

# SWORD

UPGRADE YOUR BUSINESS

## Fusion

## Improving Capital Projects and Plant Operations

### Introduction

Fusion is an integrated suite of content management application solutions for industry - solutions that enable enterprises to dramatically improve their business performance through better management of their information, both internally across the distributed enterprise and externally with the supply chain.

Our solutions enable organizations to reduce costs, increase operational efficiency and productivity, ensure regulatory compliance and improve overall return on investment by managing the entire content lifecycle - from the initial conceptual project through to completion and management of historical records.

Fusion focuses upon the key business needs of improved information exchange and collaborative working.

### Fusion for Projects & Operations

Your business revolves around a number of projects that take place to deliver a product and/or service to your customers or to satisfy internal programs. Project closure will require turnover of project content to your customers, internal operational groups or regulatory bodies.

Fusion provides the bridge between the project, operation and historical records environments by:

Enabling internal & external access to project information via dedicated web-based portals.

Optimizing changes to the operational environment by publishing accurate "as-built" configuration details to internal or external organizations and retaining superseded information for controlled preservation and future reference and/or destruction.

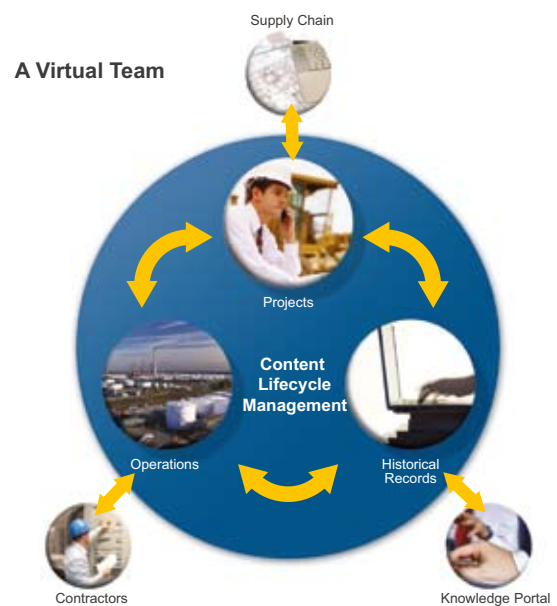
Carefully managing, sharing and publishing historical data

through knowledge portals to enhance corporate knowledge retention and re-use and meet statutory, regulatory or corporate requirements.

### Fusion for Projects

In an ever-competitive business environment, meeting the need to reduce project schedules is vital to stay ahead of the competition. Trends towards outsourcing necessitate close coordination between different organizations that are often geographically remote.

Intranets and the Internet need to be exploited to remain at the competitive edge. Fusion will help to reduce your project schedules and costs by enhancing the collaboration between all project members through improved information management and distribution.



*“Engineering is the art of organizing and directing men and controlling the forces and materials of nature for the benefit of the human race.”*

Henry G. Stott, 1907

## How it Works

Fusion provides a database to manage all of the content generated during a project e.g. CAD drawings, correspondence, RFPs, vendor documentation, photographs etc. This information is securely managed and can be defined to match the specific requirements of the project.

Project control activities can be automated to manage documentation, transmittals and internal distribution of information. Tracking and reporting capabilities and interfaces to project management systems keep the project team fully informed and your project on track.

Fusion provides web based communications within your project team, dramatically improving the distribution of information and promoting far closer collaboration.

## Key Benefits

### Reduced Costs

Automating labor intensive registration, distribution and transmittal clerical activities reduces project administration costs. You are now able to quickly distribute project deliverables to the different discipline teams without needing to copy and print paper-based documentation. Electronic transmittals allow you to quickly and securely dispatch project documents to your project partners through your email or Internet infrastructure. This eliminates traditional printing and postal charges and allows you to reduce supplier delivery lead-times.

### Improved Productivity

Project content is now available on-line 24 hours a day allowing decisions to be made faster and deliverables to be tracked throughout the lifecycle of the project. Routine procedures involving the review and approval of project deliverables are streamlined to improve efficiency.

Electronic document management and distribution improves productivity by removing delays waiting for information required to complete some project activity.

### Improved Compliance

Fusion manages the full lifecycle of each deliverable associated with the project. All lifecycle activities are controlled and audited within the system. Project correspondence is captured and managed. This reduces the risk of project delays due to contractual disputes or non-compliance with regulatory or statutory requirements.

### Increased Customer Satisfaction

Project Handover content is assembled during the execution of the project itself and may be handed over electronically to your customer. This allows you to complete projects faster and gain differentiation over your competitors.

### Better Safety and Security

Version control ensures only current information is available to project and site personnel, dramatically reducing the risk of using inaccurate data. Security features enable project managers (and/or document controllers) to determine read, write and access capabilities to prevent confidential information from being accessed by unauthorized people.

## Fusion for Operations

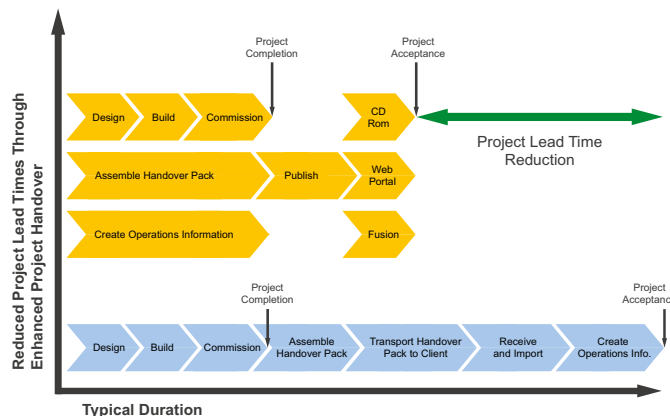
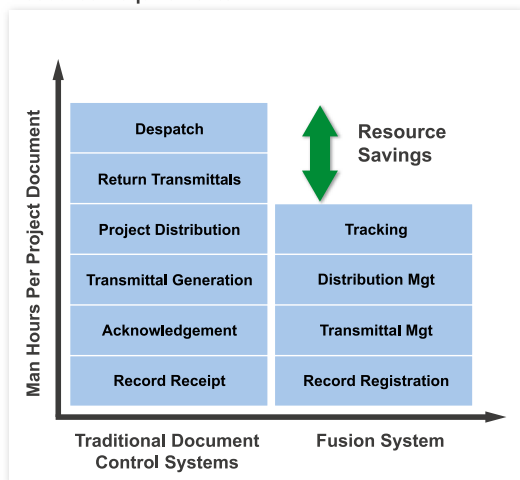
Over 90% of information about a plant or facility is contained within files, including its "as-built" configuration and procedures for its operation and maintenance. In order to operate your plant efficiently, safely and to satisfy regulatory requirements you need to carefully manage the creation, modification, distribution and access of key design and operating documentation.

Fusion will reduce operating costs and increase efficiency by improving the management and distribution of this information.

## How it Works

Fusion solves the problems of facilitating accurate and timely information distribution by providing users with on-line access to information 7x24. Also, by allowing different types of content

**Significant Reduction in Project Document Control Resource Requirements**



to be interrelated, staff can quickly find a complete and up to date set of information for the job at hand, as well as any outstanding or pending changes.

Work pack production can be automated in conjunction with maintenance or work management systems enabling them to be prepared much closer to the date of shutdown ensuring staff are working with accurate information. Additionally, documents can be printed with watermarks and/or print banners to ensure controlled distribution of this information.

The application of workflow improves business processes by providing assurance that correct procedures are complied with enabling managers to monitor quality and work progress whilst keeping a full audit trail.

### Key Benefits

**Increased Shutdown Productivity - Reduced Shutdowns**  
Instant access to accurate information speeds up transmittal distribution and maximizes productivity of planned shutdowns whilst eliminating unplanned shutdowns due to inaccurate data.

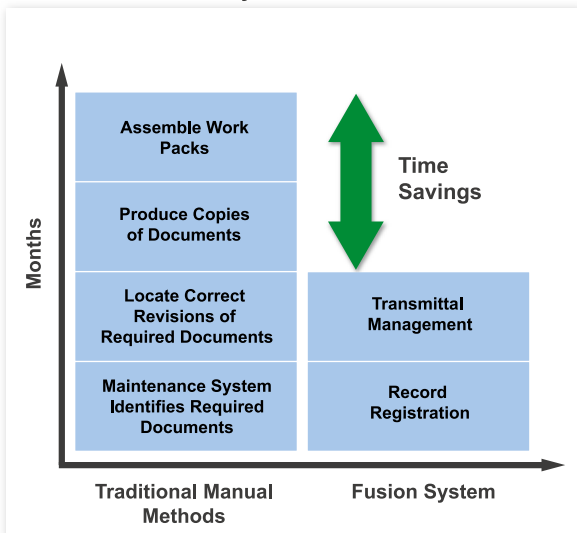
**Reduced Health & Safety Risk**  
Health & Safety risks are better managed as staff are less likely to use inaccurate information that could lead to a serious accident.

**Reduced Costs**  
Project administration is reduced as time taken to find, collate, print, distribute and hand over information is cut. By providing instant access to current information, costs to find, print and distribute information for projects, maintenance and work packs are reduced and it is easier to achieve and maintain regulatory compliance.

## The Sword Solution

The Sword solution consists of the following products

**Significant Reduction in Document Control, Retrieval and Assembly**



and services that combine to quickly provide a complete, functioning solution:-

Industry Focused Templates that include configurable data models and user interfaces, tailored for specific industry requirements and terminology.

Professional Services from expert consultants with extensive experience implementing Fusion solutions on time and to specification.

Training for your users to give you full control over the operation, maintenance and evolution of your system.

Technical Support so you've always got someone who understands your business and can help you as and when required.

## Sword

The Sword Group maintains strong partnerships with major Enterprise Content Management (ECM) providers, including Microsoft (SharePoint) and IBM (FileNet). Our products significantly extend these systems as opposed to just interfacing to them.

Sword offers all the forms of deployment that a company might require. For those who wish to retain full control over the installations there is the option to take a product in-house. For those wishing to have a managed service, this can be undertaken in-house or hosted at our Data Center.

Our solutions include the subscription option of Software-as-a-Service (SaaS), enabling a project to be operational without the need to install the applications. This option provides low cost of ownership and avoids delays in procuring additional hardware. SaaS is also ideal for projects where suppliers, partners and sub-contractors need to collaborate since the SaaS solution is outside any one company's firewall, removing one of the main barriers to external collaboration.

Security is a key consideration and a strength of our SaaS solution, which is provided through secure data centers in both the UK and the US. Some of Sword's clients use a hybrid approach managing the internal project documents on their internal ECM system while using a SaaS solution to collaborate and share documents with external parties.

With over 13,000 projects in 26 countries, Sword is experienced at providing global support for international projects and organizations. Multilanguage support is available along with an extensive network of offices and technical staff to assist with implementations worldwide.

Sword's stability as a company is underpinned by our size, financial strength and growth; key factors in selecting the Sword Group as your long-term business partner.



Integrating Projects & Technology for 26 yrs.

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# SWORD

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