



***Enterprise***



**Capital Program Management System**

# Capital Program Management with the Power of e-Builder 6.0

## Overview

e-Builder Enterprise 6.0 is an integrated capital program management solution that incorporates 12 years of industry-specific research and innovation into a scalable and fast-to-deploy suite. Enterprise provides a web-based platform to manage cost, schedule, and scope to enhance your project management capabilities and increase control over your capital project portfolio. Cost, Schedule, Process, and Document Management modules are integrated in one solution that allows you to access, track and analyze all capital project data quickly, improving reporting and decision making. It also gives your different teams one central location to collaborate, communicate, standardize processes across your organization and quickly access project information. The result is less churn, increased productivity, better accountability, and improved program control for proactive management.

## Rapid Deployment Without Costly Consulting and Customizations

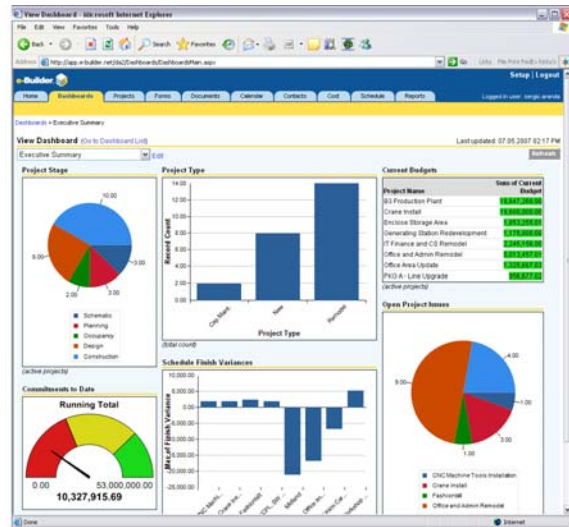
e-Builder Enterprise is engineered to enable faster, simpler and less costly deployments and out-of-the-box usability. And as an on-demand service there is no software or hardware to install and maintain. With e-Builder you eliminate the high, up-front capital investment required with traditional, bulky project management systems requiring costly consultants and customizations. e-Builder 6.0 is modular in nature so you can roll it out as one enterprise solution, or one module at a time based on your immediate needs. This flexibility helps make deployment faster, and represents less overhead and lower total cost of ownership for a faster return on investment.

e-Builder Enterprise 6.0 was also engineered for interoperability and integration with third-party applications for added usability. These include commonly used software applications for scheduling, accounting, CAD and others (e.g., Microsoft Project, Autocad, Microsoft Dynamics SL (Solomon), Microsoft Excel, etc.).

## Effective and Efficient Capital Project Planning

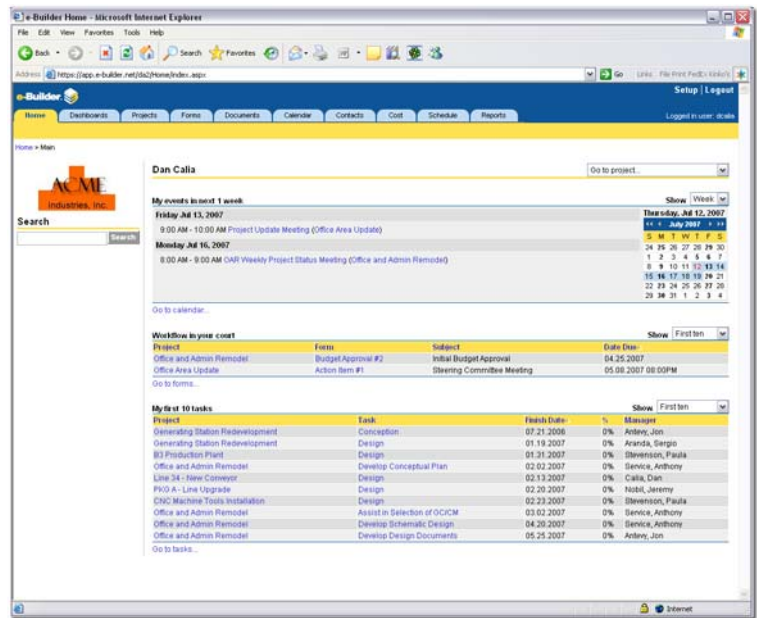
Enterprise 6.0 represents the next wave of owner/operator-centric solutions addressing the challenges inherent with managing a portfolio of capital projects during planning, execution, and operations. Project teams lose a lot of time trying to manage and leverage the vast amount of information generated by ongoing projects for reporting purposes. Also, time is lost in compiling and analyzing this information to plan and budget for future projects. Enterprise eliminates these inefficiencies and provides an effective way to:

1. Plan future projects using real data from ongoing and completed projects
2. Manage cost, schedule and scope for current projects
3. Manage facility operations using a centralized knowledge base/repository of information.



“ e-Builder Enterprise 6.0 was built from the ground up as an integrated suite. We didn’t take three products from three companies and try to mash them together into one ”

As you manage project information in e-Builder (e.g., cost, schedules, documents, project communications) you are building your “Program Knowledge Base”. During the planning of new projects this information can be used to develop more accurate budgets and project plans. This information can also be quickly exchanged and reviewed using e-Builder. The system automatically creates an audit trail (who received/viewed/responded to what and when), and speeds response time. Once a project is approved and ready for execution, you can then leverage the power of the integrated modules to remain focused on project progress from a cost and schedule perspective. Reporting and export capability to Excel add additional options for further analysis.



## Immediate Access to Project Information

The ability to access project information quickly plays a key role in the decision-making process to ensure successful (on time, on budget, within scope) project delivery. Based on their security access level, everyone on your team, including third-party external team members will be able to extract information quickly for their reporting, project coordination, and project planning needs. Your projects also generate a sizeable amount of data. An efficient system to store, manage, and analyze this data will help you avoid information overload.

Lost time and productivity can also occur as your teams attempt to make sense of it all without a standardized, automated process. e-Builder stores your project data in a secure and central location so your teams can enter and access information quickly. Individual team members access the system using a unique user name and password, and all activity on the system is recorded, including email communications. Additionally, e-Builder is SAS 70 Type II certified which ensures your data is safe.

## Fast, Integrated, and Flexible to Fit Your Needs

e-Builder Enterprise's flexibility, ease of use, and speed in adapting to your information management, process management, and analytical requirements make it unique. One constant is that you are in control.

The linked modules and integrated reporting engine let you quickly generate configurable reports based on your personal needs. Simple, step-by-step wizards help you specify how these reports compile, analyze, and present information in a way that is logical and relevant to you. Other team members have the same capability.

Additionally the system screens can be configured to match the way you want to view and manage information. For example, the Home Module lets you immediately access all the work items assigned or associated to you as soon as you log in. You can define your own personal dashboard to meet your specific reporting needs. This dashboard is configurable to summarize key data across one or more projects with charts, graphs, and tables of your information.

You can also filter project data across the different modules (Cost, Schedule, Process, Documents) by a variety of criteria (e.g., region, office, team, project) that show the information you deem most important. At any time you can create new and different views for added flexibility, and share these views with other members.

And when you need to provide information to other members of your team, you can generate one of over 150 standard reports or quickly create your own to present a broad range of information or project milestones across one or more projects.



## Built to Manage the Entire Process

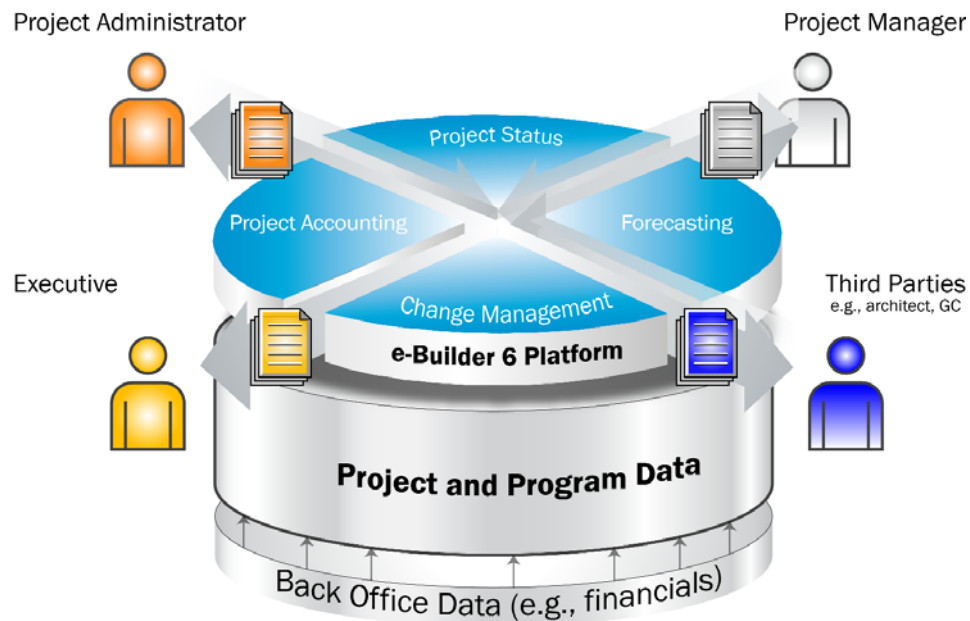
Owner operators and owner developers are responsible for many aspects of the capital development process, not just construction. For example, the planning phase is an important part of the initial process while the operations and warranty phases extend well beyond construction.

e-Builder Enterprise provides a flexible platform with capabilities that extend throughout the facility lifecycle so that critical information is always available for use. This simplifies team coordination and improves efficiency and productivity for everyone involved.

# Tailored Information for Each Individual

Capital program and project management involves a broad group of people, each with individual responsibilities and agendas, but all working towards one goal – successful project planning and execution. e-Builder Enterprise addresses the individual needs of the different team members, to improve coordination and collaboration.

Individuals will be able to quickly exchange and access a broad range of project information without compromising efficiency. This will allow your teams to spend less time chasing information and more time managing their tasks. The following are some of the more common team members and some of the ways e-Builder supports their needs.



With e-Builder Enterprise, all project information is centralized and personalized for each individual to address their responsibilities.

## The Executive

The executive depends on e-Builder to provide a platform that enables the exchange and maintenance of all communications and project information in one central location. This capability gives the executive oversight of the program's ongoing activities and alerts the executive to any risks earlier in the process, when they are easier to address. Filters and reports provide the capability to 'manage by exception'; that is – present only the key indicators that the executive needs to spot issues without the clutter of the detailed information. This visibility allows the executive to proactively address potential issues, which ultimately improves project execution. In addition, individual team member accountability is increased as individuals follow a consistent development process across all of the projects. Finally, executives can use e-Builder to facilitate communication and status reporting with their stakeholders including customers, and end users.



## The Project Manager (PM)

The project manager uses e-Builder to coordinate all of his/her team's activities in one place, and quickly access information and track communications. Also, the PM can empower the team to update project data themselves, all in a transparent environment. While the PM maintains approval over the master project information (e.g., budget and schedule), individuals can submit updates and everyone is alerted to changes that might affect the project. This collaborative process results in a more efficient exchange of information that also improves accountability and productivity. The PM can then focus on managing the project instead of managing data.

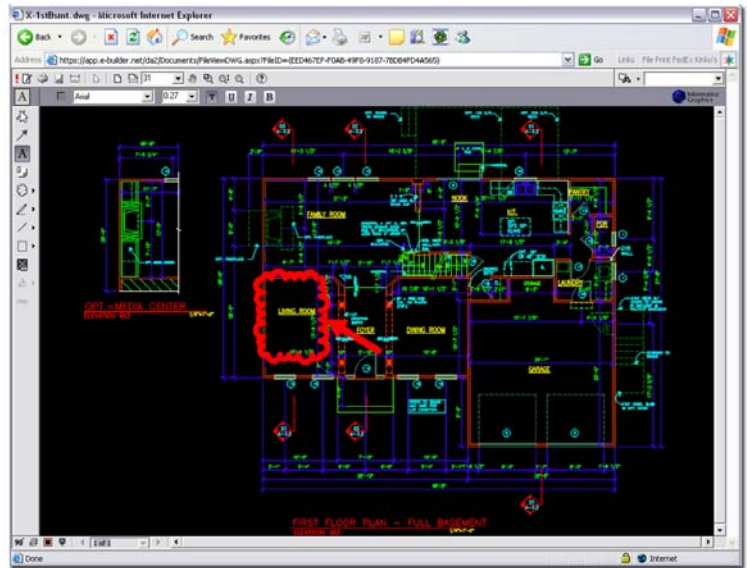
## The Finance Executive (FE) or CFO

Lack of an integrated cost management solution makes information collection, tracking, and reporting a manual and labor intensive process. This is traditionally done using cumbersome spreadsheets or disparate systems not linked to the project management solution, which makes tracking actual costs and forecasting an extremely difficult and inaccurate undertaking. Most financial data is backwards looking – cost information is reported after-the-fact, when invoices are received or payments have been made. To accurately manage risk, the financial executive needs access to forward looking information.

e-Builder provides this data and enables the financial executive to forecast cashflow, expenditures, and overall risk exposure. He/She can then make decisions based on these forecasts vs. acting on outdated financial information.

## The Project Administrator (PA)

Capital projects generate significant amounts of information, and the resulting paperwork and data entry makes it difficult to efficiently archive and access documentation and information. Some of the most challenging responsibilities for Project Administrators include compiling data to generate reports for project team members. Given the amount of work that must be completed with limited time and resources, this task can be overwhelming. e-Builder facilitates data entry and reporting by automating this process. e-Builder also eliminates the need for complex spreadsheets to analyze project data by using built-in analytics.



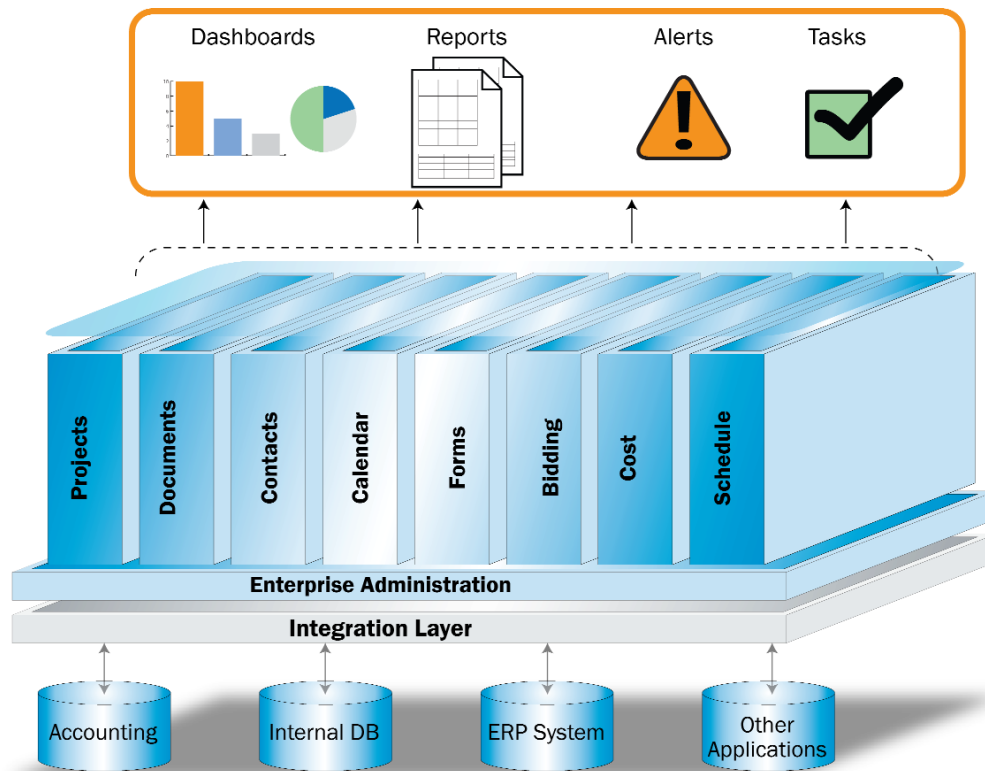
## Consultants and Third-Party Organizations

The organization can benefit from using e-Builder as a central communications and collaboration platform that its external teams can access as well. This will not only speed the exchange of information, but also allow the organization to manage and control access to project data, track activities, and automatically generate an audit trail of transactions on e-Builder Enterprise. The system can also keep a database of companies and contacts that are linked to the different modules (e.g., cost, documents, process, etc.) for fast access to activity reports on individual firms.



# Complete Program Management Solution in One Integrated Platform

e-Builder Enterprise 6.0 represents the next wave of owner/operator centric solutions. It completely integrates all aspects of capital program management (e.g., cost, schedule, and scope) through all phases of the development process. It further integrates with third-party and legacy systems through the platform integration layer to send and receive information to accounting, scheduling, and other systems. All of the information across the entire program can be presented in one place for analysis – through reports and dashboards.



## Cost Management

e-Builder's Cost Module allows for budget creation, review, approval, and management. The reporting, financial control and audit features also help organizations comply with federal and state regulations (e.g., SOX) as well as institutional and corporate compliance requirements. Using e-Builder you can document database transactions and quickly generate reports for compliance audits. You can also quickly identify past costs, commitments, and changes as a project progresses. The built-in forecasting features enable you to accurately predict the cost-to-complete and cash flow needs. Finance executives can then use this forward-looking information to reduce the risk and uncertainty inherent in the capital program.

“ e-Builder provides the different project stakeholders a quick way to navigate through a maze of project data and quickly extract the key information required to make informed decisions. ”

The Cost Module will also provide you with quick project cost summaries across one or more projects, or let you drill down into detailed information with links to project documents (contracts, invoices, change orders). e-Builder is also used in the project planning phase as a budget creation and project prioritization tool. The system leverages existing data from completed projects for accurate planning of future projects. Review and approval is documented using e-Builder's process tools for future reference.

## Schedule Management

The collaborative Schedule Management Module is a revolutionary scheduling system that integrates the power of critical path scheduling with the collaborative capabilities made possible with the Internet. This module lets you efficiently manage schedule and scope changes from a central location accessible by the different project resources. Integration with common desktop scheduling systems (e.g., MS Project) allows for the importing of project files. After creation of a schedule the Schedule Module tracks your actual performance to a baseline and automatically updates the critical path when your schedule changes. Integrated Gantt reports give you a graphical view of your project's activities at a glance, including Project milestones that you define to enable benchmarking and tracking of key performance indicators.

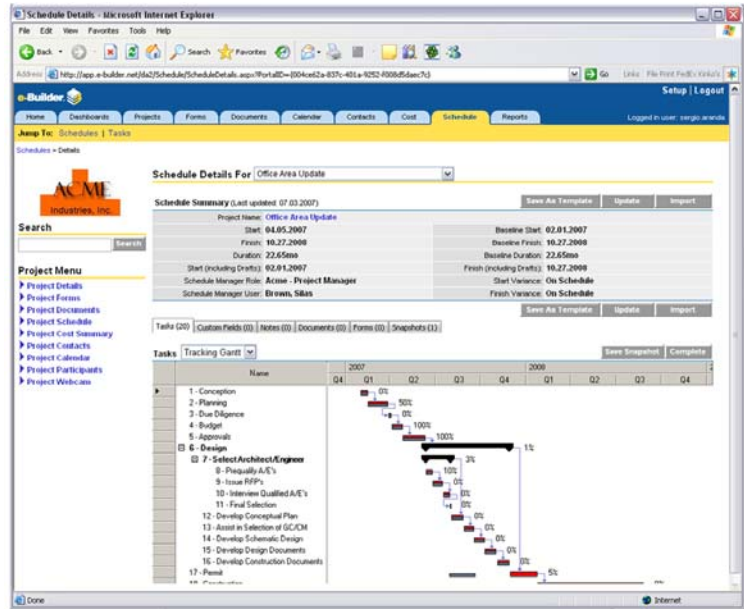
The e-Builder Schedule Module empowers team members to update their individual tasks and request changes, while you maintain control and final approval. Updates to tasks affecting other team members automatically generate e-mail notifications as they occur.

Tasks can be linked so that as every team member updates their tasks (predecessors or successors), start and finish dates are automatically updated and the critical path is recalculated. The flexible reporting capabilities allow for the quick creation of schedule variance reports, milestone reports, schedule status reports, and a large number of configurable reports based on your defined metrics.

## Document Management

The Documents Module serves as a central repository of any and all project files, including documents, drawings, photographs, CAD files, and more. Project teams benefit from significantly improved communications and data exchange as well as improved collaboration.

By nature, e-Builder tracks and records all of the information exchange (upload, download, email) occurring in the system. Plus the Document Module's built-in version control automatically renames documents and files upon transfer, and stores a copy of previous versions. Because e-Builder works as an integrated suite, all files stored in the Document Module can be linked to the other modules for reference purposes. Viewing over 250 file types in e-Builder is possible through the integrated viewer, which converts files to PDF without altering the source file. Additionally, powerful integration capabilities with CAD software facilitate the viewing, transfer, and searching of drawings. Xref management capabilities automatically





read sheet files for all xrefs and other associated files during upload/download; and give you the option to preserve the xref folder structure on your workstation in e-Builder.

The powerful Transfer Management Tool helps speed the transfer of large files without compromising productivity. File transfers occur in the background so you can continue working in e-Builder without waiting for files to finish uploading. In addition, the tool assists the Architects that you work with in synchronizing their outdated files in their working environment with the updated files in e-Builder with one click of a button.

## Process Module

Your teams will appreciate the ease with which they can map workflow forms to match your internal processes. These electronic forms can be configured for the exchange and routing of budget and schedules for approval; issue management; change order requests and approvals, facility management processes; and more. Forms can have documents, files, and other forms attached for added adaptability to your processes.

e-Builder Enterprise also includes over 150 standard template forms that can be leveraged to manage your capital program. Alternatively, you can easily create your own forms using e-Builder's Form Builder tool so that you can build workflows that match your own processes. Common processes that are managed through e-Builder include budget approval, contract approval, issue management, and design review. The process module can also be leveraged to manage the construction administration process with your contractors and architects including the RFI, submittal and change request process. The operations process is also streamlined through the use of the standard forms for maintenance requests, lease management, and other processes. The power of the process module is demonstrated in the resulting reporting and alerts that are generated as various actions are taken within the system.

## Reporting

The integrated nature of the cost, schedule, documents, and Process modules provides you with a flexible and efficient way to define and generate a broad set of reports with a few mouse clicks. Reports can be configured to include a broad range of metrics and can be project specific or span across multiple projects. Each report contains links to details within it – so you can quickly drill down into the data that makes up the reports.

You can define standard reports for use across your organization using e-Builder-supplied templates or your existing reports. Individual team members can also create and save their own reports for endless reporting possibilities.

The screenshot displays the 'Project Cost Summary' interface in a Microsoft Internet Explorer browser window. The browser address bar shows the URL: <http://app.e-builder.net/6a2/Cost/ProjectCostSummary.aspx?ProjectID=004622a-6371-401a-9252-000850ae7c73>. The interface includes a navigation menu with options like Home, Dashboards, Projects, Forms, Documents, Calendar, Contacts, and Costs. The main content area is titled 'Cost Summary For Office Area Update' and features a 'Project Summary' section with 'Project: Office Area Update'. Below this is a 'Quick Cost Summary' table with columns for 'Current Budget' (1,125,987.00) and 'Current Commitments' (992,825.00). A 'Financial Summary' table is also present, listing line items such as 'Site & Development', 'Design & Management', 'Procurement', 'Construction', 'Building Fees', 'Furniture & Equipment', 'Information Systems & Phones', 'Miscellaneous Costs', 'Contingency', and 'Finance Costs'. The 'Totals' row shows a value of 0.00. Overlaid on the right side of the screenshot is a 'Pay Request Approval Form' for 'Acme Industries, Inc.' with fields for 'Prepared By', 'Reviewed By', 'Approved By', and 'Date'.

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Having real-time access to important information provides us a real competitive advantage as we continue expanding our retail stores network

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For a visual representation of your project and program status, e-Builder provides a fully configurable executive dashboard for each user. These dashboards display data using charts, graphs, and gauges that you set up. This dashboard provides excellent visibility into the status of your projects and program. While the reports and dashboards are accessible from within the e-Builder system, we also provide alerts, notifications, and status reports that are delivered directly to your email. This feature enables your team to stay informed in real time of project status and only access e-Builder when they need more detailed information.

### Calendar Module

e-Builder's Calendar Module is a project-specific calendar that brings all project participants, both internally and externally together for scheduling in one place. The e-Builder calendar integrates with Microsoft Outlook, and automatically syncs your e-Builder calendar events to your Outlook Calendar. If your project team consists of multiple companies using multiple calendars, e-Builder functions as the central calendar management tool.

### Contact Management

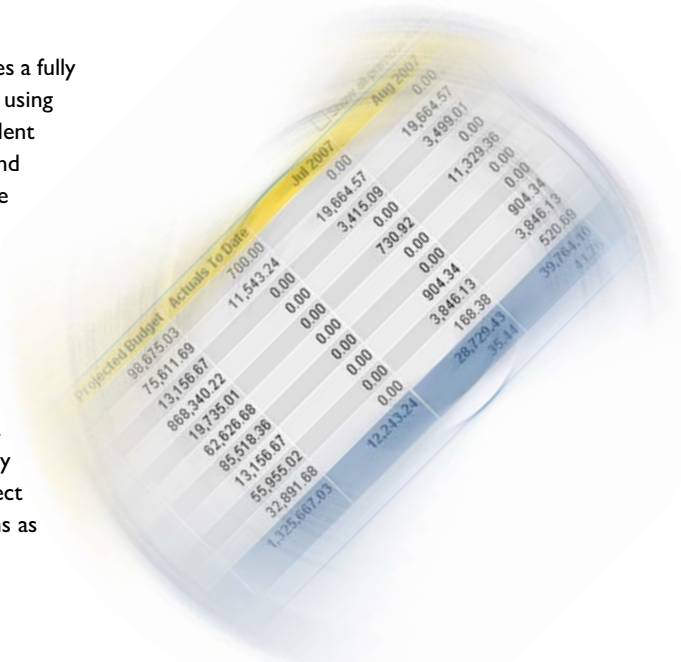
Manage all your contacts and vendors across your capital program within e-Builder and link individuals or companies to existing cost, bidding, and other information stored within the system. Use this information to create reports for transactions made with companies. Also, use this information with the Template Merge feature to automatically merge existing contacts into your defined contract or invoice templates.

### Procurement and Bid Management

The Bidding feature streamlines the document distribution and communications process during the bid phases. With the bidding solution, bidders are notified via email of a proposed project. They can access drawings online, order hard copies, and communicate with the bid manager regarding the project. The bid manager has central access to all the information related to a bid and can quickly review bid coverage to address any issues.







### Administration

e-Builder's Administration module lets you control who can access the system, when, and how. The administration module is truly enterprise class, with tools designed to help clients who manage hundreds and even thousands of users. These tools are not found in many of the "simple" or home-grown project management systems. e-Builder uses roles and templates to provide fast administration when setting up projects, managing users, or creating reports. The internal administration of e-Builder requires minimal time further improving your ROI.



## Additional Benefits

The e-Builder Enterprise 6.0 solution will provide you with a broad range of benefits that vary depending on how you choose to leverage the system. However, the following is a summary of some of the benefits that apply to all organizations using this platform, and that present significant cost reductions and efficiency gains:

-  **Rapid Implementation and Deployment:** Reduced deployment time, limited or no customizations, plus self-configuration capabilities.
-  **Simpler Ongoing operations:** Training is offered as part of the service, and users benefit from simpler-to-use interfaces, and live tech support. This will help you increase adoption to increase ROI.
-  **Valued Customer Feedback:** As a member of the e-Builder family, you have direct access to our Product Management team and have direct influence on features and functionality.
-  **Data Center:** With e-Builder Enterprise 6.0, you will no longer need to worry about data storage, security, operations, compliance, maintenance, or support. The redundant and fault tolerant systems are monitored 24X7 to ensure that e-Builder is always up and running smoothly.
-  **Responsiveness:** e-Builder success depends on your success. We are here to provide you with the highest level of service, quality, and will always be available to answer your questions and ensure you are satisfied with your investment.
-  **Lower Total Cost of Ownership:** Free upgrades, no maintenance fees, and included support mean significantly lower cost of ownership in the long run.

“ If there is one thing that stands out, it's the customer service. Your folks actually call me to see how everything is going. I've never had a software company do that before



## About e-Builder

e-Builder is the leading provider of collaborative project management solutions.

e-Builder combines cutting edge technology and deep industry experience to provide thousands of owners, architects, engineers, contractors and suppliers with solutions that enhance development, construction and operations processes. The company is headquartered in Fort Lauderdale, Florida.

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