

Construction Project Time Management by Digitalization of Documents

Bhushan B. Pachpute, Suraj C. Tandale, Kiran H. Ghorpade

Trinity Academy of Engineering, Pune, Maharashtra, India

ABSTRACT

In the construction projects more time is wasted in various form and document filling and there was need of carefully keeping of this record. In this project I create a site for all the form and documents and various tables in which we are given individual login to the site engineer and by using this login the engineer at site can save the form and sheet. And we also join backup of our site with mobile phone so all the information about forms and documents are made available at any place and time. In this project we provide free of cost access to all engineers and companies so there was a cost saving and effective method available for engineer and various companies and department. So in this way lots of time in form and muster storing are saved and there is no need of carefully carrying and storing the entire documents.

Keywords: Website, Forms and Muster

Article Info

Volume 9, Issue 3

Page Number : 141-143

Publication Issue :

May-June-2022

Article History

Accepted : 05 May 2022

Published: 15 May 2022

I. INTRODUCTION

Now a day construction projects hikes very large section and there are billions of job opportunities are available in the construction industries and the infrastructure growth is one of the large source of country growth but as the construction industries grows the it required of best and speedy construction work. And there is also need of powerful construction management. So for achieving that speed of construction development we need to do some changes in normal methods of construction management. In this project we created a website for all the documents and bills. By using such website there is no need of keeping and carrying any of the documents. We can provide individual logins to organization so no one can access your files. And we also provide a backup process by using mobile phones so your data is keep secure ant any situation. By using that confidential logins id and

password the engineer can access his records and files. In this website there is availability of forms and tables depends on the site engineer and site requirement the engineer can use such forms and documents.

II. PROBLEM STATEMENT

1. Sometimes there was a chance of loss of document.
2. Problem for searching documents.
3. We required to collaborate the documents manually.
4. Sometimes unable to find exact documents.
5. Employ frustration.
6. The documents can only be recall in office and in record room.

III. OBJECTIVES

1. To find the document in Easy way.
2. To fill the forms and document easily.
3. To store the filled documents and form digitally.
4. To save the time for storing and retrieve the documents.

IV. SCOPE OF PROJECT WORK

7. Reduce loss and misfiled documents
8. Provide faster retrieval and search of documents
9. Reduce the amount of storage space used to store files.
10. Better organize existing files.
11. Better information workflow
12. Allow instant search to documents
13. Control the quality and sensitivity of records
14. Simplify the method, systems, and processes of records storage and use.
15. Identify what records exist in server.
16. Apply required holding periods to stored items
17. Increasing productivity.
18. Store records throughout their life cycle

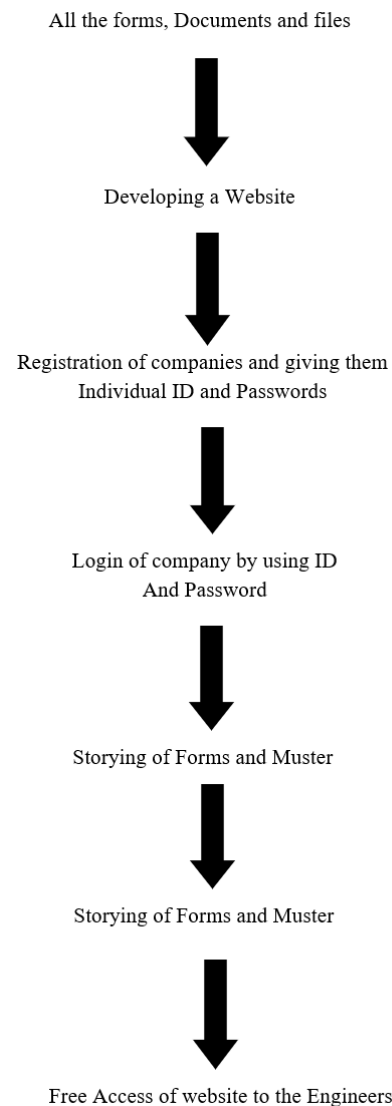
V. LIMITATION OF STUDY

1. Website development is very difficult.
2. Technical person required to support website.
3. Training required for staff to operate website.
4. Security is the major problem in this project.
5. There is requirement of internet.
6. Chances of Technical problems.
7. Requirement of mobile phones or computer
8. Few chances of Document damages.
9. Possibility of Server hacking.

VI. EXPECTED OUTCOMES

1. Easier Recovery of documents.
2. Increase the Securities
3. Reduce requirement of storage room.
4. Easy searching of Documents.
5. Better Organization of files.
6. Recovery of files at any place and at any time.
7. Automatic combination of documents.
8. Work productivity can be increased.
9. Cost Saving in document storage.
10. Time Saving in document finding.

VII. METHODOLOGY



VIII. CONCLUSION

1. Storing and organizing the documents are made easy for the organization.
2. The engineer at site can easily fill and recover all the documents.
3. Chances of documents loss can be completely avoided.
4. The required file can search more easily and quickly.
5. The storage space required for storage of paper documents can be totally avoided.
6. The documents can be organizing properly.
7. If any file is required it can be easily found out in server.
8. It controls the file storage quality.
9. The documents can be stored for lifelong.
10. Due to this website data collaboration can be made quickly.
11. If the password is known to other staff then there is risk of data leakage.
12. Trained persons are required to maintain and handle the website.
13. Lots of time can be saved in document storing and work productivity can be increased.

IX. REFERENCES

- [1]. Carlos Meelo, "Digital Documents Analysis And Processing" 2012
- [2]. James Allin Robert, "Critically Assessing Digital Document: Materiality And also The Interpretative Role Of Software" 2016
- [3]. Zhang Et Al, "Research On Document and file Digitization Processing and Technology" 2020
- [4]. Xiaoqing Ding; Di Wen; Liangrui Peng; Changsong Leeu, "Document and file Digitization Technology And Its Application in Digital Library In China" 2004
- [5]. Dr. Khairymustaffa Kittanah, Dr. Saharfalehawadabujarour & Amman-Jordan, "The Impact Of Electronic Documents Management On work Performance" 2016
- [6]. Michael Buckland, "What could be a "Digital Documentation" 2019
- [7]. François Guembrière, "Paper Augmented Digital Documentations" 2015
- [8]. Hafizur Rahaman, "Digital Documentation Techniques And Their applications In Documenting architectonic Heritage" 2020
- [9]. Sharad Jadhav, Aishwarya Sheerodkar, Pooja Salunke, Uma Sable, Priyanka Dhakne, "Digitization Of the educational Document" apr-2019

Cite this article as :

Bhushan B. Pachpute, Suraj C. Tandale, Kiran H. Ghorpade , "Construction Project Time Management by Digitalization of Documents", International Journal of Scientific Research in Science, Engineering and Technology (IJSRSET), Online ISSN : 2394-4099, Print ISSN : 2395-1990, Volume 9 Issue 3, pp. 141-143, May-June 2022.
Journal URL : <https://ijsrset.com/IJSRSET2292159>