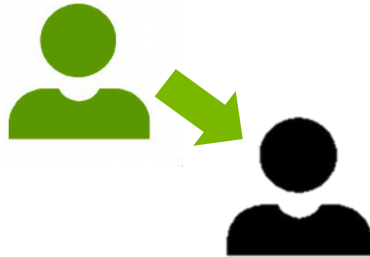


# WHERE DO I STORE MY STUFF?

## “My” Documents

My documents and those I might share with a few people on an ad-hoc basis (alternative to DropBox or Box)



### OneDrive for Business

(Documents you would normally have stored in your “My Documents” or similar folder in Windows)



## “Our” Documents

Documents I want to collaborate on with other people in my team and share externally (not formally with clients or subcontractors etc)

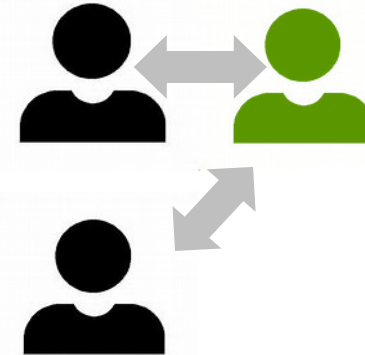


### SharePoint Document Library or Microsoft Teams (which uses a SharePoint Document Library)



## “Their” Documents

Binding documents that are shared with up and down stream parties (clients and sub-contractors etc) which form part of contractual agreements



### An EDRMS tool such as iTWOcx\*, Aconex, Teambinder (depending on client)

\*Standard solution being reviewed

