



RFI

Management

Introduction

The Request for Information management system provides facilities to control the requirement for technical and management staff to seek, validate and incorporate information from third parties during the project management process. The provision of such information is generally time critical and delays in receiving it will often impact the contract programme. Workspace can use email to automatically distribute RFI's with any supporting documents attached, and automatically update the RFI response history without any user intervention.

Main features

- The system allows the rapid creation of an RFI with minimal user input.
 - Much of the required data for the RFI is automatically created based on the user and the project file they are working within.
 - Automatically generated information includes project name, project code, RFI number and creator.
 - Selected information includes RFI category, recipients and related drawings.
 - The creator also specifies the response required date and the RFI detail.
 - The RFI can be generated either as hard copy, by fax or by email.
 - Responses can be received manually, where they are logged against the RFI, or by email where they automatically update Workspace without any user intervention. In the latter case the RFI will be reviewed and closed by an internal user at some future point.
- Project team members can review the RFI status and details of all outstanding and completed RFI's.
 - A dashpart is provided to show all currently outstanding RFI's that the user has created by project.
 - A report against the organisation record shows a summary of performance in responding to RFI's i.e. number of RFI's received, percentage of responses received within response time frame, percentage of RFI's fully answered within response time frame and average response time.

Who uses it?

Most Workspace users who get involved in generating and monitoring RFI's find this module a huge improvement over their current process. It delivers simple functionality to create and track RFI's entirely through a browser and therefore can also be used effectively by all remote users.