

# Building digitisation

## COGNICA's Documentation Management System (DMS) consultancy

If you are wondering whether to take the plunge to centralise your estate documentation, to make it accessible for the increasing number of collaborators and create a more sustainable solution, then you are in safe hands.

COGNICA has been delivering project handover documentation and asset management solutions on document management system platforms since 1998.

There may be legacy reasons as to why various estate information has not been centralised and stored in one location. Estate teams that have not ventured down this building digitisation path may be apprehensive about the whole process.

### The benefits:

- **Modern** working approach against backdrop of an increasingly digitalised industry
- **Efficiency** gains from centralised and depository focused locations
- **Best practice** in line with BIM level 3 practices and lifecycle management journey
- **Trackable and traceable**, maximising levels of compliance, productivity and change control

### Frequently Asked Questions?

- Can I have multiple departments on one library?
- Can I share my documents with others?
- Can I update information?
- Will it support me with being compliant?
- Will I be able to have one central location?
- Do I have to pay an annual hosting fee?

COGNICA are accredited to PAS 1192-2:2013 and our Quality Management system to ISO 9001:2015, ensuring Task Information Management and Data Compilation Services for projects comply with BIM Level 2 in accordance with PAS 1192-2:2013, BS 1192:2007 and BS1192-4:2014, providing our clients with complete confidence in the reliability of COGNICA's products and services.

### Documentation management consultancy

Our consultancy starts with the introduction of our Business Development Manager and our SharePoint Document Consultant Specialist, providing an initial overview of the solution. Once presented, if you feel COGNICA's service could be of benefit, we will discuss the consultancy process.

Our consultancy process involves the following stages:

#### Stage 1: Initial workshop

COGNICA will listen to your current and future needs and will enquire about the various factors that may affect system implementation and user adoption. Based upon preliminary discussions, you will receive a written plan of approach to design, migrate and deliver your SharePoint system including estimated costs

#### Stage 2: Discovery workshop

We will explore and clarify further points to provide scope for a more detailed plan and an accurate cost assessment. We will develop a written full system design document, detailed project plan and bespoke quotation.

#### Stage 3: Outline of plans

We will share with you, the plans for your solution build, document migration, training and delivery of your new SharePoint document management solution. As part of the RSK Group, we can offer full integrated environmental, engineering and technical solutions. We have the expertise to accommodate your building and estate needs.

We can help you understand the processes, the details and the integration requirements for you to decide whether now is the right time. Contact us:

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