

PROJECT ADMINISTRATOR

BY COMPUTER GUIDANCE

✓ FUNCTION

Project Administrator is a set of finely tuned project management programs that enable the project team to create, track and monitor day-to-day events. Every aspect of a project from initial project setup to change orders to completion is covered at each step. Using the latest in real-time technology, users have the control and power to digitally synchronize all project-critical information, according to a company spokesman, who provided the following testimonial:

"We feel that *Project Administrator* has streamlined our data entry process by 50 percent, resulting in significant reductions in the cost per transaction," said Teri Driedonks of Kalb Construction, Las Vegas, NV. "*Project Administrator* has given us the ability to convey to our clients that we are utilizing a state-of-the-art project management tool, and have the systems in place to effectively manage projects in the new world of eConstruction. *Project Administrator* has proven to be a useful selling tool for us. Furthermore, with *Project Administrator*, we have been able to provide customers with reporting and/or billing breakdowns that they are looking for that we were not previously able to provide with separate non-integrated systems."

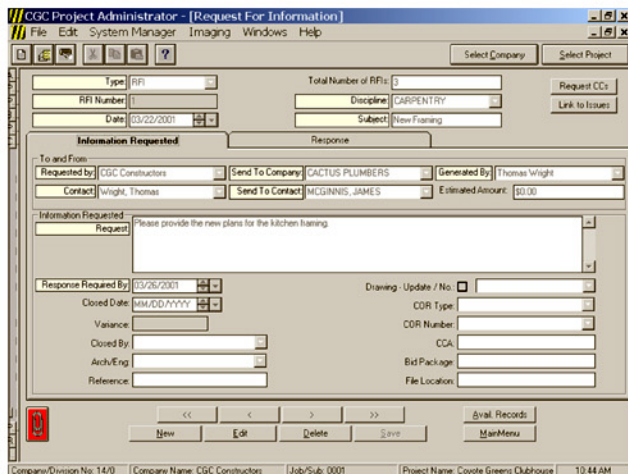
✓ MARKET APPLICABILITY

Any contractor operating in the U.S. or Canada, according to the company.

✓ USE

Project Administrator software is the focal point for coordinating and controlling all contractor projects, says Computer Guidance Corporation, which touts "a drastic reduction in the amount of paperwork and the labor involved to manage projects. Information is combined in easy to read reports that can be viewed on screen, faxed, e-mailed, or printed."

Project Managers will especially like the Standard Submittals and the process whereby they are able to create all of their project submittals at the start of a project and track them through *Project Administrator*, says the company. No more wondering if something has been returned. No more gathering information from several sources, such as MS Word documents and Excel spreadsheets, or physically looking



A screen shot of Project Administrator at work. It is used by construction contractors in the U.S. and Canada.

in job folders. Everything you need is included in *Project Administrator* and it can be easily viewed in 'Hot Lists,' Dunning letters, or in the available records screens. These items can be distributed using the integrated electronic Distribution Center application to owners, architects, job superintendents, subcontractors, etc., according to the spokesman.

Project Administrator integrates into Construction Management System: eCMS, a suite of nearly 30 applications to control the contractor's financial and project management data. It synchronizes data and information for concise reporting of job costs, payroll and other accounting functions. In addition, Construction Management System: eCMS includes document imaging, workflow, electronic forms, and data mining applications in its base software package, according to the company.

✓ BENEFITS/MARKET NICHE

In a side-by-side comparison, leading construction companies have highlighted dozens of unique features in *Project Administrator*, according to the company.

Project Administrator's report application uses Crystal Reports, the leading report generating application. With this incorporated report package, you can quickly transform data into powerful, dynamic content.

Computer Guidance offers free online demonstrations of *Project Administrator*. A schedule and registration form are available on the company website.

✓ COST

The company offers several licensing plans that provide various discounts.

✓ TECHNICAL REQUIREMENTS

A construction company should expect very little down time, says the company, adding that *Project Administrator* can be easily deployed throughout any size organization quickly.

Project Administrator requires the Microsoft Windows operating system running on a PC workstation with a Pentium processor as well as other system and network requirements. Details regarding specific system requirements are available from the company.

✓ HUMAN RESOURCES REQUIREMENTS

Becoming a proficient user with *Project Administrator* software can be accomplished with only a short training session, according to the company. The company's Professional Services staff is fully versed to help any contractor implement the system.

Project Administrator also has an incorporated help suite that gives users access to the many aspects of the application's features and functionality. Search and index functions allow you to find answers to your specific questions or use the table of contents for a "walk-through approach" to the application.

In the event of a question, the highest level of telephone support is available through online and toll-free assistance. Each member of Computer Guidance support has earned certifications in customer relations management, customer support management and other customer-care benchmarks in addition to the extensive knowledge of our Construction Technology applications.

—By John Safin, marketing director, Computer Guidance Corporation, who can be reached at (480) 444-7028

FOR MORE INFORMATION

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