

Are you on the right path with your Collaboration Solution?

START YOUR JOURNEY WITH THESE 9 CRITICAL QUESTIONS.

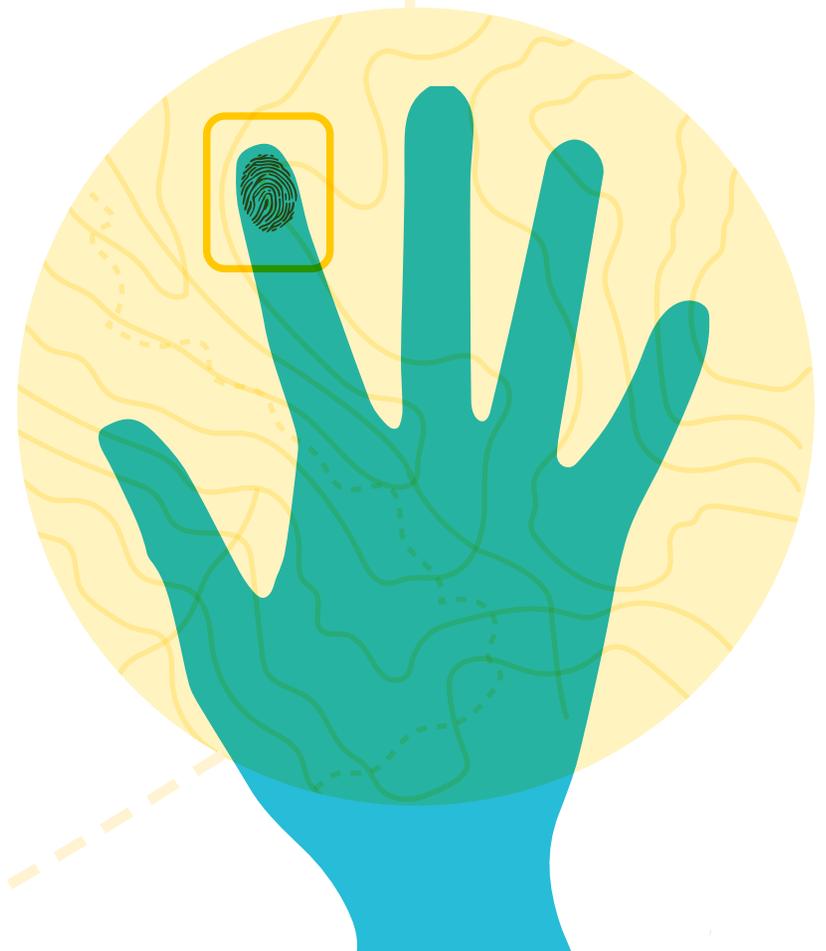
In order for your projects to be accomplished efficiently, effectively, and profitably, you require organized collaboration between all parties involved. That can be achieved with an integrated software solution, ensuring your projects meet cost, time, and quality expectations. How do you evaluate the right solution for your business? How does Viewpoint for Projects™ stack up? Start your hike down this 9 Point Q&A trail to gather important facts and comparisons to be confident in the collaboration solution you use.

VIEWPOINT
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Am I able to access and distribute information quickly and easily?

We get it: most of the users of this system do not have a background in IT. For a collaboration solution to truly offer benefits to all members of the project team, it needs to be readily accessible and fairly easy to set up and use. The collaboration solution should allow for fully web-based document storage where all project construction documents can be stored and accessed by authorized organizations and individuals via a website.

Viewpoint for Projects is built on the Microsoft platform, providing users with a familiar look and feel and making it easy for external participants to engage, which drives higher adoption and overall productivity. With the Outlook plug-in, the solution allows users to perform much of their tasks in the familiar interface of their own email. Furthermore, the Viewpoint For Projects email integration establishes a “safety net” of assurance that every email-based correspondence on a query or instruction process can be captured, stored, and fully searchable - even beyond the completion of the project.



Is my solution hosted in the cloud or in-house? How can I be certain my data is secure in the cloud?

When considering a document collaboration solution, firms can choose to host a solution in-house or to leverage the economies of scale involved when using a cloud-based solution. Research shows that companies leveraging the cloud are far more scalable and have predictable costs as well as a more favorable total cost of ownership overall. As a fully web-based solution, Viewpoint for Projects is quickly deployed and highly scalable, giving you the flexibility to add or remove users on the system easily. However, we also recognize your data is vital to you and you need to be certain that it will be available when you want it – for the duration of the project and beyond. Information security and systems reliability should be taken very seriously to maintain the confidentiality, integrity, and availability of your data.

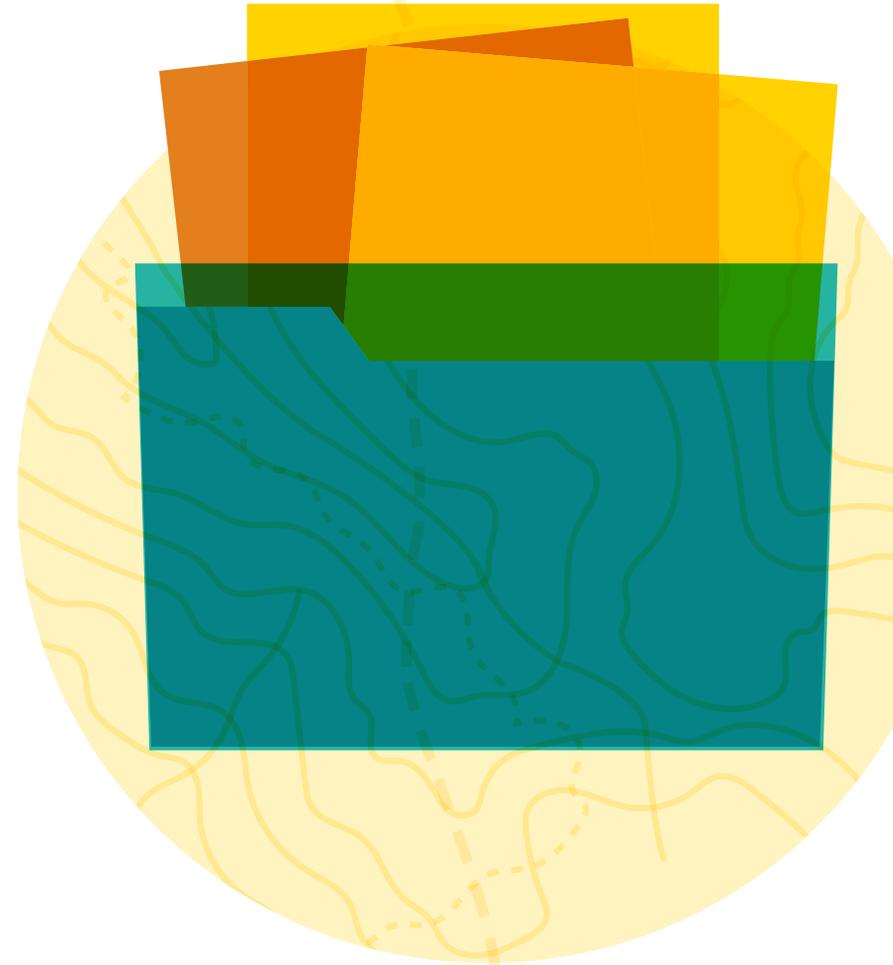
For a closer look at how Viewpoint for Projects hosts customer data, please [click here](#) to access our Client Assurance document.



What file types are supported by my system? Is there a limit to the number of files or library size?

Your system should support a variety of file formats and document types, including contract drawings, specifications, daily reports, construction schedules, meeting minutes, and more. Viewpoint for Projects supports the storage and viewing of more than 300 different file types; plus, with built-in Live Revise functionality, you can work on any MS Office document in its native application and automatically save it back into your project folders without having to do it manually. There is no limit to the files you can upload/download.

Viewpoint for Projects also makes it easy to create a photograph library to help manage standards or to capture and manage site based progress images from mobile devices and webcams.



Does my system allow access to documents and folders based only on permissions of the user who is logged in?

Any collaboration solution should give your organization the capability to maintain document security within your organization unless you choose to share it with other stakeholders. Once documents are shared, they should be secured so that no changes can occur without a record of the changes being made. Administrative rights should be possible and be given to any user in order to manage security at the project level. Each organization should have capabilities to assign users within their organization to a project and to assign user rights which control access to documents based on user class and document type. Your solution should be capable of providing a logically organized view of all folders and documents that the user has access to see. The documents should be downloadable to FTP sites where the owner and other project team members can each access their own data confidentially.



What kind of notifications does my system send and for what events (new file, tasks, etc.)?

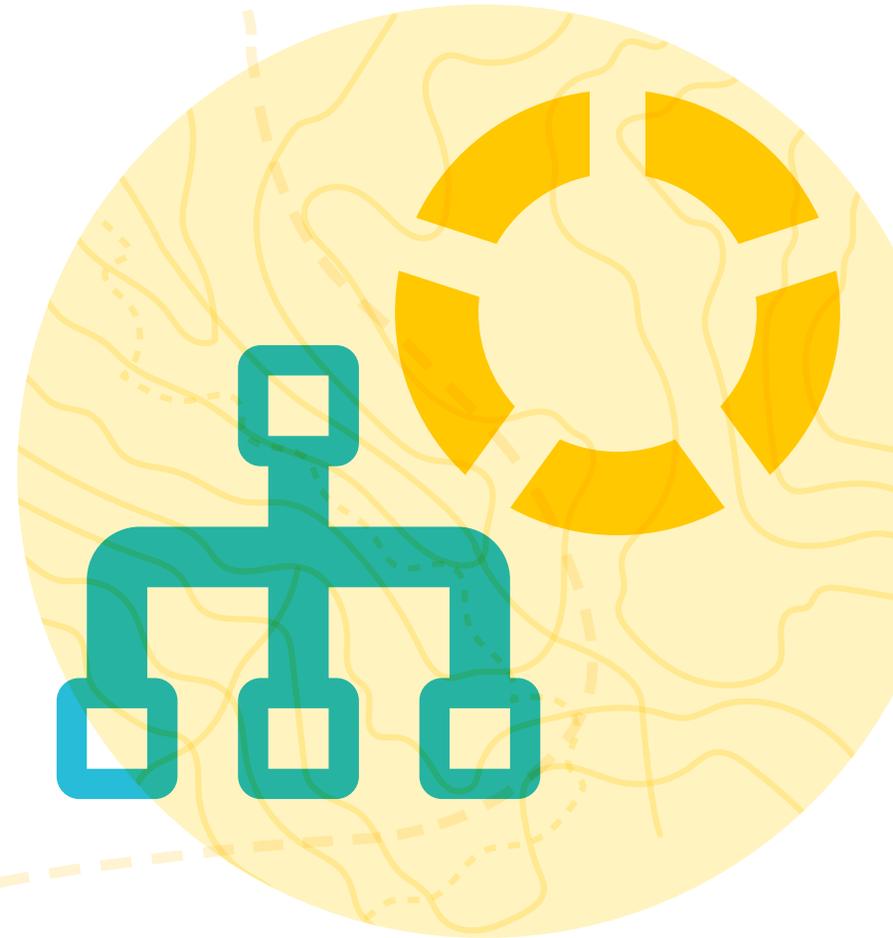
A beneficial collaboration system should have a robust system for notifications triggered by a variety of events that take place throughout the course of the design and construction phase. Task management should provide the ability to assign tasks and track to completion with overdue, reminder, and alert notifications that help you and other team members avoid missed deadlines. Within Viewpoint for Projects, discussions and forums offer a simple way for teams to communicate on a particular subject. Discussions can also be created and facilitated via email.



Does my collaboration tool have customizable workflow capabilities, including submittal and approval? How can workflows be triggered and assigned (to roles, groups, etc.)?

Workflow is a key part of any strong collaboration system, and it should be easy for project-level administrators to set up workflows for any kind of process. Viewpoint for Projects features a powerful workflow engine that easily automates and controls the review and approval process for drawings, submittals, change orders, and other construction documents, which helps you avoid delays and reduce risk on projects. Workflows can be triggered in several ways, but typically they are created when a new document is uploaded to a designated folder. Multiple routes can be assigned to a folder and be triggered in a variety of ways. Viewpoint for Projects can handle serial workflows and conditional branching logic with a variety of other options.

To learn more, please [click here](#) to watch a demo of Viewpoint for Projects Document Control capability.



Can I view or track what has happened to documents? Is there capability to perform audit histories?

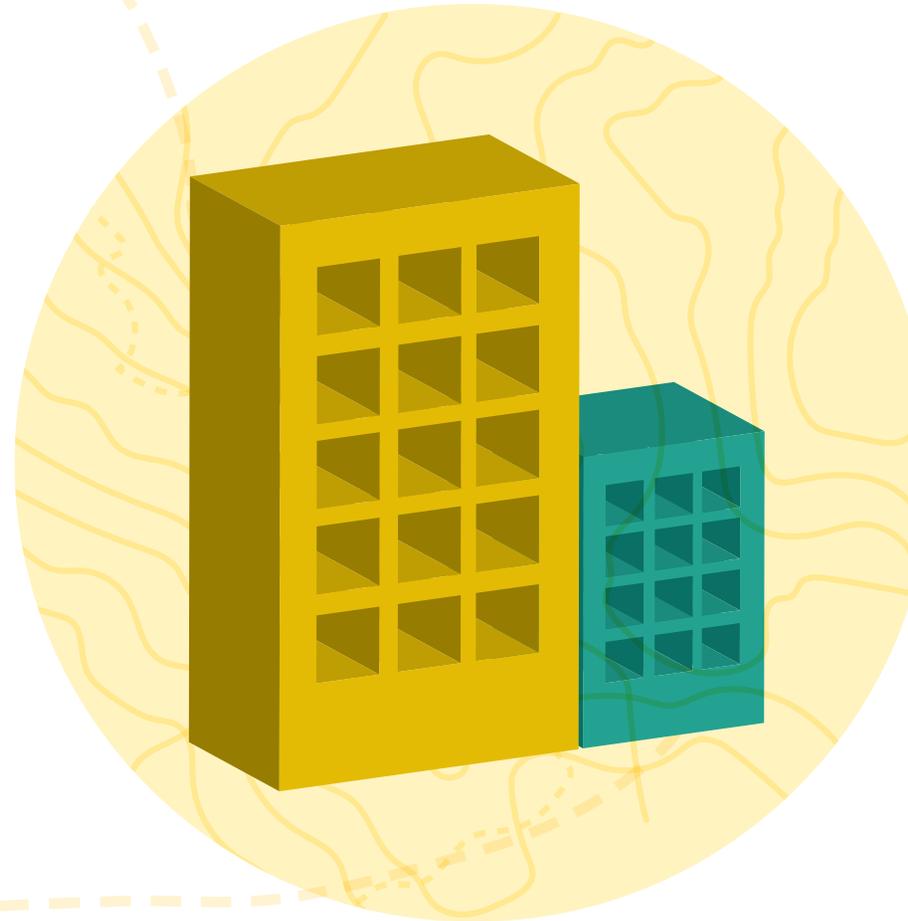
Your systems should provide you with a full audit trail for all users of the system, even administrators. You should be able to access documents and to track when documents were received or returned, as well as determine the status of the documents (for example, Reviewed, Revise and Resubmit, Rejected, or Furnish as Corrected). It should be easy to track all data changes including who entered or changed data and the date the change was made; and you should have the ability to tell when a reviewer has opened/read an item. Additionally, the system should allow you to generate reports that list and sort the documents by status, as well as generate alerts when documents requiring review exceed allowable review time.



Does my system provide a platform for sharing and marking up 3D models?

BIM has become a critical component in the design, construction and delivery of projects, however it can be difficult for everyone to be on the same page with the variety of authoring tools on the market. You need a solution that enables project teams to walk through the most current version of architectural, structural and MEP models either individually or in federated views, all in from a web browser. Viewpoint for Projects BIM Manager provides a Common Data Environment where you can easily share and collaborate on models, ensuring you are working from a single source for all your model information. Activities such as mark-up, coordination, change control, and allocation of tasks are easy and intuitive. All data linked to model elements is easily accessible and your models are kept lean with most data residing within our database not within the model.

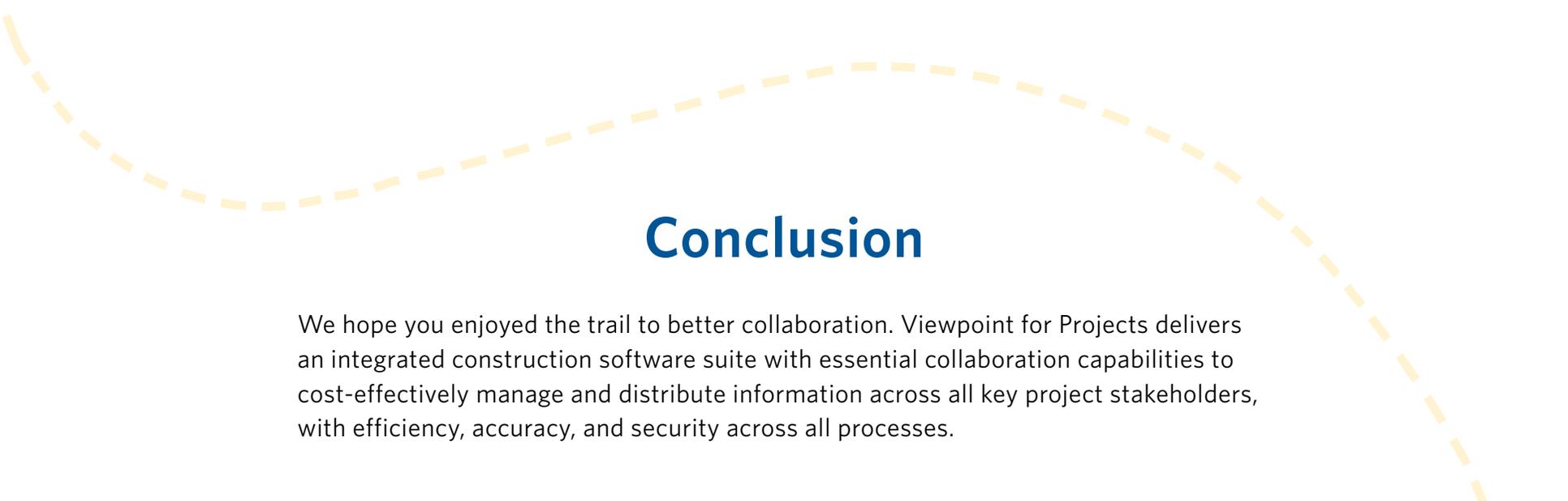
For a more in-depth view of how BIM Manager can help project teams, [click here](#) for a short demo.



What happens to the data when the project is finished?

As long as you are a paying subscriber of the system, you will be able to store your documents and data in Viewpoint for Projects. It is recommended that you set projects as view-only upon project completion. Should you choose to archive your project documents outside of Viewpoint for Projects, there are several options available to you. Additionally, BIM Manager allows contractors to avoid excessive time and effort at the end of a project by easily producing the handover to the owner when data is created. BIM Manager links objects to documents such as manuals, drawings and sketches, etc., to create a data-rich project information model, and the system utilizes IFC and COBie to give all project participants the ability to enter data online for comprehensive asset delivery.





Conclusion

We hope you enjoyed the trail to better collaboration. Viewpoint for Projects delivers an integrated construction software suite with essential collaboration capabilities to cost-effectively manage and distribute information across all key project stakeholders, with efficiency, accuracy, and security across all processes.

ABOUT VIEWPOINT

Viewpoint, a leader in meeting the collaborative and information needs of the AEC industry offers construction-specific solutions for a variety of professionals including small, medium, large and enterprise contractors. Viewpoint solutions include takeoff and estimating, project management, accounting solutions, enterprise resource planning, project and BIM collaboration, mobile field-to-office and enterprise content management. Viewpoint customers include more than 30 percent of the ENR 400 and have the most technology partnerships with the top 50 mechanical and electrical contractors in the United States. Viewpoint serves as the technology partner of choice to the construction industry and delivers the right solutions on the right platform, including cloud, SaaS and on premise solutions and provides customers improved accountability, efficiency and productivity throughout the U.S., Canada, the United Kingdom, Europe, the Middle East and Australia. For more information, please visit www.viewpoint.com.

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