

# Case Study

## Imtech Process – Project Information Control

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In 2009, Imtech Process, an Imtech business unit in the UK that specialises in bio energy and water technology, was chosen by Dwr Cymru Welsh Water as the preferred process partner for two advanced bio-digestion plants in Cardiff and Afan in Wales, with the aim of reducing Welsh Water's carbon footprint.

Imtech Process provides its clients with high-value technical solutions through a combination of electrical engineering, ICT (information and communication technology) and mechanical engineering for sustainable outcomes and better operational processes.

With more than 30 years' experience in document control, Imtech Process' Document Controller Robert Price advocates TeamBinder as the logical solution to its document and correspondence management needs to manage project information and processes for the Dwr Cymru Welsh Water projects.

### Challenges

#### ◆ Control of Project Information

The project involved a large team of approximately 70 sub-contractors and partners, numerous consultants, suppliers, and government bodies located in disparate geographical locations, and thousands of technical documents covering the two construction sites in Afan and Cardiff. This added to the difficulty of controlling project information.

#### ◆ Project Complexities

The construction sites demanded delivery of a total solution embracing the design and engineering of the plants, including technological solutions, construction and operational services. Between the two construction sites, more than 5000 technical documents and correspondence items were generated. Imtech Process ascertained that the efficient delivery of the project would require a sound information management solution to streamline the enormous flow of data.

“TeamBinder excelled by providing the required combination of facilities while maintaining simplicity of operation. I have no hesitation in recommending the TeamBinder solution.”

**Robert Price**  
Document  
Controller  
Imtech Process  
Dwr Cymru  
Welsh Water

### Key Project Statistics

Project Value  
**€77M**

Duration  
**22 Months**

Sub-contractors  
**70**

Technical Documents  
**5,000-plus**

## Solution

### ◆ TeamBinder

QA Software's web-based collaborative tool was selected by Imtech Process as the solution for the two power generation/water treatment plants. A web-based correspondence and document management tool, TeamBinder was accessed by users over the Internet allowing multiple users on both sustainable development projects to quickly and securely communicate and access the latest project documents.

### ◆ Uniformity in document correspondence management standards

Using TeamBinder on both sites ensured uniformity and continuity in document and correspondence management standards and allowed Imtech Process to easily access and distribute project documents stored on TeamBinder.

"TeamBinder provides a simple means of capturing project correspondence in an easily accessible common "In Box."

**Robert Price**  
**Document Controller**  
**Imtech Process**  
**Dwr Cymru**  
**Welsh Water**

## Results

### ◆ Simplification

This was provided through a secure and easily accessible repository for project documentation using TeamBinder, where documents were stored in a secure electronic database that was easily accessible at anytime from anywhere, thereby simplifying the management of project information.

The setup and control of document workflow was simplified, as was the means of controlling the Invitation to Tender process.

### ◆ Accountability

TeamBinder automatically kept a record of document revisions to ensure all parties worked from only the latest version of each document. Imtech Process was able to keep multiple parties informed of revised documents, including all drawings and specifications. TeamBinder provided a 'point of truth' for project documentation, allowing Imtech Process to quickly and easily transmit new revised documents to contractors and sub-contractors, ensuring all parties worked with the latest information.

### ◆ Time Saving

Documents directly input by subcontractors and partners located across a vast geographical area and overseas were instantly available to the system for approval and distribution. The ability to setup and train new users in a straightforward and simple manner contributed towards the acceptance of the system by the entire project team.



#### ◆ Audit Trail Efficiency

The audit trail within TeamBinder ensured all project information was readily accessible for future reference by Imtech Process. The use of TeamBinder provided Imtech Process with a history of the progress of all technical documents through the life of the project, including comments made on each issue raised by each reviewer. TeamBinder also provided an efficient means of accessing the required documentation for O&M Manual compilation and handover to client.

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## Why TeamBinder?

Imtech chose TeamBinder because it:

- Is a secure and easily accessible repository for project documentation
- Is a point of truth for project documentation, i.e. it was the place to access the current or previous versions of any project document
- Is a history of the progress of project documentation throughout its lifecycle, including comments made on each issue of a document
- Enables sub-contractors and partners dispersed over a wide geographical area (including overseas) to directly input documents to the system for approval, distribution and collaboration and provided the means for quickly communicating comments and change requirements back to them
- Is a simple means of setting up and controlling workflows
- Is a convenient means of progress reporting
- Is a quick and simple means of controlling the Invitation to Tender process.
- Is an efficient and simple means of retrieving the required documentation and handover to client.
- Provides a simple means of capturing project correspondence in an easily accessible common "In Box."
- Is relatively simple to set up and use
- Is simple and straightforward in setting up and training new users
- Contributed to the professionalism, efficiency and speed of progress of the project.

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## QA Software

QA Software is the leading provider of information management solutions for the Construction and Engineering industries. Headquartered in Melbourne, QA Software provides a suite of products that help clients deliver projects faster and within budget.

A proven track record on thousands of projects world-wide and the ability to understand client requirements have made QA Software solutions industry leaders.



**Microsoft** Partner

Gold Independent Software Vendor (ISV)

[www.qa-software.com](http://www.qa-software.com)