

# Workflow Management

## Avoiding delays is probably something you think about daily.

Slow turnaround, inaccurate reviews and approvals and people not following process can have a big impact on deadlines. But with so many project participants, identifying bottlenecks is time consuming, making it hard to take corrective action in time.

A system that reduces complexity, improves data capture and increases control through workflow and process automation can help address these challenges. And getting it right can help drive down cost and control the risk of project delays.

### Recognize these challenges?

- › Compressed timelines
- › Manual processes creating slow turnarounds and approvals
- › Lack of visibility and a poor audit trail
- › Disputes over what was sent, received or agreed.

**Aconex workflow management can help you promote adherence to agreed processes and avoid project delays.**

## Streamline & automate workflows with Aconex

Automate repetitive functions and regulate the movement of documents with project-specific workflows.

Benefit from:

### Increased speed & efficiency

- › Specify routing, editing and approval steps, and the associated timelines to create a fast, efficient process and reduce administrative delay
- › Get up and running quickly with customizable template workflows developed with industry input and experience
- › Build new workflows (including sub- and parallel workflows) with an easy-to-use wizard.

### Increased control & visibility

- › A powerful search engine helps you find and manage workflows and associated documents, fast
- › Extensive reporting gives real-time visibility to upcoming and outstanding tasks, helping identify process bottlenecks
- › A single platform ensures all project participants follow agreed processes on a common system — so you can check approval and completion statuses across the whole project at a glance.

Abu Dhabi  
Financial Centre, UAE

“Workflows significantly accelerated and improved the quality of the process. When using hard copies and an FTP site, a 10-day review process often turned into 12 days due to the administrative work required. With Aconex 10 days actually meant 10 days.”

Gerard Couturier,  
A&E Division Director at Oger

# Powerful features make workflow automation easy

## Streamline and automate review and approval processes

- › Automate common processes, such as drawing reviews and approvals
- › Use the powerful Aconex search engine to quickly find the right information among workflows and associated documents
- › Align internal and cross-organizational processes to reduce confusion and increase consistency
- › Adhere to agreed procedures right across the project.

## Identify, anticipate and resolve bottlenecks

Imagine the power of having real-time visibility of the status of every document and workflow.

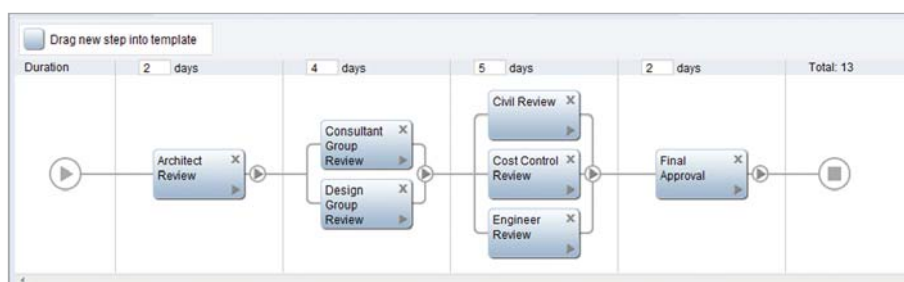
- › Monitor required tasks, check approvals and completion statuses across all projects
- › Provide project participants with a forward view of workflows that will involve them, allowing better planning and prioritization of work.

Workflow No.: WF-000035 Name: Deliberation Committee - Lobby Plan						
<input type="checkbox"/>	581-AWD-031	Architectural	Mr Antony Taylor - Splice Architecture Mr Joe Giovanni - Splice Architecture	Approved with Comments	Completed	24/06/2010
Workflow No.: WF-000031 Name: Hydraulic Shop Drawing Approval						
<input type="checkbox"/>	H-5003	Architect Approval	Mr Antony Taylor - Splice Architecture Mr Joe Giovanni - Splice Architecture	Approved	Completed	05/05/2010
<input type="checkbox"/>	H-5004	Architect Approval	Mr Antony Taylor - Splice Architecture Mr Joe Giovanni - Splice Architecture	Pending	Overdue	05/05/2010
<input type="checkbox"/>	H-5009	Architect Approval	Mr Antony Taylor - Splice Architecture Mr Joe Giovanni - Splice Architecture	Pending	Overdue	05/05/2010

Track workflow status at a glance

## Flexible and easy to create — workflows, sub-workflows and parallel workflows

- › Drag-and-drop creation of new workflows from templates or from scratch, as well as easy insertion of sub-workflows and parallel workflows
- › Internal review processes that can be run across multiple reviewers simultaneously
- › Flexibility to delegate or skip workflow steps, further accelerating the process.



Easy to build, using the Aconex drag-and-drop wizard

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