

## The challenge

Critical project information has many places to hide. You find it in personal inboxes, complex building information models, nested CAD drawings, detailed spreadsheets, bulky reports and other silos. Documents get misfiled on the network.

Team members typically use individual approaches to managing project information, such as manually updating spreadsheet checklists to track deliverables or log events. But the real challenge of managing project information involves a lot more than simply knowing where everything is. It requires that project information – and the processes used to manage it – be connected with the larger team, partner firms and related information and workflows.

## Which of these issues is your firm facing?

- Do team members have to wait for IT to set up FTP sites, or to purge the FTP server to make room to issue a drawing set?
- Do you trip over email attachment size limitations in distributing large sets of information?
- When was the last time you heard a project team member from one of your consultants say they did not receive information?
- Do you have an efficient way to log, track and assign the large numbers of submittals, RFIs and other contract administration items arriving via email?
- Is the adoption of BIM challenging your firm to develop a more efficient means to communicate and coordinate changes to models?
- In the event of a dispute or a request for discovery, would you be able to put your hands on the information you need at a moment's notice?
- How do you standardize your work processes across all of your projects in the face of a mishmash of technology being used by the different members of each project team?
- How do you capture information and share key learnings from all of your projects and make them accessible to other teams or projects within your firm?



*Newforma's quick-to-implement, easy-to-learn enterprise software solves common project information challenges quickly and easily, without customization and without disrupting existing tools or workflows.*



*Sutter Fairfield Ambulatory Care Center, Fairfield, California, courtesy Boulder Associates*

- As the industry adopts more integrated forms of project delivery, how do you expect to manage the transparent sharing of information among a growing number of project team members, all of whom are involved earlier and longer?

## The Newforma project information management (PIM) solution

Architects, interior designers and planners are using Newforma software to solve the full range of project information management challenges:

- Organize and find all types of project-related information.
- Communicate and share project information more effectively within your firm and with project team members outside your organization.
- Streamline and standardize common project work processes, such as those for transmittals, action items, revision management and design review, in a way that's purpose-built for design firms.
- Gain mobile access to key project information when at the jobsite or otherwise away from the office.
- Provide your clients and consultants with browser access to selected project information.
- Instantly search the text of all active or completed projects for specs, details, lessons learned or other references related to specific design topics.
- Connect your firm to other members on the project team and provide that team with a framework for the sharing of information and for executing project delivery work processes.
- Support model-based design workflows.

### Designed for AEC workflows

Newforma's PIM software offers advantages not found in project extranets, which demand that you duplicate all of the project data and manage a separate security model; in document management software, which mandates filing rules and requires metadata tags for which busy architects have little tolerance; or in SharePoint customization, which is extremely costly and needs to be continually maintained with each new update from Microsoft.

Architects are using the Newforma PIM solution to improve their responsiveness to clients, reduce exposure to claims, and remove administrative burden, which in turn provides greater job satisfaction and liberates billable hours that can go directly to the bottom line.

*One Jackson Square, New York City, N.Y.,  
photo by Michael Moran, courtesy Kohn Pedersen Fox Associates*



*Architecture, interior design and planning firms use Newforma project information management software to take control of contract administration, mitigate risk, increase transparency, improve accountability and raise the effectiveness of communications inside and outside the firm.*



### AEC PROJECT INFORMATION MANAGEMENT

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