

WHY DO WE NEED A DOCUMENT MANAGEMENT SYSTEM?

Often, the volume of paperwork generated by even a small construction project is considerable, and the trend towards ever-larger projects dictates that efficient data management and timely dissemination of information is key to effective day-to-day administration and to project delivery.

The late transmittal of data causes disturbance to progress, and outmoded data can give rise to abortive working. Both involve unnecessary - and avoidable - cost.

A Document Management System (**DMS**) provides for the efficient and effective control, management and storage of large volumes of information, and ensures that staff can quickly and easily access up-to-date information.

90% of corporate memory exists on paper

90% of pages handled each day in an average office are merely shuffled

The average document is copied 19 times

7.5% of all documents are lost; 3% of the remainder are misfiled

Professionals spend 5-15% of their time reading information, but up to 50% looking for it

Coopers & Lybrand

WHY DO WE NEED A WEB-BASED DMS?

A web-based document management system offers significant operational advantages over 'traditional' paper systems or even a local electronic network. Dependent on the particular system adopted, these advantages include:

Effective management and control of information

- Enables secure 24/7 access to archived information from any location, permitting people - perhaps in different territories and time zones - to contribute to the effective management of multiple projects
- Permits rapid searching, sorting and filtering of information, and "tailored" data assembly and presentation

"...80% of employees waste an average of half an hour per day retrieving information, while 60% are spending an hour or more duplicating the work of others."

"Show me the Money"
Kingsley Martin

Successful management of the project and the business

- Ensures that decisions are made on the basis of the latest issued information
- Centralisation of data promotes security and effective audit trails, and facilitates business continuity in a disaster recovery situation

“...the typical enterprise with 1,000 knowledge workers wastes \$2.5 million to \$3.5 million per year searching for non-existent information, failing to find existing information, or recreating information that can't be found.”

IDC

Reduction of risk

- Avoids loss of information and delay in dissemination of time-critical data
- Reduces likelihood of disputes and abortive working arising out of use of incomplete or outdated information
- Permits effective management, monitoring and audit of data access

Operational efficiencies

- Ensures faster delivery of information to desk or workplace and increased speed of work flow
- Improves efficiency, productivity and employee wellbeing

CAN WE AFFORD A WEB-BASED DMS?

An effective web-based document management system more than pays for itself, in the benefits achieved by way of operational efficiencies (and related savings in staff time and cost), and direct cost savings in printing, document storage and the like. For example:

Operational efficiencies

- Improved awareness of data availability
- Uniformity in data processing
- Improved data co-ordination between diverse information sources
- Reduction in carbon footprint

Companies with annual revenues between \$500k and \$1 million can save as much as \$40k per year by switching to digital document management; larger firms can save upwards of \$300,000

Industry White Paper

Direct cost savings

- In document handling, filing, retrieval, copying and distribution
- In the cost of paper, filing peripherals, ink/toner, photocopier hire, printer maintenance and paper waste removal
- In data distribution, postage, courier charges, etc.
- In storage space, filing cabinets, etc.

On average 50% of printing cost is saved on the implementation of an electronic document management system

Printing costs for each user can be as much as £1,300 per year

On-site paper storage costs for each user can be as much as £1,100 per year

Newfield IT Research

SO THE REAL QUESTION IS...

CAN WE AFFORD NOT TO HAVE A WEB-BASED DMS?

WHY SHOULD VIEWPOINT® BE OUR DMS OF CHOICE?

ViewPoint® is a series of web-based modules - including document management, risk management and design and change order management - designed by construction professionals to meet the needs of construction professionals. For practicality and ease of system assimilation, these modules are developed around a single access point, with integrated operational features and appearance. ViewPoint® delivers all the benefits of a robust and reliable digital document management system discussed above, and more...

In Operation

- Simple and intuitive system operation, with straightforward data entry, requiring little or no training with users 'up and running' almost immediately
- No requirement for investment in dedicated hardware or software
- Straightforward report creation and printing - the powerful yet easy to use search facility allowing filtering of records by multiple field parameters

A typical organisation of 1,000 employees will cause the emission of over 110 tonnes of CO₂ per year through printing

Newfield IT Research

- Handles all file types (including e-mails, which are automatically logged)
- The unique 'Forum' facility provides a platform for the real time exchange of user comment and logging and monitoring of action requests
- Complete data is transferred to a compact and searchable electronic archive at project completion
- Its modular system, with common access point and integrated features, facilitates controlled development of project and business management systems

In system security

- ViewPoint® operates by way of a robust and uniquely developed code; project data is housed on firewall-protected servers located in managed data centres and is automatically backed-up to a second server on a daily basis
- User actions are monitored both by the software and by the server, providing an auditable activity trail and tracking of any malicious attempts to bypass security
- Provides means to revert to earlier versions of stored data, and for allocation of appropriate user 'access levels' - providing control of access to sensitive information
- System integrity is further safeguarded by certain actions (such as deletion of records) being available only to the system Administrator

In cost

ViewPoint® carries no hidden costs - the all-in monthly fee includes:

- System set-up
- Unlimited user numbers
- A comprehensive operating manual
- Regular system maintenance
- Provision of an operable archive at system closedown

In labour alone it costs:

- ***\$20 to file a document***
- ***\$120 to find a misplaced document***
- ***\$220 to reproduce a lost document***
- ***\$25K a year to fill a filing cabinet (plus £2K to maintain it)***

The volume of paper documents is increasing at a rate of 22% per year

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ViewPoint® - The Intuitive Choice