

A Case Study (consulting engineers):

# Roy Consultants Group

## Company Profile

Incorporated in 1984, Roy Consultants Group is a privately owned consulting engineering firm with offices in four different locations in eastern Canada. It employs over 60 professionals in the civil, environmental, structural, mechanical, electrical, municipal, transportation and geomatics fields. They offer a wide range of engineering solutions in sectors such as mining, power plants, base metal refinery, municipal infrastructure, manufacturing, buildings, and etc.



## Situation

It took too much time to enter the information hence delaying client billing. The time cost to the firm for the manual entry of time and expense information was as follows:

1. Fifteen minutes per employee to manually fill out time and expense sheets.
2. One full time employee to manually enter the information into an Excel spreadsheet.
3. Half a day to enter the information from Excel to the accounting package.

## Solution

In 2002 DOVICO was selected and the software has been used ever since to automate the time and expense processes. Employees can easily access their personal timesheets to record the time they have allocated for work performed for clients across multiple projects and activities.

Reasons for choosing DOVICO:

- **Ease of use:** The learning curve for time entry was minimal.
- **Automate workflows:** The system eliminates duplicate manual data entries and automates the approval process with no discrepancies
- **Streamline processes:** The data can easily be linked to the existing accounting software enabling faster and more accurate approvals and account receivables.

- **Reports:** The software offers various reports by project, employee and task. The reports are easy to prepare and provide useful information that can be used for billing clients and paying employees.
- **Fast and easy deployment:** There were no problems encountered deploying the software and it did not require much time and effort.
- **Price:** The software was offered at a reasonable price.

## Results

"We have saved the equivalent of 8-10 business days on our billing cycle completion, by rendering obsolete the time entry function, which was performed manually. But more importantly, DOVICO software has given us a costing tool for project managers, which provides real time information, in a very prompt and actual context. It allows managers to efficiently manage their fee allotment on specific projects, reviewing cost estimates, proposals, budgets, etc. This is where I find the real money is." Paul Arseneau, Controller, Roy Consultants Group.

"The Project Assignments view saves the company an enormous amount of time and effort when needing to assign projects and tasks to employees. For example, we have created a project template with client, project manager, billing and task force. These templates are used by managers to easily create new projects and proceed with work assignments." Paul Arseneau, Controller, Roy Consultants Group.

## Conclusion

For small engineering firms (0-75 employees), a software like this could generate direct cost savings of \$10,000 to \$15,000 a year, and I'm only factoring the direct cost savings related to employment cost for time and billing entry and preparation. The rest depends on how efficiently the information is used by project managers to properly manage their job scope and / or budgets."



## Contact

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