

EXPRO National Manual for Projects Management

Volume 14 , Chapter 1

Introduction to Document Management Guideline



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Introduction to Document Management Guideline

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1.0 INTRODUCTION

The purpose of this chapter in the EXPRO Projects White Book is to provide the user with a preliminary introduction to the Document Management discipline. Key concepts and ideas that are the fundamental building blocks for Document Management will be introduced, and the benefits of Document Management will be highlighted.

The Volume is made up of 7 Chapters:

1. Introduction
2. Project Document Management
3. Project Standard Document Numbering
4. Project Inter Department Review (IDR)
5. Project Hard Copy Filing
6. Project Subcontractor Management
7. Project Records Retention & Turnover

2.0 DEFINITIONS

Definitions	Description
EXPRO	Government Expenditure & Projects Efficiency Authority
Enterprise Content Management System (ECMS)	An information management and collaboration platform for managing and controlling documents and records
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
IDR	Inter Department Review
RRTM	Records Retention and Turnover Matrix
SDC	Subcontractor Document Controller
SDR	Subcontract Deliverables Register
SDS	Subcontract Deliverable Schedule
Subcontract	Refers to Subcontracts and Purchase Orders
Subcontractor	Refers to Subcontractors, Suppliers and Vendors

3.0 PROJECT DOCUMENT MANAGEMENT

The purpose of this chapter is to outline the key processes required to deliver consistent and effective document management services.

This chapter will introduce the key topics below:

1. Project Document Management Department Roles and Responsibilities
2. Enterprise Content Management Systems (ECMS) Requirements
3. Correspondence Management
4. Document Management
5. Confidential Records
6. Document Numbering Systems
7. Document Review and Approval
8. Issuing and Receiving Project Documents
9. Storage of Documents
10. Document Distribution



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The key reference documents for this chapter:

White Book Index	Document Title	Document Number
14.2.1	Project Document Management Procedure	EPM-KR0-PR-000001
14.2.1.1	Project Document Control Work Request Template	EPM-KR0-TP-000004
14.2.1.2	Project Transmittal Template	EPM-KR0-TP-000005
14.2.1.3	Project Distribution Matrix Template	EPM-KR0-TP-000006

4.0 PROJECT STANDARD DOCUMENT NUMBERING

The purpose of this chapter is to describe and define the numbering system which is to be applied to all documents prepared and issued for Project delivery. Standard document numbering enables documents to be characterized by their key elements and therefore ensures their control, management and easy retrieval. Document numbering will be managed through the Projects Enterprise Content Management System (ECMS) which will use predefined structures to ensure documents are numbered and retrieved in a consistent manner.

This chapter will introduce these key topics:

1. Project Standard Document Numbering Scheme
2. Project Correspondence Numbering Scheme
3. Revision Codes and Document Lifecycle Statuses
4. Transmittal "Reason for Issue" Statuses

The key reference document for this chapter:

White Book Index	Document Title	Document Number
14.3.1	Project Standard Numbering Procedure	EPM-KR0-PR-000002
14.3.1.1	Project Document Numbering Register Template	EPM-KR0-TP-000008

5.0 PROJECT INTER DEPARTMENT REVIEW (IDR)

The purpose of this chapter is to describe the requirements for initiating, preparing, approving, and revising documents for the Project Delivery Team.

This chapter will introduce these key topics:

1. Inter Department Review (IDR) Process
2. Resolving IDR Comments
3. Document Sign Off

The key reference document for this chapter:

White Book Index	Document Title	Document Number
14.4.1	Project Inter Department Review (IDR) Procedure	EPM-KR0-PR-000003

6.0 PROJECT HARD COPY FILING

The purpose of this chapter is to define the process of managing hard copy filing for documents used by the project delivery team. Documentation needs to be filed in a uniformed and consistent manner to ensure the control, management and easy retrieval of project documents.

This chapter will introduce these key topics:

1. Hard Copy Requirements
2. Hard Copy Filing Structure
3. Filing Confidential Records



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4. Revision and Document Status
5. Folder Label
6. Document Size

The key reference documents for this chapter:

White Book Index	Document Title	Document Number
14.5.1	Project Hard Copy Filing Procedure	EPM-KR0-PR-000004
14.5.1.1	Project Folder Label Template	EPM-KR0-TP-000007

7.0 PROJECT SUBCONTRACTOR MANAGEMENT

The purpose of this chapter is to define the standard process for the submission and processing of subcontractor, suppliers and vendors deliverables submitted to the Main Contractor for project delivery.

This chapter will introduce these key topics:

1. Requisitioning of Subcontract Deliverables
2. Subcontractor On-Boarding
3. Subcontract Deliverable Numbering
4. Registration of Subcontract Deliverables
5. Subcontract Deliverable Review Cycle
6. Material Samples
7. Expediting and Status Reporting

The key reference documents for this chapter:

White Book Index	Document Title	Document Number
14.6.1	Project Subcontractor Submittal Management Procedure	EPM-KR0-PR-000005
14.6.1.1	Project Subcontractor Decal Template	EPM-KR0-TP-000001
14.6.2	Project Subcontract Deliverable Schedule (SDS) Procedure	EPM-KR0-PR-000006
14.6.2.1	Project Subcontract Deliverable Schedule (SDS) Template	EPM-KR0-TP-000002
14.6.2.2	Project Subcontractor Deliverable Register (SDR) Template	EPM-KR0-TP-000003

8.0 PROJECT RECORDS RETENTION & TURNOVER

The purpose of this chapter is to define the process for achieving two main goals; a process for identification and documentation of the appropriate/required project records or information that evidences significant project activity or otherwise has long term value to the Project. Secondly, the efficient and effective transfer of those records to the Entity for retention per their requirements.

This chapter will introduce these key topics:

1. Project Records Retention and Turnover Matrix (RRTM) Structure
2. Project Records Retention
3. Project Records Archiving
4. Retrieval of Project Records
5. Destruction of Project Records
6. Laws and Regulations

The key reference documents for this chapter:

White Book Index	Document Title	Document Number
14.7.1	Project Records Retention & Turnover Procedure	EPM-KRR-PR-000001
14.7.1.1	Project Records Retention & Turnover Matrix Template	EPM-KRR-TP-000001
14.7.1.2	Project Archive Box Label Template	EPM-KRR-TP-000003
14.7.1.3	Project Record Retrieval Request Form Template	EPM-KRR-TP-000004
14.7.1.4	Project Record Destruction Request Form Template	EPM-KRR-TP-000005