

## About RJ Vincent & Co

RJ Vincent & Co is a privately owned ISO 9001, 4801, 14001 civil engineering and mining services contractor with a record and reputation for successfully and safely delivering high quality civil construction, mining and engineering services across the civil infrastructure, resources and marine sectors in Western Australia. RJ Vincent has the equipment and personnel required to undertake bulk earthworks, civil infrastructure for residential and industrial subdivisions, main roads infrastructure as well as mining services including below ground services, open pit mining, stripping, haul road and air strips.



With an extensive fleet of heavy machinery and a workforce in excess of 200 staff spread across Western Australia, RJ Vincent prides itself as the delivery partner of choice across the civil infrastructure, resources and marine sectors.

## Project at a Glance

Solutions: ADVANTAGE VBM , Business Process Maps, Documented Information, Training  
No Seats: 100 Users  
VBM Cells: 1  
Locations: [WA] Balcatta

## VBM Document Management at RJ Vincent & Co

### Background

Consistency and security of business information was the prime motivation for RJ Vincent's search for a solution to improve their shared network drives.

The need to secure the interface and sharing of information between functional teams including Estimating, Project Management, HR, HSEQ Management, Operations, Finance and Workshop was the key objective.

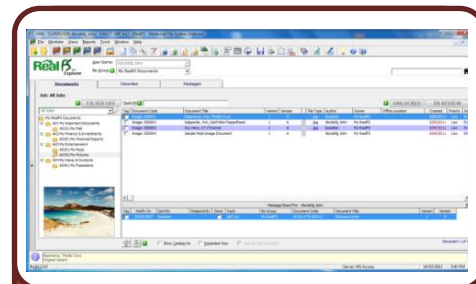
### Assessment

RJ Vincent Managing Director, Mr Andrew Pilgrim, sought advice from CY Innovations about how to implement a document management system for RJ Vincent. CY Innovations conducted staff interviews and reviewed the existing systems to produce a gap analysis report, top level business process maps and an RFQ document for a DMS that would suit RJ Vincent's requirements.

RJ Vincent evaluated a number of DMS solutions against the RFQ including ADVANTAGE VBM. After a rigorous evaluation process RJ Vincent selected ADVANTAGE VBM based on price and their confidence that CY Innovations' had the experience and capability to deliver a system which would best suit RJ Vincent's needs.

### Integration

A detailed analysis of RJ Vincent's business processes was undertaken with representatives from each discipline and department contributing to the final agreed processes and common file structure. The configuration flexibility and features of ADVANTAGE VBM enabled the system to be tailored to suit the company's procedures and business processes.



- ❖ Manage Documents & Emails
- ❖ Deploy Templates & Forms
- ❖ Easy to Use
- ❖ Enforce Company Standards
- ❖ Avoid File Duplication
- ❖ Single Instance File Sharing
- ❖ Quality Compliance
- ❖ Microsoft Office Integration
- ❖ Document Review & Approval
- ❖ Auditing Traceability
- ❖ Robust Document Security
- ❖ Document Control Function
- ❖ Automated Transmittals
- ❖ Customisable File Structure
- ❖ Remote Site Access

## Deployment

Through CY Innovations' team, *RJ Vincent* implemented ADVANTAGE VBM which was configured with the approved common file structure plus QSE system documents including an integrated QSE Manual, QSE Management Plans, Core Procedures, operating procedures, forms and templates. The system was rolled out to all departments including an extensive programme for user training. Cross department and discipline workshops were later held to review system interfaces and to share knowledge and learnings between the functional teams.

All objectives of the project were achieved and the system has addressed the key goal of security and sharing of business information between the different departments and disciplines at the required access levels. The project has been a success with ADVANTAGE VBM meeting the expectations of a diverse range of users including executive managers, project managers, estimators, engineers, site supervisors, HSEQ supervisors, document controllers, accounts, recruiters, admin support and IT.

## Specific Issues VBM Resolved for RJ Vincent & Co

### Benefits

1. Providing a solution that will assist with maintaining ISO 9001 accreditation
2. Providing a system to implement RJ Vincent's Quality, Safety and Environmental Management System and associated business processes
3. Easy and quick access to a standardised suite of approved templates
4. HSEQ Department can deploy approved forms and templates with immediate effect
5. All users will work from an approved file structure across discipline lines
6. All documents are easily audited
7. Limit RJ Vincent's risk to legal disputes
8. Remote access from operational sites
9. Sharing of tender and technical information across departments
10. Productivity improvement once team members become familiar with standard filing system, especially when deployed across different projects
11. Time Management
12. The management of emails – the focus is on work rather than the inbox
13. Allows projects to be easily audited by managers, Clients and QA
14. Delivery traceability and report creation
15. True revision control with drop-down access to previous revisions
16. Variant creation, management and control
17. Automated transmittals
18. Can import our own data with the tool supplied within VBM and save extending the project and costs to specifically tackle data migration

## References

**ANDREW PILGRIM – General Manager,  
RJ Vincent & Co - project sponsor**

*"I found CY Innovations a pleasure to deal with. The business mapping and user requirements were a key element to syncing with the VBM system to our needs as a company. This process was managed professionally and efficiently helping structure VBM and our internal procedures.*

*Dealing with Mike McGinty and the CYI Team was exceedingly beneficial as they took the time to understand the needs of the business and offered constructive/informative ideas rather than just trying to sell a product. The VBM system delivers everything it advertised and has certainly improved the day to day operations of the business.*

*I am extremely pleased with Advantage VBM and would certainly recommend CY Innovations and the VBM System to anyone requiring a similar product."*

## User References:

**HELEN LYNN – HSEQ Systems Coordinator**

*"I have had a close working relationship with Mike McGinty from the early stages of setting up VBM in our systems, throughout the implementation and rollout.*

*Mike's passion and dedication in ensuring the transition from our old system to the VBM System ran smoothly and with little disruption was exemplary. He was always available to answer queries, solve problems and offer support when needed. He continues to provide ongoing support which is greatly appreciated.*

*I'm very impressed with the Advantage VBM System for its simplicity and logical format, particularly the Biz Group structure that brings together the department relationships. I've found VBM to be simple to understand and easy to manage."*

## About ADVANTAGE VBM

ADVANTAGE VBM is an advanced enterprise grade electronic document and file management software application developed especially for small to medium size business organisations and projects (5 – 500 users).

If you are struggling to manage the avalanche of uncontrolled files and folders propagating throughout your shared network drives then ADVANTAGE VBM is your solution. It provides structure, consistency and controlled user access to all your documented information while complying with the key requirements of ISO 9001, 45001, 14001 and 31000. ADVANTAGE VBM is highly customisable and easily configured to satisfy all of your electronic document and data management needs.

Featuring the unique RealFS Relational File System, ADVANTAGE VBM offers an innovative toolset to help you properly capture and manage your electronic filing to ISO standards, while bringing security and visibility to your important business information.

ADVANTAGE VBM provides a highly organised environment for saving, retrieving, sending and sharing electronic Documents and emails within a set of unique layers built across your file system. These layers help capture your important corporate knowledge before it leaves the office as your employees finish each day.

Advantage VBM is a key solution for driving success into your workplace. It can help you realise value in your company whilst creating a more productive working environment for the future. VBM is the advantage which differentiates you from your competitors.

## About CY Innovations

CY Innovations Pty. Ltd. is a privately-held Company located in sunny Perth, Western Australia. CY Innovations was founded in early 2004 after years of hard work by its founders in developing and producing innovative software technologies for business use.

CY Innovations develops proprietary computer software technologies and also provides on-site support services specialising in Quality, Safety, Environmental and Risk management solutions to help small and medium size Clients implement and maintain their integrated QSE and Risk management systems and ISO accreditations.

Visit: [www.cyinnovations.com](http://www.cyinnovations.com)

## JO DAWSON – Civil Administrator/ Engineer's Assistant

*"Before Advantage VBM our electronic filing system was a mess, now we have a logically organised and easy to use format.*

*Mike McGinty spent a lot of time tailoring the system to the needs of RJV and its staff, who were provided sufficient training before implementation and with the thorough knowledge and helpfulness of Mike, transition was stress-free and easy.*

*As an administrator and daily user of Advantage VBM I would recommend the system and CY Innovations."*

## JAN CLARK – Senior Accounts Officer

*"I have dealt with Mike McGinty from CY Innovations since 2016 during the implementation and ongoing use of the VBM system within RJV.*

*I found Mike to be extremely approachable and always available when needed. He is very helpful, nothing is too much trouble and he explains things in a step by step manner which is easy to understand."*