



Rapid Implementation Package



1 Purpose

The purpose of this document is to detail those services BuildingPoint NorthEast (“BPNE”) will provide as part of the Prolog Rapid Implementation Package. This package is intended to outline the services ranging from implementation to eTraining for Prolog.

2 Objective

By completing the tasks covered by this Scope of Work, Prolog will be configured for the client’s use including the following areas:

- Company/Vendor Records
- List/Lookup Groups
- Security
- Global/Portfolio and Project Specific Options
- Logos for Reports and Letter Templates
- Project Setup
- Project Controls
- Standard Views (Portfolio/Project/Insight)
- Standard Notifications

3 Scope

3.1 Deliverables

3.1.1 Project Management

A BPNE Project Manager will be assigned to manage, in conjunction with the Client’s Project Manager, adherence to schedule and scope.

This consists of coordination of BPNE resources, resolution of escalated issues, management of deliverables and adherence to both schedule and scope.

3.1.2 Kick-off Phase

To kick-off this phase, BPNE will conduct a web meeting with the Client to discuss the methodology that will be followed during the engagement to ensure proper expectations have been communicated to the entire team. If desired, a BPNE consultant may provide design recommendations.

In addition, BPNE will use this meeting to introduce the “Prolog Configuration Workbook” that will be used throughout the project. The workbook details the configurable areas of Prolog and provides the Client with a means of communicating their desired configuration to BPNE.

3.1.3 Pre-Design Phase

BPNE will provide Prolog “Pre-Design” eTraining for the Client’s implementation team. This training is designed to provide the Client a basic understanding of Prolog necessary for the Client to complete the remainder of the Design Phase tasks.

Based on the features to be implemented the time to provide adequate training will be divided into two or three, (2) hour sessions delivered over consecutive days. The topics may include those listed below.

Prolog “Pre-Design” eTraining

- Prolog Basics
 - About Prolog Portfolios
 - Navigating Prolog
- Setting Up a Project
 - Portfolio Manager
 - Advanced Company Setup
 - Security Manager
 - List and Lookup Groups
 - Project and Portfolio Options
- General Feature Overview
 - Purchasing
 - Cost Control
 - Document Control
 - Field Administration
 - Word Processing
 - Project Files
 - Cash/Flow Forecasting
 - Ad-Hoc Workflow
 - Standard Notifications
- Getting Help

3.1.4 Design Phase

To kick-off this phase, a BPNE Consultant and the Client will perform a thorough review with of the “Prolog Configuration Workbook” (“workbook”) that will be used throughout the projects.

The remainder of the Design Phase is led by the Client with assistance from BPNE as necessary. The Client will use this phase to document their requirements, desires, etc. in the “Prolog Configuration Workbook”. Those items that the Client should be prepared to address include, but are not limited to, the following:

- Company/Vendor Records – The workbook contains a worksheet with the necessary fields for a proper, clean import of the Client’s “vendor list” into the “Company Setup” data group. Records entered into this worksheet should be in the exact format as they need to appear in Prolog.

- List/Lookup Groups – List and Lookup Groups cover all of the dropdown choices that exist in Prolog. This workbook contains multiple worksheets listing the Prolog “default” values and provides an area for the Client to list their desired values.
- Security – The robust features of Security Manager dictates a user’s rights throughout Prolog. The workbook contains multiple worksheets that provide a matrix for the Client to detail their needs.
- Global/Portfolio/Project Specific Options – Prolog has various options that can be set on a Global, Portfolio (database) and Project level. The workbook contains multiple worksheets that lists these options and allows the Client to specify their desires.
- Report and Letter Template Logos – The Client will provide BPNE a 1” (tall) by 3” (wide) logo file in Bitmap (.bmp) format. This image will be added to the database for use on both reports and word processor templates.
- Views – Prolog includes the flexibility to configure the Views enabled in the user interface. The workbook contains a lists of the views included in a standard install so that the Client may identify those they desire to be implemented.
- Notifications – Prolog includes the flexibility to configure email notifications. The workbook contains a list of the standard notifications included with Prolog so that the Client may identify those to be activated.

Once the completed “Prolog Configuration Workbook” is returned to BPNE, a web meeting will be scheduled to perform a joint review. The purpose of this meeting is for BPNE to confirm with the Client those configurations requested and make sure the result of each is understood.

3.1.5 Configuration Phase

Upon completion of the Design Phase, BPNE will implement the configurations communicated in the workbook. All configurations will be made to one Client Prolog database in the Client’s Prolog environment.

Once the configurations are complete, both BPNE and the Client will perform testing. This testing is at the application level to ensure all requirements have been met.

3.1.6 Training Phase

Administrator Training

BPNE will provide Prolog Administration User eTraining for up to (2) members of the Client’s Organization. The Administration eTraining is designed to provide the Client the basic knowledge necessary to maintain Prolog and make additional configurations.

The outline to be covered will be divided into (4), (2) hour sessions and delivered over (4) consecutive days. The topics may include those listed below.

Administration and Configuration eTraining Outline

- Overview of the Prolog Administration Clients
- Accessing the Prolog Administration Clients

- Managing Prolog Portfolio (databases)
- Importing Projects into a Database
- Backing up a Database (manual and scheduled)
- Restoring a Database
- Creating a template file
- Using Duplicate Company Manager
- Configuring the Switchboard, Toolbars, and Menus
- Configuring Global/Portfolio/Project Specific Options
- Configuring Security Manager
- Configuring List and Lookup Groups
- Working with Logos
- Creating MS Word Templates
- Managing Security
- Managing Data Sources
- Notification Administration
- Getting Help

End User Training

At the conclusion of the Design Phase, BPNE will work jointly with the Client to determine the specific features (i.e. Purchasing, Cost Control, Document Control, Field Administration, etc.) of Prolog to be included in the End User Training. This training is designed to provide the End Users with the knowledge necessary to use Prolog as required by the Client.

BPNE will provide Prolog End User eTraining for up to (8) members of the Client's Organization. Training will be focused on the Client's desired use of Prolog derived from the Design Phase. The outline to be covered will be divided into (3), (2) hour sessions and delivered over (3) consecutive days. The topics may include those listed below.

End User eTraining Outline

- Overview of Prolog
 - Connecting to Prolog
 - Logging into Prolog
 - Navigating in Prolog
 - Understanding the Areas
 - Projects
 - Project Controls
 - Insights
 - Reports
- Overview of Projects
 - Selecting a Project
 - Selecting Views
 - Filtering Data
 - Editing Projects
- Overview of Project Controls

- Understanding the Available Views
- Accessing Forms
- Managing Queues
- Working with Forms
- Working with Project Documents
- Overview of Insight
 - Understanding the Available Views
 - Navigating Insight
- Overview of Reports
 - Understanding the Available Reports
 - Running Detailed Reports
 - Running Summary Reports
- Getting Help

3.2 Milestone

Milestone	Target	Actual Start Date	Date Accepted by Client
Kick-off Phase	Kick-off meeting to be scheduled within two business days of acceptance of this proposal and receipt of payment.		
Pre-Design Phase	The Pre-Design Phase will commence immediately upon the conclusion of the Kick-off Phase.		
Design Phase	The Design Phase will commence immediately upon the conclusion of the Pre-Design Phase.		
Configuration Phase	The Configuration Phase will begin within four business days of the Client providing BPNE the completed "Prolog Configuration Workbook".		
Training Phase	<i>e</i> Training will be scheduled at a time mutually agreed upon by both BPNE and the Client.		

3.3 Agreement Terms

3.3.1 Assumptions

1. Each attendee connecting to the *e*Training site will do so via a high-speed internet connection.
2. Client will be required to acknowledge a phase has been completed prior to commencement of the next phase. Acceptance will be noted using the Milestone log show in Section 3.2 of this document. If BPNE is required to revisit a completed phase, additional fees may apply.

3.3.2 Boundaries

1. All work will be performed off-site through the use of web meeting technology (when necessary) between the hours of 8:30AM & 5:00 PM EST.
2. Package includes configuration of a maximum 8 Prolog Security Groups.
3. Package includes activation of the “standard” notifications included with Prolog from the software developer Trimble/Meridian Systems.
4. Package includes activation of the “standard” Dashboard(s) included with Prolog from the software developer Trimble/Meridian Systems.
5. Not all features mentioned in this document are included with a Prolog installation. Per the Prolog EULA (end user license agreement) only those features purchased can be implemented and trained.

3.3.3 Constraints

1. Package does not include report development or modifications.
2. Package does not include Word Processor template development or modifications.
3. Package does not cover custom development.
4. Package does not cover technical support services.
5. Package does not cover migration, installation or upgrade services.
6. Package does not cover training other than what is listed above.
7. Package does not cover Dashboard setup, configurations or customizations.

3.3.4 Dependencies

1. An executed copy of this agreement must be received prior to the commencement of work.
2. Prolog must be installed and validated by BPNE prior to the Pre-Design Phase.