

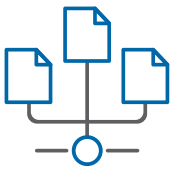
# Top 5 Reasons Your Firm Needs Project Information Management



## 1. Are your emails overflowing?

Email is an incredible thing, but it is also a tremendous burden on your time. With hundreds of emails a day about a dozen or more different projects, how do you keep them all straight? Which ones require responses? Which ones need to be kept in the project files? Is your productivity tool getting in the way of your project success?

*People spend nearly 2-3 hours a day on email-related activities, consuming 20-30% of their business day. Firms with project information management systems spend minutes, not hours, with email.*



## 2. Do you know where your project files are?

Are your project drawings, correspondence files, submittals, etc. stored in multiple locations? Do you have files that are still stored physically and electronically for the same project? Are your team members wasting time working on an outdated version? Do you place as much priority on managing your project files as you do meeting your project deadlines?

*6 in 10 firms rely on network folders to manage projects, but face inconsistent file structures, accidental deletion, drag-and-drop displacement hindering productivity and negatively impacting utilization. Firms can proactively manage projects through the entire project lifecycle instead of waiting until the project is complete to start organizing files.*



## 3. Can you quickly find critical project documents?

When a client calls with a project-related question, can you quickly find the right files to answer the call, or do you need to call them back when you locate the right information? What kind of impact is this having on your firm and your firm's reputation with your clients? When it's crunch time or a new person needs to step in to help finish a project, can you easily find all of the necessary project information to meet the deadline, or are you wasting hours searching for that one file?

*Firms can spend hours, if not days, tracking down critical project information, wasting valuable resources and critical project time. With project information management, firms can find drawings or documents completed yesterday, last week or last year in a matter of minutes.*



#### 4. Do your teams struggle to share & manage files internally & externally?

Design files can be huge and sharing them across the office, with another office or even with external team members can be a barrier to success. Does your team spend more time trying to share files than completing the project? Do you struggle to find a platform that works for everyone and doesn't bog down servers or require expensive data storage? Can your teams easily collaborate on the most current versions of documents and drawings?

*Only 9% of firms have a single enterprise-wide collaboration system. Yet, 75% believe sharing documents is the most important way to improve collaboration.*



#### 5. Is your project information a liability or an asset?

Your firm's intellectual property is one of your greatest assets. Is your project information secure and protected? Can you easily find what you need to protect your firm during dispute resolution? Do you have effective disaster recovery plans in place to protect your intellectual property? What information needs to be retained and for how long? Are you putting your business at risk with your project information management processes?

*The average cost of a single misplaced file is more than \$100. Think of that times the number of files in just a single project. An effective document management strategy could reduce cost by 30% and lower risk by 23%. (source: IDC)*

Do you know where your project information is? Learn more about how Deltek can help you save time and money with project information management so you can spend less time managing paperwork and more time managing projects.

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**Deltek, Inc.** 2291 Wood Oak Drive, Herndon VA 20171

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