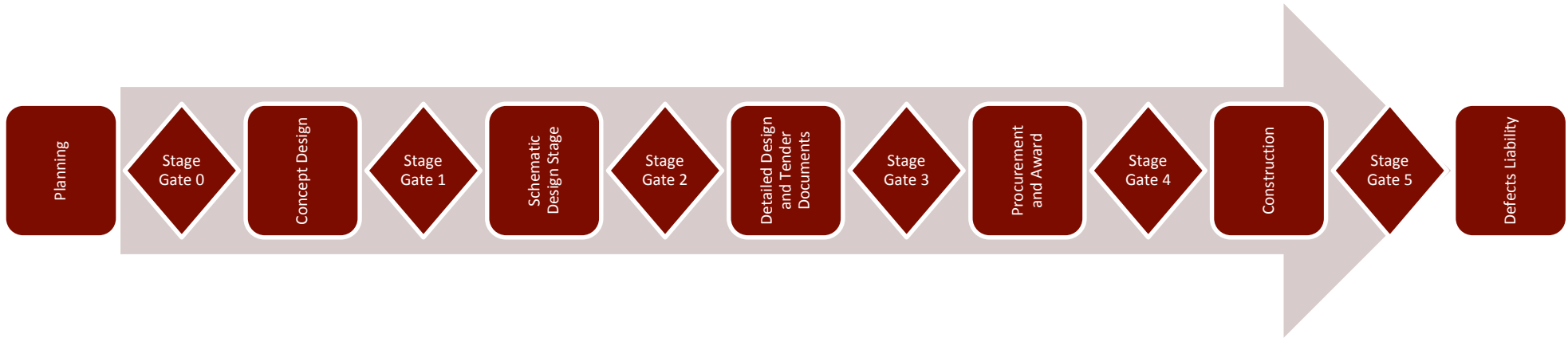


# **Having the Business Intelligence (BI) Insight To Your Valuable Projects Data**

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*Document Tracking*

# During the Project Life Cycle, There are many processes that need to managed using pre-defined document templates



Project Proposal| Baseline Integrated Schedule| Schedule Update| Recovery Schedule| Schedule Review and Analysis| Baseline Budget and Cash flow| Budget Transfers| Project Cost Estimate| Develop Tender Documents| Project Feasibility Study| Project Procurement Strategy and Plan| Performance Bonds| Project list of deliverables and Stage Gates| Project design criteria, regulations and standards| Project Contract Documents,| Review Consultants proposals| Consultant's LOI (Letter Of Intent)| Design Schedule| Consultant's Contract Award| Contractor's Letter of Award| Insurances, Bonds and Bank Guarantees| Professional Indemnity| Issue Management| Third Party design Review | Authorities approvals, permits and NOC's| Request for Information (RFI)| Project Scoring and Selection| Project Authorization| Site Work Instruction (SWI)| Permits and NOC| Interface Management| Letter of Intent Contractor| Letter of Intent Consultant| Letter of Award Consultant| Time Extension Requests| Time Impact Delay Analysis| Project Business Plan| Consultant Pre-Qualification| Contractor Pre-Qualification| Project Charter| | Project Directory| Invitation to Bid| Appointing of Successful Bidder| Issuing Building Permit| Change Management| Progress Invoices| Safety and Accident Report| Single Source Contract Award| Consultant Monthly Performance Report| Project Manager Monthly Performance Report| Request for Inspection| Submittals Log| Procurement Log| Submittal Management| Interfaces| Tender Addendums | Tender Technical Analysis and Evaluation| Tender Commercial Analysis and Evaluation| Value Engineering| | Project Management Plan| Earned Value Analysis| Memos Snag List| Risk Management| Observation Log| Construction Site Cameras| Claim Management| Drawings Revisions| Daily Reports| Weekly Progress Report| Monthly Progress Report| Interoperation of Contract Documents| Notice To Proceed| Contract Termination| Testing and Commissioning| Substantial Completion| Beneficial Occupancy| Communication Plan| Confirmation of Verbal Instruction| Contractor Request To Work Overtime| Project Management Consultant Request To Work Overtime| Removal of Staff| Bribery and Misconduct| Incoming and Outgoing correspondence| Incoming and Outgoing emails| Project Cost Breakdown Structure (CBS)| Payment For Approved Progress Invoices| Provisional Sum Release Request| Safety Meeting| QA/QC Meeting| Project Filing Structure| Progress Review Meeting| Project Documents Numbering| Managing BIM Models| Managing CAD Drawings| Permits To Demolish| Hot Work Permit| Permit To Access Restricted Areas| Permit to Access Confined Areas| Bidder Selection| Procurement Strategy| Alternative Proposal Application| Non-Compliance Report (NCR)| Warranties| Project WBS| Project Cost Worksheet| Early Warning Message| Material Deliveries and Storage| Videos and Photographs| Deliverables Acceptance| Stage Gate Review| Project Staff Appointment| Project Staff Release| Project Staff Appraisal| Documenting Lessons Learned| Project Handover| Spare Parts Management| Maintenance Work Request| Maintenance Work Order| As Built Drawings and O&M Manuals and catalogs| Taking-Over Certificate (TOC)| Final Taking-Over Certificate (FTOC)| Project final accounts clearance| Project Closeout| Among Many Others|

# Those documents and associated actions need to be tracked to ensure that there is no delay in responding to avoid disputes' risk

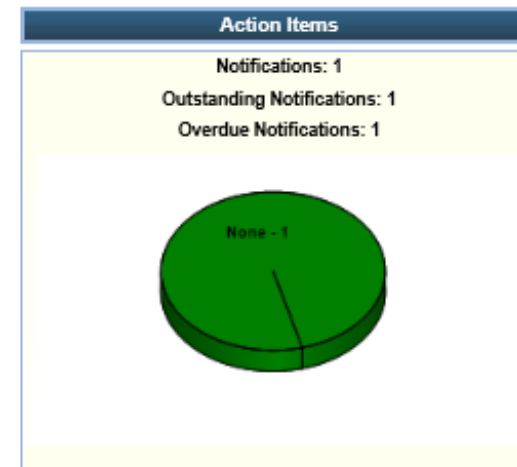
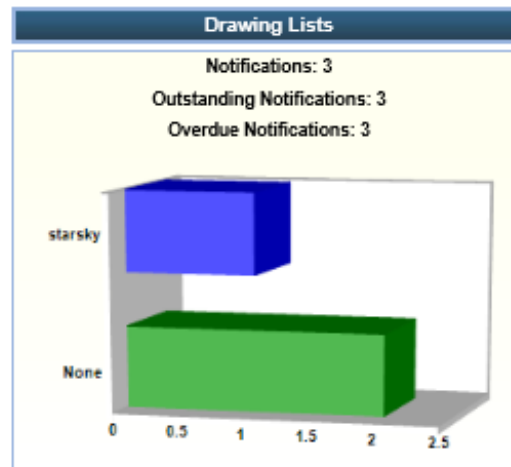
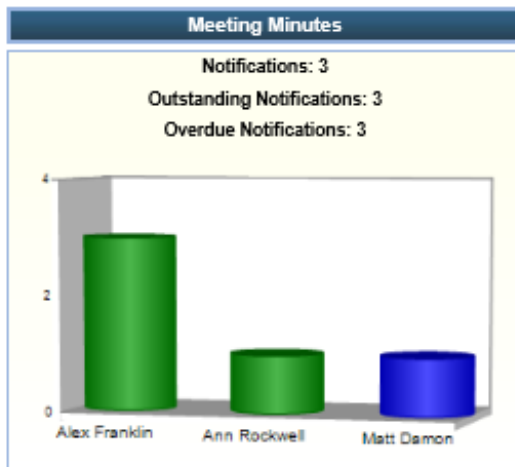
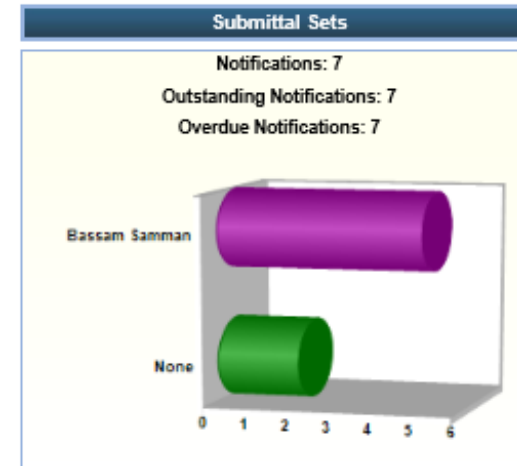
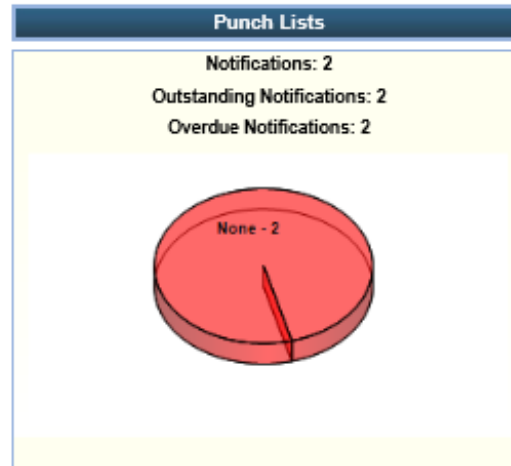
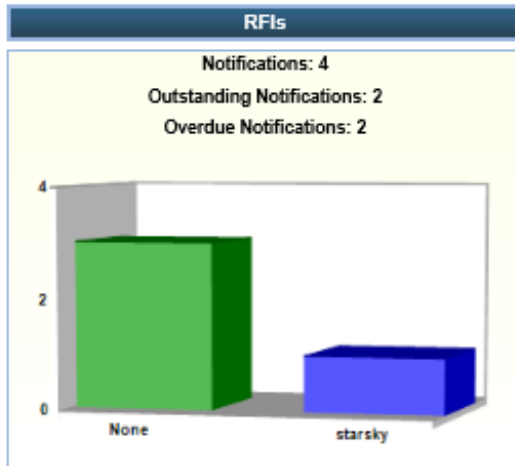


Workflow Inbox By Project										
Project: Training Project										
Record #	Document Type	Project	Description	Submitted By	Pending For (User)	Pending For (Company)	Delegated To	Due Date	Step	Notification
<b>Document Type: Action Items</b>										
<a href="#">1</a>	Action Items	Training Project		CMCS	satish,VinodWariath	CMCS,Samsung C&amp;T		03-Jul-14	Step 1 of 1	NO
<a href="#">002</a>	Action Items	Training Project			satish	CMCS,Samsung C&amp;T	VinodWariath	20-Aug-14	Step 1 of 2	NO
<a href="#">3</a>	Action Items	Training Project			satish	CMCS		01-Sep-14	Step 1 of 2	NO
<a href="#">5</a>	Action Items	Training Project						01-Sep-14	Step 1 of 2	NO
<a href="#">6</a>	Action Items	Training Project		Samsung C&T	satish	CMCS		01-Sep-14	Step 2 of 3	NO
<a href="#">7</a>	Action Items	Training Project		Samsung C&T	satish	CMCS		01-Sep-14	Step 2 of 3	NO
<b>Document Type: Construction Submittals</b>										
<a href="#">001</a>	Construction Submittals	Training Project			VinodWariath	Samsung C&amp;T		25-Jun-14	Step 2 of 2	NO
<a href="#">Z-002</a>	Construction Submittals	Training Project		Samsung C&T	satish	CMCS		25-Jun-14	Step 1 of 2	NO
<a href="#">Z-003</a>	Construction Submittals	Training Project		Samsung C&T	VinodWariath	Samsung C&amp;T		25-Jun-14	Step 2 of 2	NO
<a href="#">Z-005</a>	Construction Submittals	Training Project		Samsung C&T	satish	CMCS		25-Jun-14	Step 2 of 2	NO
<a href="#">Z-0010</a>	Construction Submittals	Training Project		Samsung C&T				25-Jun-14	Step 3 of 3	NO
<a href="#">Z-0011</a>	Construction Submittals	Training Project		Samsung C&T				25-Jun-14	Step 3 of 3	NO
<a href="#">Z-0012</a>	Construction Submittals	Training Project		Samsung C&T	satish	CMCS		25-Jun-14	Step 2 of 2	NO
<a href="#">Z-0013</a>	Construction Submittals	Training Project		Samsung C&T	satish	CMCS		25-Jun-14	Step 2 of 2	NO
<a href="#">Z-0014</a>	Construction Submittals	Training Project		Samsung C&T				25-Jun-14	Step 3 of 3	NO
<a href="#">Z-0015</a>	Construction Submittals	Training Project		Samsung C&T	satish	CMCS		25-Jun-14	Step 2 of 4	NO
<b>Document Type: Correspondence</b>										
<a href="#">002</a>	Correspondence	Training Project			satish	CMCS		03-Jun-14	Step 1 of 3	NO
<b>Document Type: Design Submittals</b>										
<a href="#">001</a>	Design Submittals	Training Project		CMCS	satish	CMCS		25-Jun-14	Step 1 of 3	NO
<b>Document Type: RFIs</b>										
<a href="#">0011</a>	RFIs	Training Project	this is a test	Samsung C&T	Deliverymanager	Samsung C&amp;T		24-Mar-14	Step 1 of 1	NO
<a href="#">0013</a>	RFIs	Training Project		Samsung C&T	Deliverymanager	Samsung C&amp;T		24-Mar-14	Step 1 of 1	Yes

# Sample Document Management Dashboard That Can Be Generated Within PMWeb and Can Be Fully Customized



## Document Management Notifications



# Using MS Power BI To Have The Insight of Your Documents Tracking

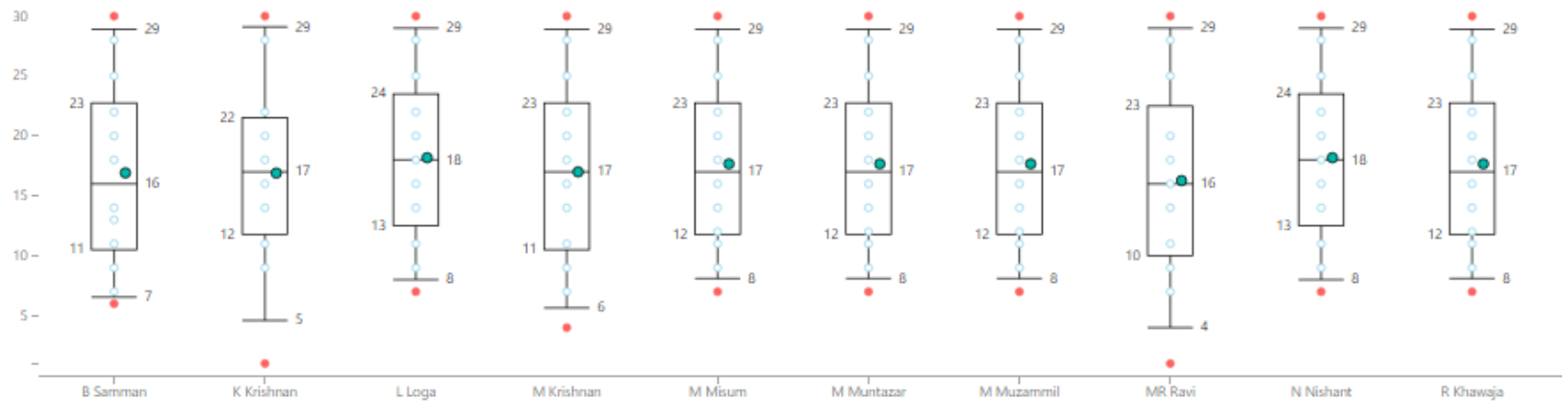
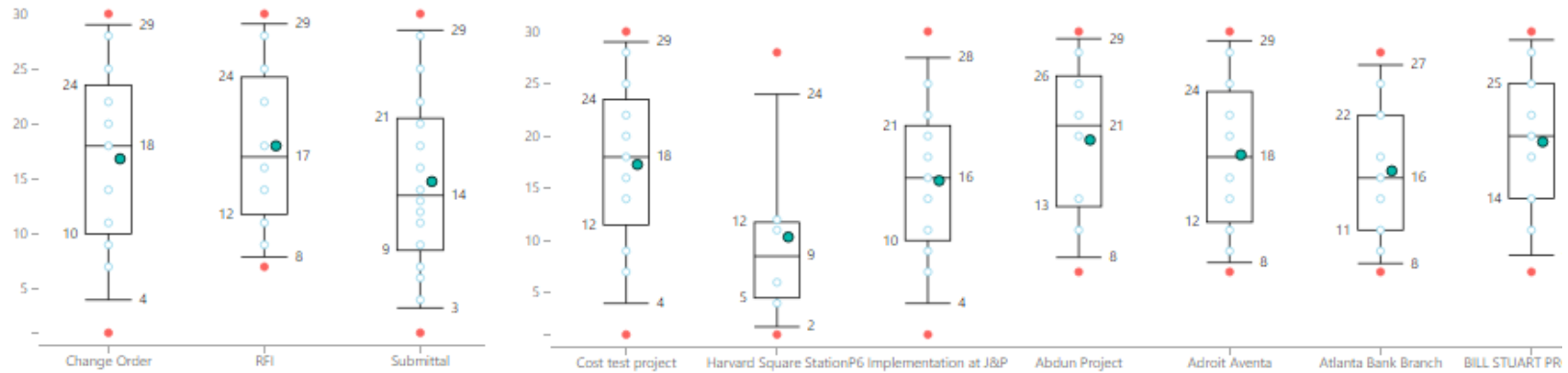
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# Document Tracking Log

Project Name	Document Type	Doc ID	Subject	From	To	Received Date	Status	Returned Date	Days Withheld	View
Bollywood Park	RFI	0003	Agreements regarding data sharing	Best Door and Window	MR Ravi	9/23/2016	Approved	10/2/2016	9	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Bollywood Park	RFI	0004	requesting information	Wagner & Williams	M Muntazar	9/23/2016	Approved	9/30/2016	7	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Abdun Project	Change Order	001	Remove Windows	A+ Electric, Inc.	N Nishant	10/28/2016	Rejected	11/25/2016	28	
Adroit Aventa	Change Order	001	Additional construction	Best Door and Window	M Krishnan	5/8/2016	Rejected	5/17/2016	9	
BILL STUART PROJECT	RFI	001	floor drain	Best Door and Window	K Krishnan	5/30/2016	Approved	6/27/2016	28	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
BIS	RFI	001	Rough Grade stakes are not set at requested offset	Rockwell Architects	M Misum	1/18/2016	Approved	2/3/2016	16	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Chelsea Barracks	Change Order	001	Design Changes	Rockwell Architects	MR Ravi	3/31/2016	Rejected	4/14/2016	14	
Chelsea Barracks	Change Order	001	Office Modifications	Boston Contractors	R Khawaja	3/4/2016	Approved	3/24/2016	20	
Chelsea Barracks	Change Order	001	Scope Addition	Murphy Structural Engineers	B Samman	3/7/2016	Approved	3/29/2016	22	
Cost test project	Change Order	001	Additional construction	Dexter Concrete	M Muntazar	3/15/2016	Approved	3/24/2016	9	
Harvard Square Station	RFI	001	Bid Inquiry	Rockwell Architects	B Samman	10/17/2016	Approved	11/14/2016	28	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Karama Dev	Change Order	001	Additional construction	Al Wasl	W Dsouza	10/28/2016	Approved	11/19/2016	22	
Loreal Galleria	RFI	001	Rough Grade stakes are not set at requested offset	Rockwell Architects	M Muzammil	2/11/2016	Approved	2/20/2016	9	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Lusail City	Change Order	001	Additional construction	CMCS	L Loga	3/3/2016	Rejected	3/12/2016	9	
Lusail City	Change Order	001	Additional Design	CMCS	S Shabeer	2/1/2016	Approved	2/26/2016	25	
Lusail City	Change Order	001	Site Conditions	CMCS	S Abrar	3/12/2016	Rejected	4/9/2016	28	
P6 Implementation at ...	RFI	001	Training Database Creation	A+ Electric, Inc.	M Krishnan	11/23/2016	Approved	12/11/2016	18	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
P6 Implementation at J...	Change Order	001	Design Development	CMCS	S Abrar	12/25/2016	Review		1	
BILL STUART PROJECT	RFI	002	Load back remote control panel	Rockwell Architects	R Khawaja	5/30/2016	Approved	6/24/2016	25	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Chelsea Barracks	Change Order	002	Additional construction	Rockwell Architects	M Muzammil	3/13/2016	Approved	3/24/2016	11	
Chelsea Barracks	RFI	002	HSS Location at Window Jamb SK- 5A	Wagner & Williams	S Hasan	8/23/2016	Approved	9/10/2016	18	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Kingdom Tower	RFI	002	Bid Inquiry	Dexter Concrete	MR Ravi	6/8/2016	Approved	7/8/2016	30	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Lusail City	Change Order	002	Additional construction	CMCS	S Hasan	5/8/2016	Rejected	5/15/2016	7	
BILL STUART PROJECT	RFI	003	2nd Floor loading capacity	Murphy Structural Engineers	S Shabeer	5/30/2016	Approved	6/21/2016	22	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Chelsea Barracks	Change Order	003	Design Services	Rockwell Architects	M Misum	10/28/2016	Approved	11/17/2016	20	
P6 Implementation at J...	Change Order	003	Upgrade Support	CMCS	L Loga	2/5/2016	Approved	2/23/2016	18	
Chelsea Barracks	Change Order	004	Design Services	Rockwell Architects	W Dsouza	2/6/2016	Rejected	3/2/2016	25	
BILL STUART PROJECT	RFI	005	Paint in the Bathrooms	Universal Corporation	W Dsouza	6/7/2016	Approved	7/2/2016	25	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Chelsea Barracks	Change Order	005	Design Services	Rockwell Architects	MR Ravi	2/7/2016	Rejected	2/21/2016	14	
Chelsea Barracks	RFI	006	Banner Pole Assemblies	Boston Contractors	N Nishant	9/21/2016	Approved	10/19/2016	28	<a href="http://cmcs.pmweb.com/PMWe">http://cmcs.pmweb.com/PMWe</a>
Loreal Galleria	Submittal	0220...	Road, Park & Drive Subbase Materials: Road,Park, ...	Universal Corporation	M Muntazar	2/2/2016	Approved ...	2/20/2016	18	

# Analyzing The Time Elapsed in Responding To Projects' Documents By Document Type, Project and Team Member



# Document Frequency Analysis

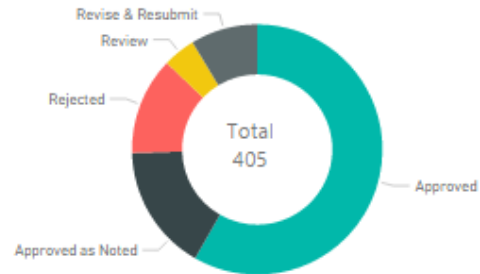
Project Name

Abdun Project	BILL STUART PROJECT	Chelsea Barracks	Harvard Square Station	Loreal Galleria	P6 Implementation at Anabeeb
Adroit Aventa	BIS	Cost test project	Karama Dev	Lusail City	P6 Implementation at J&P
Atlanta Bank Branch	Bollywood Park	Florida Perimeter Highway	Kingdom Tower	Mushaireb	Rockefeller Center
Beyond Horizon	Bürgenstock Resort, Lake Luce...	Grovenor Waterside			

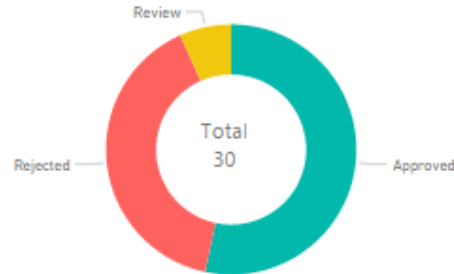
Count of Doc ID by Received Date



Submittals (?)



Change Orders (?)



RFI (?)

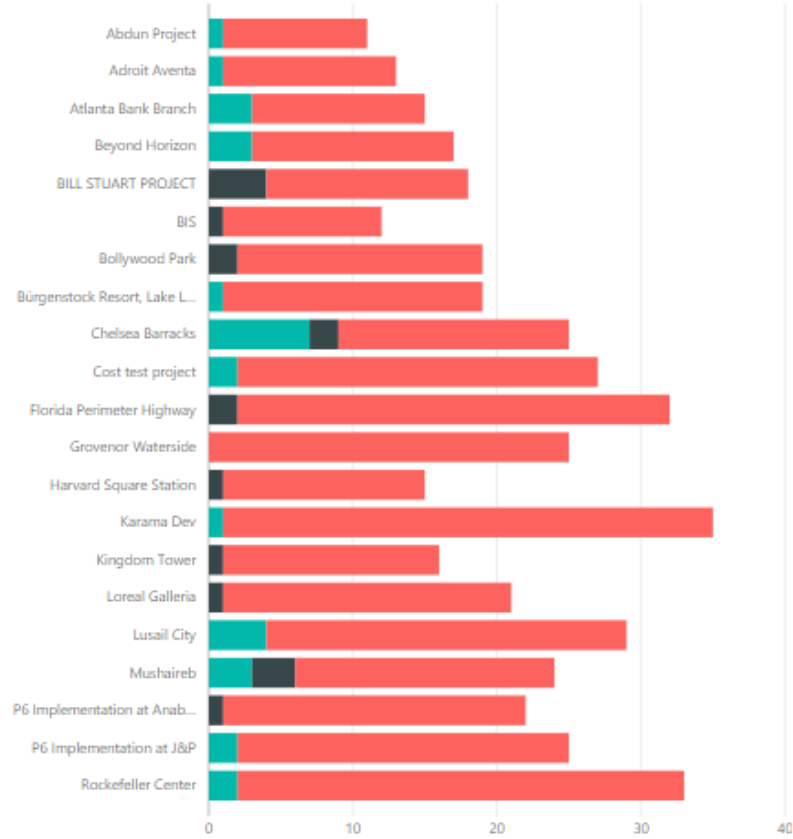




# Documents Volume By Project

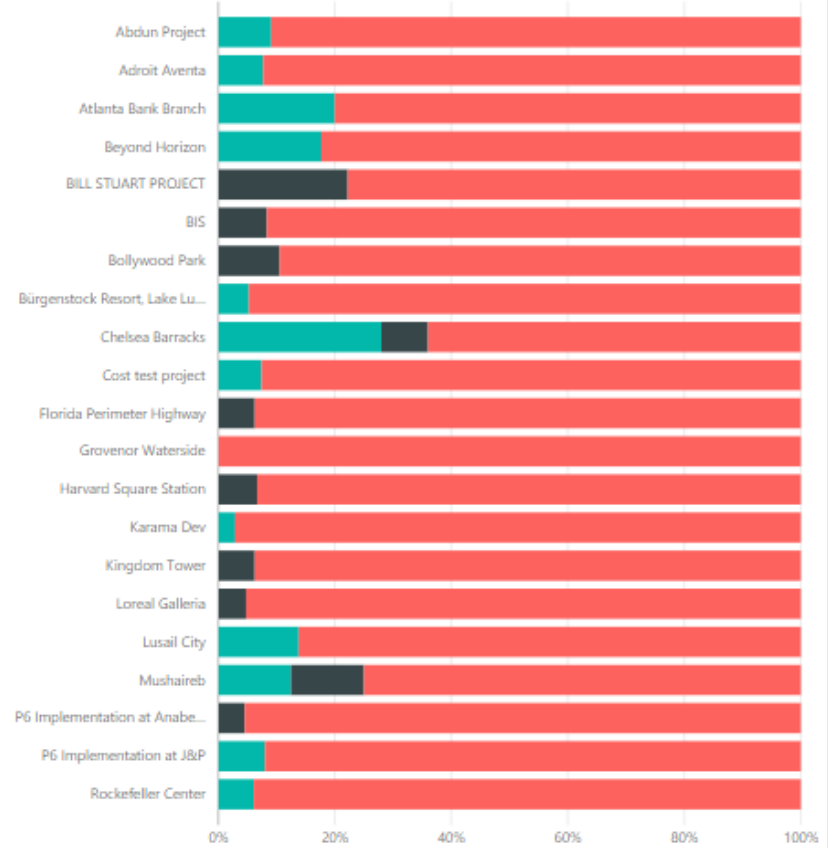
Count of Doc ID by Project Name and Document Type

Document Type ● Change Order ● RFI ● Submittal



Count of Doc ID by Project Name and Document Type

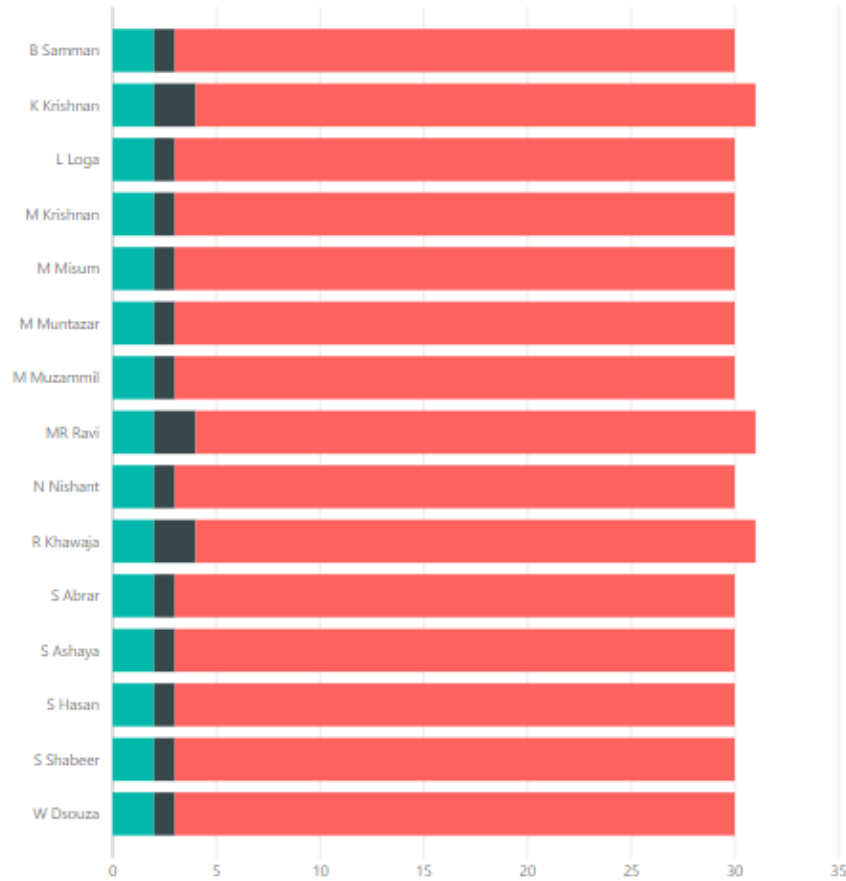
Document Type ● Change Order ● RFI ● Submittal



# Team Review Workload

Count of Doc ID by To and Document Type

Document Type ● Change Order ● RFI ● Submittal

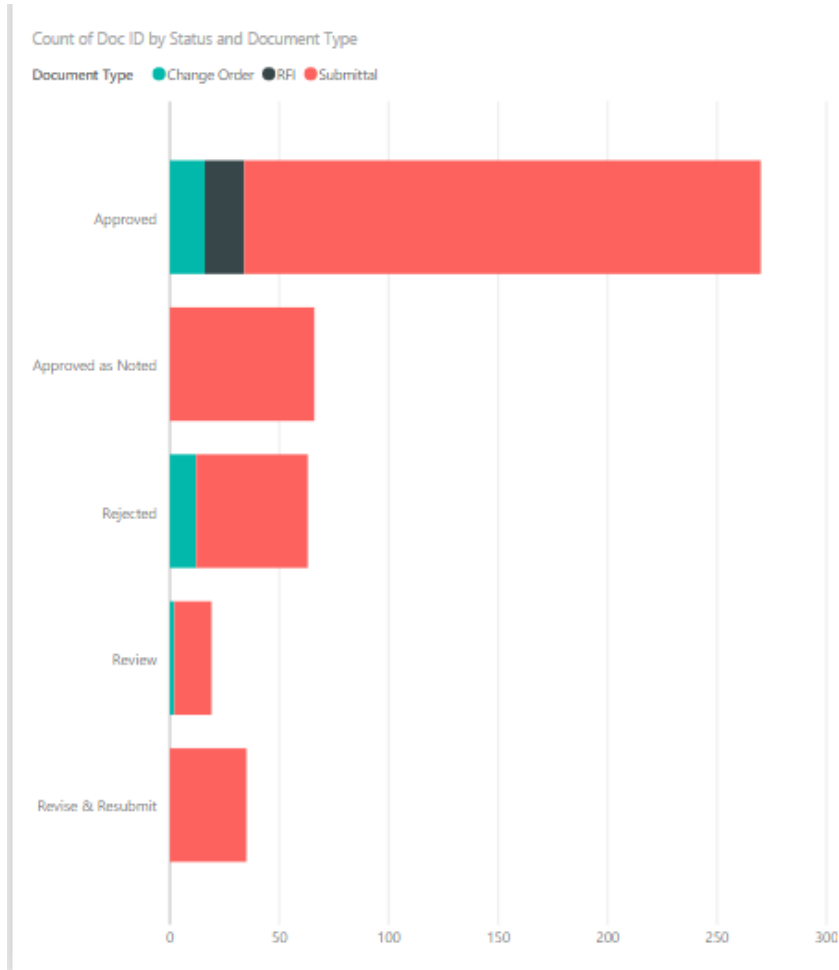


Count of Doc ID by To and Document Type

Document Type ● Change Order ● RFI ● Submittal



# Document Volume by Response Status



# **PMWeb Implementations by CMCS**

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# PMWeb Implementations by CMCS



**Makkah Municipality, KSA**, 2012-2015, CMCS scope of services included building the Project Management Office (PMO) to manage the Makkah Municipality projects portfolio. CMCS scope of services included conducting organizational project maturity assessment, develop the PMO policies and procedures, configuring and implementing Oracle Primavera P6 and PMWeb, conduct project management training and support the PMO operations. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb role-based training.



**Ministry of Public Works (MPW), Kuwait**, 2012-2013, CMCS scope of services included support the building the Project Management Office (PMO) to manage the MPW projects portfolio. CMCS scope of services included configuring and implementing Oracle Primavera P6, Oracle Primavera Risk Analysis and PMWeb and conduct project management training. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb role-based training.



**Dubai Parks and Resorts, UAE**, 2013-2016, CMCS scope of services included automating the Project Management Procedures Manual for managing the Jebel Ali Park program. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb Hosting, PMWeb role-based training. CMCS scope of services also included providing PMWeb software licenses and support for contractors working on the program which included Laing O'Rourke, ConsultantHSS, Al Nasr Contracting, Themebuilders Philippines, Inc., Proscap Group, Associated Constructions & Investments (ASCON), Brookfield Multiplex, Green Rhino Leisure, Bin Shafar Contracting, Al Ryum General Contracting, Artech Design and Productions and Al Hikma Building Contracting.



**Al Maabar, UAE**, 2013, CMCS scope of services included automating the Project Management Procedures Manual for managing their projects in Jordan. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb role-based training. CMCS scope of services also included providing PMWeb software licenses and support for contractors working on the program which included Omar Abu Saad.



# PMWeb Implementations by CMCS



**Sharjah Investment and Development Authority (Shurooq), UAE, 2014**, CMCS scope of services included automating the Project Management Procedures Manual for managing their touristic projects portfolio in Sharjah, Khorfakan and Fujairah. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb role-based training.



**Al Turath Engineering Consultants, UAE, 2014**, CMCS scope of services included automating the Project Management Procedures Manual for managing their projects portfolio in the UAE. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training.



**Union Properties, UAE, 2015**, CMCS scope of services included automating the Project Management Procedures Manual for managing their projects. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb role-based training. CMCS scope of services also included providing PMWeb software licenses and support for Shapoorji Pallonji.



**Qatari Diar, Qatar, 2015-2016**, CMCS scope of services included automating the Project Management Procedures Manual for managing their Global projects portfolio Morocco, Egypt and Qatar. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb integration with 3rd party application and PMWeb role-based training.



**Dubai Aviation Engineering Projects (DAEP), UAE, 2015-2016**, CMCS scope of services included automating the Project Management Procedures Manual for managing the new Dubai South Airport and Dubai International Airport. PMWeb will become the single collaboration platform to be used by the project consultant DAR Group and Contractor ALEC. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training.



# PMWeb Implementations by CMCS



**Vital Quadro Company (VQC), UAE**, 2015, CMCS scope of services included automating the Project Management Procedures Manual for managing their healthcare projects portfolio in the Middle East and North Africa region. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training.



**Ministry of Infrastructure Development (Ex Ministry of Public Works), UAE**, 2015, CMCS scope of services included automating the Project Management Procedures Manual for managing their projects as well as HH Sheikh Khalifa Initiatives. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards, PMWeb role-based training.



**Novo Urban (NU) Development, UAE**, 2015, CMCS scope of services included automating the Project Management Procedures Manual for managing their projects portfolio in the UAE. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training.



**Larsen & Tobrou, India**, 2015, CMCS scope of services included automating the Project Management Procedures Manual for managing their projects portfolio in the UAE. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training.



**European Investment Bank, Luxembourg**, 2015, CMCS scope of services included delivering PMWeb software licenses which was later on expanded to cover the implementation of PMWeb which included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training. PMWeb will become the single collaboration platform to be used by HILL International and Mecanoo Buro Happold JV.



# PMWeb Implementations by CMCS

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**AECOM, UAE**, 2015, CMCS scope of services included delivering PMWeb software licenses and implementation of PMWeb which included developing document templates, workflows, BI reports and dashboards, and PMWeb role-based training. PMWeb will become the solution to be used by AECOM, the project owners Tawazun and DAR Group and contractors who will become involved in delivering one of Tawazun's major programs.



**Ali Moosa & Sons, UAE**, 2015, CMCS scope of services included delivering PMWeb software licenses and implementation of PMWeb which included developing document templates, workflows, BI reports and dashboards and PMWeb role-based training. PMWeb will be used by the project consultant ArchGroup and Ali Moosa & Sons to achieve project collaboration.



**Eagle Hills, UAE**, 2016, CMCS scope of services included automating the Project Management Procedures Manual for managing their Global projects portfolio in Bahrain, Serbia, Morocco, Nigeria, Jordan and UAE. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboard and PMWeb role-based training. PMWeb is Eagle Hills Enterprise Project Management Information System which will be used by all of the Project Management Consultants, Consultants and Contractors.



**SOFCON, KSA**, 2016, CMCS scope of services included automating the Project Management processes for managing their pre-contract and post-contract phases of their projects in Saudi Arabia. CMCS scope of services included configuring and implementing PMWeb. PMWeb implementation included developing document templates, workflows, BI reports and dashboard and PMWeb role-based training.





# About CMCS

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## Our Mission

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**For 30+ years, CMCS has empowered clients with the insight to create better and faster informed decisions in selecting, delivering, governing and auditing projects, programs and portfolios.**

**We have provided our clients with the knowledge, tools, techniques and resources to capture, view and understand projects' big data with regard to schedule, cost, quality, risk, contracts and communications.**

**We have enabled our clients to transform their data into valuable sources of information to visualize, analyze and share a single version of the truth on a project's status, health and performance.**



## Our Story

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**Over the past 30+ years, the CMCS team has served 2,500+ clients in 40+ countries in the Middle East, Asia, Europe, Africa and the Americas attaining 55+ performance achievement awards from our partners.**

**Just in the past 10 years, we have executed 3,750+ projects and shared our project management knowledge with 15,000+ professionals by delivering 36,000+ hours of classroom training.**

**CMCS has offices in UAE, Saudi Arabia, Qatar, Kuwait, Bahrain, Oman, Egypt, Jordan, Lebanon and India.**

2500+ CLIENTS, 40+ COUNTRIES



## Our Offering

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**Assess** by analyzing clients project management information system (PMIS) improvement needs.

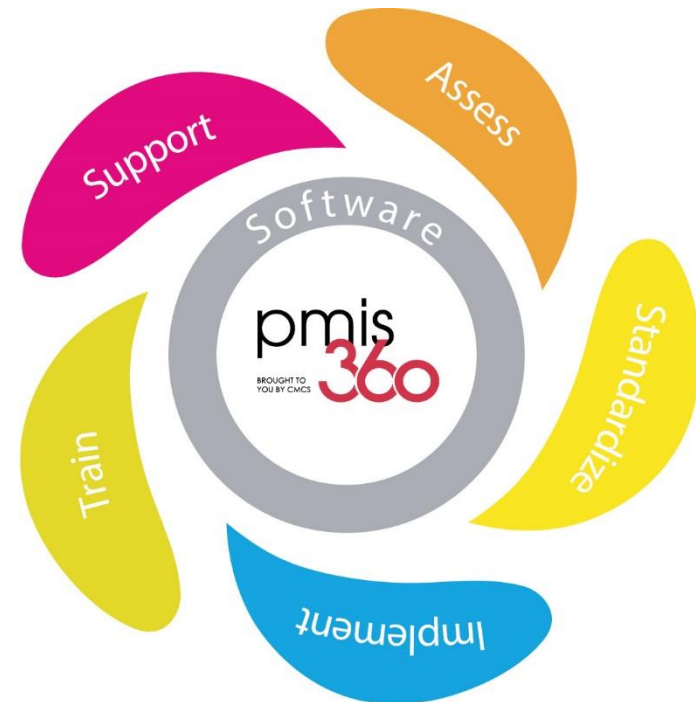
**Standardize** by developing PMIS operating procedures based on industry best practices.

**Implement** by automating project management BIG DATA capturing, analysis, auditing and visualization.

**Train** by delivering internationally recognized professional certification training programs to align PMIS with projects delivery.

**Support** by offering after-go-live array of services to optimize PMIS operations and on-going improvements.

Sell, install, configure, integrate and provide after-sale support for world-leading PMIS **Software** applications.





**Collaboration, Management and Control Solutions (CMCS)**

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**OFC: (+9714) 365-4850 LINKEDIN: [Bassam.Samman](#)**

**WEB: [www.CMCS.co](http://www.CMCS.co)**

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