

Delivering complex capital projects with high-level management services and tools to ensure Capital Cost Reduction Strategies and on-time schedule delivery.



Document Controls

The document control services offered by GPDS brings highly skilled, customer-oriented staff to the task. They begin with preparing a Document Control Plan that meet your needs and comply with quality assurance procedures. Our Document Control Managers will participate in management meetings, both internal and external, to establish and develop document control standards, processes, policies, procedures, and templates. In addition, they will collaborate with the various disciplines, co-workers, and personnel within your company to implement use of the document control system by streamlining access to necessary documents. Our Document Control Managers will prepare the sections of the Project Execution plan that relate to document control. This upfront planning ensures a document control plan that is responsive to users from the beginning.

The development and implementation of document control activities, including the development of Microsoft SharePoint or other file sharing protocols, to:

- Provide a location to store the official project document records. These records will have metadata, such as title, transmittal number, and revision number
- Be searchable and accessible by the project

GPDS Director of Document Controls, Jason Wearmouth, in his 15 years of experience, has mastered the technical aspects of document control. He views document control as a service to safeguard and make documents available as needed to move the project forward. Jason enjoys teaching people how to use the software to their advantage. He knows that a document control process only works well if people use it. He says that buy-in is critical and one of his continuing successes is convincing old-school miners, who are reluctant to give up hard copies to use electronic documents. It takes one-on-one coaching, but resistance soon gives way and they recognize that the document control process is indeed better. Jason is available to develop, support or improve your Document Controls process.



The system not only provide locations for the files but also implement a configuration and version control process so that the following functions are facilitated:

- Reviewing documents for review and approval by internal and external parties
- Returning commented or approved documentation
- Providing a centralized location for departments to share their working files
- Adding, updating, and removing user access permissions
- Developing additional resources on the fly to support unique project needs

Email will be managed by creating a common document control inbox to centralize communications with internal and external parties. This will effectively maintain records of communications.

Once developed, the document control team will coordinate with the Document Controls system users to:

- Train them to navigate and search the system
- Take feedback and customize the system as needed
- Support users' needs, including one-on-one training.

Once the document control process is in place, the GPDS Document Control Manager will staff and train document control personnel, supervise document control tasks, and evaluate the performance of the system. The GPDS document control team will carry out quality checks to ensure adherence to document control, standards, processes, policies, procedures, and templates. They will develop KPI metrics to track and monitor the document control progress and performance. This ongoing review will identify bottlenecks, the need for more staff, and places where more training would be useful to ensure that the document control system continues to improve over the project.

lbrown@gpds.net

(775) 430-6059

www.gpds.net

