

contractcommunicator

collaborate > communicate > converge



The web-based

Change Management & Contract Compliance Solution

For construction & engineering projects

A contract-aware system that identifies, manages and communicates the causes and effects of events causing delay or unforeseen expense on projects

Contract Communicator is a complete and comprehensive construction contracts administration system that consists of:

- 📍 Site Diary
- 📍 Risk Register
- 📍 Claims Manager
- 📍 Requirements Schedule
- 📍 Document Manager
- 📍 Reporting

It provides accurate records of changes and their effects on your projects, and has everything needed to substantiate, submit and manage contractual claims properly, efficiently and accurately. It encourages contract compliance and collaboration by all project stakeholders to help mitigate risk and settle contractual issues quickly and amicably.

The system has been developed in conjunction with construction contract specialists with extensive qualifications and experience in fields ranging from Quantity Surveying to Engineering and from Business Administration to Law. The outcome is a modern, easy-to-use, web-based solution utilizing the latest technology and facilitating the realization of profound benefits on every project it is implemented on.

Detect contractual problems at site level

A versatile site diary captures information from site with automatic detection of problems through innovative risk triggers.

Identify, manage and communicate risk

A central risk event register records the details of events that could cause delay or unforeseen expense.

Track fulfillment of requirements

A requirements schedule reminds of deadlines and advises particular actions when requirements aren't fulfilled.

Store supporting documents, photos and videos

An integrated document management system stores all supporting documentation with powerful search and browse facilities.

Comply with complicated contractual processes

Stakeholders are guided and reminded throughout various complex contractual processes.

Identify trends and problem areas

A cross-project reporting facility offers management on-demand insight into projects and removes the need to compile reports manually.

Benefits

Implement Contract Communicator and start reaping the rewards today!

Be alerted about important developments immediately

Customizable e-mail and SMS alerts keep you informed of new risks and requirements and warn you in advance of contractual obligations to prevent non-compliance.

Remove dependence on individuals and their record-keeping practices

People move on and memories fade, Contract Communicator is always there and records the correct information so life goes on smoothly.

Gain instant and secure access to all records - anywhere, anytime

Because it's web-based you can access information from anywhere in the world at anytime, all you need is an internet connection. Furthermore, your data is safe and secure.

Capture information from the right people at the right time

Contemporaneous records are king! Contract Communicator is used from the outset and collects all the information needed to settle disagreements (even arbitrations) immediately or years after the completion of the project when the cost of searching for this information is high and the chances of finding it are low.

No investment in infrastructure, people or maintenance is required

Because it's web-based you don't need servers, new computers or extra "IT guys". There's no software to install and licensing is straightforward. You also benefit from regular product updates as they are released, at no extra cost.

Enforces adherence to complex claims processes

Due to its contract-aware configuration, the system understands the claim process and enforces adherence. The history of a claim can easily be examined along with any supporting documentation.

Reduce administrative burdens of stakeholders

Contract Communicator is quick and easy to use. Use of the latest Web 2.0 technologies makes entering information fun, intuitive and far quicker than other offline systems. Furthermore, Contract Communicator has been developed to provide real benefits to all users to ensure buy-in at all levels of organization.

Complying with contractual prerequisites is made easy

Contract Communicator is unique in that it supports specific contract types (currently FIDIC and NEC). The concepts of these contracts are programmed into Contract Communicator so it knows what needs to be done, by whom and when. You are guided and reminded throughout various complex contractual processes.

Detect trends or problem areas

Powerful reporting facilities help you recognize particular problems as well as efficiencies on your projects. Instead of the project team preparing reports, you can view on-demand reports at any time, giving you up to the minute insight.

Features

Claims Manager

When invoked, the claims manager guides and advises authorized users through the entire claims process. The claims manager monitors timebars and reminds users in advance when action is required. Stakeholders are kept in the loop with regards to risk events and their associated claims' statuses via e-mail and/or SMS.

Key features

- Guides stakeholders through FIDIC and NEC claims processes from beginning to end, no previous knowledge of these contracts is required
- Monitors and reminds of timebars
- Records all relevant details of individual claims processes
- All claims must be substantiated with items from the risk register
- Records details of sought and granted extensions and automatically adjusts sections (FIDIC) or key dates (NEC)
- Captures supporting documentation.

Site Diary

The site diary captures information from one or several site locations and disseminates information effectively to the necessary stakeholders. The site diary is greatly enhanced by innovative risk triggers which monitor data input and recognize contractual risks, e.g. rain days, standing time, etc. Detected risks are automatically added to the risk register.

Key features

- Captures: general information; resources on site; standing time; information received
- Advanced search facilities to track down deliveries, visitors, meetings, weather conditions and resources on site
- Risk triggers alert stakeholders when contractually significant circumstances are detected
- Immediate dissemination of site diary data to relevant stakeholders.

Risk Event Register

A "risk event" is a potential source of delay or unforeseen expense. Examples include: inclement weather, delays in receiving information, etc. The risk register is designed to request relevant information from the project team at the correct time. The cause and effect is captured, communicated and tracked on an on-going basis, allowing management to make informed decisions timeously and to ensure that any resulting contractual claims can be dealt with professionally and in a legally proper manner.

Key features

- Captures: cause; effect on resources; effect on progress; effect on programme; relevant correspondence
- Generates contractually correct notices
- Immediately alerts stakeholders of new risks via e-mail and/or SMS.

Requirements Schedule

A planning/collaboration tool which allows stakeholders to add items they require from other parties (e.g. access, drawings, free-issue materials, etc.). The requirements schedule monitors all parties' requirements, reminds parties via e-mail or SMS at appropriate times and tracks the fulfillment status of all requirements. When a requirement is not fulfilled on time the requirements schedule advises parties as to the appropriate course of action to take.

Key features

- Manages items you require and items required of you
- Sends e-mails on your behalf reminding other parties in advance of your requirements
- Monitors fulfilment and advises you of appropriate action when requirements are not fulfilled.

Library

It is imperative on any sizeable project to maintain proper records of all documentation as well as an accurate database of when such documents were created, received or sent. The Contract Communicator library is a robust document management system which facilitates the aforementioned. The library is populated by using the other components of Contract Communicator - documents/photos/videos are attached to risk events, site diaries, requirements, etc. and simultaneously loaded into the library for archiving and easy searching/retrieval.

Key features

- Captures: documents; photos; videos
- Searchable by: keyword; uploader; date range
- Documents from the library can easily be attached to site diaries, risk events, notices, claims or requirements.

Reporting Services

The reporting services module offers an ever increasing array of customizable reports consisting of charts and tabular output. Cross-project reporting is available which greatly assists management in identifying problem projects and comparing projects side by side.

Key features

- Cross-project reporting
- Standing time
- Information sent/received
- Claim status
- Extensions by section
- Event/claim timeline.



Get in touch

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Configuration

Contract Communicator is configured according to the contract type, special conditions, project manning structure, reporting hierarchy and project-specific factors.

Training

On-demand training webcasts are available for any aspect of Contract Communicator. Users are encouraged to view a general introduction webcast before commencing use of the system.

Security

Contract Communicator is operated on our dedicated servers in a high-speed datacenter with physical and data security, fire suppression and 24x7 network monitoring. Access to the servers is limited to appointed Contract Communicator staff.

Backup

Daily backups are made and moved offsite to ensure the safety of your data. Backups are rotated weekly and we provide project data on request after a project is completed.