

## Description of the current situation and the need for a new solution

### Abbreviations used

|     |                                |
|-----|--------------------------------|
| DMS | Document Management System     |
| LP  | Prague Airport                 |
| PD  | Project Documentation          |
| PM  | Project Manager                |
| WF  | Workflow                       |
| SP  | SharePoint                     |
| BIM | Building Information Modelling |

### Description of current situation

The documents for project documentation for constructions are saved at our own PM storage (c:) and team storage (i:), where they are available for review. Forwarding to other BU (business units) within LP for approval, inspection, etc. is done by e-mail communication.

WF is used on the SharePoint on-premise platform to approve the project documentation (in the course of 2018, all approvals in individual stages of the project will only be carried out in SAP).

Forwarding of documents to external entities is primarily carried out through SharePoint Online, which, however, does not meet the requirements due to its limitations in the number of characters in the title (240) when uploading the files. The project documentation is completed in several directories and subdirectories, thus extending the length of the file address. The speed of file upload to SharePoint online does not meet the requirements due to large volumes of data. Other ways of submitting the documentation to external organizations (CD, USB, external storage ...) are only allowed based on short-term exceptions to internal security.

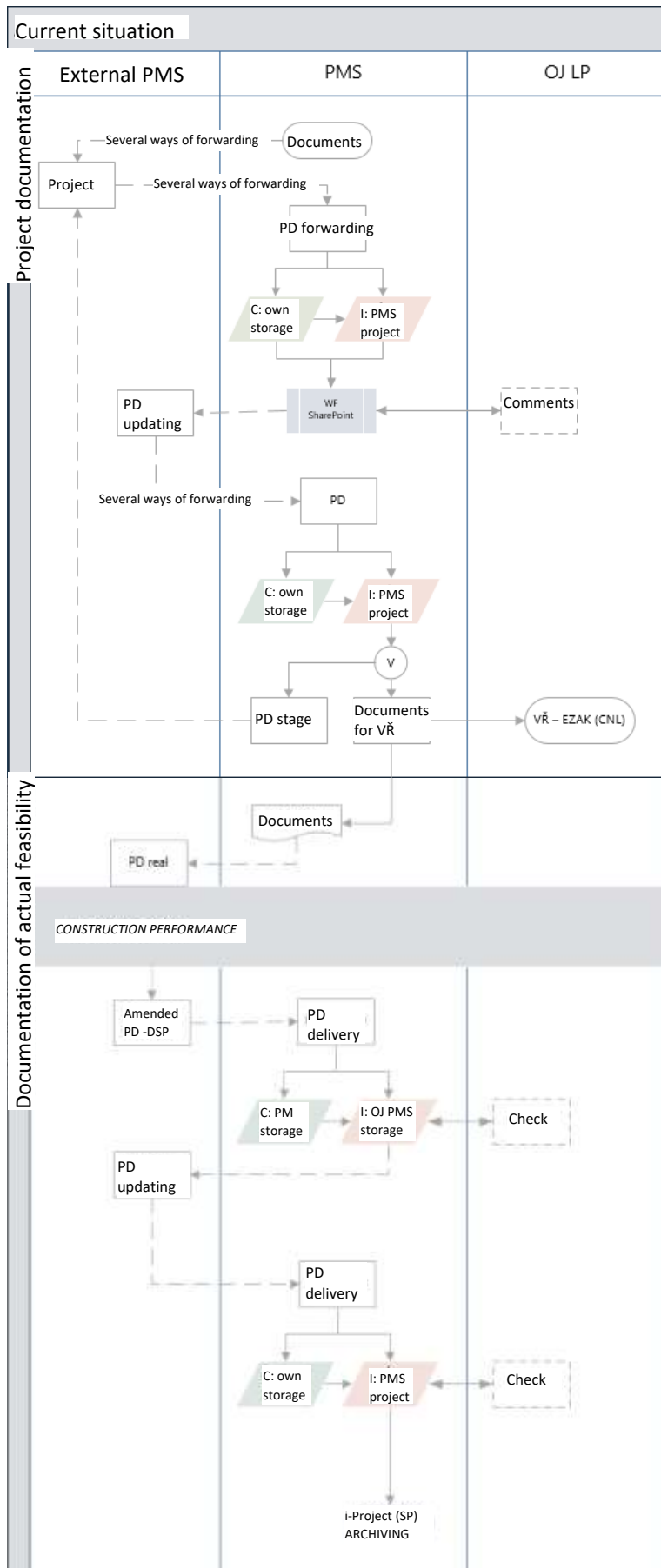
After finishing of a project, the documentation is submitted for archiving. Archiving (i-Project) is again on the SharePoint platform.

All PD forwarding to the next stage is not automated. It is always necessary to save the documentation again on a specific storage or for approval.

#### **Example of a number of characters when saving to SP online:**

[https://prgaero.sharepoint.com/:i:/r/sites/extpms/Dokumenty\\_CMS/INJO%20PZO%29DODAVATELE/Seznam%29p%C8%22%C5%ADloh%25standard%C8%AF%20SMT/P%C5%996ESY-%20Fotografie%20komponent%C5%AF%20syst%C3%A9mu%20EKV/17\\_Card%21reader%21sokl%21pro%21povrch%20mont.jpg?csf=1](https://prgaero.sharepoint.com/:i:/r/sites/extpms/Dokumenty_CMS/INJO%20PZO%29DODAVATELE/Seznam%29p%C8%22%C5%ADloh%25standard%C8%AF%20SMT/P%C5%996ESY-%20Fotografie%20komponent%C5%AF%20syst%C3%A9mu%20EKV/17_Card%21reader%21sokl%21pro%21povrch%20mont.jpg?csf=1)

Fig. 1: Current situation



## New solution needs

- Creating a clear structure and simplifying the process of creating, forwarding, commenting, and subsequent managing PD.
- Interconnection with company's internal systems (e.g. SAP) where approval of PD itself starts from the initial stage until its finishing.
- Enabling the creation of specific documentation directories for external projects, where LP only provides a part of PD, which again requires internal approval in another system.
- Creating templates with a predefined directory structure with an option to set active/inactive subdirectories according to the project specifics (active fields are selected by the project manager).
- Support for standardized formats in construction project management (MS Office, GIS, CAD, ...).
- Possibility to use environment for BIM - thumbnails and possible file storage (large volumes).
- Fast uploading of large volume data (up to tens of GB).
- Possibility to check each PD stage – content check, for example in the form of check lists.

### Logging

- Two-factor authentication support for logging into the system
- Possibility to create work processes, manuals, etc.

### Access rights

- Approving work flow for accessing the work with documents
- Creating roles for PD work
- Possibility to define authorization for users, contributors, reading only...
- Creating user groups according to authorization, external, internal
- Possibility to set validity of the access indefinitely, by a specific date

### Documentation creation

- Automatic version control of documents
- Possibility of revision
- Possibility to close a document for making changes, to allow only reading, after finishing it will not allow inserting other documents
- Notification setting when changing the document, folder...
- Securing the documentation against downloading, copying

Fig. 2: Required centralised storage with a regulated internal and external access

