

1 Purpose of this Standard

The purpose of this standard is to guide Document Management scope estimates for use in corporate or client projects.

2 Risks of non-compliance

Some of the risks of not having, or not complying with these standards are:

- Inaccurate cost or time estimates are provided
- No cost or time estimate is provided for Document Management activities
- Inaccurate or missing estimates cause cost and/or schedule overruns
- Cost of Document Management assumed to be part of high priced engineers or consultants job and therefore often not cost nor quality efficient due to lack of training
- Inaccurate or missing estimates cause reduction in conformance with standards
- Deliverables or requirements are missed in projects or activities
- Client or customer dissatisfaction in documentation and data expectations
- Inaccurate or missing estimates in Document Management do not provide basis for change orders on projects
- Inaccurate estimates provided to stakeholders may set the stage for claim development in hard dollar / unit-rate contract arrangements.

3 Scoping Document Management

To scope Document Management appropriately, the following minimum steps should be taken:

- Ensure that your internal processes are developed, implemented, and fully understood by all members of a project or activity
- Gather all requirements for the project or activity, including requirements from customers or clients, and criteria for successful completion or closing of the project
- Review your organization's scope of service or equipment supply
- Formalize documentation and data expectations with all contract parties
- If no expectations are set, utilize your organization's standard documentation and data delivery standards
- Review any customer/client or regulatory/legal requirements for your organization's scope of work
- Create a list of what activities and deliverables will be included in the scope
- Define the quantity of activities or deliverables that are expected/required on a project or activity
- Clearly list all activities and deliverables that are NOT included in the scope
- Clearly define all assumptions
- Define estimated resources required for in-scope activities and deliverables, paying particular attention to high risk components, such as concurrent activities
- Submit Document Management scope of work prior to your organization's response to a proposal, or before the project or activity is initiated

4 Estimating Document Management

- Cross reference internal standards to customer or client standards and list deviations from internal standards and processes
- Utilize scope of work for activities, deliverables, quantities, and required resources
- Create a spreadsheet (if no project management software is available to Document Management) that lists deliverables, related activities and quantities for each deliverable
- Review the schedule of the project or activity to understand resource load across the duration of the project or activity
- Enter budget hours required (based on historical data) for each deliverable or task. Budget hours can be communicated in time segments per x quantity of deliverables

Sample:

Deliverable	Qty	IFR	IFA	IFU/IFC	Budget Hours	UOM	Formula	Total	Notes
Monthly Project Reports (2 yr proj)	24		X	X	1.5	Per file, per issue	24 files x 2 issue stages x 1.5 hours	72 Hours	Includes quality checking files, scanning, uploading, transmittals and distribution
Control of modifiable monthly Project Report files	24			X	0.5	Per file, per issue	24 files x 1 issue stage x 0.5 hours	12 Hours	Includes secure filing
Execution Plan	1	X	X	X	1	Per file, per issue	1 file x 3 issue stages x 1 hour	3 Hours	Includes quality checking files, scanning, uploading, transmittals and distribution
Control of modifiable Execution Plan	1			X	1	Per file, per issue	1 file x 1 issue stage x 1 hour	1 Hour	Includes formatting and secure filing
Project Drawings	300	X	X	X	2	Per 100 files, per issue	300 files x 3 issue stages / 100 files per uom x 2 hours	18 Hours	Includes quality checking files, scanning, uploading, transmittals and distribution
Control of modifiable drawing files	300			X	3	Per 100 files, per issue	300 files x 1 issue stage /100 files per uom x 3 hours	9 Hours	Includes clean up and purging of modifiable files, tracking, expediting

5 Gathering of Historical Data

In order to understand how many hours each type of deliverable at each issue stage takes to process, you must track how long it takes to perform the various activities at the average performance rate of the Document Management team. Tracking can only occur once processes, procedures, and workflows are implemented. This will allow you to track based on approved work practices. If your organization does not provide you with the timesheet tools to track the individual activities, a manual system must be created that all team members within document Management contribute to each week.