

Newforma® Project Center is the core of the Newforma project information management enterprise solution. It reduces risk and saves time in the management of email, searches, markups, meeting minutes, project files, record documents, project images, file transfers, action items and more.

Newforma Project Center software is the architecture, engineering and construction industry's first comprehensive, integrated solution for AEC project information management (PIM). Newforma developed the solution in response to AEC professionals' concerns that project information silos impair productivity and increase risk.

Challenges to effective, efficient project delivery

- **Email management.** Email, an increasingly important source of project information and the prevalent medium for decision-making, is disconnected from other project files and team members, and is often hard to organize.
- **Comprehensive search.** Increasingly complex projects, geographically-dispersed teams, and volumes of email can make finding a critical document or piece of information a time-consuming or fruitless hunt.
- **External communication.** The emailing of large electronic files often encounters problems due to file size limitations, and FTP sites tend to be inconvenient and insecure, and time-consuming to administer.
- **Remote access.** It's difficult for remote and external team members to gain access to project information filed at the office.
- **BIM/CAD design review.** Design revisions need to be shared, compared, reviewed and revised by team members who are not always working with the same design authoring tools.
- **Project monitoring.** Successful AEC project execution depends upon ongoing oversight by project managers. But the information they use to monitor progress is disjointed, disconnected and hard to organize.
- **LEED administration.** The administration of documents required to certify a project as a sustainable design is a massive task of project information management for the internal and external project team.
- **Integrated project delivery.** Integrated project delivery generates more input from more team members during more phases of the project. The resulting increase in project emails, transmittals, markups and action items demands specialized software to manage them effectively and efficiently.

Newforma software works the way you work

Newforma Project Center differs from other approaches to project information management in that it demands no significant change to your work processes, integrates with your existing email system and IT infrastructure, and recognizes your need to share information in different ways with different partners, depending on levels of trust. It adapts to your best practices rather than making you adapt your processes to the software.



Individual project managers can and do develop solutions to these problems, but doing so contributes to more problems. Project information gets isolated in individual email inboxes. Information silos proliferate.

“The promised land.”

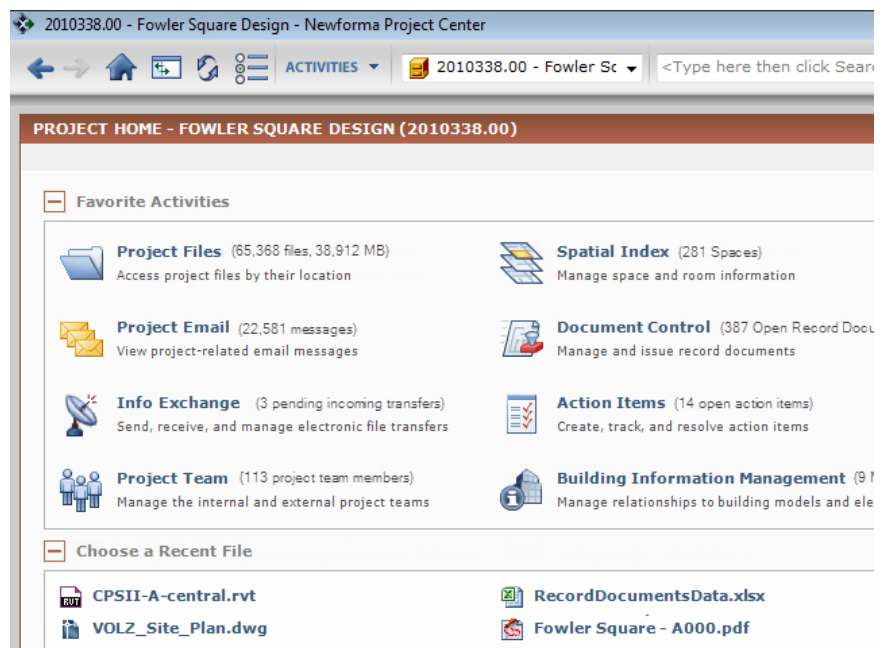
—ColeJenest & Stone Managing Principal Michael Cole, RLA

Manage architectural, engineering and construction project information

Newforma Project Center breaks down information silos with an enterprise-wide solution that does not force drastic changes on team members' work processes. It integrates with Microsoft Office Outlook email, Excel spreadsheets, Microsoft Project, SharePoint and other software currently in use.

Newforma Project Center is comprised of tools to manage project information and the processes involving that information. These processes and sources of information include project email, information searches, drawing review and markup, action items, BIM models, meeting minutes, project images, document control and transmittals, as well as secure, documented file transfers into and out of the firm via Newforma Info Exchange.

Newforma® Project Center's customizable "Project Home" page provides direct access to all the project information and associated activity centers available for a project, providing the entire team with a shared, consistent environment to support every aspect of project execution.



Popular activity centers

Newforma Project Center provides a host of functions and activity centers your project team can use to manage project information more efficiently and effectively. Here are just a handful.

Email management



Email management begins by making it drag-and-drop easy to add messages to the project files. At the Project Email activity center, it's a simple matter to sort and filter for quick retrieval. Outlook email users have the added advantage of the Newforma Add-in for Microsoft Office Outlook, which provides means to relate emails to action items, RFIs, transmittals and the project timeline without leaving the Outlook inbox.

Information exchange and remote access



Newforma **Info Exchange** provides an easy-to-use, secure means of distributing information that is as easy as email, but without the file size limitations of email, the security and administration shortcomings of FTP, or the expense of project extranets. For external team members and internal team members working remotely, Info Exchange offers web-browser access to project information, and the ability to upload large files as easily as they're downloaded.

Popular activity centers (continued)

Search



Newforma Project Center indexes the project information on your network, including Microsoft SharePoint® sites, to return fast, comprehensive results via the **Search** function. It finds terms in over 200 industry formats, including email and email attachments, CAD, PDF, DWF and Microsoft Office files, external references, ZIP files, image properties, and the object properties of DWG, DWF and IFC files.

Action items



The **Action Items** activity center engages the power of the extended project team to identify and manage critical issues. Team members can seamlessly create action items while answering email in their Microsoft Outlook inbox; while reviewing a drawing, BIM model or PDF in the Newforma Viewer; or from any other activity center.

Drawing comparison



The **Compare** functionality of Newforma Project Center identifies changes in individual files, between groups of files and between iterative sets of drawings, eliminating manual comparisons. Additions, deletions and changes are displayed graphically by such identifiers as color coding and animations.

Markups



Using the **Markup Sessions** activity center, Newforma Project Center users can browse, preview and add comments to any markup session created on the project, providing an audit trail of the decisions in a design or construction review workflow. Markup sessions remain a permanent part of the project record.

Captures and connects interrelated work processes

One of the many strengths of Newforma Project Center is the way it allows for seamless management of interrelated work processes. For example, an email may generate an action item that spawns markups that relate to the project timeline as discussed in a meeting. Capturing these relationships as work processes unfold is crucial to ensure accountability and transparency, to avoid delays, and to avoid claims.

Newforma Project Center provides a means to capture these relationships. The resulting records facilitate management and provide an audit trail. The software even emails notifications that alert project team members to their responsibilities and commitments.

Streamlines workflow across the organization

Newforma Project Center improves the management of every project in your firm including projects for internal stakeholders. Human resources, marketing, accounting and information technology teams use the solution to streamline workflows and reduce the risks of missing information or neglected tasks. Senior executives rely on it to manage their workflows and provide windows into the workings of the entire firm.

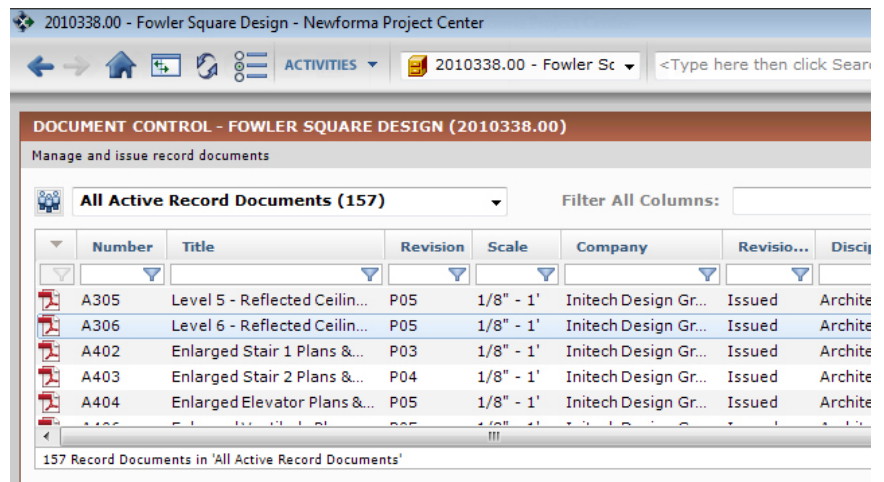
*“We can use Newforma software to **streamline an existing process, but we can also use it to find a process that works for everyone.**”*

*—Pruitt Eberly Stone Associate **Mark Willey, P.E.***

Fast to implement, quick to learn, easy to use

Like the rest of the Newforma PIM solution, Newforma Project Center is easily learned, readily applied and proves its worth within days – sometimes hours – of being implemented.

The Document Control activity center in Newforma Project Center simplifies revision management, accessibility and transmittal of record documents issued for review, permitting and construction.



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ACTIVITIES 2010338.00 - Fowler Sc <Type here then click Search>

DOCUMENT CONTROL - FOWLER SQUARE DESIGN (2010338.00)

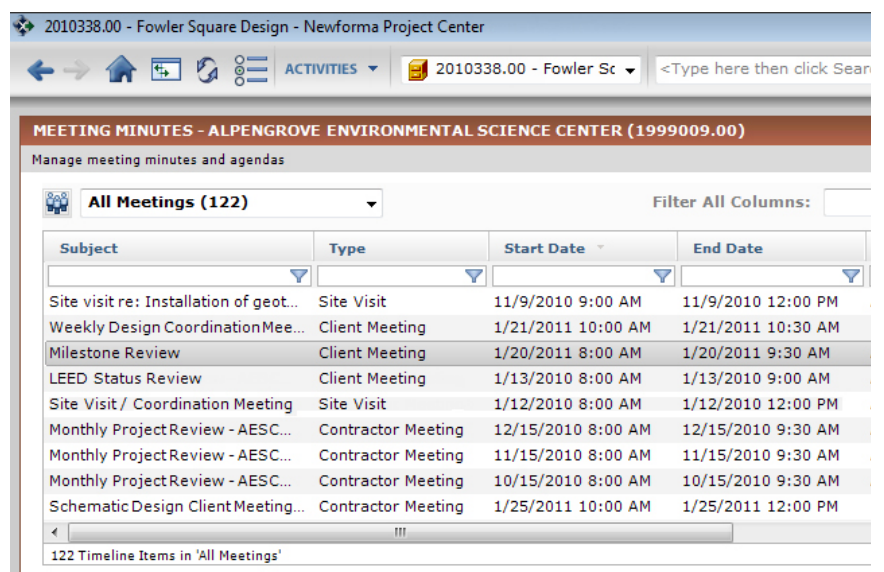
Manage and issue record documents

All Active Record Documents (157) Filter All Columns:

Number	Title	Revision	Scale	Company	Revisio...	Discip
A305	Level 5 - Reflected Ceilin...	P05	1/8" - 1'	Initech Design Gr...	Issued	Archite
A306	Level 6 - Reflected Ceilin...	P05	1/8" - 1'	Initech Design Gr...	Issued	Archite
A402	Enlarged Stair 1 Plans &...	P03	1/8" - 1'	Initech Design Gr...	Issued	Archite
A403	Enlarged Stair 2 Plans &...	P04	1/8" - 1'	Initech Design Gr...	Issued	Archite
A404	Enlarged Elevator Plans &...	P05	1/8" - 1'	Initech Design Gr...	Issued	Archite

157 Record Documents in 'All Active Record Documents'

The Meeting Minutes activity center in Newforma Project Center synchronizes with Outlook Calendars to streamline the management of meeting agendas, minutes and discussion topics, keeping the entire team focused and accountable for the project's highest priorities.



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MEETING MINUTES - ALPENGROVE ENVIRONMENTAL SCIENCE CENTER (1999009.00)

Manage meeting minutes and agendas

All Meetings (122) Filter All Columns:

Subject	Type	Start Date	End Date
Site visit re: Installation of geot...	Site Visit	11/9/2010 9:00 AM	11/9/2010 12:00 PM
Weekly Design CoordinationMee...	Client Meeting	1/21/2011 10:00 AM	1/21/2011 10:30 AM
Milestone Review	Client Meeting	1/20/2011 8:00 AM	1/20/2011 9:30 AM
LEED Status Review	Client Meeting	1/13/2010 8:00 AM	1/13/2010 9:00 AM
Site Visit/ Coordination Meeting	Site Visit	1/12/2010 8:00 AM	1/12/2010 12:00 PM
Monthly Project Review - AESC...	Contractor Meeting	12/15/2010 8:00 AM	12/15/2010 9:30 AM
Monthly Project Review - AESC...	Contractor Meeting	11/15/2010 8:00 AM	11/15/2010 9:30 AM
Monthly Project Review - AESC...	Contractor Meeting	10/15/2010 8:00 AM	10/15/2010 9:30 AM
Schematic Design ClientMeeting...	Contractor Meeting	1/25/2011 10:00 AM	1/25/2011 12:00 PM

122 Timeline Items in 'All Meetings'

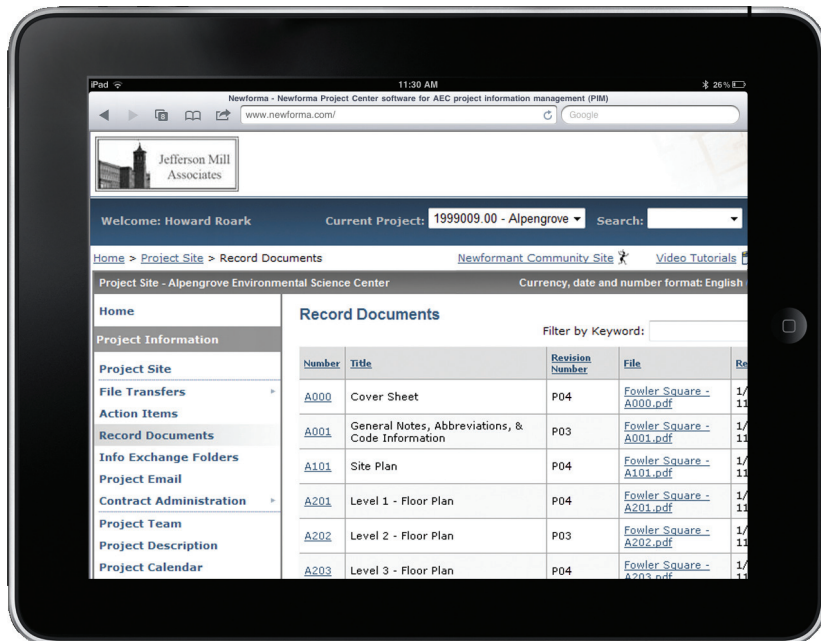
“These new digital tools don’t require big changes in the way I work. I still use Outlook email as my most common means of communication. And because the software mitigates the risk of errors, in addition to saving me precious hours, the gains I make during the day allow me to sleep better at night.”

—Jacobs Engineering Senior Project Manager **Ed Culican, P.E**

Conclusion

Newforma Project Center software removes time- and money-draining inefficiencies from AEC project execution, mitigating risks and liberating resources your firm can devote to client service. It strengthens your firm's brand image as it enables more repeatable best practices.

By standardizing work processes and customizing them to the individual needs of your firm, the organization saves time, improves accountability, increases transparency and reduces risk.



Remote access via Newforma Info Exchange allows internal and external team members to stay connected with live project data using any standard web browser or tablet device with mobile web access, such as an Apple® iPad®.

“Newforma Project Center makes it easy to document the evolution of a job by capturing email decision threads and keeping record copies of milestone documents as they are modified over time. As a result, in addition to improving client service during the project, we have a definitive reference to give to the owner at handover.”

—Foushee and Associates President Eric Jones



AEC PROJECT INFORMATION MANAGEMENT

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