

BIW: Document Management is the heart of the BIW web-based collaboration platform. It is a flexible, secure software application that is delivered via the internet. It enables all members of the supply chain, regardless of their location or technical resources, to share critical information, to interact with others, and to build a permanent structured repository of data about the built asset. Clients, consultants and suppliers are integrated; project times, costs and risks are all reduced; efficiency, communication and quality are improved.

Towards an improved way of working



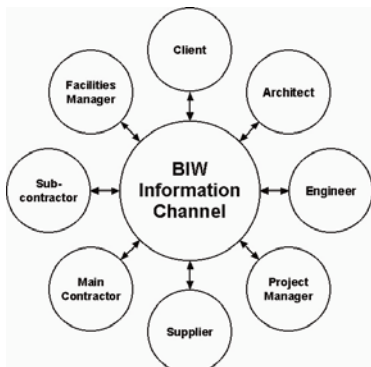
BIW meets the information requirements of the many different organisations, professions and disciplines involved throughout an asset's life-cycle - owners, funders, designers, main contractor, subcontractors, operations teams,

maintenance organisations, auditors, insurers and other stakeholders. It:

- builds a central repository of information about the built asset
- gives users tailored access to information
- facilitates and supports collaboration throughout the team
- improves standardisation across a programme of activities
- helps teams capture knowledge and learn
- links to standard processes, specifications, designs, etc.

Implementation is simple; a user needs a PC or Mac with a browser and internet connection; otherwise, there is no need to replace, upgrade or purchase any new computer hardware, network systems or software. BIW delivers its applications in a Software-as-a-Service (SaaS) mode, also known as on-demand. Its software is made available 24 hours a day, every day, from a secure location. For a fixed monthly subscription, each client is provided with an on-line information environment which:

- is unique
- is project- or programme-specific
- provides the most up-to-date, accurate and relevant information, backed by all the archive material.



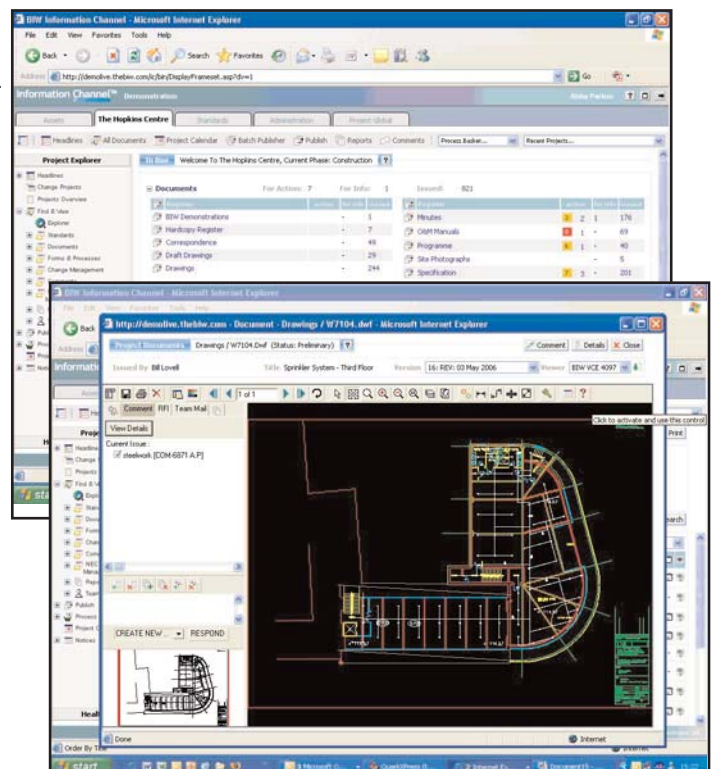
BIW: Document Management

How you use BIW

The BIW collaboration platform grows as new information is created - feasibility studies, drawings, cost plans, programmes, minutes, photographs, specifications, requests for information (RFIs), etc - and as team members start to use and share it, adding comments, authorisations, and so on.

You log on to a "headlines" page unique to you; this highlights any information relevant to your role and responsibilities. You can then 'pull' information to you when you need it (no email overload here!). A comprehensive menu structure also gives you access to all the historic data and documents that you are permitted to view.

You can search for and view drawings, using an integrated viewing technology. This allows you to mark-up, initiate a process (eg: an RFI, a team mail) and develop a dialogue; your comments are fed back to the originator, who can in turn reply. In this way, on-line discussions take place within the team, focused on the content of drawings and other documents.



BIW: a sophisticated service

The precise configuration of the core collaboration system can be varied according to the particular requirements of the customer's project or programme. Features typically include:

- robust yet flexible system architecture
- platform-independent - supports PC and Macintosh computers
- no requirement for local software, eg: CAD or large plug-ins
- 'pull' based technology to reduce email traffic
- support for multiple file formats
- allows multiple, simultaneous access to drawings and documents
- full availability of previous versions
- easy, fast publishing, download and printing of files, including batch processes
- full audit trail of every access, download, comment and change
- project diary (integrates with Outlook)
- team members address book
- work package function
- single interface to multiple projects (manage a single project or thousands!)
- foreign language options
- 'viewing rooms' specific to the client or other users

Optional additions to the core system include:

- easy management of corporate standards (BIW: Standards Manager)
- delivery of electronic Health & Safety File (BIW: Health + Safety Manager)
- fully integrated tendering system (BIW: Tender Manager)
- BIW: Contract Administration
- BIW: Financial Control
- 'local' archiving of project data

Real world processes and standards

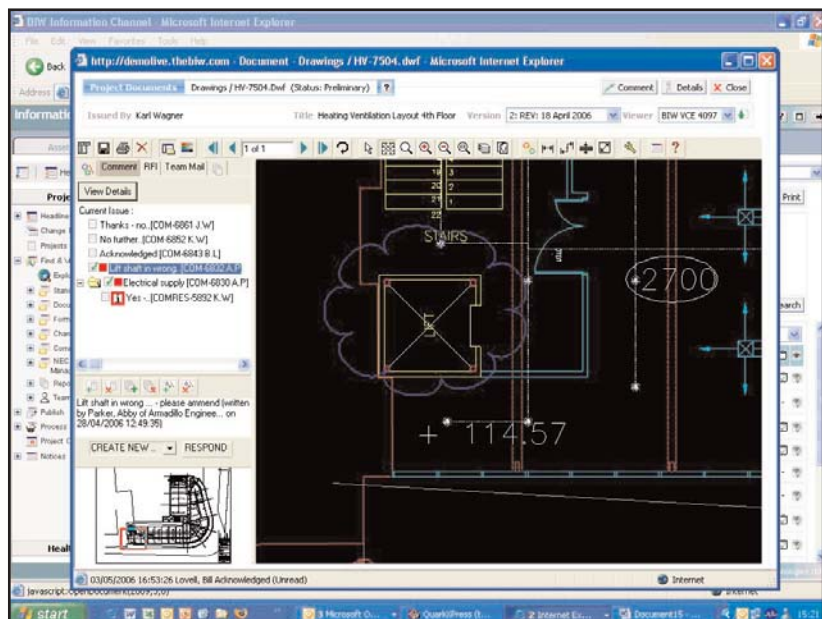
BIW: Document Management enables clients to manage projects using either their own or industry-recognised protocols. Basing information on industry standards means that data created by one participant can be used and re-used by others without conversion or reformatting. Delivering basic data using universal standards enables designers and other professional to focus on adding value rather than 'reinventing the wheel'. Core data can be quickly re-used by other team members, then stored for easy access by those involved in any future processes.

A truly collaborative system

BIW: Document Management devolves to users the responsibility to maintain their own information and to publish information in a timely manner. As a result, peer group pressure, supported by the transparency of the BIW system, helps keep projects on programme, supporting 'partnering' or collaborative approaches. Participants can collectively apply significant experience and knowledge gained on thousands of projects.

The system:

- delivers immediate savings in time, cost and risk during delivery of individual projects
- supports the management of parallel multiple projects
- assists continued performance improvement in the operation of the finished facility
- enables organisations procuring a series of facilities to capture best practice on initial projects and benchmark activities for the benefit of subsequent schemes



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