

EMC DOCUMENTUM CAPITAL PROJECTS

Control Documentation and Automate Workflows for Engineering, Procurement and Construction Projects

ESSENTIALS

- Enable project teams, suppliers and contractors alike to create, manage, review and approve documentation with secure document control
- Get projects up and running quickly—not only with templates and workflows based on industry best practices
- Streamline and automate transmittal processes
- Track progress against project milestones at a glance
- Maintain compliance and inspection readiness with health, safety, security and environmental requirements, and other government and industry regulations
- Limit capital investment with flexible subscription pricing and scale to meet business requirements

Owner-operators and engineering, procurement and construction companies—commonly referred to as EPCs—need to deliver complex projects on time, on or under budget, in strict accordance with health, safety, security and environmental (HSSE) regulations. Getting it done requires that project teams and suppliers alike have fast, easy, secure access to the most current project information.

EMC Documentum Capital Projects, part of the EMC Documentum for Engineering, Plant and Facilities Management (Documentum EPFM™) solution suite, is a complete content management solution that enables secure document control for team collaboration where speed is of the essence to meet project commitments. Documentum Capital Projects helps you achieve compliance and improve operational efficiencies by optimizing critical business processes and reducing cost overruns.

RAPID, REPEATABLE SETUP OF WORKFLOW AND DOCUMENTATION

With increased complexity and number of stakeholders, successful projects need comprehensive and rigorous up-front planning, which may be difficult to fit into an already compressed project timeline. With prebuilt tools and templates, Documentum Capital Projects accelerates project setup and enables users to get up and running quickly. EPCs and owner-operators involved in multiple projects will experience even more time savings. That's because you can set up project templates once, and folder structures, security profiles and business rules are automatically duplicated and ready to go for the next project. The result is improved consistency and accuracy across all your projects.

TEAM COLLABORATION WITH EASY, SECURE ACCESS

Collaborating and keeping the extended project team up-to-date with the latest information is difficult when you must ship documents back and forth with overnight delivery, or if you try to use shared drives and email. Finding information is also a challenge. At best, you use a tedious application-by-application search, or more likely you manually hunt through paper files.

With Documentum Capital Projects, project teams can perform their day-to-day tasks while collaborating with contractors, global offices and other third parties beyond your firewall. They can easily locate the latest project information, regardless of the time, place or format in which it was stored. All parties can get fast access to project content, participate in workflows, approve with electronic signatures and securely share content. Documentum Capital Projects enables single-query searching of multiple sources – both internal and external – allowing project team members the ability to view search results in the way that works best for them.

REDEFINE

SOLUTION OVERVIEW

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A COMPLETE SOLUTION FROM EMC

With Documentum Capital Projects, organizations benefit from a single-source, complete solution to meet your unique strategic, operational and technical requirements, both now and as they evolve. A robust development roadmap ensures product evolution according to industry needs. The solution integrates best practices from many successful global projects, as well as valuable insights from leading customers in the oil and gas, utilities and EPC sectors. EMC offers maintenance contracts for customer support by EMC personnel. Additionally, EMC's industry consultants provide business analysis, configuration services, holistic training, end-user enablement and project services to further fast-track time to value.

Access requirements for contractors and engineers vary from one project to the next. Documentum Capital Projects allows your project administrator to manage roles and access privileges without IT involvement. Projects can be configured and managed separately, with membership restricted within project boundaries. For example, contractors can be allowed into a single project with tightly controlled access. Or a group of engineers can be defined across multiple projects. But only those involved in a project would be assigned a role in a single project. All content is protected with good policy controls and top-grade security practices.

STREAMLINED TRANSMITTAL PROCESSES

Managing the process of creating, sending and tracking transmittals can take significant time from your document control staff because tracking hundreds of packages and responses manually is time consuming and error prone. Without a way to control and audit transmittal exchanges, projects can stall and risks can escalate as confusion mounts over who has been sent what version, what has been approved, and which third parties have been involved in the process.

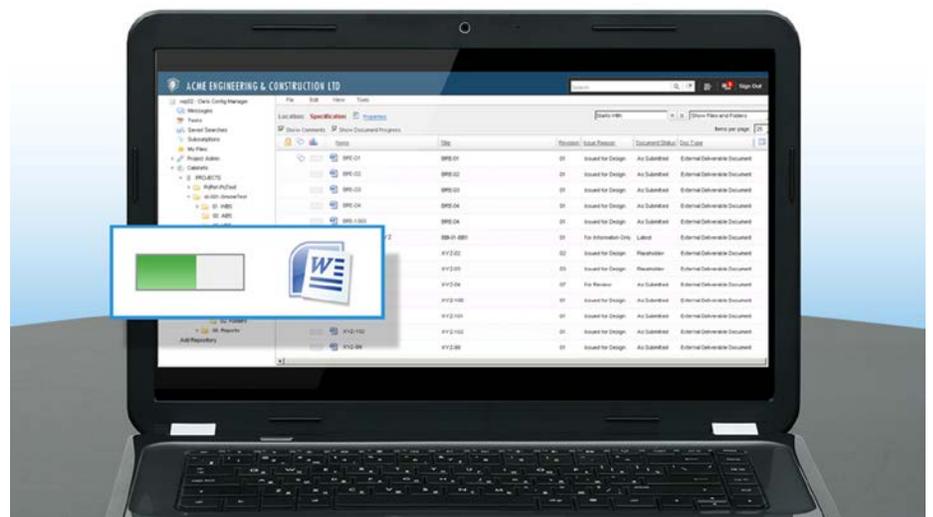
Documentum Capital Projects streamlines the transmittal process including incoming requests, internal review and external distribution of controlled documents to multiple parties. A flexible uploading facility handles incoming or returning transmittals and automatically files transmittals based on their classification. You can easily locate and review transmittals using the search facilities; transmittals are included in progress tracking reports to ensure that status and location can be seen at a glance. Distribution, cover sheets, acknowledgements and notification settings are configurable and managed directly by your document control staff.

When used with EMC Supplier Exchange to facilitate extended collaboration with suppliers and partners, roundtrip distribution of transmittals and contract deliverables are fully managed. Documentum Capital Projects can also distribute outgoing transmittals using secure sync-and-share from EMC Syncplicity, email, or FTP sites.

MULTI-LEVEL PROGRESS TRACKING

In order to bring projects in on time and on budget, owner-operators must have the tools to track progress and costs. Because EPCs are paid when project milestones are achieved, they can accelerate revenue by closely monitoring the timeliness and accuracy of progress reports.

Documentum Capital Projects provides dashboards and reports to help track project deliverables and progress milestones, and accurately report on project status and cost. You can monitor project work stages and percent completion in real time using graphical icons, automatically generate progress summary reports, and export progress information to project management systems such as Primavera.



Customize progress templates against business milestones and associate with document sets using easily configured rules.

UNIVERSAL ACCESS WITH SECURE SYNC AND SHARE

In an attempt to make project documentation accessible to those who need it, EPCs and energy organizations have turned to consumer sync-and-share solutions to share these files. Although consumer tools reduce the need for overnight delivery, they lack in the enterprise security and control features needed to keep your sensitive information safe and secure. EMC Syncplicity Enterprise Edition offers a secure alternative with enterprise-grade security, control policies and administration to meet the most stringent requirements.

Using Syncplicity, you can seamlessly and securely share files and folders across computers and mobile devices. Share folders with global offices, contractors, and other partners beyond the firewall for secure access to latest documents during ongoing project design, construction and handover activities. Through its integration with Syncplicity, Documentum Capital Projects can share documents and folders to devices — even when they are not directly connected to the system. And with appropriate rights, users can make changes or submit new documents that are synchronized across all users and imported back into the Documentum Capital Projects repository as new or revised documents. Users can also send large files via secured shared links with rights management controls and reporting, avoiding size limitations of email attachments. All content is protected with good policy controls and top-grade security practices.

RELIABLE COMPLIANCE

Incomplete, missing or inaccurate project information can lead to delays and failures to comply with HSSE regulations or an inability to prove compliance during an audit or inspection. Documentum Capital Projects supports reliable regulatory compliance through enhanced, automated management of project documentation and workflows that automatically create a full audit trail from day-to-day document interactions. Reuse configurations for new projects to facilitate compliance and user acceptance and to promote company-wide standards. Simplify approval processes and ensure inspection readiness with enforced review, approval with electronic signatures, and tracking and reporting status of “to be read and understood” actions.

SEAMLESS INTEGRATION WITH OTHER SYSTEMS

More than half of the leading energy companies worldwide rely on the industry-leading EMC Documentum platform. Documentum Capital Projects leverages the open architecture of the platform, delivering enterprise scalability and flexibility to meet unique company requirements.

- Integrate with and augment the functionality of key engineering and maintenance management systems to decrease the costs, inefficiencies and potential errors resulting from content residing in multiple disconnected systems.
- Add geo-location context to project information with integration to Geographic Information System including ESRI ArcGIS and Google maps.
- Use preconfigured templates and business rules to rapidly load large numbers of documents including piping and instrumentation diagrams, specifications or as-built drawings from other projects, applications or file systems.

ACCELERATE DEPLOYMENT FOR FAST TIME TO VALUE

The IT resources and time required to procure, install and configure your content management solutions are significant and can impact your overall project schedule. EMC Documentum Capital Projects Express delivers the functionality of Documentum Capital Projects in a fully managed cloud service. Built and maintained by EMC experts, this managed service delivers optimal performance and lowers TCO by as much as 30% to 60%. Documentum Capital Projects Express also offers backup and disaster recovery; support for multiple environments, including development, test, sandbox and production; a highly automated provisioning and monitoring infrastructure; and best-in-class secure operations.

GETTING STARTED

To find out more about the Documentum Capital Projects solution, please visit: www.EMC.com/DocumentumForEnergy.

CONTACT US

The EMC Information Intelligence Group (IIG) transforms how organizations connect information with work. Whether on-premise or in the cloud, IIG technologies simplify the complexity of managing and protecting an organization's most valuable asset: information.

To learn more about the EMC Documentum for Engineering, Plant and Facilities Management solution suite, [contact](#) your local representative or authorized reseller—or visit us at www.emc.com, or explore and compare products in the [EMC Store](#).

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