



We are about you[®]

363 E. Grand Blanc Road
Grand Blanc, MI 48439
Tel: (810) 232-9797
Fax: (810) 232-9746
www.mca.net

We make your company more productive by applying: Lean Engineering, Manufacturing, and Service Processes

Making Productivity Visible to Everyone[®]

How to Design an Effective Project Document Management System & Control

The foundation of every contractor's core competency is their way of corporate document governance. Companies of all sizes must set standards to ensure their documents speak the same language to control workflow and to uphold policies and procedures. No one product serves the construction process well. Accounting software is too rigid and Microsoft lacks efficient file structure with little security. Interconnection between Estimation, Project Management and Accounting packages are expensive and cumbersome. Files must be securely organized how they are used and where authorized personal would expect to find them, yet, easily accessible for the process to be followed and be efficient. A Document Management Governance and Control must be designed and put in place to ensure version control, authorship and accountability.

By systemically applying PDM&C processes companies can ensure the accuracy, timeliness and cost of the document exchanges with GCs, Customers, Government Authorities and field personnel.

The participants will learn:

1. How to apply SBPI[®]
2. Process mapping
3. Run process tests
4. Design and run Pilot processes
5. Implementation and usage of document governance processes

Company owners, Executives, Vice Presidents and high level managers will benefit from the insights gained by applying the Document Governance processes implemented by hundreds of contractors.