



Contractor &
Work Management Solutions

Contract Management

Whatever form of contract is employed, complete life cycle processing is provided. Efficiency is ensured at all stages from initial tendering, through contractor selection, ordering, work allocation, completion, inspection and acceptance to the eventual archive of data. Administration of the contract cycle is accommodated and very powerful features allow individual contract conditions to be defined. Major benefits derive from the complete integration of all contract aspects.

Schedules of Rates

Multiple contracts may be used if required, each with its own contract terms, uplifts, discounts and schedules of rates. Lump sum, interim or valuation work, together with daywork or cost-plus variants, may also be present. This flexibility allows both term contracts for routine works, and special contracts involving major schemes, to be handled with ease. Schedules of rates may be structured to conform to various standard methodologies for measurement. "Composite" items may be included to define standard jobs, where a breakdown into component work elements is required.

Works Ordering

An order may be raised for an individual large job or for a collection of smaller works, as required. Thus major schemes may be the subject of close scrutiny, including interim measures, claims and budget control, whereas batches of routine cyclic or minor works can be combined into a single order, providing increased efficiency in both administration and operation. Order variation and completion processes are provided, reflecting the type of order raised. Where clients and contractors operate independent systems, electronic ordering is provided for maximum efficiency and to guarantee synchronisation of information. A very powerful, inbuilt document formatting tool allows complete customisation in producing high quality printed output for works orders or job tickets.

Field Operations

Data capture for survey information, maintenance work requirements, and inspections is facilitated on the latest mobile devices, which can be equipped with GPS satellite positioning receivers. Additionally there is an integrated GIS mapping capability on both the server databases and the collection devices. A site or field operative, whether contractor, surveyor or inspector can electronically alert selected personnel about any conditions encountered.

Priority Monitoring

Works may be controlled and monitored, using either a flexible, user-defined priority system, which may be varied for each contract, or by specifying the date required. Monitoring is performed on a "least time to go" basis, highlighting those activities which are becoming critical, and in danger of overrun. The criticality of the works may be identified based on time constraints, or resource restrictions such as available gang capacity.

This management may be operated within geographic areas. For example, an Area Supervisor can demand information such as "list all the routine works in my patch, which need to be done by Friday, but are not yet allocated". Producing this is as simple as entering the supervisor's identity and the Friday's date into a standard enquiry facility, which would also enable further filtering by such details as Contract, Work Type, and Job Priority.



INSIGHT FOR CONTRACTORS & WORKS MANAGEMENT

Insight for Contractors is a total package for the management of maintenance and development works on infrastructure assets. It provides flexible and comprehensive facilities to ensure that work is carried out in an efficient, timely and profitable way.

Because it is equally applicable to all forms of infrastructure, it makes an ideal partner for other products in the Insight range, including the offerings for Highways, Property and Grounds, and Street Lighting. It integrates intimately with all of the other Insight products.



Pricing and Estimating

Facilities exist to determine proposed contract rates, including volume-based discounts, for term contracts using a flexible set of modelling parameters. The rates are constructed by utilising a breakdown into the component resource requirements and costs, and any number of different resource types may be defined. Features are available for easy manipulation, and the application of uplifts and discounts to the calculated rates. A scheme or bill of quantity can be priced and costed, and the profitability established. "What-If" modelling capabilities make use of historical performance data, together with cash-flow parameters and estimates of future cost inflation, to predict the potential profitability of a proposed set of contract rates.

Work Allocation

In order to accommodate the varying requirements for expediting different types of work, an order for a complex task may be sub-divided and allocated to more than one gang or set of operatives. Conversely, for routine minor works, it is possible to bulk allocate multiple orders to a gang or workman, within a single job ticket. The allocation may be automated or totally manually controlled, and may be related to the available capacity of the gangs although priority, timing and location considerations can also be applied. Thus the work can be split or combined, as appropriate to match availability, capacity and skill factors of the work force, whilst retaining the capability to monitor progress based on the objectives established from the original orders. Of course, during the execution of a task, changing circumstances may require the reallocation of some or all of it to other gangs or operatives, and this is equally straightforward.

Insight into Advanced Technologies

Innovation is reflected in many ways. New technologies are not simply implemented in the easiest possible way - that would simply be "technology for technology's sake". Before any new technology is applied, Symology carefully research the prospects for providing maximum benefits within the functional framework of the system. This ensures performance, practicality, and value for money.

Electronic communication is crucial in many contractor environments, enabling transfer of order, progress, completion, and claim information. This not only improves efficiency, but also ensures the synchronisation of data between systems. Equally importantly, the sophisticated application of flexible data storage and access techniques is necessary in order to ensure that the data can be reviewed and processed effectively, and utilised to obtain all the management information required to ensure continuous operational performance.

Graphical display grids are utilised, enabling the user to dynamically select the precise columns of data required. The selected data may be exported in a variety of standard forms for automatic printing, or interfacing with other office products. The XML option and embedded report layout designer (based on Crystal Designer) provide seamless access to further filter the grid results, format the display, introduce graphics, produce totals and sub-totals, and collate/sort the data in any way required.

System-wide facilities are provided to store multimedia files such as video footage, digital photographs, and scanned documents. Interfaces are provided to produce rich text documents in Microsoft Word.

The system supports and utilises many leading edge technologies and standards, including ODBC, ActiveX, COM, CORBA, .NET, and XML. Many of these technologies are embedded within the Insight product to provide phenomenally powerful and seamless facilities for GIS, mobile data collection, quality reporting, and document production.

Insight is transferable (both technically and in licence terms) across all open platforms, both Microsoft and Unix/Linux systems, covering a full range of thick-client and thin-client (including browser-based) options.

Performance Monitoring

Performance may be monitored at all levels from individual operatives and jobs to overall contract and contractor accomplishment. This hierarchic type of analysis allows overall performance to be assessed, with the ability to "drill down" into any area requiring more detailed scrutiny. Many aspects of performance may be evaluated, including on-time completion, resource utilisation, comparison with standard timings, costs against target, and percentage of passed and failed work inspections. On-line enquiries allow immediate access to information on all of the above.

Financial Management

A specially attractive feature of Insight allows immediate access into "up to the minute" financial data. The sophisticated design, with very flexible expenditure and budgetary control coding, enables financial reporting to be matched to operational structures. Depending upon requirements, financial data can be examined by expenditure code or grouping, order, gang, trade or individual operative.

All work is automatically monitored through to completion and invoicing, ensuring that no orders are forgotten. Where an invoice is required this can be produced immediately, or batched for optimum efficiency. Powerful journal facilities also exist to allow adjustments during the year or at year-end, with the appropriate audit trails.

INSIGHT FOR CONTRACTORS

Functional Overview

Contract Management

- Full life cycle Contract Management
- Integration with General Maintenance, Works Ordering and Accounts Payments
- Flexible user-defined contract conditions
- Retentions and Penalty options
- Liquidated damages processing
- Administration of the tendering cycle
- All types of contract allowed for

Charge Methods

- Multiple contract terms
- Multiple Schedules of Rates
- All coding structures
- Lump Sum and Dayworks charging
- Interim measures and charges
- Term and Special Contracts
- Major schemes and minor works
- Job definition - composite schedules
- Ad-hoc extra costs allowed

Works Ordering

- Orders and Variations
- Completions control
- Very powerful, inbuilt document formatting
- Single or multi-job orders
- Multiple contractors
- Shared or separate contractor database

Full Life Cycle of Works

- Multiple stage processing
- Tender invitation to work accepted
- Data capture/latest mobile technology
- GIS mapping and GPS positioning
- Alert messaging to selected recipients
- Progress feedback
- Notifying additional work required

Priority Monitoring

- Priority and Date Required options
- Checks on "least time to go"
- Overrun monitoring
- Critical Path monitoring

Pricing & Estimating

- BOQ and Term Contract estimating
- Schedule breakdown into multiple resources
- "What-if" modelling capability
- Easy and quick data manipulation
- Future trend projections
- Export into Office products

Work Allocation

- Multi-trade order allocation
- Allocation of batched orders
- Location-based allocation, e.g. depots
- Allocation to operatives or gangs
- User-defined capacity levels
- On-screen view of current loading
- Calculation of material/plant requirements
- Dynamic and flexible re-allocation of work
- User-defined work tickets

Performance Monitoring

- Contract monitoring
- Performance Indicators
- Best Value statistics
- Gang/workman performance
- Immediate status enquiries

Financial Management

- User-defined coding structures
- Expenditure code control
- Contract/Budgetary group control
- Immediate recharge and costing data
- Drill down to operative/job level
- Variance reporting capability
- Immediate invoicing options
- Powerful journaling capability
- Year/Period processing
- Multi-year processing available

Vehicle, Plant & Materials

- Resources master file
- Calculation of resource requirements
- Allows for own or hired plant/vehicles
- Maintains utilisation history
- Standard/Actual resource costs

Asset Register

- Work referencing to gazetteer
- Work referencing to inventory
- Provides route/beat scheduling

Cyclical Works

- Variable frequency patterns
- Seasonal variation of patterns
- Standard "composite job definition"
- Individual site variations
- Vehicle and Plant optimisation
- Routine and mobile gang features
- Static round features
- Performance related contracts
- Frequency based contracts
- Labour/equipment planning
- Work programme generation
- Contract profile charging

Timesheet Processing

- User-defined periods
- User-defined timesheet coding elements
- Labour performance and analyses
- Interface with payroll
- User defined operative allowances
- Operative labour statistics collection
- Gang or individual operation
- Single entry for pay and costing

Stores & Purchase Ordering

- Integration with Stores systems
- Integration with Purchasing systems
- Commitment control of Purchases
- User-defined transactions

Ledgers

- Integration with General Ledgers
- User defined transactions
- Interface transaction translation
- Sub-contractor processing
- Commitment accounting functions
- Multi-dimension accounting information

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