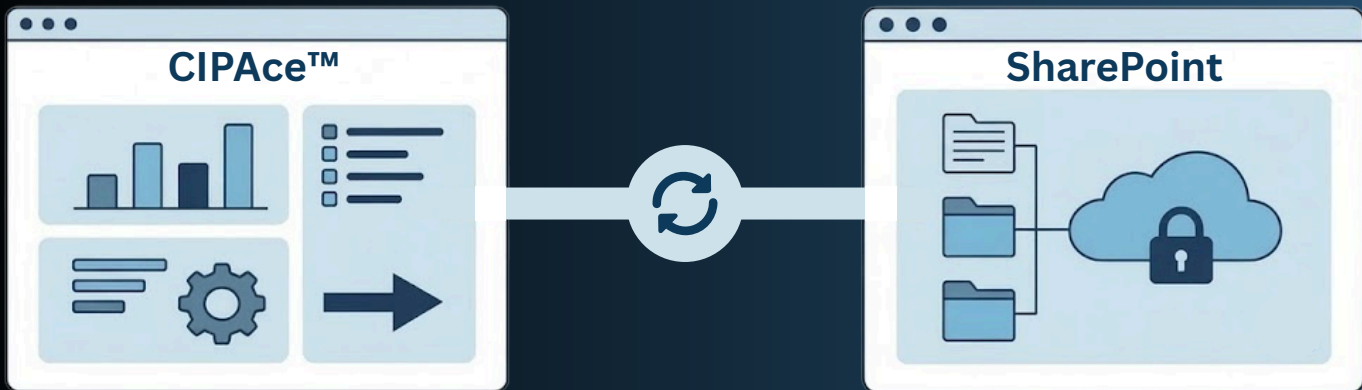


Integrating Microsoft 365 SharePoint Online with CIPAce™



A Vision for Connected Information

The integration of CIPAce™ with Microsoft 365 SharePoint Online combines project governance with enterprise document management. CIPAce™ manages project workflows, approvals, and document routing, while SharePoint provides scalable cloud storage, collaboration, and Microsoft 365 document services.

Core Business Values for Leadership and Project Teams

Centralized Data

Intelligence: Every project document is stored in a single secure location to ensure that stakeholders always have access to the latest information.

Unified Version Control:

The system reduces the risk of team members working from outdated files by centralizing all updates within the Microsoft 365 environment.

Simplified User Workflows:

Staff members view and manage files through their existing project management interface while the backend storage is handled automatically.

Strategic Business Impact

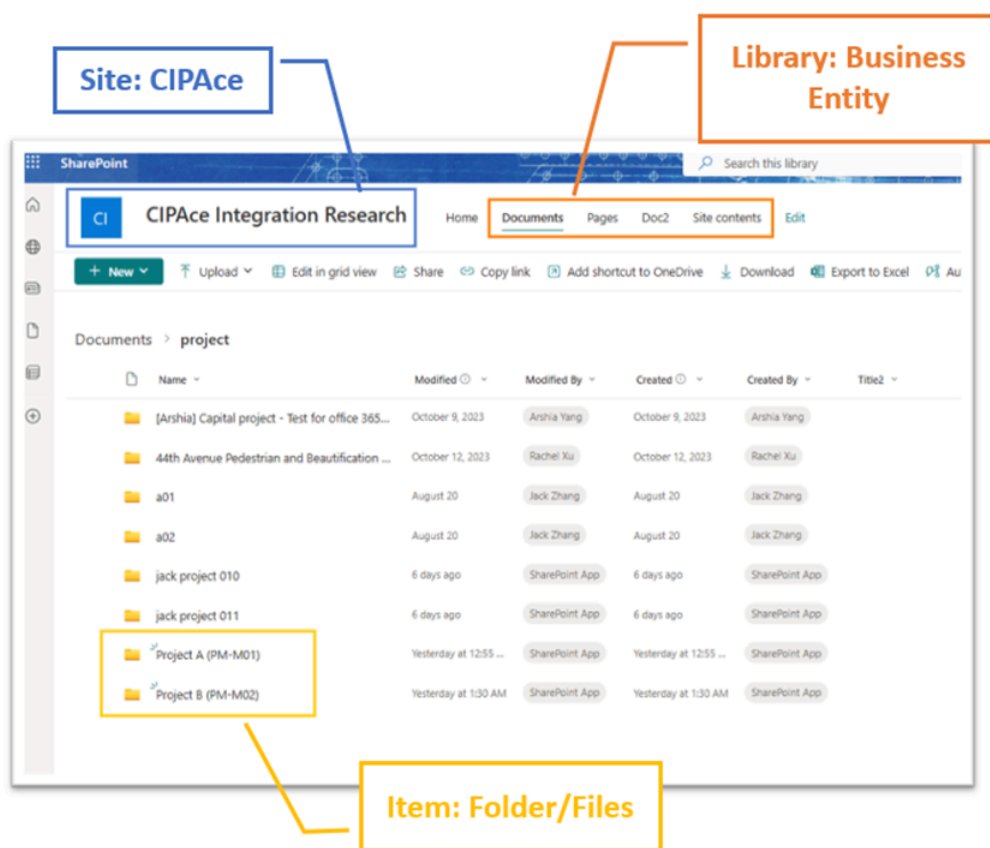
- **Maximized Microsoft 365 Investment:** Reusing existing licensing prevents isolated storage systems and aligns document management with enterprise IT standards.
- **Enterprise Level Compliance and Security:** The architecture combines the role based access control of CIPAce™ with the comprehensive security policies of Microsoft 365.
- **Scalable Storage and Data Continuity:** The cloud environment delivers a highly scalable repository and ensures the seamless transition of historical records.
- **Process Standardization:** Automated folder organization based on established business logic eliminates manual filing errors.

Alignment with Modern Standards

Major technology organizations prioritize systems that communicate effectively with one another. This integration provides a level of connectivity that matches established industry standards. The solution is built directly into CIPAce™ to ensure consistent performance for all users. Please note that this integration is pending CIPAce™ software version 10.xx and existing users may need to upgrade their software versions to deploy it. Users will also need an active Microsoft 365 account to enable office document collaboration.

Organized Folder Structure

The system uses an automated mapping process to ensure that project folders in CIPAce™ match the document libraries in SharePoint Online. This ensures that every file is categorized correctly without requiring manual work from the project team.



User Advantages and Practical Tools

- **Direct System Connection:** The platform connects directly with Microsoft 365 to provide a consistent experience for every user.
- **Partner Collaboration:** Project teams can share documents with outside vendors or consultants while keeping the data secure.
- **Simplified Administration:** Automating the filing process allows project managers to spend more time on project delivery rather than organizing digital files.

Preservation of Historical Records

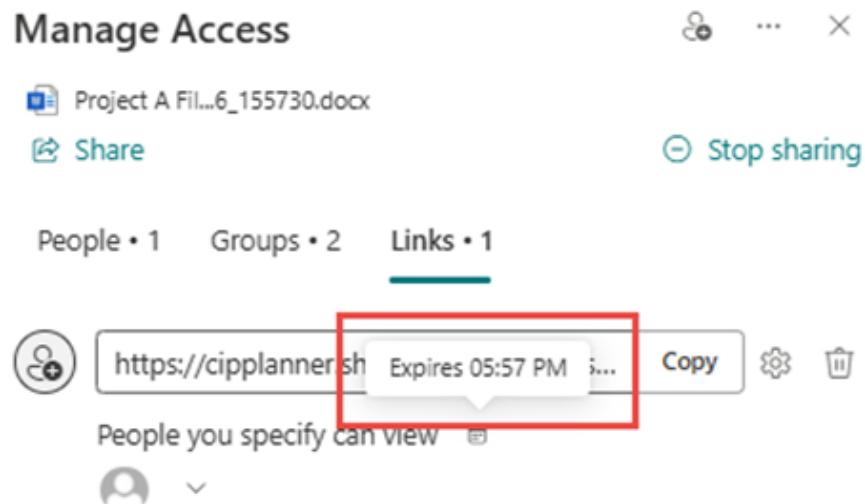
A focus of this solution is the successful transfer of all existing documentation to the cloud environment. CIPAce™ migrates historical documents to SharePoint Online to ensure that organizational history remains intact. This capability addresses the needs of business owners who require a reliable and centralized repository for all historical data.

Data Recovery and Security Protocols

- The system utilizes the SharePoint recycle bin to store deleted files for a specific retention period before they are permanently removed.
- All file operations including uploads and edits are recorded in CIPAce™ to provide a clear audit history.
- Security is managed through a dedicated CIPAce™ application account that governs all system interactions with project documents.

Controlled External Collaboration

Project teams can share files with outside partners by using secure links within the system. These links can be set to expire at a certain time to maintain control over document access. Once a link expires, the system automatically cleans up the temporary files while keeping a record of the activity in the project log.



The Path Forward

This integration provides a scalable foundation for managing the high volume of documentation required for modern capital programs. We look forward to supporting your organization as this solution becomes a standard part of the project lifecycle.