

TAB CUSTOMER PROFILE

Oil & Gas

Business Challenge

As one of the leading players in the international oil and gas industry, "A Prominent Oil and Gas Company" was confronted with a number of challenges with their records management system, while balancing a new corporate directive.

A directive from senior management had set a new course for the organization - which was to eliminate paper throughout the company and move to electronic imaging for its filing. It was a bold move and a huge undertaking! They initially allowed themselves 130 weeks to accomplish the conversion in-house, but the tables quickly turned when the company's USA-based organization merged with a Colorado-based oil and gas company, and decided to relocate the business to a new corporate center.

Neither the merger nor the eminent move had altered the course the company had set for converting from paper to electronic filing. The speed, however, in which that conversion needed to occur, was impacted dramatically. Moving massive amounts of paper files to the new headquarters, then do the imaging there, was not at all practical nor cost-effective to the organization. And imaging every file before the big move was not considered possible; at least on their own. It was time to find a partner to assist in the process.

TAB Products was tapped. Having a reputation for providing records management solutions that meet difficult challenges, along with its established knowledge of the oil and gas industry, established TAB as a natural partner. But it was the expertise of the TAB Team and the strategy we outlined, to achieve the project goals within so tight a time frame, that garnered TAB the confidence of the client.

The TAB team, which included Bob Duncan, Vice President of Business Development, Account Manager Vince Renna, Senior Project Manager Matt Mnichowicz, and On-site Manager Susan Davis, met with the company executives to illustrate firsthand its proposed methodologies, by presenting a file prep demonstration. TAB thoroughly evaluated sample

Prominent Oil & Gas Company Taps TAB To Fuel Its Digital File Conversion Project

Profile Summary

- Improved speed and access of critical information
- Increased productivity
- Improved customer service
- Reduced operational costs
- Streamlined Workflow
- Maximized space utilization



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documents, analyzed the extent of document prep that would be required, and determined a project plan. TAB was able to clearly demonstrate their expertise and capability to scan the approximately **1.2 million documents** involved at the budgeted, proposed price.

By providing the scanners and trained staff, TAB was able to commit to completing the entire job within an **8-10 week time span**, and offered a fixed cost proposal. The search was over. This oil and gas company had found the partner they were looking for — pay dirt, as they say.

The TAB Solution

The TAB team, fortunately, had a deep reservoir to tap for the support and expertise it would take to accomplish such an extensive file conversion in such a short amount of time. TAB Professional Services Team provided the talent and tools to get the job done — on budget and on time! Advance planning and preparation was critical to the project's success. On-site execution required hours and hours of focused attention to detail and determination by everyone involved. Every day tens of thousands of documents were converted from paper to electronic images.

The Results

The conversion was seamless, completed on time and within budget. Imaging 1.2 million documents took less than 10 weeks instead of the 130 weeks the client had originally anticipated it would take to do the project themselves. They were able to concentrate on relocating their people, not endless boxes of paper, to their new corporate headquarters.

But the benefits went far beyond that. During the process itself, the client was able to keep their focus on day-to-day business, and let TAB manage what would otherwise be a major disruption. And because files were imaged, classified, indexed, and archived at the click of a key, information in its newly-converted form, became instantly available to their staff throughout the United States and Canada. Time would no longer be wasted searching for misplaced files. Audits could be done at a single location, through the use of one PC. The possibility of file duplication would be eliminated and the consistency and integrity of each file could be maintained.

They were extremely pleased with the results. Said their Group Lead of Systems/Records, "Dedicated, uninterrupted execution of a large scale project performed by TAB provided our

staff the opportunity to continue work on a daily business. Not having to first find, then hire and manage a team of people with specific qualifications in a short ramp up period was the greatest benefit of all for me. TAB's team was professional at all times - a refreshing change from the army of temps we go through on a variety of projects. At all times I felt the project was a priority to TAB and we experienced hands-on assessment and feedback. Quality control was high. TAB brought tremendous experience to the design and execution of our project. We learned a lot from TAB that will help us going forward!"

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