

ACEC/MO Document Management Survey - RESULTS -

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

6. 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 developed 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