SECTION 1 (BACKGROUND INFO)

1. Type of Firm?
   - 19 Civil - Structural
   - 1 MEP
   - 2 Architectural
   - 15 Full Service

2. Type of Work?
   - 30 Mostly Prime
   - 6 Mostly Sub

3. Size of Company?
   - 12 30 or Fewer Employees
   - 7 31 - 75 Employees
   - 17 Over 75 Employees

4. Type of IT Staff
   - 23 In-House
   - 3 Consultants
   - 9 Both

5. Size of IT Staff?
   - .5 (2 responses)
   - 1 (11 responses)
   - 2 (4 responses)
   - 4 (4 responses)
   - 5
   - 6
   - 7
   - 9
   - 10
   - 15
   - 20+
   - 25
   - Over 100
Email System

33 Exchange/Outlook
0 Lotus
2 GroupWise
0 Google
1 Other: Zimbra

SECTION 2 (INTERNAL DM)
GENERAL

1. Do you use a Document Management system?
   9 YES
   16 NO

   If so, which one?
   • Docuware
   • Novell GroupWise
   • ProjectWise
   • Sometimes - and only for certain projects - Oasys Mail Manager and an internally
doveloped program that we call CMELMS
   • Stellent

2. How long has your company been using your current document management system?
   • < 1 year (Oasys) and >10 years for CMELMS
   • 3 years (2 responses)
   • 4 years
   • 8 years
   • 10 years
   • 10 years +
   • 12 years
   • 15 Years

3. Would you consider your DM system user friendly?
   7 YES
   2 NO

   Comments:
   • Except for saving email and handling of AutoCAD drawings
   • Somewhat - did not want to answer YES or NO
Is it easy to find what you are looking for?
8 YES
1 NO

4. What is the most time consuming task when using your document management system?
   • Checking a document in
   • Drilling down
   • Saving email attachments
   • Searching
   • Setting it up for a project
   • Storing documents with correct data

5. Does your system allow you to collaborate with companies other than your own?
3 YES
5 NO

6. Does your system allow controls to be placed on changing or deleting documents?
7 YES
2 NO

7. Does your system keep track of document versions (Excel, Word, etc..)
6 YES
3 NO

8. What position in your firm manages your DM system?
   • CADD Manager
   • IT Manager (5 responses)
   • Project Managers
   • Office Manager

E-MAIL

1. Does the DM system allow you to save e-mails easily?
7 YES
1 NO
2. Can e-mails be associated with projects so team members can access?
   
   7 YES
   1 NO

DRAWING MANAGEMENT

1. Does your system make drawing management easier?
   
   5 YES
   4 NO

2. Can your DM system archive drawing/documents?
   
   7 YES
   2 NO

OTHER FEATURES

1. Does your system integrate with your other systems in your company such as project management, accounting or scheduling?
   
   5 YES
   4 NO

2. Does your system provide access to document templates?
   
   9 YES
   0 NO

3. Other business practice survey topics you would like to see offered?
   
   - BIM Usage