

Online-Projects.Net
Web-Based System For
Project Documentation and Information Management
Executive Summary – Company Site

These notes summarize the important aspects of the documentation and information management system for the *Company Site* - an intuitively organized, web-based reference to multiple engineering projects, business development proposals, and standard office procedures. It is designed for projects with engineering fees ranging from \$1,000 to \$500,000.

Another Online-Projects.Net product, *The Dedicated Project Site*, is designed for projects with engineering fees of \$500,000 and up.

PURPOSE - The purpose of the Company Site is straightforward. It organizes the documentation of the entire firm into major categories – Administration, Engineering, and Business Development – in order that multiple users from around the globe can:

- Publish, review, and collaborate on all types of project documents
- Send, receive, and track document transmittals
- Create and monitor project action items
- Track engineering progress and expenditures on multiple projects.
- Identify and locate project personnel

In short the system enables all project participants -- engineers, clients and third-parties -- to easily communicate on multiple projects in a wide variety of ways, and do it intuitively with little or no training.

There are no limits to the size of project for which documentation may be published. The system handles all types of documentation for any type of project.

The following summarizes the major benefits and advantages of using the Online-Projects.Net documentation system for your company's documentation and information management needs.

BENEFITS - There are several major benefits of using a web-based documentation system. The web-based system:

- **Facilitates Communications** - All project personnel have immediate access to all project documents, communiqués, notices, published criteria, etc., thereby shortening and improving the lines of communications.
- **Enables Collaboration** - Online collaboration on design matters and project issues becomes practical with the ability to review and annotate project documents online.
- **Saves Time** - Minimizing, or in many cases eliminating, the time for reproducing and distributing project documents will save significant time. Online distribution of procurement packages will save days of shipping time.
- **Improves Quality** - Better communication and more collaboration result in a higher quality design with less ambiguity and fewer errors.
- **Spreads Knowledge** - By being online, the project is automatically organized and stored for future use and reference.

ADVANTAGES - Other software companies may claim benefits similar to the above; however, there are many advantages of the Online-Projects.Net system.

- **Low Cost** – The pricing of the system is designed to encourage its use. Employees, clients, and third-parties all have unlimited access to the system for a single monthly fee. There are no individual end user licensing agreements.
- **Minimal Training** – Unlike other systems, to learn and understand the Online-Projects.Net system requires practically no training. A brief orientation is usually all that is required to bring your personnel up to speed. Training costs are minimal, and your training investment is secure in that once learned, personnel tend not to forget how to use the system, even with infrequent use.
- **Designed by an Engineering Manager** – Unlike most software developed for documentation and information management, this system incorporates the perspective of an engineering manager experienced in managing major engineering projects. Project personnel can access, review, and publish project documentation in a manner they are familiar with, using a truly intuitive interface that is easy to understand.
- **Rapid Installation** – We can be up and running quickly, with minimal involvement with the IT group.
- **No Maintenance** – Maintenance and updating the system is included in the monthly fee. Discrepancies, confusing issues, or bugs will be corrected immediately upon notice.
- **Ease of Customization** – If it is found that additional features are needed or desirable, these can usually be easily incorporated.
- **Personalized Service** – Assistance, support, and the answers to your questions are included in the monthly fee and are a simple phone call away.

FEATURES - For a more in-depth understanding of the system's capabilities, please consult the "Web Site Overview" accessed from the link on the Home page of your demo site. The overview describes how the site is organized and briefly explains user access and security issues. It also describes how we categorize and organize project documentation and how team members are able to collaborate on documents. The document transmittal system, the system for tracking engineering tasks, progress, and expenditures, the file custody transfer system, and the system for editing web site content are also explained.

In the final section of the overview we provide a brief description of many auxiliary features of the site – including such features as the quick search capability, the project news column, the action list, the site notification log, the office calendar page, an opinion poll, the project forum, the personnel list, and the batch loading capability.