CATProjects
Documentation Flow

X = The task is eliminated if using ***CAT**Projects*

Tendering Phase - Estimator

Document Identification
Prepare a list of drawings and documents for each trade

Trade Tender List
Identify Subcontractors to be invited for tender for each trade and create list

CATProjects, one second per invite

Drawing Count
Create a list of how many of each type of drawing based on trade list and invite list

Prepare Cover Letter
Prepare template cover letter to go out to invited trades

Notice to Tenderers
Identify trades affected by NTT and prepare list

Load documents and write notification then distribute (5 minutes in total)

Prepare Cover Letter
Write cover letter template to go with the NTT

Project Phase – Quantity Surveyor

Document Revisions
When revision received prepare a list of subcontractors affected by each drawing and / or document

Load documents and write notification then distribute (5 Minutes max)

Prepare Cover Letter
Prepare cover letter or transmittal for each trade to go with revised documents

Tendering Phase - Administrator

Specifications
Breakdown into trade specific packages ready for ~~copying~~ upload instead (5 minutes)

subcontractors appreciate the specification being broken down

Photocopy Drawings
Photocopy drawings and specifications for each trade

Cover Letter
Prepare cover letter and / or document transfer for each tenderer

Collate Sets
Collate document sets for each trade

NTT Distribution
Photocopy NTT Documents and correlate to sets

Distribution
Distribute Notice to Tenderer
- Courier and Label or
- Post and label or
- Phone Call to Collect

Distribution
Distribute tender sets:
- Courier and Label or
- Post and label or
- Phone Call to Collect

Project Phase - Administrator

Photocopy Drawings
Photocopy drawings and specifications for each trade

Collate Sets
Collate document sets for each trade

Distribution
Distribute revisions by:
- Courier and Label or
- Post and label or
- Site Pigeon Hole