

SUNDT



Industry

• Construction

Products

- K2 BlackPearl 4.5
- Microsoft Office SharePoint Server (MOSS) 2007
- Microsoft Visual Studio 2008
- PSI-GEN Psi:Capture for SharePoint

Challenge

To manage the significant number of documents accumulated during the life cycle of construction projects, Sundt needed to convert them into a user-friendly digital archive that could be searched, retrieved and shared, while maintaining proper work flows so that all documents were handled in accordance with legal retention guidelines.

Solution

Neudesic developed a Digital Records System based on Microsoft Office SharePoint Server 2007 that features a user-friendly interface to scan documents into MOSS, replacing the need for physical document storage. Custom work flows extend MOSS's functionality by allowing batch documents to be archived to a SharePoint Records Center.

- Drastic reduction in warehouse storage facilities
- Quick and easy retrieval of digitally archived documents
- Considerable time savings related to the inter-office and inter-departmental sharing of archived information
- Dependable file management ensures compliance with legal record retention guidelines

Sundt Digital Records System (SDRS)

Founded in 1890, Sundt Construction Inc. is one of the largest general contractors in the United States. The company specializes in several markets, including building, concrete, federal, heavy civil, mining and industrial. With committed teams of skilled professionals in each market to ensure quality results, Sundt Construction tailors its services to meet the unique needs of each individual project.

SDRS allows our project teams to operate in a digital-as-you-go fashion. Instead of having 30 boxes at the end of a job, you may have one. This greatly reduces the amount of time needed to execute job closeout tasks.

*Chris M. Lake, VP/Director of IT
Sundt Construction, Inc.*

Project Highlights

- Sundt Construction needed a tool to help manage the massive amounts of paper documents accumulated during a project's life cycle
- Neudesic developed a solution based on Microsoft Office SharePoint Server 2007 to replace the need for document storage facilities
- The power of SharePoint search was leveraged to allow quick and easy retrieval of archived documents
- SharePoint Records Center was used to ensure files are expired and deleted on time in accordance with corporate records retention policy



The Challenge

During a construction project's life cycle, Sundt was generating large amounts of paper that had to be stored in facilities to meet legal retention guidelines.

Once projects were completed, the tasks of searching and inter-departmental sharing of these stored documents became extremely difficult,

as did their proper disposal once retention guidelines had been met.

To compound the problem, Sundt's revenue growth plan was expected to add 26,400 bankers boxes of project information to its inventory over the next decade, with each box costing the company \$100 to store over that time period.

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Sundt Digital Records System (SDRS)

The Solution

Neudesic developed a solution based on Microsoft Office SharePoint Server 2007 (MOSS) to address the company's business challenges. Sundt Digital Records System (SDRS) replaces the need to store physical documents by providing a convenient interface through which users can easily scan them into MOSS.

Using automated lookups and barcodes, as well as OMR and OCR technologies, documents scanned into the MOSS system are automatically tagged with metadata to ensure the MOSS search engine can be leveraged for easy retrieval.

According to Sundt's specific needs, Neudesic developed custom timer jobs and work flows to manage all documents, including the ability to batch process them for archiving, legal hold, and removal from legal hold on a per-project basis. Upon action request and approval, all documents tagged with a project number are simultaneously archived to the SharePoint Records Center or placed and removed from hold in the Records Center. To ensure the system is not overly burdened, these actions are number are simultaneously archived to the SharePoint Records Center or placed and removed from hold in the Records Center. To ensure the system is not overly burdened, these actions are processed after business hours.

Neudesic also developed timer jobs and work flows to customize the way in which documents are expired. A SharePoint list is used to store retention periods by document type and expiration; approvals

are also batch processed by project and document type. Now, instead of approving the deletion of expired documents individually, Sundt's legal department can batch approve the deletion of all documents set to expire on any given day for a particular project. Another work flow was developed to change the expiration dates of archived documents whenever their retention periods are changed.

The Benefit

Over the course of an average construction job, 25-30 boxes of files are produced and stored in one of Sundt's nine warehouses throughout the Southwest United States.

The company already had more than 10,000 boxes in storage and were adding another 1,200 each year. Based on this projected growth, SDRS will save Sundt \$1.5 million in storage costs alone over the next decade.

With SDRS, files are now scanned throughout a project's life cycle, leaving perhaps one box when the job is complete. In addition to considerable space savings, Neudesic's solution gives Sundt the power of SharePoint search so users can easily and quickly find the documents they need. Using barcodes and OMR also increases search reliability by ensuring that documents are accurately tagged.

The ability to place a project's entire record set on legal hold is vital to Sundt's eDiscovery strategy. With SharePoint Records Center, files are expired and deleted on time, which helps the company maintain compliance with its corporate records retention policy.

Before SDRS, Sundt personnel used express mail to share documents; now they can be shared between offices, individuals and departments in a timely manner with greater ease and less expense.

SDRS has become our single version of the truth when it comes to project related records. Documents are scanned once and then shared securely with other divisions and support centers.

*Chris M. Lake, VP/Director of IT
Sundt Construction, Inc.*