

Universal Documents System (UDS)

November 5, 2011



Project Summary

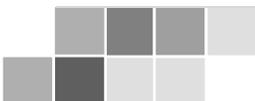
There are many agencies that have accumulated vast quantities of hard copy documents over the years of operation. These documents are taking up valuable space which in turn is costing the state of Ohio millions of dollars. The main purpose of this project is to offer a framework for establishing an electronic repository for documents converting our agencies in a paperless environment. Universal Document System was created within the Bureau of Workers' Compensation and they have offered to collaborate with agencies to establish a UDS system in any agency.

Project Goal

This Project will give State Agencies the framework for a Universal Document System. With this system, we can build a paperless environment. Allow for efficiencies in processing workflow, money saved with the departments, and time efficiencies.

Project Outcome

- * Gather Requirements for the use of a Universal Documents System
- * Technical Design
- * Cost Analysis Plan
- * Risk Plan



Project Benefits

The main benefit of the universal document system is that all documents are stored in a single repository. This will eliminating the need for hard copy documents stored and consuming valuable real estate which can be used for more beneficial and efficient purposes.

Project Team

For more information about this project, contact team members

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