

WYOMING DEPARTMENT OF TRANSPORTATION
ROAD DESIGN MEMORANDUM #8
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Issued by: Project Development, WYDOT, Cheyenne

GENERAL TOPIC: DOCUMENT MANAGEMENT
SUBJECT: PROJECT DEVELOPMENT DOCUMENTS

General

WYDOT instituted a document management system, Falcon DMS. Each program is responsible to add certain documents. The following link will take you to Falcon Management System documentation:

<https://employees.dot.state.wy.us/home/falcon.html>

This memorandum describes the specific procedures for the Project Development Section.

Access to Falcon

Each design team member will have Falcon/DMS DocMan installed on their computer to establish documents within Falcon.

Directory Structure

The Information Technology (IT) Program establishes project directories in Falcon for each new design project. The Pd directory under the project folder has the following subdirectories:

- Correspondence
- Design
- Drafting
- PD Final
- Plan Issuances
- Reports
- Sheets
- Summary

Additional subdirectories may be established through Falcon if necessary. Any subdirectories created in Windows Explorer will not be available under Falcon, but can be added if desired.

Falcon Documents

The following documents will be added to Falcon, within the appropriate subdirectory, following their creation:

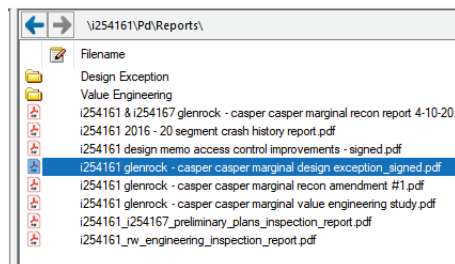
- Reports: reconnaissance reports, inspection reports, and value engineering reports. All reports will be sent electronically by email with a link to the file once the document has been added to Falcon.
- Correspondence: project correspondence issued by Project Development which may be of interest to other Programs. External project correspondence received by Project Development which may be of interest to other Departments: Game & Fish letters and design exception approvals, and sole source/proprietary item approvals. XCorrespondence used to document design decisions.
- Plan Issuances: project plan issuances and design cross sections.

When adding documents to Falcon, the “Document Description” field in Falcon allows up to 60 characters. The Document Description should be as descriptive as possible. In order to facilitate searching for project documents, plan issuances should have the appropriate title, reports should be named according to the actual report content, letters should contain the applicable name of the sender or recipient, etc. Do not use abbreviations.

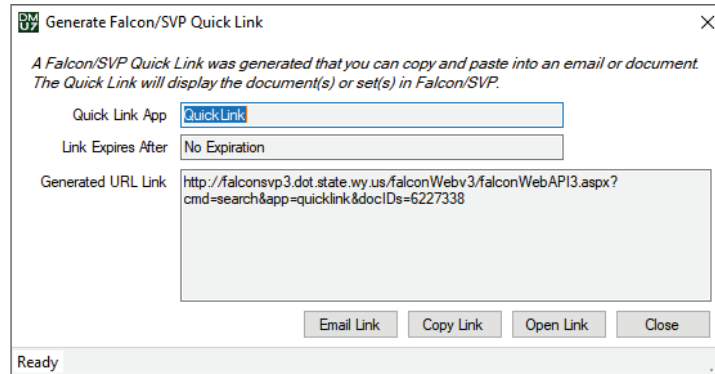
Electronic Document Distribution via Falcon

Use the following procedure for establishing a link to Falcon:

1. Add the appropriate project document in Falcon.
2. In Falcon, select the document in the Doc List view.



3. Select **Tools>Utilities>SVPLinkGenerator**.
4. From the Generate Falcon/SVP Quick Link, select **Copy Link**.



5. Paste the link into the email message to be sent.
6. Project Development's Standardized email Distribution Messages:

For Reports:

The fully endorsed (*description of report*) for the above-referenced project is complete. The report can be accessed in Falcon by using the following link. Distribute report per the standardized distribution list.

For Documents:

The (*description of document*) for the above-referenced project can be accessed in Falcon by using the following link.

For Plans:

Use the standard PD Letter language for interagency email distribution. For contacts outside the agency such as the Game and Fish, attach the formal signed PD letter with the link to the plan issuance included in the body of the email.