

Online-Projects.Net

Documentation and Information
Management System

The System

- Organizes Your Projects
- Organizes Project Documentation and Information
- Tracks Milestones
- Tracks Project Tasks
- Tracks Project Submittals
- Tracks Review Comments
- Tracks Project Progress and Expenditures
- Enables Communication and Collaboration
- Archives Documents and Information

Projects

- Engineering Projects
- Business Proposals

A Typical Project

- Type, Category, and Project Manager
- Scope and Description
- Client and Client's Project Manager
- Milestone Schedule and Status
- Contractual Information
- Pertinent Project Data
- Notes and Lessons Learned

Project Milestones

- Level One
- User-Defined or Pre-Written

Project Tasks

- User-Defined or Pre-Written Tasks
- Tasks Tied to Milestone Schedule
- Progress Tracked through the Submittal of Deliverables
- Searchable Tasks Due

Documentation

- **Project Deliverables**
 - Tied to Project Tasks
- **Review Comments**
 - Annotated Drawings
 - Comment Sheets
- **Correspondence and Non-Deliverables**
 - Letters, Faxes, Emails, Minutes of Meetings, Etc.
- **Engineering Standards**
 - Procedures, Codes of Practice, Etc.
- **Administrative Procedures**
 - Office Policies, Organization Charts, Etc.

Project Progress and Expenditures

- Updates Budget and Expenditures For the Reporting Period
- Calculates Progress
- Estimates "To Go"
- Compares to Budget
- Tracks Backlog of Manhours

Communication

- Intuitively Searchable Documents
- Automated Document Transmittals
- Automated Site Notifications
- Action List
 - On-the-Fly Items
 - Auto-Generated Items
 - Flagged Action Documents
- Opinion Polls
- News Items

Collaboration

- Online Annotations
 - Adobe Acrobat Required
- Cycled Comment Sheets
- User Forum
 - Free Form, Chronological Thread, with Attachments
- Multi-User Interaction
 - Employees, Clients, and Third-Parties

Archiving

- Document Custody Transfer
- Documentation Always Online

Benefits

- Facilitate Communication
- Enable Collaboration
- Save Time
- Improve Quality
- Spread Knowledge

Advantages

- Low Cost
- Minimal Training
- Designed by an Engineering Manager
- Rapid Installation
- No Maintenance
- Ease of Customization
- Personalized Service