

# Workflow Management

aconex



## 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.**



### Panama Canal Expansion

Panama | Project Value: US\$3.2 billion

## 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.



“The Aconex platform helps our team stay on schedule.”

Jimmy Johnston, Executive Director, Special Projects

Saint Helena Airport | Saint Helena, British Overseas Territory | Project Value: US\$379 million

# 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.

Name	Document No.	Title	Revision	Version	Discipline	Created By	Upload Date	Revision Date	Doc Type	PM acknowledges receipt & passes it on for approval				Architect to review & approve				Electrical Consultant to review & approve				PM of Majestic Builder to sign off				Majestic Doc Controller - scan, register, return to SC	Workflow Status	Overall Days Late			
										Due	Step Outcome	Comments	Days Late	Due	Step Outcome	Comments	Days Late	Due	Step Outcome	Comments	Days Late	Due	Step Outcome	Comments	Days Late				Due	Step Outcome	Comments
Electrical Services Shop Drawing Approval	1494	ExpdMain_ZHNG028_11-05	1	3	Electrical Services		08/07/2014	08/07/2014	Shop Drawing Approval	08/07/2014	Pending		0	11/07/2014	Pending		0	15/07/2014	Pending		0	18/07/2014	Pending		0	21/07/2014	Pending		0	In Progress	0
Electrical Services Shop Drawing Approval	ES-400	DRAWING INDEX & LEGEND OF SYMBOLS	A	3	Electrical Services	Drummond Electrical	29/11/2006	29/11/2006	Shop Drawing Approval	11/07/2014	Approved		0	11/07/2014	Approved		0	11/07/2014	Approved	Some minor changes to layout on drawing	0	11/07/2014	Pending		0	15/12/2006	Pending		0	In Progress	0
Electrical Services Shop Drawing Approval	ES-401	GROUND FL LOW LEVEL LIGHTING LAYOUT	A	3	Electrical Services	Drummond Electrical	29/11/2006	29/11/2006	Shop Drawing Approval	11/07/2014	Approved		0	11/07/2014	Approved		0	11/07/2014	Approved		0	11/07/2014	Pending		0	15/12/2006	Pending		0	In Progress	0
Electrical Services Shop Drawing Approval	ES-402	GROUND FL HIGH LEVEL LIGHTING LAYOUT SHEET 1	A	3	Electrical Services	Drummond Electrical	29/11/2006	29/11/2006	Shop Drawing Approval	11/07/2014	Not Approved with Comments		0	11/07/2014	Not Approved with Comments		0	11/07/2014	Not Approved with Comments	Minor changes required	0	11/07/2014	Pending		0	15/12/2006	Pending		0	In Progress	0
Electrical Services Shop Drawing Approval	ES-403	GROUND FL HIGH LEVEL LIGHTING LAYOUT SHEET 2	A	3	Electrical Services	Drummond Electrical	29/11/2006	29/11/2006	Shop Drawing Approval	11/07/2014	Approved		0	11/07/2014	Approved		0	11/07/2014	Approved		0	11/07/2014	Pending		0	15/12/2006	Pending		0	In Progress	0
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Track workflow status at a glance



## About Aconex

Aconex provides the #1 cloud solution to manage information and processes for the world's largest construction and engineering projects. Aconex gives owners and contractors project-wide visibility and control between the many different organizations collaborating across their projects.

With more than 500,000 users and over US\$1 trillion of project value delivered in 70 countries, Aconex is the industry's most widely adopted and trusted platform.

The company's global customer base includes nine of the top ten engineering, procurement and construction (EPC/EPCM) firms, 23 of the 25 largest global design firms, and nearly all Fortune 500 construction and engineering companies.

Founded in 2000, Aconex has 40 offices throughout the world, including headquarters in Melbourne, Australia and San Francisco, California.