NEWFORMA
Project Center

Newforma improves processes throughout every project stage.

HOK Office, London, UK / UK's First LEED-CI Gold Certification

HOK adopts PIM software to manage email but quickly accomplishes much more

Newforma® Project Center software for project information management (PIM) makes it easy to manage email. But the solution's integrated capabilities make it just as easy to perform a host of other tasks necessary to execute successful architecture, engineering and construction projects.

HOK Director of Emerging Technologies Terry Nichols knew about Newforma Project Center from its earliest days. HOK was one of the first customers to work closely with Newforma to help write the specification for and test the earliest versions of Newforma's pioneering project information management (PIM) software back in 2004.

HOK's most pressing need for a PIM solution revolved around managing email: filing it with other project documents, retrieving filed emails, and employing email to manage actions, transmittals and other project execution processes.

It is clearly good practice to file emails with other project data where the information can be shared by the entire team. At HOK, email was filed into project folders using an Outlook macro, but the Windows Explorer search function did not search for text within the email files and attachments or allow easy browsing of content. By using Newforma's easy method of filing, and the powerful search engine, HOK has ensured that the project email is complete, organized and findable.

EFFICIENCIES BEYOND EMAIL
Nichols says email management was the trigger that got HOK started with Newforma Project Center, but that the software does a great deal more. Wind the clock forward to 2010 and today, Nichols and BIM Manager Paul Duggleby are relying on Newforma Project Center to manage other key AEC work processes.

Nichols uses a Swiss Army Knife metaphor to describe the many facets of the Newforma Project Center solution. One tip he offers other Newforma customers: understand and define the work processes that the software facilitates, and then leverage Newforma project Center to promote repeatable best practices across project teams and between offices.

HOK

HOK is a global architectural firm that specializes in planning, design and delivery solutions for buildings and communities. Through its collaborative network of 23 offices worldwide, the firm serves diverse clients within the corporate, commercial, public and institutional markets. HOK is committed to developing resources and expertise to help lead the world toward sustainable communities and building environments. Founded in 1955, the firm's expertise includes architecture, engineering, interiors, planning, lighting, graphics, facilities planning and assessment and construction services.

CORPORATE INFORMATION

REGION: United Kingdom, EMEA
HEADQUARTERS: St. Louis, Missouri
EMPLOYEES: 1500+
FOUNDED: 1955
PROJECT LOCATIONS: Worldwide
ASSOCIATIONS: London's Chamber of Commerce and Industry; AJ100; LEED, RIBA
www.hok.com

PROJECT TYPES

Architecture
Consulting
Engineering
Space Management
Interior Design
Landscape Architecture
Lighting Design

Planning & Urban Design
Product Design
Renovation & Restoration

MARK UP FILES ELECTRONICALLY

Applications for the electronic markup of files have been available for some time but have failed to attract those who continue to red-line large format prints by hand. However the Newforma Snapshot screen capture tool makes it easy to copy and mark up anything shown on the screen, including model views displayed by Revit or other BIM applications. Use the Newforma indexing capability to quickly jump between different areas of a drawing based on text content. Then add the Drawing Compare facility to review changes between different drawing versions – Color-coding shows what elements are new or changed from one version to the next. These functions used in combination provide a much more useful tool for reviewing.

SAY GOODBYE TO FTP HASSLES

HOK London is using Newforma Info Exchange to manage large file transfers. It's superior to typical FTP sites allowing a more security options for individual transfers. Passwords are assigned to individual contacts rather than a complete company enabling FTP access permissions to be modified easily when individuals on the design team change. It records all downloads, automatically sends prompts if recipients fail to download in a set time frame and sends warnings before files are deleted. As part of the process, record copies of data are automatically stored within the project and the software logs exactly who downloaded what, and when. Forgotten passwords can be resent using the web interface without involving IT staff.

TAKE ADVANTAGE OF ARCHIVED KNOWLEDGE

HOK London is currently moving from the arduous task of archiving projects onto DVD to the more cost-effective and manageable practice of keeping projects on secondary network storage. Newforma Project Center's ability to search the full text of documents, not just file names and any meta-data tags, means HOK can use Newforma to index all of its project histories. In future HOK personnel will be able to quickly and easily retrieve information formerly hidden in hard-to-access storage media.

EXPAND THE DEFINITION OF A PROJECT

Nichols points out that Newforma Project Center doesn't just have to be limited to managing design projects. It is also being used by office support groups and for IT information. The benefits of this became apparent when local auditors requested a copy of an invoice for a particular piece of computer equipment. Searching on the suppliers name and invoice and setting an appropriate date range returned the relevant document from over 40,000 others stored in just three seconds.

CONTINUAL DEVELOPMENT

HOK and other customers continue to play a part in the ongoing development of Newforma Project Center. Last year, Nichols helped to establish the Newforma UK User Community in which a limited number of users meet quarterly to share their experiences in the implementation and use of the package and to provide feedback on local business needs to the developers.

> "email management was the trigger that got HOK started with Newforma Project Center, but the software does a great deal more"
>
> —**Terry Nichols**,
> *Director, Emerging Technologies*

BBC New Broadcasting House, London, UK
Architizer A+ Awards Office Building Mid Rise

Challenges?

- Project email organisation, searching through email attachments and retrieving filed emails
- Action, transmittal and other project execution process management

Results?

- Email is easy to file and find
- Project-related email is available to everyone on the team
- Google™-like search capabilities make it easy to find text information, whether in current projects or the archives
- More time is available for design, quick responses to clients, and collaboration

NEWFORMA