Sigma and T-Cat Transmittal System

Basic Document Exchange

Sigma is a project management database designed to manage all the major data sets on a project including documents. The Transmittal Cataloguing System (T-Cat) is a smaller database who's prime function is to manage document submissions and approvals.

Sigma and T-Cat can formally exchange documents and comment sheets between groups of two or more databases.

Typically each organisation would have its own T-Cat or Sigma database.

The data including documents is separate for each database.

The exchanges are controlled and traceable via Transmittal records.

Both database records and document files are transferred in the exchange.

The system can be configured to provide email alerts to users and stakeholders.

The exchanges can be configured as any combination of Sigma and Sigma, T-Cat and T-Cat or Sigma and T-Cat.

Number of databases in the group is limited only by the server and network specifications.

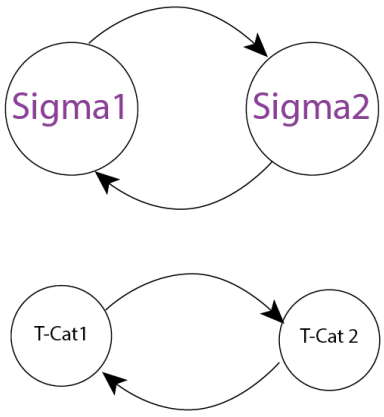

Figure 1 - Two Party Exchanges

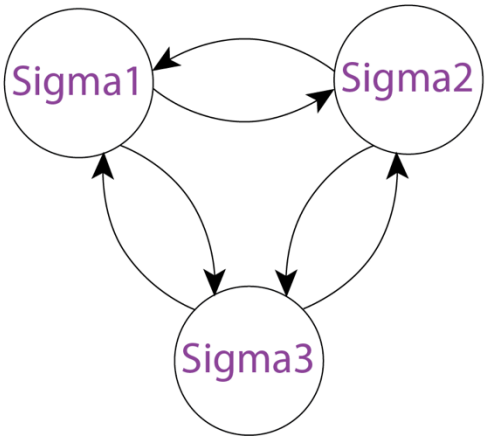

Figure 2 - Three Party Exchanges

Formal Submissions & Approvals

A Sigma/T-CAT cluster can be configured to track formal submissions and approvals.

An approval hierarchy is configured whereby one group's database has approving authority over the others.

Documents are sent from the submitting database to the approving database, and approvals, comments or rejections are sent back to the submitting database.

A database can be both approver and submitter but not for the same groups.

In a typical scenario the client is the approver and the contractor/supplier is the submitter.

Both databases track the status of the documents such that both parties can full visibility of overall status of deliverables.

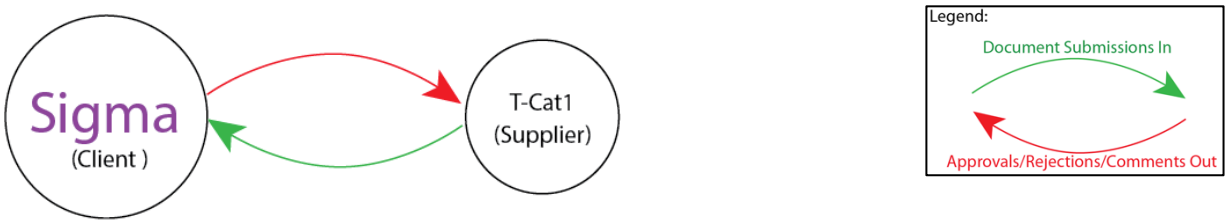

Figure 3 - A basic client supplier approval relationship

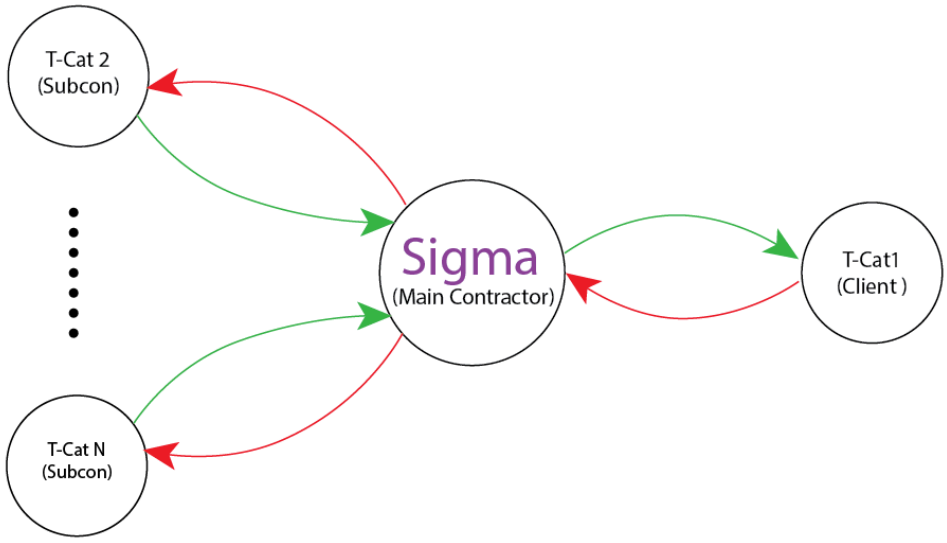

Figure 4 - A typical major project configuration with main contractors, single client and multiple subcontractors

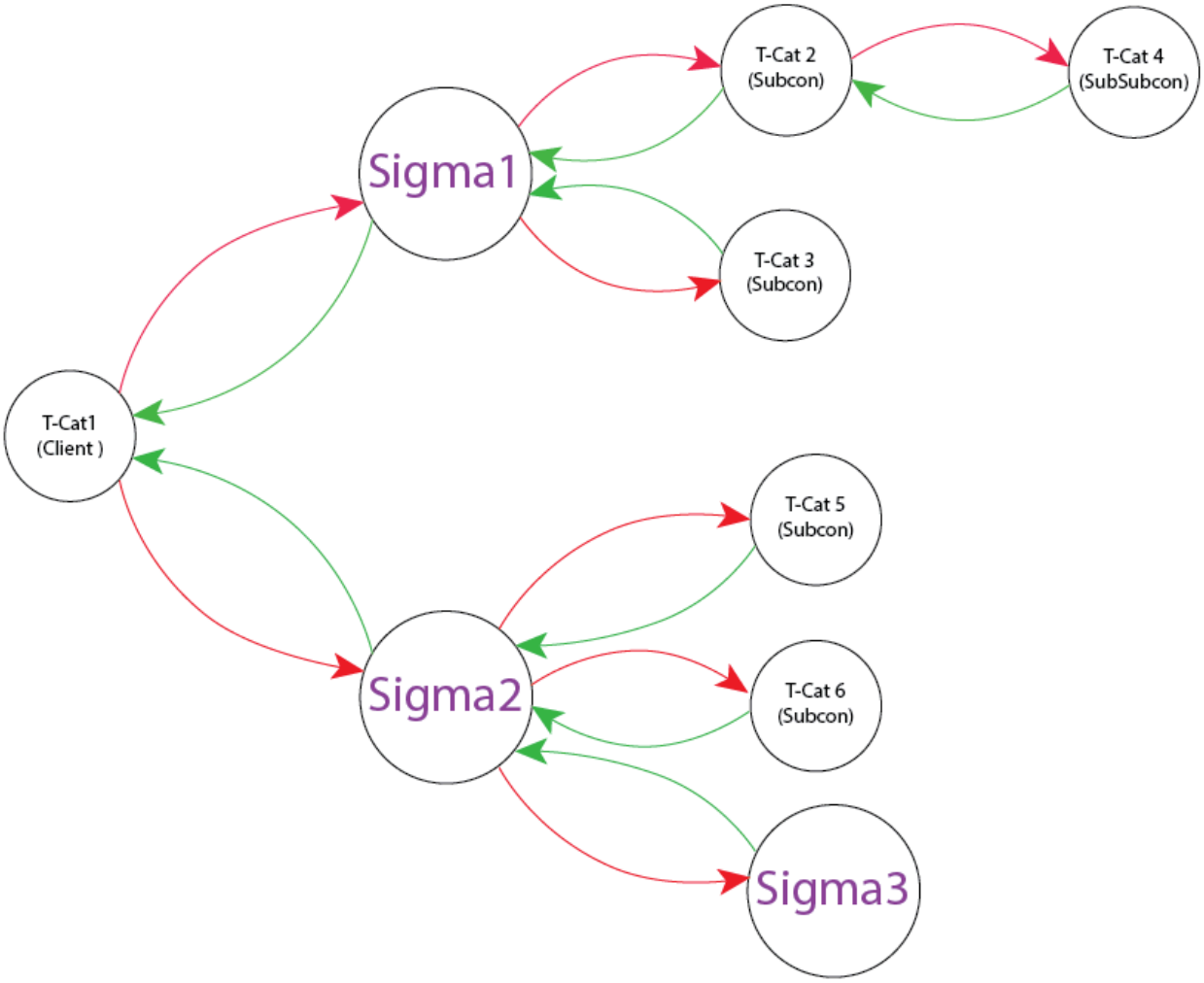

Figure 5 - A complex multi-layer approvals process