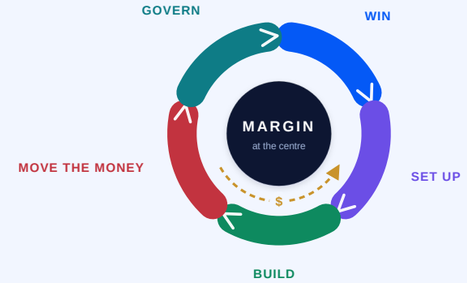
DEEP SPACE™

ADMINISTRATION WORK FLOW

The Builder's Wheel: work flows clockwise, money flows counter-clockwise, margin sits at the centre.

DS SITE captured in the field on DS Site, the mobile HSEQ and field companion

KAI KAI working quietly inside the workflow, not beside it



WORK FLOWS CLOCKWISE ▸

01 WIN
Tender it, price it, present it

TENDER PIPELINE
Manage prospective projects and clients. Track follow ups through to conversion.

ESTIMATION
Build the estimate with rates and margin at line, section or whole of job level.

ELEMENTAL SECTIONING
Structure estimates E1 to E28 to AIQS and NZIQS standards. Benchmark ready.

BOQ BUILDER
Structured bill of quantities. Import existing estimate workbooks with no re-keying.

SUBCONTRACTOR TENDERING
Invite subbies, issue tender packages, track responses and level pricing side by side.

TENDER DOCUMENT CONTROL
Issue and track tender drawing sets so every subbie prices the current set.

TENDER PRESENTATION
Professional submission out to the client, priced and presented from one place.

One thread of cost: estimate to budget to forecast to claim. Nothing re-keyed, nothing stitched together in Excel.

Built for ANZ contract frameworks. NZS3910 and AS4000 native, not bolted on.

02 SET UP
Foundations before site start

CONFIRM PROJECT
Turn a won tender into a live project with foundation info and automatic budget setup.

COST STRUCTURE
Budget categories, cost codes and cost types linked in one matrix across the platform.

BUDGET REGISTER
Create the budget from the estimate. Transfer between codes and lock when finalised.

HEAD CONTRACT SETUP
Contract details, retentions and insurances under NZS3910 and AS4000 frameworks.

COMPANIES & CONTACTS
Directory of subbies, suppliers and consultants with compliance documents.

PROGRAMME
Build and baseline the construction programme for the whole job.

PROCUREMENT SCHEDULE
Letting schedule driven by site start dates and lead times, tied to the programme.

PROJECT TEAM & PERMISSIONS
Progressively add the team with roles for office, site, client and subcontractors.

The programme drives procurement. Site start dates and lead times set the letting schedule, so nothing is let late.

03 BUILD
Run the job, capture the field

TRADE LETTING
Compare quotes, run the letting recommendation and award the trade.

SUBCONTRACTS
Acceptance letters, contract documents and insurances through to execution.

PURCHASE ORDERS
Create, send and track orders. Costs are committed the moment they are raised.

PROGRAMME PROGRESS
Update progress against baseline. Track the critical path and delays as they happen.

SITE DIARIES
DS SITE

People on site, weather, delays, inspections and plant, captured in the field.

SITE PHOTOS
DS SITE

Photos from the phone straight into the project record, tagged and searchable.

HSEQ FORMS
DS SITE

Inductions, SWMS review, permits, toolbox talks and prestarts on the phone.

SITE SIGN IN
DS SITE

Daily sign in for staff, subcontractors and visitors for safety, audit and attendance.

INCIDENTS & INSPECTIONS
DS SITE

Report, investigate and close out incidents and inspections with the full record.

QUALITY & DEFECTS
Checklists, defect capture and close out before handover, not after.

ACTION REGISTER
Track actions and delegations across the whole project in one register.

CORRESPONDENCE & DOCS
Runs across the whole wheel

PROJECT INBOX
Client, consultant and subbie correspondence managed in one place.

RFIS
Raise, track and answer RFIs with response schedules and the full history.

CONTRACT NOTICES
EOTs and delay notices, contract aware under NZS3910 and AS4000.

DRAWING REGISTER
Revisions and superseded control. The current set is always the current set.

DRAWING REVIEW
KAI

Drawing packages reviewed and coordination issues flagged before site finds them.

DOCUMENT REGISTER
Specs, reports and project documentation, controlled and searchable.

TRANSMITTALS
Issue drawings and documents and track exactly who has what revision.

MEETING MINUTES & FILE NOTES
Recorded against the project with actions flowing into the Action Register.

DS Site puts capture in the field crew's pocket. What happens on site lands in the project record the moment it happens.

04 MOVE THE MONEY
Claims in, commitments out

PROGRESS CLAIMS
Compliant claim schedules with one click claim workflows.

CLAIM APPROVAL
Electronic approval of claims through the approvals engine before anything goes out.

HC VARIATIONS
Cost and sell separated. Price, track and auto add to claim and forecast.

SUBCONTRACT VARIATIONS
Assess, approve and link to head contract variations. Costs committed on approval.

SUBCONTRACT CLAIMS
Assess subbie progress claims with retentions tracked to final release.

INVOICE INBOX & REGISTER
KAI

Invoices land in the register, read and matched against orders and cost codes.

PAYMENT & XERO
Push approved claims and invoices to accounts with GST handled correctly.

CASHFLOW
Forecast cash in and out by cost code across the life of the programme.

Approvals are electronic end to end. Invoices and claims never leave the platform to get signed off.

05 GOVERN
Forecast, report, protect the margin

COMMITTED COSTS
Live job costing showing every commitment as it happens.

COST FORECASTING & EAC
Cost to complete against every code, updated as the job moves.

RISK & OPPORTUNITY
Contingencies and provisions factored into WIP, never buried in the EAC.

WIP REPORT
Project financial summary with margin movement month on month.

MARGIN TRACKING
Margin at the centre of the wheel, visible on every project, every day.

REPORTING & DASHBOARDS
Project and portfolio reporting ready for the monthly review.

PORTALS
Client and subcontractor visibility without the email chains.

PROJECT SIGNALS
KAI

Risk flagged across cost, safety and programme. Ask where are we up to.

AUDIT TRAIL
Who did what and when, across every module.

Risk & Opportunity lands in the WIP report, never in the EAC. Forecasts stay honest.

◂ MONEY FLOWS COUNTER-CLOCKWISE

COMMITMENT · CLAIM · INVOICE · PAYMENT · REPORT & FORECAST · MARGIN