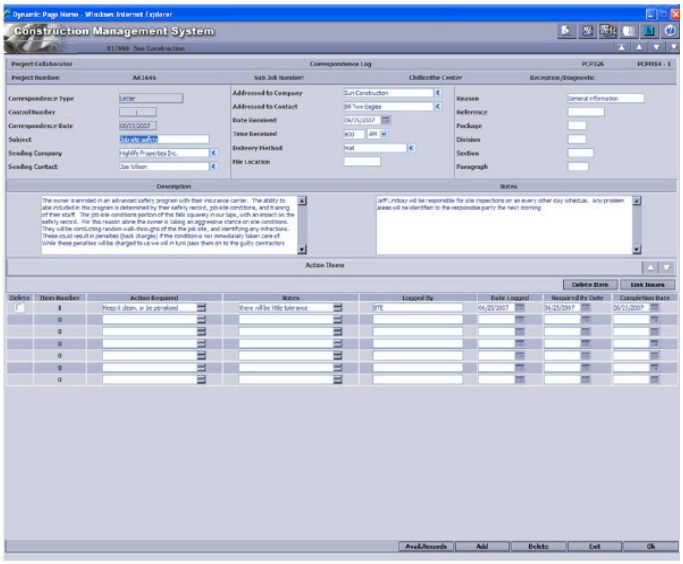
superior financial and project management solutions for architecture, engineering and construction companies

Project Collaborator

Application Overview

build with control

Managing your projects successfully in today's construction workplace can be difficult, due to their diverse nature and complexity. Over 90% of construction projects will never reach completion on time or on budget. Productivity improvements, proactive measures and operational efficiencies are always of importance and value. With integrated applications, rules-based alerts and business intelligence, your jobs are completed on time and on budget.



Computer Guidance's Project Collaborator helps you successfully manage your complex field operations, as well as provide a single solution that manages the entire lifecycle of a project. Real-time communication of business-critical financial and project information between the job site and the back-office is imperative for successful initial planning and detailed management of project operations and financials. These easy-to-use applications fully link all of your critical project information. Stay fully informed across your organization, no matter where your projects may take you.

Application Highlights

Financial Management

- Job Cost
- Forecasting
- Change Orders
- RFP(s)
- Budget Transfers
- Purchasing/Receiving
- Contracts / Subcontracts

Communication / Control

- RFI(s)
- Submittals
- Meeting Minutes
- Drawing Logs
- Correspondence
- Issues Journal / Punch List
- Daily Reports / Hot Lists

Features	Benefits
Browser-based enterprise-class solution	Improved communication as a result of real-time information flow across the entire organization
Integrated project management with eCMS applications with shared database tables	Enhanced performance with standardized processes and easily accessible project data
Convenient, real-time and remote access	Real-time access anywhere, anytime for increased productivity and greater operational efficiency
Standardized and customizable processes	Connecting extended project teams to images, documents and information

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Project Collaborator

Communication

The more effective your communication is, the more profitable your project will be. Project Collaborator improves information exchange among the project, design and owner teams. You now have the ability to interact from a central database and provide updates to the project team immediately via e-mail or fax.

- **Submittals** allow you to track documents to all related parties with multiple review cycles.
- **Meeting Minutes** individually track discussion items with electronic notification to all parties involved.
- **Request for Information (RFI)** provides detailed documentation to manage project changes – keeping team members informed about questions and proposed solutions.
- **Issues Management** tracks potential problems or misunderstandings quickly by linking all related items. Issues can be tracked to resolution.
- **Reports** are easily generated, capturing all financial and project information. Flexible projected cost will accurately forecast detailed cost projections. All open issues are available via hot lists.
- **Letters** can be generated and stored within the project database and linked to the issues journal. This ensures immediate availability for potential problem discovery.
- **Punch Lists** let you track items by responsible party. You can also find out when issues were corrected and who provided final approval.
- **Daily Reports** record site conditions, deliveries, weather, personnel, and contractor/subcontractor equipment at the job site.
- **Transmittals** can be generated "on demand" from any function within Project Collaborator.
- **Drawing Logs** are essential features that offer revision history and distribution tracking to digitally coordinate contract drawings, sketches and red line drawings.
- **Dunning Letters** enable the issuance of periodic reminders to your entire project team to notify them of overdue or upcoming items.

Control

Take control of your operations by effectively managing change orders and creating instant access to vital information for cost controls and forecasting. Security is an important aspect when interacting with resources outside your company. Comprehensive security functions allow you to determine partial or total access to project information.

- **Change Management** allows the user to track changes from the initial request through approval and contract update. As changes are initiated, the system controls the process of requesting quotes from the subcontractors (the RFP process) and passing the information (the COR process) to the owner. Once the owner has approved the necessary quotes, Project Collaborator will update the owner's schedule of values and reflect the additional income potential. The RFP process will then update the subcontractor's schedule of values and reflect the additional budgeted cost.
- **Project Hot Lists** provide timely information and the status of project items to the rest of your project team. Everyone involved can immediately view these project-critical assignments.
- **Cost Control** features allow you to access, control and maintain all actual and committed costs, while updating all information in the job cost module.
- **Accurate Forecasts** let you make projections on percent complete, estimated cost, or current quantity in place, making a revised forecast readily available. All potential and actual costs are easily accessible.
- **Owner Billing** facilitates the preparation and negotiation of monthly requisitions and streamlines the process with complete integration into accounts receivable.
- **Contracts/Subcontracts** can be easily created in Project Collaborator, using your own contract language and required schedule of values. This eliminates the need to generate contracts off-line and then re-enter the information into the accounting system. These documents are saved with all other project documents and can be automatically distributed via Project Collaborator.

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