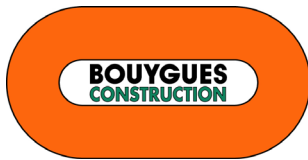


Bouygues Construction Modernizes Paper and Electronic Archiving with Everteam



Customer
Industry
Product
Application

Bouygues Constructions
Construction
everteam.records
Records Archiving

Everteam announces that production has begun on a major project for Bouygues Construction: installing an application for managing the group's combined paper and electronic archives. This next-generation system, based on everteam.archive solution, will be used by 53,000 employees in 80 countries.

About Bouygues Construction

As a global player in construction and services, Bouygues Construction designs, builds and operates buildings and structures which improve the quality of people's living and working environment: public and private buildings, transport infrastructures and energy and communications networks.

A leader in sustainable construction, the Group and its 53,000 employees have a long-term commitment to helping their customers shape a better life.



Regulatory Compliance

Bouygues Construction's need to update its archiving system was driven by two factors: first, the physical archiving application developed in-house had become obsolete. Second, although the number of electronic documents was growing exponentially, the Group had no means of archiving these documents over time; they were simply being maintained on the systems where they had been created.

By installing everteam.archive –as part of a project dubbed Remind–the Group's aim was to adopt a single, Group-wide archiving policy, regardless of the archiving medium, so as to ensure the long-term safety and security of the group's document assets. Moreover, the system needed to comply with best practices in records management as well as current regulatory obligations. For example, information on construction projects must be retained for 30 years in the event of any damage to the environment.

After testing a variety of POCs (proofs of concept), Bouygues Construction selected the EverSuite Compliance solution from Everteam, thanks to its ability to handle combined archives seamlessly and process the very high document volumes entailed by the scope of the project: 100 line kilometers of print archives and 35 TB of digital data.

To ensure the company preserves only those documents it needs and to reduce retention costs, a document classification process (customer contracts, worksite drawings, tax documents, etc.) is conducted in advance. A governance table along with administrative guidelines (access, retention and automatic destruction dates depending on the type of archive) tailored to the Group's archiving policy were then established. The software has also been integrated into the existing information system (including gateways with the corporate directory and internal project site EDM) to simplify the archiving process. A connector with third-party archivers that partner with Bouygues Construction is currently under study.

The system has been designed to meet the needs of various user groups: assistants who manage project site information, the customer service and after-sale service departments involved in dispute management, administrative offices handling routine documentation, and the records managers who oversee the archives.

The Everteam Solution

Once this preliminary work had been completed, an initial segment of the project was carried out at the Private Renovation division of the Group's Bouygues Bâtiment Ile-de-France subsidiary. A change support process, including training sessions, a help resource for getting started and summary memos, was also implemented to allow users to get up and running on the new tool in no time.

Successful Test Run

“everteam.archive platform lets us manage our archiving process on an industrial scale and maintain compliance with the ISO 14641-1 standard. Thanks to the solution's extensive array of features, its scalability, its ability to handle significant volumes and the expertise of the Everteam staff, we've been able to ensure our project is a success.”

Franck Astolfi | Bouygues Construction

Valued and Supported by Users

The initial users within the Group as well as their partners quickly grasped the benefits of this new archiving system, in terms of both its interface and the functions it provides. For example, the construction project assistants enjoy the system's greater convenience. They can prepare their construction sites more effectively, model their paper archives and integrate documents into the electronic archiving system.

Another aspect of the solution that's been warmly received is the new search option incorporated into the tool. Users now have access to the complete archives in real time using a smart search engine, without regard to each document's format or location. This feature is especially welcome to users in the after-sale service department.



Everteam Impact: Deployed in 80 Countries

In light of this positive feedback, the Bouygues Construction Group is continuing its gradual rollout of the new solution with the ultimate goal of archiving all of its contractual and administrative documentation at each of its subsidiaries in France and in the 80 countries where it operates. The project is on course to be completed within the next 12 months.





everteam

About Everteam

Everteam brings over 25 years' experience and innovation to the field of Enterprise Content Management. In an ever-increasing legal and compliance environment, Everteam's range of products support the improvement of content-driven processes, and enable enterprise customers to easily monitor and align their content strategies for overall organizational efficiency and effectiveness.

www.everteam.com
info@everteam.com

+33 (0)1 72 71 33 3
336, rue Saint-Honoré,
75001 Paris – France

+1 (650) 596-1800 (voice) / +1 (650) 249-0439 (fax)
28 State Street Boston,
MA 02109, United States