA staff in the regional office are committed to utilizing PMRS. We anticipate that they will use the system to review and approve Phase Reports, Final Design plans, and other CPM documents. Their use of the system will expand to other functions as Phase 2 is implemented. The Department and FHWA are investigating ways for Federal Highway to participate in the funding of the system.

**Schedule/Implementation**

**Q. Is any component of PMRS ready for use?**

**A.** Yes! All CPM & TSM active projects have project details loaded into e-Builder. The document module and calendar module are able to be utilized for projects, in addition please see the table below for the current status of processes.

Live Processes	Processes Coming Soon	Work in Progress
Job Number Approval Process	Account Level Commitment Approval	Jurisdiction Process
Design Document Review Process	Task Order Commitment Approval	Problem Screening Process
Limited Scope FD Scope Statement	Project Level Commitment Approval	Invoice Approval Process
PE Scope Statement	Project Level Addendum-Modification	Schedule
FD Scope Statement	Final Design Submission	EO 215 Document Process
Budget Change		Certification of Funds
Phase Report Approval Process		Claims Errors & Omissions
Environmental Document Process (CED)		

**Q. What’s next?**

**A.** There are two big “next” phases. First, the rest of Phase 1, then the next phase for other Divisions in the Department, Phase 2.

The rest of Phase 1, which we are referring to as **Phase 1.2**, includes moving all capital projects currently in the existing Project Reporting System (PRS) to the new PMRS and phasing out the use of Primavera by moving all project schedules to PMRS; implementing the scope statement process, budget creation, agreement and task order processes, along with other processes, and automated functions.

Phase 2.0 will include more functionality for CPM and will expand PMRS across the Department. Beginning with federally funded Local Aid projects, and projects in other areas. The full scope of 2.0 is currently being developed.

**e-Builder**

**Q. What is e-Builder?**

**A.** e-Builder is a customizable project management solution that is used to manage capital projects through the life cycle of a project. NJDOT has been working with e-Builder to develop a customized system to meet our needs. The e-Builder software will serve as the central hub of the PMRS system.

**Q. Who else uses e-Builder? What other state DOTs?**

**A.** Five industry sectors currently use e-Builder: government, healthcare, K-12 education, higher

education, and construction. e-Builder has been used to manage some large scale transportation projects in various states, including Georgia, Indiana, Pennsylvania, and Iowa.

**Q. Where can I learn more about e-Builder?**

A. Visit [e-Builder's home page](#), for more information about the company and some of its functions.

## **PMRS System Use/Access**

**Q. Will non-DOT employees such as FHWA and consultants use PMRS**

A. Anyone with a role on a project at the Department will have access to PMRS. Project managers will use its project management and reporting functions while support staff, SMEs and others will use it to access project information, collaborate on projects and provide traditional support functions (comments, guidance etc.), External users such as design consultants and regulatory personnel, including FHWA and DEP will have access to PMRS based on their roles. Eventually, others such as utility company personnel may be added.

**Q. How do I access PMRS?**

A. The PMRS application can be accessed from the NJDOT Intranet homepage. From there one can access e-Builder, Bluebeam, and any other system within PMRS using your specific login credentials. Access is also available from any browser through <https://app-us3.e-builder.net/>

**Q. Is there a size limit for files uploaded to PMRS?**

A. There is NO size limit for any files uploaded into the system. You may however, experience slower upload speed for larger files.

**Q. Does Electronic-Signature mean that I can digitally sign off on work?**

A. Right now, it is possible to review work, make comments, mark up, and approve electronically. As the system develops, we will have the opportunity to use a digital signature software to sign legal documents, thus eliminating the need for multiple paper copies of a document.

## **Training**

**Q. Will I be trained on how to use PMRS?**

A. If you are working on a Capital Program Management (CPM) and Transportation Systems Management (TSM) project, you will be among the first to be trained. The implementation team is currently developing the courses and working on the enrollment logistics. Others will be scheduled for training based on their function.

**Q. When will I be trained?**

A. CPM Pilot project participants have been trained prior to the end of 2016. The early estimate for other Phase 1 users will be the 4<sup>th</sup> Quarter of 2017.

**Q. How long will the training be?**

A. Instructor led training will typically occur in blocks of 1 or 1.5-hour long sessions, some half-hour long online training will also be available.

**Q. When will my projects be migrated to PMRS?**

A. It's anticipated that all CPM projects will be added by the second quarter in 2018.

## Support

### **Q. How can I get PMRS help?**

**A.** PMRS Support is available via the e-Builder “28.00 - Support Ticket (SPTK)” Process. You can find the steps to create a Support Ticket [Here](#).

### **Q. How can I add/remove a user from a project?**

**A.** “26.00 User Management” Process is available via e-Builder to request project personnel changes. Anyone with PMRS credentials can initiate the “26.00 User Management” Process from within the targeted project.