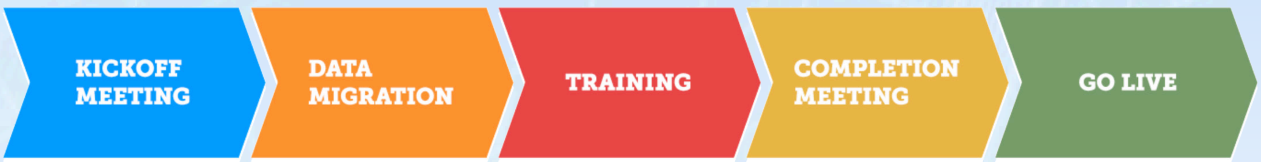
Implementation Guide

On behalf of our entire team, welcome to ProEst! We are pleased that you are now a valued ProEst client, and want you to know that we are committed to optimizing your company's estimating process and delivering the fastest return on your ProEst investment.

With over 40 years of experience, we've learned firsthand what works, what doesn't and what's required to obtain the very best results. And while we understand that every implementation is unique, we have prepared this ProEst Implementation Guide as a best practices roadmap we think you will find helpful.



Kickoff Meeting

The purpose of this meeting is to help us better understand your business to ensure a successful implementation. Together, we will establish expectations, identify aspects of your company's implementation that may require special considerations, address any questions you may have, and schedule important dates and deliverables from both sides.

Who Should Attend

The capabilities within ProEst extend the value of your data well beyond estimating. While estimators are often considered to be the primary ProEst users, the valuable information generated by the software can also be utilized by your company's upper management, project managers and accounting staff to improve decision making, job costing and the purchasing process. To ensure that the ProEst software setup and reporting configurations meet the needs of every stakeholder, your Meeting attendees should include:

- Your chief estimator and any other estimating staff that will be involved in setup decisions
- A member of your accounting staff if integration is necessary
- On the ProEst side, you're dedicated Account Manager, you're Salesperson and potentially someone from our executive team to welcome you to our company.

What We Will Cover

Discuss your type of business, we want to fully understand the type of work you do and how you are currently estimating. This will help us better serve you moving forward.

- Identify who will be the ProEst Administrator for your company
- Identify any other potential ProEst users so we can add them into our system for support and training purposes.
- Identify your accounting system and your requirements to integrate with that system if necessary.
- Discuss data migration if necessary and establish a workable schedule for material deliverables.
- If no data migration is necessary, determine what database will be used and schedule your training sessions. If data migration is necessary, that step needs to be completed before training is scheduled.
- Establish a target "Go-Live" date.

Data Migration

Importing data from your existing systems is a crucial step in your implementation. We have found that the adoption of software by end users is higher– and faster– if familiar existing data can be seen in the new system from the earliest possible stages, and recommend that data migration be considered a priority.

Key steps in data migration include:

- Collect all necessary data to import and send to your ProEst Account Manager for review. This data needs to be in Microsoft Excel format and could include material items, client lists, vendors, etc.
- Collect reporting samples and send to your ProEst Account Manager for review. These reports will give us some insight into your current estimating process.
- ProEst imports your items and related data
- ProEst configures system for integration with Accounting software
- ProEst configures system for integration with Project Management software
- ProEst presents database in review session
- If the data looks correct, we are ready to move on to training.

Training

ProEst is backed by a team of expert professionals with the construction and software experience needed to deliver top-rated training services designed to maximize your software investment.

Key steps in the training process include:

- Schedule at least four classes; most of which are one hour in length. Note that you should allow more than an hour on your calendar just in case there are questions at the end of the classes.
- To maximize your learning process, try to practice between classes. The instructor will start the next class with a quick recap of the previous one, and answer questions from the week before.
- Ask many questions! Your instructor is knowledgeable, at your service and ready to help.

Completion Meeting

After your training has concluded, we will contact you to schedule a completion meeting. Like the Kickoff Meeting, this is an important step in your company's implementation process.

- Key steps in the Completion Meeting include:
- Give us overall feedback about your implementation process, including training, data migration, reporting, etc.
- Address any open issues your company has related to your estimating needs or your implementation
- Discuss and schedule additional or ongoing training you feel would be beneficial.
- Discuss any additional input or assistance you might need to go live.

Go Live

The implementation process is now complete and you are ready to go live.