



ProductDossier[®]

Project Management First


TouchBase

Project Documentation



TouchBase

Project Documentation

- 1 Documentation – the inescapable reality.
 - 2 Key Challenges
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Documentation - The inescapable reality

Business enterprises have seen radical shifts in the nature, scale, complexity, compliance, regulations, and global character of work being carried out. These have resulted in a significant increase in the level of documentation across projects & programs and operations.

Leaders must proactively create and improve content-centric processes that boost productivity, foster digital business, and facilitate the use and sharing of information.



Documentation

Key Challenges

1

Documentation on spreadsheets, documents, emails, etc.

2

Ad hoc and immature document management processes.

3

Document changes and version management.

4

Issues associated with documentation access control.

5

Vulnerable to privacy and security threats.

6

Weak documentation life cycle – creation to disposal.

7

Higher cost of document management.

Documentation

Lost opportunities

Questionable documentation data integrity.



Poor quality of decision-making.



Delayed legal and compliance approvals.



Lost intellectual property rights and revenues.



High cost of document management.



TouchBase Capabilities

Extremely configurable solution to –

- Your industry
- Your products & services
- Your documentation management
 - Standards, compliance, & regulations
 - Business processes
 - Workflows
 - Decision-making protocols

Document Creation

- Folder and sub-folders
- Multiple document formats
- Task-Work Package-Project levels

Confidentiality & Security

- Watermarks
- Access control
- Version control

Automation

- Export documents
- Conversion to PDF

Archival

Retrieval

TouchBase

Common Capabilities



Analytics



Dashboards



Alerts & Notifications



Social Collaboration



Mobile Access

TouchBase System Integrations



TouchBase Differentiators

1 *Designed for “your” industry, project type, documentation approach, standards, and business processes*

2 *An end-to-end solution that addresses all the dimensions of documentation management*

3 *Seamless integration with other enterprise applications*

4 *95% configurable; less than 5% customization*

5 *Completely digitized documentation landscape*

TouchBase Business Value

- 1 Completely digitized documentation.
- 2 One version of documentation truth
- 3 Swift and data-driven decisions.
- 4 Lower cost of documentation.
- 5 Completely access controlled.
- 6 Totally secure.

TouchBase Modules



Project Documentation



Project Management



Opportunity Management



Project Resources Management



New Product Development



Project Financials Management



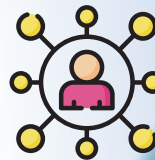
Project Quality



Timesheets & Leave Management



Project Procurement



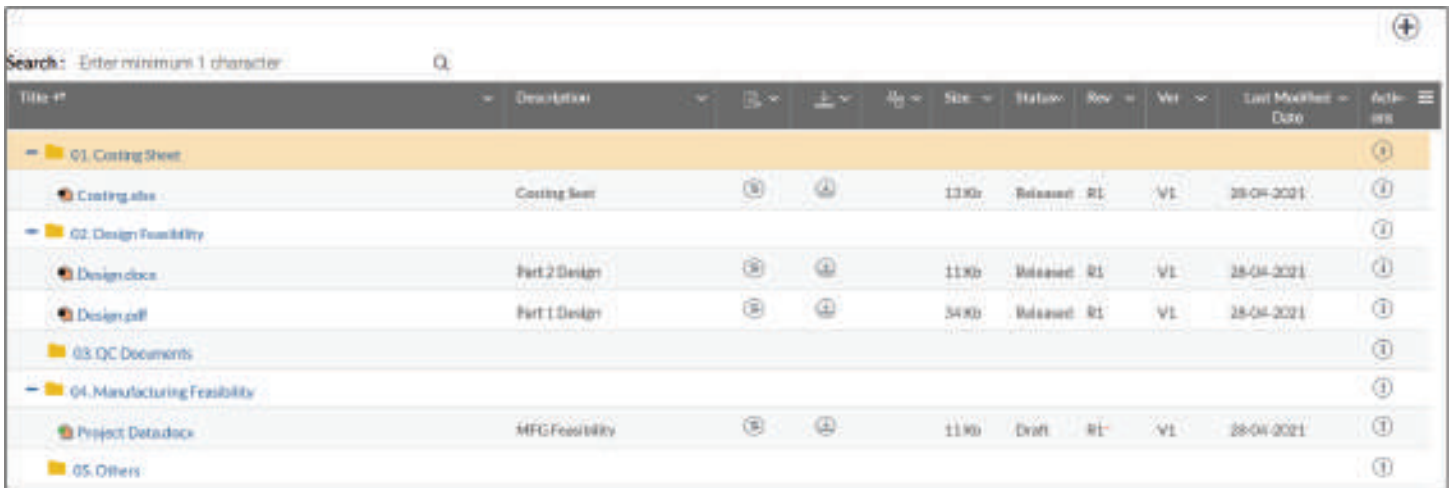
Social Collaboration



Utilities

TouchBase Glimpses

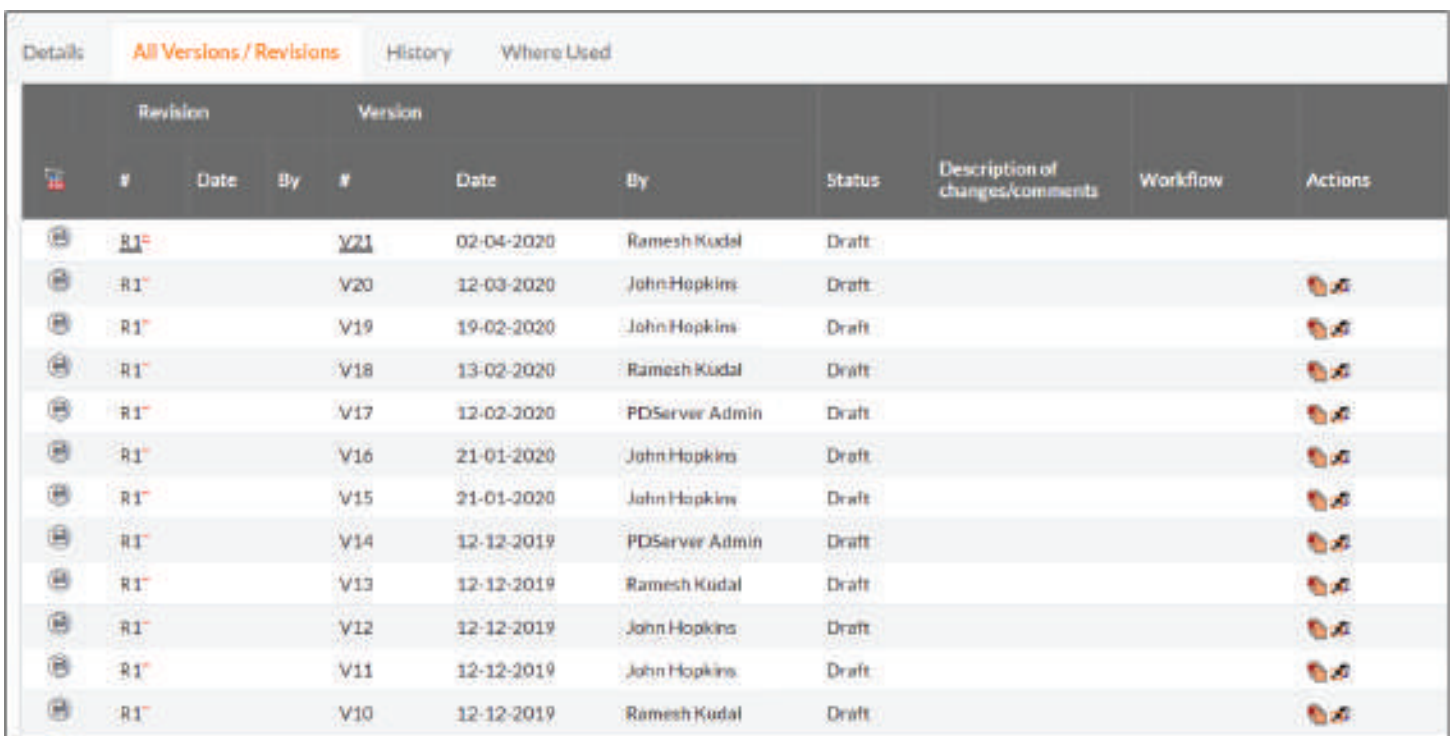
Project Document Folder Structure



A screenshot of the TouchBase interface showing a folder structure for project documents. The interface includes a search bar at the top with the text "Search: Enter minimum 1 character" and a magnifying glass icon. Below the search bar is a table with columns: Title #, Description, Size, Status, Rev, Ver, Last Modified Date, and Actions. The table lists several folders and documents:

Title #	Description	Size	Status	Rev	Ver	Last Modified Date	Actions
01. Costing Sheet							
Costing.xlsx	Costing Sheet	12KB	Released	R1	V1	28-04-2021	
02. Design Feasibility							
Design.docx	Part 2 Design	11KB	Released	R1	V1	28-04-2021	
Design.pdf	Part 1 Design	54KB	Released	R1	V1	28-04-2021	
03. QC Documents							
04. Manufacturing Feasibility							
Project Det.docx	MFG Feasibility	11KB	Draft	R1	V1	28-04-2021	
05. Others							

Project Documents – Multiple Versions & Revisions



A screenshot of the TouchBase interface showing the "All Versions / Revisions" view for a document. The interface includes tabs for "Details", "All Versions / Revisions", "History", and "Where Used". Below the tabs is a table with columns: Revision #, Date, By, Version #, Date, By, Status, Description of changes/comments, Workflow, and Actions. The table lists 12 revisions of a document:

Revision #	Date	By	Version #	Date	By	Status	Description of changes/comments	Workflow	Actions
R1	02-04-2020	Ramesh Kudal	V21	02-04-2020	Ramesh Kudal	Draft			
R1	12-03-2020	John Hopkins	V20	12-03-2020	John Hopkins	Draft			
R1	19-02-2020	John Hopkins	V19	19-02-2020	John Hopkins	Draft			
R1	13-02-2020	Ramesh Kudal	V18	13-02-2020	Ramesh Kudal	Draft			
R1	12-02-2020	PDServer Admin	V17	12-02-2020	PDServer Admin	Draft			
R1	21-01-2020	John Hopkins	V16	21-01-2020	John Hopkins	Draft			
R1	21-01-2020	John Hopkins	V15	21-01-2020	John Hopkins	Draft			
R1	12-12-2019	PDServer Admin	V14	12-12-2019	PDServer Admin	Draft			
R1	12-12-2019	Ramesh Kudal	V13	12-12-2019	Ramesh Kudal	Draft			
R1	12-12-2019	John Hopkins	V12	12-12-2019	John Hopkins	Draft			
R1	12-12-2019	John Hopkins	V11	12-12-2019	John Hopkins	Draft			
R1	12-12-2019	Ramesh Kudal	V10	12-12-2019	Ramesh Kudal	Draft			

TouchBase is ready to
empower your teams
with a 100% digitized
documentation
landscape.
Are You?



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