

# ARCHITECTURE RISKmanager

After 18 months of development, Red Gravel Publications is pleased to announce the release of its web version of **Risk Manager Architecture**. We have received very positive responses to our previous "desktop" versions with significant changes in functionality resulting directly from user's feedback. This ensures our software maintains not only its innovative approach, but also its simple and practical response to industry requests.

Our primary objectives in developing the upgraded **Lite** program were to assist in:

- Make the program available for Mac users ( and other platforms )
- Make the program more efficient and workable for smaller sized practices including single operator
- Eliminating the need to load the program onto your computer off a CD
- Improving the commercial performance of member's practices
- Enhancing the program which can assist in seeking even more business opportunities for the practitioner
- Further increasing the protection from litigation for members and their practices.

Risk Manager Architecture is a **Quality Assurance** program designed for use by **all staff members**. It takes an individual project through the whole Design and Approval process. This is done by using a series of formalised procedures, fully customisable pro forma documents and check lists. It was designed by Design Practitioners for Building Designers and Architects. As a result, industry guidelines and the methodology used in the program will be familiar to the user.

Name	Status	Remaining Hours	Proposed Start Date	Proposed End Date	Actual Start Date	Actual End Date
WIP		20.00				
PART A - INITIAL ENQUIRY		8.50				
A1 Scope of Works						
A1.1 Initial Scope of Works	In progress 20%		23-10-2007	27-10-2007	22-10-2007	
A2 Information Obtained						
A2.1 Regulatory Information	In progress 50%		24-10-2007	25-10-2007	22-10-2007	
A2.2 Other Authorities	0%		24-10-2007	27-10-2007		
A2.3 Consultants	0%					
A3 Alerts						
A4 Fee Proposal						
A5 Follow Up						
PART B - PRELIMINARIES		29.00				
B1 Contract of Engagement						
B1.0 Policy and Procedure	Waiting on someone else 20%		18-10-2007	19-10-2007	22-10-2007	
B1.1a Contract of Engagement Checklist	0%					
B1.1b Contract of Engagement	0%					
B1.2 Client Brief	0%					
B1.3 Consultants & Information Required	0%					
B1.4 Variation Schedule	0%					
B1.5 Variation Document	0%					
B2 Job File						
B3 Information Stage						
B4 Consultants						
B5 Design Brief						
PART C - DESIGN STAGE		30.00				
C1 Information Review						
C1.0 Policy & Procedure	0%					
C1.1 Contract & Design Brief Review	0%					
C1.2 Information Review	0%					
C2 Design Development						
C3 Client Confirmation						
PART D - DEVELOPMENT APPLICATION		20.00				
D1 Review Stage						
D1.0 Policy & Procedure	0%					
D1.1 Local Government Checklist	0%					
D1.2 Development Control Checklist	0%					
D1.3 Development Application Drawing Checklist	0%					
D2 DA Submission						

## Benefits for your Practice:

- Potential for Premium Discounting of PI Insurance and/or other benefits from participating Insurers and Underwriters
- Minimised errors and omissions in documentation
- Reduced exposure for your staff and practice to litigation
- Increased quality in design work and documentation

- More efficient time management for staff
- Less time required for checking drawings by senior staff (enabling them to work on less mundane tasks like designing !)
- More time available for senior staff to explore even more design options
- Staff become more educated and therefore more valuable
- Greater ownership of tasks by staff resulting in increased accountability
- Reduction in misunderstandings between Building Designer / Architect , client & the builder (both on and off site)
- Excellent education and training tool for all staff
- Better monitoring of staff and managerial efficiency
- Business name and reputation is enhanced
- Minimal downtime when new staff members commence
- Principals have more control and therefore peace of mind
- Competitive edge in the market place ( point of difference )
- Improved work flow leads to reduced timeframes for projects
- Increased profits and business growth
- Increased ability to track individual projects
- Provides a simple yet extremely efficient option for establishing your office procedures and protocols

Risk Manager is suitable for use by the sole practitioner through to medium sized practices. You can either purchase the Lite or Full versions of the program with an ability to upgrade from Lite to Full, anytime.

#### Main Features:

- Simple and intuitive to use with minimal downtime to implement once set up
- A safe and secure, off site, central storage location for all your documents
- User Alerts - advises user of tasks that are **now due** when logging in each day

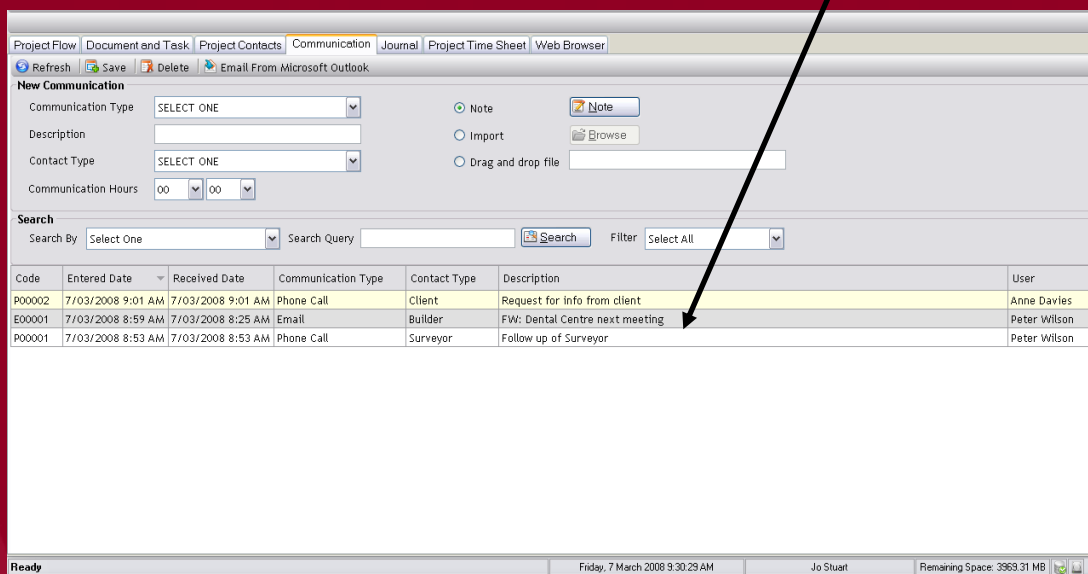
Red Alerts signify tasks that need immediate action

Project Number	Project Name	Task	Proposed Start Date	Proposed End Date	Actual Start Date	Actual End Date	Responsible Person
123/2008	Johnston Residence	B1.1 Policies & Procedures	28-01-2008	01-02-20...	06-03-2008		David McMi...
123/2008	Johnston Residence	B3.1 Policies & Procedures	04-02-2008	08-02-20...	06-03-2008		Peter Wilson
123/2008	Johnston Residence	B4.1 Policies & Procedures	11-02-2008	22-02-20...	06-03-2008		Jo Stuart
123/2008	Johnston Residence	B4.3 Sub Consultant Proposal ...	06-03-2008	07-03-20...	07-03-2008		Jo Stuart
123/2008	Johnston Residence	B4.5 Separate Consultant Prop...	11-03-2008	12-03-20...			Anne Davies
123/2008	Johnston Residence	Request for info from client	10-03-2008	11-03-20...			David McMi...

- Basic Time sheets (exportable Excel file to MYOB and other software)
- Progress Status Reports – know the status of a project instantaneously
- Fully customisable check lists and pro forma documents (insert your own if you wish or combine yours with ours)
- Unique “logical” Flow Chart makes tracking all projects easier
- Internal Web Browser - save links to materials, Council application forms or even specific Council check lists for each project

- Excellent Interactive Tutorial will minimise downtime
- Email Management system
- Client Enquiries – keep track of potential clients
- General Alerts for potential or known areas of concern for all staff to be made aware of. (“Check Heritage Item next door”)
- Customise your own templates for each project type (eg, residential, light commercial, educational templates)
- Powerful Search & Filter functionality to retrieve documents
- Importing contacts from third party lists is simple
- Filing and storing of all communication documents is fully automated

Central document storage & retrieval location for all communications



#### Inclusions:

- 12 month Risk Manager architecture licence (supply only)
- Either Lite or Full template depending on ur purchase (upgrades available to Full Version from Lite)
- Interactive Tutorial
- Premium Business Hosting (Lite – 2 GB Disk Storage Space and Full - 3 GB Disk Space) + 5GB monthly bandwidth
- All technical upgrades free during the year
- Fully customisable check lists and pro forma documents
- Email support
- Ability to add up to a total of 10 Parts within programs flowcharts
- Business Thinking Systems “How to Guides”

#### Discounted Costs for BDA members:

The fee structure works on an annual licence scheme. The Lite Version is **\$150.00 + GST** / licence / annum whilst the Full Version is **\$260.00 + GST** / licence / annum. Each Lite licence can be upgraded to the Full version at anytime on a pro rata basis.

In accordance with AS/NZ 4360 Risk Management standard, it is recommended that all staff (this includes non technical staff) each have a licence.

Discounts are also be available to members of the BDA who are customers of BIS.

# Risk Manager Architecture inclusions:

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- All documents & checklists within the program have been formatted as **Microsoft “Word”** documents. This will simplify the importing and/or editing of your existing office documents. These are easily accessed within our program for Mac users)
- **Staff Time Sheets** also allows projects to display **budgeted hours, hours performed** and **remaining hours** for each (An excellent tool for preparing fee proposals)
- An enhanced **Email Management** system allows project specific emails to be filed simply & quickly. (no more loose emails laying around filling up your inbox).
- An internal **Web Browser** allows you to file **job specific** links to specific materials and building systems along with quick and easy access to commonly used authorities such as Councils and/or Utilities.
- A **Client Enquiry** section which allows the tracking of job enquiries & potential clients (no more lost clients)
- An enhanced **Administration** section allows automatic formatting of letters, forms etc such as company logo importing as well as a more refined Client Data entry format.
- Ability to **automatically** produce and allocate a **Work In Progress task** from recorded telephone communications and/or meetings. Ensures promised tasks are **recorded and actioned** efficiently (no more loose “Post It” notes laying around waiting to be actioned)
- WIP tasks can generate an **immediate automatic email** to a staff member to ensure the task is performed on time and by the right person.
- **Authorised** employees can **Edit** and **Delete** projects and communications
- Register a **General Alert** to all staff at the **commencement** of a project in order to advise them of significant potential and/or known risks. (eg check for flood prone areas, heritage issues etc)
- A refined Communications section includes powerful **Search & Filter** functions which will make searching for documents quick and simple.
- A refined and enhanced method of **importing contacts**
- An allowance of (Lite – 2 GB Disk Storage Space and Full - 3 GB Disk Space) + 5GB monthly bandwidth
- Plus many more features that will **improve profit & productivity** whilst **minimising your risk**

We invite you to visit our revised website and take the first step to not only protecting your practice, but to also improve its performance.



Protecting Business, Improving Performance

Red Gravel Publications

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