

# Project Office

## Maximum control, minimum effort

ePIN Project Office delivers everything you need to manage multi-contract projects or multi-site roll-out programmes within a single solution, enabling you to:

### Control cost

- Review and approve variation requests and invoices on-line
- Track actual versus planned costs
- Automatically create payment files for upload into your accounting systems

### Control quality

- Share documents between team members wherever they are located
- Manage design development and approvals on-line
- Assemble procurement and completion information quickly and easily

### Control programme

- Track key milestones across multiple contracts or subprojects
- Capture, action and monitor statutory or planning obligations
- Monitor delivery of the design programme


### Benefits

**Mitigate project risk:** Define and monitor the processes that underpin the success of your project. Reduce the frequency and impact of unplanned delays and costs by enabling the right people to get the right information at the right time backed up by a complete audit trail of those events.

**Reduce project administration costs:** Streamline document control and distribution, invoice administration, assembly of procurement documents, tenant information and completion documents.

**Accelerate disposal and pre-letting:** Close deals earlier by having all necessary, up-to-date marketing and due diligence material available at the press of a button.

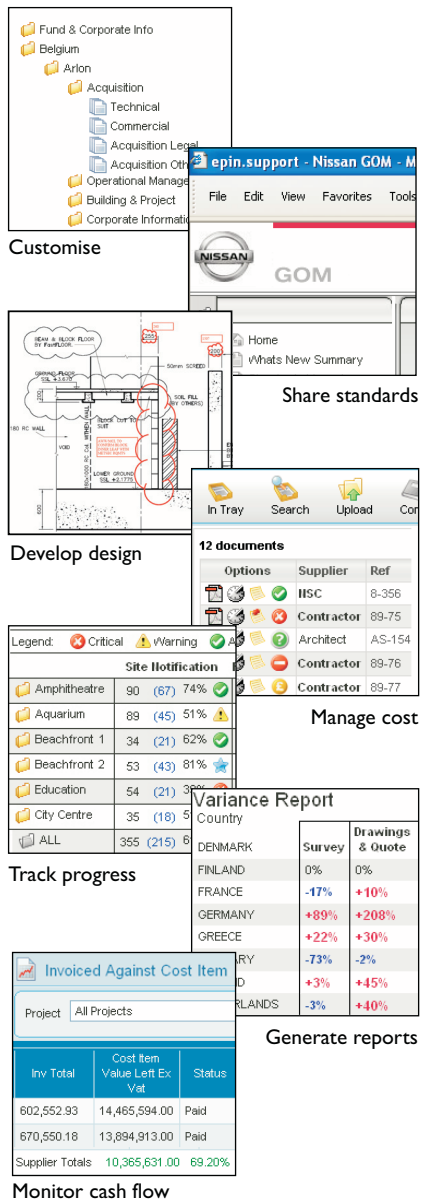
**Enhance returns:** Reduced risk, earlier disposal, more effectively managed projects – it all adds up to improved profit.



*"ePIN enables me to keep far better informed with less effort. ePIN puts me in the driving seat."*

*Richard Webb*  
Vice President, ProLogis Developments Ltd

ePIN Project Office combines all the key facets necessary to control the most complex projects easily and effectively.



**Customise**

**Share standards**

**Develop design**

**Manage cost**

**Track progress**

**Generate reports**

**Monitor cash flow**

Project	Count	Percentage
Amphitheatre	90 (67)	74%
Aquarium	89 (45)	51%
Beachfront 1	34 (21)	62%
Beachfront 2	53 (43)	81%
Education	54 (21)	39%
City Centre	35 (18)	51%
ALL	355 (215)	60%

Country	Survey	Drawings & Quote
DENMARK	0%	0%
FRANCE	-17%	+10%
GERMANY	+89%	+208%
GREECE	+22%	+30%
IRELAND	-73%	-2%
NETHERLANDS	+3%	+45%
IRELANDS	-3%	+40%

Inv Total	Cost Item Value Left Ex. Val	Status
602,552.93	14,465,594.00	Paid
670,550.18	13,894,913.00	Paid
<b>Supplier Totals</b>	<b>10,365,631.00</b>	<b>69.20%</b>

ePIN designs, manages and hosts internet-based collaboration, asset and project management systems that help you to:

Mitigate risk · Reduce cost · Maximise returns

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**Project Office (continued)**

**ePIN solutions**

**Information Manager** Flexible, effective and secure document sharing and collaboration for project, asset and fund information management.

**Programme Manager** Control multi-site minor works, refurbishment, design change and asset management programmes, better, faster and cheaper.

**Cost Manager** Online project cost management that takes the pain and effort out of traditional cost-tracking and invoice approval processes.

**Project Office** Everything you need to manage complex, multi-faceted development or asset management programmes within a single integrated solution.



Wandsworth Riverside Quarter, London



ProLogis Park, Dartford



Greenside Place, Edinburgh



Debenhams Bullring, Birmingham



*"ePIN has a unique offering in a market where so often everyone looks the same."*

*Tim Young*

*Partner, John Rowan and Partners*

**About ePIN**

ePIN designs, manages and hosts internet based collaboration, asset and project management systems. Lead by a management team with extensive industry experience, ePIN delivers innovative, robust and easy-to-use solutions that are tailored to their clients' individual needs and can be up and running in days.

Since 1998, ePIN has successfully deployed systems across a range of industry sectors. Leading organisations such as British Land, ProLogis, Debenhams, Hermes, Nissan and Toyota, use ePIN solutions to mitigate risk, reduce cost and maximise returns.

DEBENHAMS

*"ePIN has strengthened Debenhams' ability to keep projects on target."*

*Keith Wood*

*Project Support Manager, Debenhams*

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