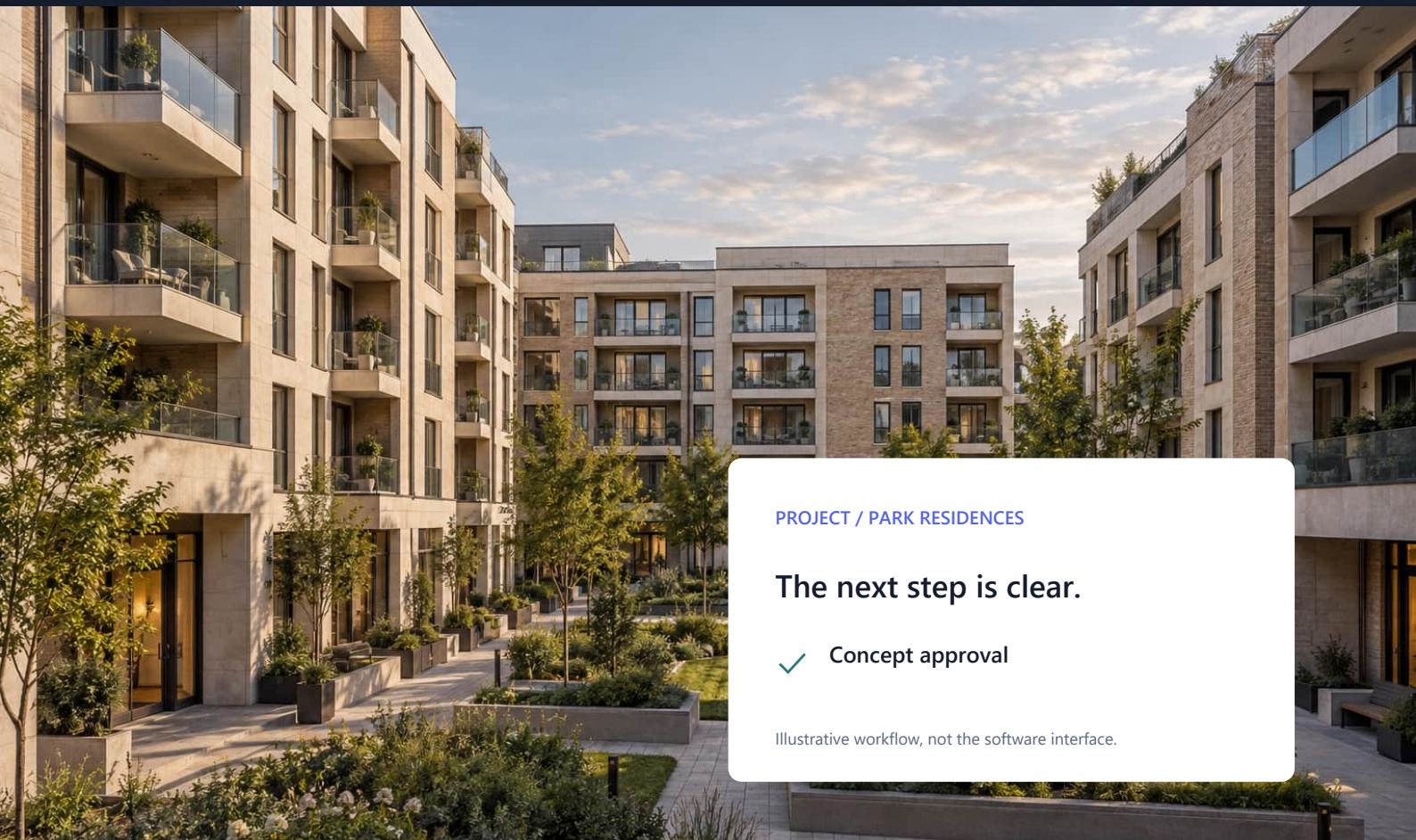


Great projects. Well organised.

Projects, people, documents and decisions in one workspace. For those who design, develop and guide projects from the first idea to delivery.



PROJECT / PARK RESIDENCES

The next step is clear.

✓ Concept approval

Illustrative workflow, not the software interface.

Less time retracing decisions. More room for design.

Scattered information. A real cost to your team.

Finding a document, clarifying a change and repeating a task all take time. Research shows why a more organised flow of information matters.

5.5 h

PER WEEK

Spent finding project information

The average reported time spent finding data in the 2018 PlanGrid/FMI study. A historical benchmark for the industry. [2]

48%

OF REWORK

Rework has identifiable causes

This share of US rework was attributed to poor communication (26%) and poor project information (22%). It is not 48% of total working time. [2]

52%

OF LEADERS

Work feels chaotic and fragmented

This is how leaders described their work in the global 2025 Microsoft Work Trend Index survey. [3]

TIME YOU COULD RECLAIM / SCENARIO, NOT A MEASURED RESULT

+26.4 h

of team time

3.3 days

of one person's work

-20%

search time*

*Assumption: 5.5 h × 20% × 6 people × 4 weeks = 26.4 h; working day = 8 h.

[2, 3] Industry data, not measured Archicos results. Sources: p. 9. Assumptions and measurement: p. 8.

See the priorities. Define the next step.

Archicos brings stages, responsibilities, deadlines and decisions together around each project. A project lead can pick up an issue without retracing the entire conversation. [1]

YOUR PRACTICE / PROJECT OVERVIEW			
What needs attention?			
01 / PROJECT AND STAGE	02 / NEXT STEP	03 / OWNER AND DATE	
	Woodland House Concept design	Approve floor plan	Client / Friday
	Park Residences Detailed design	Revise documents	Architect / Tuesday

Illustrative workflow, not a software screenshot. Project details and dates are examples.

01

Less searching

A project and stage give information a home. It is easier to find the documents for the issue at hand.

02

Visible blockers

The team can see what needs to be shared, agreed or approved before work can move forward.

03

Clear ownership

A named owner and deadline make handovers clear. Each decision leads to a next step.

[1] Archicos product website. Benefits also depend on the team's working practices.

From agreement to coordinated action.

A design change usually affects more than one person. Connect document revisions, the client's decision and specialist tasks in one clear sequence. [1]

EXAMPLE / A KITCHEN LAYOUT CHANGE

01

The architect shares a revision

A drawing and a note explain the change. Everyone works from a shared reference.

02

The client records a decision

Comments or approval are linked to the relevant issue, with a record of what was agreed.

03

Specialists develop the solution

Coordination identifies the building-services tasks and the required handover dates.

04

The team updates progress

Issued documents and the issue status reflect the agreed next step.



WHY IT WORKS

Shared context

Discussion is tied to a specific document and project.

Decision history

Check what was agreed without relying on memory.

Clear handovers

The next person receives the task with its context.

An example workflow. The team defines stages, roles and update rules to reflect the real dependencies within its project.

[1] Archicos: coordination, revisions, document issues, comments, approvals and role-based access.

Your resources. Shared context.

Documentation can stay in your chosen location. Archicos connects project work with files and correspondence, within the available configuration. [1]



Files and documents

A server repository or external storage selected by the administrator.



Google Drive



Dropbox



OneDrive



Box



Drive / NAS



Other storage



Project email

Correspondence linked to the issue. Preview it and open the original.



Gmail



Outlook



Other email providers

Subject, participants, date, a summary of up to **500 characters** and attachment names. The full message and attachments stay in your mailbox.



Access based on roles and configuration

The administrator defines resources and permissions. The services shown are examples; connectivity depends on configuration and does not imply full synchronisation or a partnership.

[1] Archicos resource and email overview. Service names and symbols belong to their respective owners.

Different roles. The same clarity.

From an independent practice to a development involving many people. Archicos brings participants together around the project, with access and tools suited to each role. [1]



Practices and designers

Solo or in a team. Bring documents, revisions and specialist coordination together within each project.

MORE ROOM FOR DESIGN



Small-scale developers

Manage projects, decisions and formalities in parallel. Check progress without collecting separate updates.

A CLEAR VIEW OF PROGRESS



Private clients

Building a home? Review agreements, documents and deadlines in one place, together with your designer.

EASIER DECISION-MAKING



Public bodies and institutions

Organise issues, documents and responsibilities. Preserve the context of decisions across participants.

SMOOTHER HANDOVERS

[1] Audiences from the product overview. AI-generated concepts, not projects delivered by Archicos.

Features matter when they inform decisions.

A shared workspace becomes more valuable when each feature solves a clear problem and the right people have up-to-date information. [1]

AREA	HOW ARCHICOS HELPS	PRACTICAL VALUE
Documents and decisions	Coordination, revisions, document issues and recorded comments and approvals.	Easier access to the agreed version.
Deadlines and events	A calendar for meetings and coordination, with assigned people and notifications.	Clarity on what happens, when and with whom.
Formalities and payments	Status tracking for permits, contracts, orders, invoices and payments.	Administrative matters visible within the project.
Reports	Project progress reports on demand or on a recurring schedule.	A shared view of progress for participants.
Backups	Storage, scheduling and retention periods set by the administrator.	An established backup process.

For practices: specialist coordination and document issues. For clients: visible decisions and deadlines. For project leads: an overview of projects, formalities and progress.

[1] Automated reports, email and backups require resources and permissions to be configured.

Put a value on time. Test it in practice.

A small change repeated across a team can add up. This example illustrates the scale: it is a calculated scenario, not a measured result from an Archicos deployment.

POTENTIAL TIME GAIN / 6 PEOPLE / 4 WEEKS

$5.5 \text{ h} \times 20\% \times 6 \times 4$

26.4 h

Assuming a 20% reduction in time spent finding data, the team would reclaim **3.3 eight-hour working days for one person**. Starting point: the historical figure of 5.5 hours per person per week. [2]

WHAT TO MEASURE BEFORE AND AFTER THE CHANGE

Search time Average time to find the right document across a comparable sample of issues.

Decision time Median days from raising an issue to approval, for similar types of decisions.

On-time delivery The share of tasks completed on time among all tasks due within the period.

Suggested pilot: choose one project, record a baseline, agree how updates will be made and observe the workflow for 4 weeks. Compare similar tasks and account for setup time and ongoing administration.

Calculation and measurement proposal: editorial analysis. Validate the assumptions in a pilot.

Make room for great work.

Explore Archicos through your own workflow: from projects and stages to documents, decisions and responsibilities.



SEE WHAT YOUR WORKFLOW COULD LOOK LIKE

Explore the Archicos demo



try.archicos.app

contact@archicos.app

SOURCES AND NOTES

[1] **Archicos, product overview** (accessed 11 September 2026). Features and connectivity depend on configuration and permissions.

[2] **PlanGrid/FMI, Construction Disconnected (2018)**. April 2018 survey: 599 leaders and decision-makers, including 500 in the US. 48% refers to US rework; 5.5 h to reported time spent finding data. Release: 1 August 2018.

[3] **Microsoft, Breaking down the infinite workday** (17 June 2025). WTI survey: 31,000 knowledge workers in 31 countries, 6 February-24 March 2025. 52% refers to leaders describing their work as chaotic and fragmented.

The studies do not measure Archicos effectiveness. The 26.4 h figure is a scenario with explicit assumptions (p. 8), not guaranteed savings. Workflow diagrams are illustrative; architecture and interior visuals are AI-generated.