

FOREfront
CONSTRUCTION MANAGEMENT SOFTWARE

PROJECT MANAGEMENT

At any given moment, do you know the status of each and every RFI, submittal, change request, and change order? With Forefront's Project Management software, you will. Forefront tracks all of these project components—from initiation to final resolution—by date and detail in an organized, uniform, easy-to-access system.

Forefront's Project Management software provides a fully integrated process for managing workflow. It tracks all items that must be fulfilled under a contract, plus anything else that must be tracked during the job. Designed to coordinate details throughout an organization, Forefront places vital information and documentation at the users' fingertips instantly.

Full integration with Forefront's Job Cost, Document Imaging, Accounts Payable, Accounts Receivable, and Payroll modules makes Project Management both powerful and efficient. Single data entry, along with information sharing, streamlines project setup and maintenance. Elements such as requests for information (RFIs), submittals, change requests, and daily logs are visible to all authorized users. And reports are more accurate and meaningful because they are based on a common database of shared information.

Change orders, when handled efficiently, become profit generators. Forefront's integration and detail tracking automates and expedites the change order process, managing both cost and revenue. From RFIs and submittals, to proposed and approved change requests, to executed change orders, Project Management helps you invoice promptly and accurately for changes on a job.

Document Imaging—another integrated component of Forefront—adds a unique dimension to Project Management. With Document Imaging, every job-related document, photo, spreadsheet, etc., is electronically filed within the project for easy access by everyone in the organization.

For example, if a handwritten note and photo generated an RFI, these documents would be stored electronically as permanent elements of that RFI. A simple mouse click would allow both local and remote users to view these documents on screen. They can even be printed, faxed, or e-mailed directly from within Forefront's Project Management software.

Use of Forefront's Project Management creates a consistent system and process for recording data and managing project information. Project Managers are able to work more effectively with all members of the project team and stay on top of the many details required. At the same time, senior management is able to assess the status of any project quickly and easily using the reporting and tracking tools provided.





FEATURES

- + New project setup is minimal. Job Cost automatically creates jobs in Project Management. Project team lists can be copied from other jobs so information doesn't need to be re-entered. Additionally, once a project is established, faxes and e-mails pertaining to the project can easily be sent to the entire project team.
- + An RFI distribution list shows the circulation status of each RFI. An RFI can also be attached to a cost estimate record, which can eventually lead to an owner change order and/or subcontract change order.
- + Project Managers can create subcontract change orders directly from subcontractor quotes on the same change request using the Subcontract Change Order Log.
- + Change requests initiated by the owner or architect, such as revisions to drawings, architects' supplemental instructions, and proposal requests are quick and easy to enter.
- + Project Management tracks submittals at each stage of the process as they pass to and from subcontractors and suppliers through the final approval by the architect or owner.
- + The Directory File provides a complete directory of all of the subcontractors, vendors, and the design team, complete with built-in distribution lists. Project Management makes it simple to contact anyone on the project. The directory is also utilized for all memo and information distributions generated through Project Management.
- + The Daily Log records information that occurs on the project each day. Daily reports may include items such as weather conditions, the contractor's work accomplished, and the subcontract work finished each day. Manpower summaries can also be entered or viewed for each workday.
- + Speed Memo Entry allows the operator to write quick memos that are easily logged and distributed in a pre-defined format.
- + Transmittals are cover sheets automatically generated for sending information to members of the project team. Transmittals are logged in Project Management and provide a convenient integration with Forefront Document Imaging.
- + Forefront Remote-Link enables Forefront users to log onto Project Management (and other Forefront modules) from any job site or home office with Internet access. Forefront's "Thin-Client" architecture makes these remote connections easy to set up and fast to operate.
- + Employee Data allows the operator to set up and coordinate the employees used during the project. Project Management allows the operator to set up employee start/release dates for projects.
- + User-defined terminology can be set up on a company-wide and/or project-by-project basis to refer to RFIs and other documents. This creates a standardized vocabulary to enhance communication within your organization and for the entire project team.

INQUIRIES

Executive Overview Inquiry

This enables you to view the status of the contract and all changes, and potential changes, to

it. For example, you'll know immediately how many RFIs are open, how many are resolved, and what was the average time for resolution. You'll

also know the impact on cost and revenue of the various changes in process.

REPORTS

Executive Overview Report
Request for Information Form
Request for Information Log
Request for Information Transmittal
Submittal Letter
Submittal Log
Submittal Transmittal to Subcontractor
Submittal Transmittal to Architect
Transmittal Form
Transmittal Log
Daily Log

Speed Memo
Speed Memo Log
Custom Issues Transmittal
Custom Issues Log
Change Request Log
Change Request Price Log
Change Request Pricing Detail Report
Change Request Profit Reports
History Change Logs
Project Purge Report

Project Listing
Building Listing
Area Listing
Employee Listing
Directory Listing
Phone Listing
Submittal Status File Listing
Change Request Status File Listing
Standard Message Listing