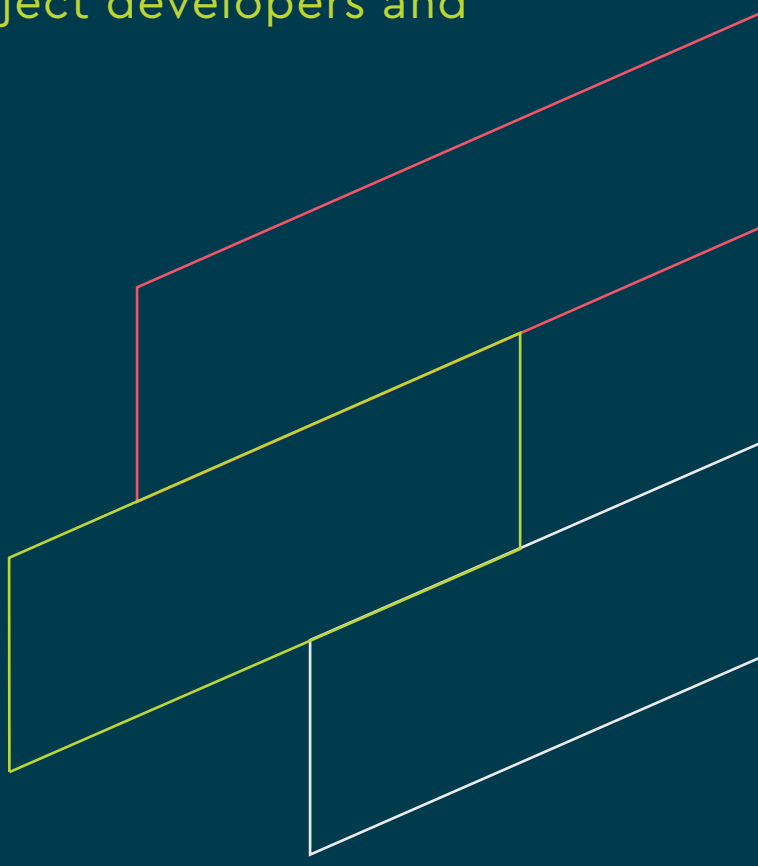
thinkproject

CONCLUDE CDE

Fully integrated construction project management office for asset owners, project developers and project managers



#constructionintelligence

The AECO industry has long been facing pressure to deliver and build assets better, quicker, and at a lower cost. To achieve this, reliable frameworks and standardised approaches are needed to deliver projects and entire programs on a repeatable basis. The availability of reliable information as well as the ability to manage teams and stakeholders efficiently are crucial.

CONCLUDE CDE is a Common Data Environment designed to meet the needs of the Architecture, Engineering Construction and Owner industry by providing a single, central space where project managers, program supervisors, asset owners, project developers and other stakeholders can manage the massive amount of data created over a project life-cycle – from drawings to tasks and costs – to maximize efficiency and control of project performance. With its ready-to-use, practice-proven and fully integrated module suite, CONCLUDE CDE provides all the essentials needed to standardise projects and program management, making success easily repeatable thanks to the powerful work-flows that help automate project procedures and effectively connect teams.

Single Version of the Truth for all project information

All relevant information – from cost to drawings and tasks – captured and managed in one place to generate real-time insights and measures for day-to-day and overall performance for full transparency.

- Dashboard and Cockpit to access and visualise information on cost, quality, schedules, tasks
- Multi-project reporting customisable to match your requirements and cover project as well as program level
- Integrated cost and budget control
- Receive notifications on important events

Standardised project and program management ready to use in minutes

A complete digital project and program management office for AECO providing all the essentials for process standardisation in the form of best practice modules that is rapidly deployable, easy to use and yet adaptable to meet your needs, thus making success repeatable.

- Intuitive interface promotes the user experience and makes it easy to get started working digitally
- Out-of-the-box, practice-proven and fully integrated, yet extendable, module suite to digitise all essential processes
- Cost-efficient CDE
- Experienced consulting and service capabilities focussed on AECO that have been codified into the software

Efficient teamwork streamlined through automated workflows

Connect all of your project members in one Common Data Environment through digital workflows and processes that facilitate change management and streamline project communications, promoting overall project efficiency to deliver projects on time and budget with high quality.

- Extensive, workflow capabilities to automate project proceedings (approvals, changes)
- Workflows presented in a form-based manner, easy-to-use and promotes completeness and consistency
- Graphic workflows are easily understood and generate transparency
- Redlining capabilities that are synchronised with the CONCLUDE CDE
- Reliable auditing & governance

Conclude CDE

Good to know

SOFTWARE-AS-A-SERVICE

Rent your Common Data Environment as needed and pay as you use

WEB-BASED

Full access via webbrowser – everywhere, any time

SECURITY

- Server in two highly protected data centers in Germany (gas-extiguishing systems, fire compartments, access protection, redundant internet connection)
- Primary data centre: KAMP Netzwerkdienste, Oberhausen
- Back up data centre myLoc managed IT, Düsseldorf
- Fully encrypted and protected by assigning access rights
- Password protection through SHA-512 hashing algorithm
- Availability: 99.8% annual average
- Regular penetration tests by independent parties
- ISO 27001 and ISO 9001 certification of data centers
- GDPR-compliant

All project essentials in one CDE -

CONCLUDE CDE MODULE SUITE

Supported with our mobile apps

Multi Projects

Modules delivering insights and custom reports through consolidation of information from all other CONCLUDE CDE modules

- Report Management
- Reports

CONCLUDE CDE CORE for a single project

- Dashboard
- Files
- Messages
- Tasks
- Design Management
- Calendar

Commercial Modules

- Budget and Forecasting
- Invoice Approval
- Changes
- Tendering
- Deal Room
- Q&A

Specific Modules

- BIM
- BIM Database
- Minutes
- Room Book
- Equipment Management
- Punch List

'On-Site' Modules

Construction

- Site Journal
- Defects

Maintenance

- Warranty
- Handover

MULTI-PROJECT MODULES

MODULE	FUNCTIONALITY	ADVANTAGE
Report management	Report Management is one of the two modules for Multi-Project Reporting and part of that package. This one serves as the project manager's environment for editing and controlling the data: • The module provides you with functions that support an efficient and prompt reporting across many projects • Additionally, several data sources (e.g. SAP) can be smoothly tapped for compiling reports – esp. with the Budget & Forecasting module • The solution is characterised by maximum flexibility as it allows you to freely define topics and data fields, individually configure templates, and store HTML and PDF files in any desired location	✓ The editing mode of Multi-Project Reporting allows the project manager to collect all relevant information tailored to their needs
Reports	The module Reports is the second module of Multi-Project Reporting and provides you with functions that support an efficient and prompt reporting across many projects: • The customized reporting offers evaluations, trends and time series analyses for external and internal business partners as well as project participants • As soon as a project report is approved by the controller or project manager, Reports generates an HTML web page and a corresponding PDF file for every project • The HTML web page can be incorporated into the builder's intranet and the classical PDF report can be distributed by e-mail or via the Messages module	✓ The view mode of Multi-Project Reporting presents the results of the Report Management to the decision maker level optimized for mobile devices

CONCLUDE CDE CORE for a SINGLE PROJECT

MODULE	FUNCTIONALITY	ADVANTAGE
Dashboard	The Dashboard is your construction project's hub where you can find all up-to-date information in a visual overview: • At project members level: teams can access master data such as the rough time schedule and contacts • At work level: access to forms, manuals and templates • At project management level and higher: insights into current figures, events and pending tasks	✓ Real-time availability of insights into project performance ✓ Central information point across the entire project on all levels
Files	Files forms the central document repository for all project-specific documents, plans, drawings and models: • Customisable folder structure enables an easy overview of all your team's files • Metadata assigned for key wording and filtering according to freely definable criteria • Permissions to the folder structure and metadata can be assigned freely • Further included: version management, QR code, release stamp and automatic distribution lists or uploaded files	✓ Single version of truth for all project-relevant documents ✓ Easy to use, intuitive searching and filtering ✓ Confidentiality of sensitive information ensured

MODULE	FUNCTIONALITY	ADVANTAGE
Messages	The Messages module is the method of choice for all project members to communicate and smoothly collaborate: • Interface known from other email clients to send and receive messages • Full-text search • Table overview of messages with filter function • Project-wide and individual distributors can be created • Custom access rights for: Access to all messages, access to the messages of own office or access to own messages only • Notifications about new documents, tasks and messages for all project members	✓ Integrated project communications keep everything in one place for full transparency
Tasks	The module Tasks lets you manage, plan, review and track all events from different sources of the day to day project operations: • Manage tasks from meetings minutes, BCF (BIM Collaboration Format), project plans, and workflows • Tasks for review are flagged accordingly • Project participants involved are notified and asked for a cross-check automatically • Management cockpit to check status of different tasks in a central place	✓ Full accountability of project members ✓ Day-to-day project performance is visible with just one click ✓ Basis for early warnings and risk management

MODULE	FUNCTIONALITY	ADVANTAGE
Design Management	The module Design Management supports the entire design process from initial delivery to final distribution: • List of due designs allows you to monitor design delivery and approval • Approval status is indicated by a convenient traffic-light function online visible for all the team members • Comment on designs without the need for additional software • QR-Code printed onto the design, scanning QR-Code with a tablet or smartphone will immediately confirm if the right version is being used as indicated in the Design Management Module • Non-erasable release note imprint on design indicates readiness to release for construction • Standard workflow for the design approval process	✓ Delivery and approval process for design is significantly sped up ✓ No more errors due to faulty or outdated design use
Calendar	In the Calendar module, all project team members have an overview of all project-specific calendar events: • Control and manage recurring and one-time events here • Poll function significantly simplifies the process of scheduling meetings • Integrated interface to common calendaring software such as Microsoft Outlook for exporting events	✓ Full transparency of important events connected to the entire project

MULTI-PROJECT MODULES

MODULE	FUNCTIONALITY	ADVANTAGE
Budget & Forecasting	The Budget & Forecasting module is the ideal tool for transparent budgeting, invoice and Budget & Forecasting monitoring – especially for larger projects: • The module, which bundles and displays all budget and cost items, facilitates forecasting, evaluation, cross-organisational invoice runs and cash flow planning – from everywhere and at anytime • Interface with SAP can be set up for automatic data transfer • With its different budgeting methods (contract units/commercial budgeting), the Budget & Forecasting module builds a bridge between several systems and cost philosophies – thus allowing for an efficient and particularly effective cost management. Combining systematic risk management and dynamic cash flow planning, the module provides a solid basis for well-founded, reliable forecasts, containing data that is updated daily, during the entire project. • The Cost module also provides integrated interfaces to our Changes, Invoice Approval, Invoices and Reporting modules. It also offers a report generator with extensive evaluation options, forecasts and risk analyses; it generates invoice accompanying letters and supports detailed rights concept for connecting the different user groups.	✓ Real-time analyses and full transparency on all cost, without the need to break your Excel sheet

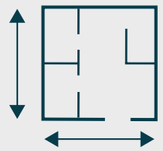
MODULE	FUNCTIONALITY	ADVANTAGE
Invoice Approval	In this module, the review and approval of all invoices is centrally managed and streamlined: • Freely configurable workflows to provide custom review and approval processes (including external stakeholders) • Deadline monitoring and time management • Interface to the Budget & Forecasting module (link to order or invoice form) in CONCLUDE CDE • Overview of the current processing status • Full text search within invoices	✓ Full visibility on all invoices and their processing status
Changes	Changes is a workflow-based process module that can be applied for use cases like decision management, claims management, concerns and disability notifications: • Online forms for entries including monetary valuation of supplements and freely definable release processes (forms are adapted according to specific use case) • Process is supported by printable decision templates and digital stamps to document each release step • These documents are automatically stored in central project archive • Interface to the Budget & Forecasting module to transfer financial evaluation data directly to the risk and change tab	✓ Fully integrated change management to display effects on cost and budget

SPECIFIC MODULES

MODULE	FUNCTIONALITY	ADVANTAGE
Tendering	The Tendering module of the CONCLUDE CDE helps you to conveniently distribute tender documents. Combined with Q&A module it can serve as a platform for suppliers to file a tender: • Self-registration page per award package for interested parties • Automatic email notifications for new registrations • Audit-proof logging and automatic closure of the tender after the submission deadline	✓ Full visibility and transparency on tender status ✓ Audit-proof, compliant tender process
Deal Room	Use this Deal Room to provide potential buyers of an object or portfolio with all relevant documents /information: • Collect, scan and file the documents – if desired, watermarked and time stamped – in a structured manner • Invite potential buyers to view the documents directly in the module • Included are PDF encryption and watermarks, access logging, disclaimer for interested parties, reports and monitoring of deadlines	✓ Buyer-friendly, highly transparent due diligence proceedings that help close deals
Q&A	Q&A serves as a transparent means of communication between the (anonymous) bidders and the client or their representatives: • Structured processing of questions and answers • All communication is well documented	✓ Audit-proof documentation as a later reference for legal or other issues

MODULE	FUNCTIONALITY	ADVANTAGE
BIM	The CONCLUDE CDE supports Open BIM (Building Information Modelling) to enable the open exchange of building models for the entire project team. **It provides a BIM Viewer for:** • Exchange model data via the IFC (Industry Foundation Classes) format in CONCLUDE CDE • Central access and online viewing of all information and revisions immediately and at anytime, including documentation and history of all documents, drawings and model data • Flexible workflows to structure the planning and review process for 3D models • File naming conventions including individually definable metadata also available for models • Files, defects, claims and issues can be linkable to model or individual objects Additionally CONCLUDE CDE supports a central and transparent task management related to models. **BIM Task Management:** • Use of the BCF (BIM Collaboration Format) standard • Use of viewpoints to jump directly to the point within the model • BCF task tracking comes with assignment of responsibilities and deadlines with individual filter views • Links to the corresponding objects in the model are provided • Import BCF files from other software tools (clash detection tools etc.)	✓ BIM for all, no matter which CAD system or authoring software is used ✓ Clear responsibilities and accountability of project members

MODULE	FUNCTIONALITY	ADVANTAGE
BIM Data Base	The CONCLUDE CDE BIM Database automatically extracts certain information from the models and stores it separately from your model information, to make it easily accessible for further analysis where the complete model is not needed: • Automatic extraction and maintenance of significant data like material, quality, fittings, certificates to be stored in the BIM data base upon model upload • Model objects and attributes are automatically stored according to project structure, room-oriented and technical components (elevators, HVAC components, machines & systems) • Output for evaluation purpose as Excel or PDF can be easily retrieved (e.g. room lists, transfer information to the company, FM concept, door lists etc.)	✓ Divide and conquer - separating the information creates a leaner model and makes it easily manageable ✓ Solid data foundation for evaluation is readily available
Minutes	• Provides an extra interface to create and manage minutes • Automatically distribute agendas and finished meeting minutes to the participants • Tasks will be automatically assigned to those responsible, and minutes updated and agreed upon • Also included: useful cross-linking, task tracking via list view, workflow connectivity, online form & task processing, PDF protocol generation for a print-ready dispatch, e-mail notifications for new tasks and deadline reminders	✓ Integrated Task Management to ensure completion of agreed upon items and full accountability of all involved parties

MODULE	FUNCTIONALITY	ADVANTAGE
Room Book 	The fully configurable Room Book module helps you manage and maintain all room-related information of a building across the entire project lifecycle: • Project beginning: Collecting the requirements and define the attributes for different room types • Planning: Basis for defining individual rooms with the help of detailed attributes • Linked with the BIM module to provide a basis for quick evaluations and lists (e.g. door list)	✓ Seamless documentation of requirements and fulfilment as proof of performance
Equipment Management	Similar to Room Book, the Equipment Management module can be used to manage and maintain all machinery and equipment of a manufacturing project: • Maintain an individually configurable machine and plant list • Further information enrichment during planning, construction time and handover to the plant (e.g. certificates, documentation documents and data, maintenance schedule management, etc.)	✓ Overall documentation of service intervals and other machine-related tasks to be done
Punch List	The module Punch List allows for the digital management of all to dos that must be checked off to consider the asset substantially complete: • Uncompleted tasks, for example those fixed in regular meetings, in Excel based LOI (List of open issues) • Tasks can be assigned to the persons responsible • Execution/controlling is tracked by means of evaluations and lists of all project LOIs	✓ Easily traceable fulfilment of open tasks to ensure payments are only made after satisfactory completion

CONSTRUCTION PHASE

MODULE	FUNCTIONALITY	ADVANTAGE
Site Journal	Site Journal Module provides a central hub for recording construction progress and incidents on a regular basis: • Forms to capture relevant information including images and links to related documents • Comprehensive listings and excerpts available in PDF format • Automatic import of weather data at the project location into the Construction Journal • Mobile app available for ad hoc recordings of issues and incidents including photos on site	✓ Audit-proof recording as a reliable documentation for any legal proceedings
Defects	Defects Module serves as project-specific Defect Management and provides workflows for capturing, distributing, tracking, resolving and archiving defects: • Customisable workflows • Comprehensive status reports and excerpts available in PDF format • Automatic creation of reminders, VOB letters, shortage, and acceptance lists in the module. • Mobile App (iOS and Android) available for recording and controlling defects including plan location and photo assignment on site	✓ Avoid double entries and manual effort through on-site capture ✓ Full disclosure on status of defect rectification and proof of performance as basis for payments

MAINTENANCE PHASE

MODULE	FUNCTIONALITY	ADVANTAGE
Warranty	Convenient management of warranty periods after construction is completed: • Workflow-based processes – from defect recording at the user/tenant to the execution by contractors – for controlling and statistical evaluation • Same functionality as defect management module • Mobile app for capturing defects is available	✓ Full transparency on outstanding warranties and rectification to ensure smooth project closure
Handover	This module makes the handover of branches, apartments or shop areas easy: • Defects, measurements, keys or counter stands can be recorded with the mobile app • Freely definable checklist for a structured handover • Digital protocol, that can be signed on the tablet and is distributed right away	✓ Paperless efficient handover for a pleasant customer experience

Mobile Applications bring the CDE on site

cc capture

Available for iOS and Android devices.

cc capture is the CONCLUDE CDE mobile application for collecting data on site. The app allows for the recording of defects on-site and synchronisation with the respective module in CONCLUDE CDE for frictionless collaboration.

- Capture relevant data like Trade, Sector, Description and more, plus photos and marked up drawings
- Synchronisation with CONCLUDE CDE
- Upload of captured defects into CONCLUDE CDE
- Download existing entries from CONCLUDE CDE to your mobile device for editing or approval
- Help functionality in the app to show all features at a glance

cc files

Available for iOS devices.

cc files is the CONCLUDE CDE which allows you to carry any CONCLUDE CDE files with you while offline. This way, your files are available for reference everywhere.

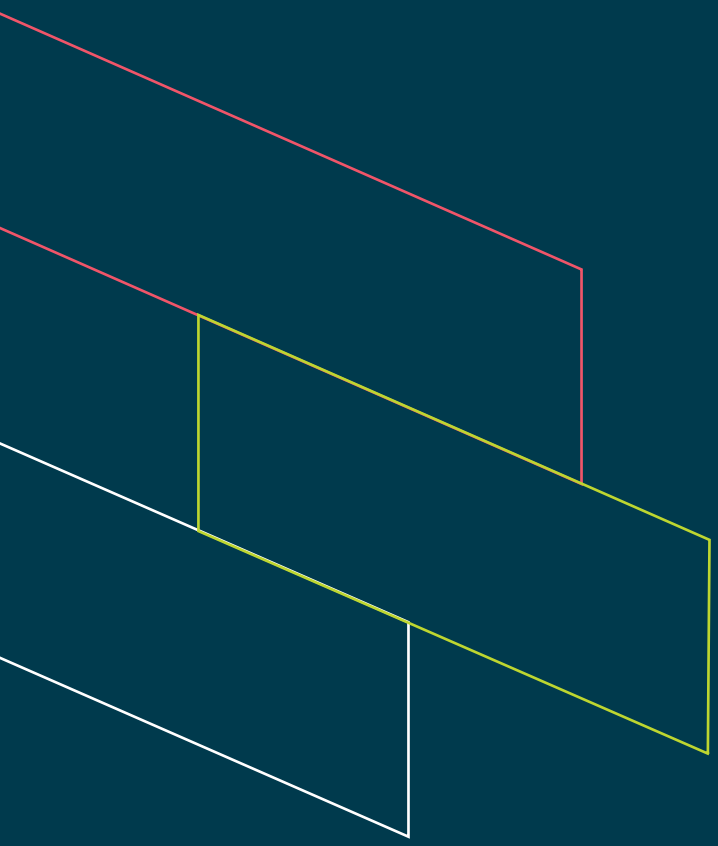
- Synchronisation with CONCLUDE CDE to retrieve up-to-date files
- Browsing and filtering for documents from CONCLUDE CDE on your mobile device

cc handover

Available for iOS devices.

cc handover is the CONCLUDE CDE mobile application for organising a smooth handover process between the executing party and the client on site.

- Defects, measurements, keys or counter stands can be recorded with the app
- Most important points can be checked in a structured manner using a freely definable checklist
- Protocol is then created, signed and distributed directly on the mobile device



ABOUT US

Based in Munich, Germany, thinkproject is a global leader in construction intelligence, unlocking the potential of people and information through digital technologies to enable better industry results. It is the leading Europe-based construction and engineering SaaS provider with 2,750 customers, more than 250,000 users in over 60 countries, and over 400 employees.

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www.thinkproject.com