

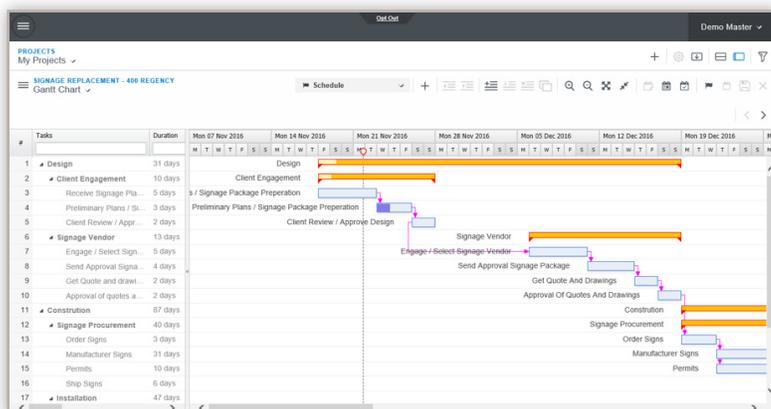
# Project Center

COMPLETE PROJECT KNOWLEDGE  
INSTANT ACCESS AND COLLABORATION

Imagine that, with just a few keystrokes, you could get instant access into all there is to know about all current projects: Glance through milestones to ensure everything remains on schedule, retrieve KPI's to see if they're being met, and easily review committed and projected project costs to ensure financials stay on target.

Imagine still that every needed detail about every capital project and real estate improvement is always accessible at your fingertips. When someone has questions, you have the answers, derived from accurate, real-time information, resulting in better collaboration and improved results across the entire project portfolio.

From a small one-month facility project to next year's office relocation, Project Center makes daily processes and planning faster and more efficient with templates that incorporate industry best practices. You can also take detailed project management one step further by configuring a project workflow and sending or awarding Requests for Proposal (RFP) to approved vendors using the integrated RFP Tracker.



Work seamlessly across the entire project portfolio, navigating quickly and easily between projects.

## INTEGRATING BEYOND PROJECT MANAGEMENT

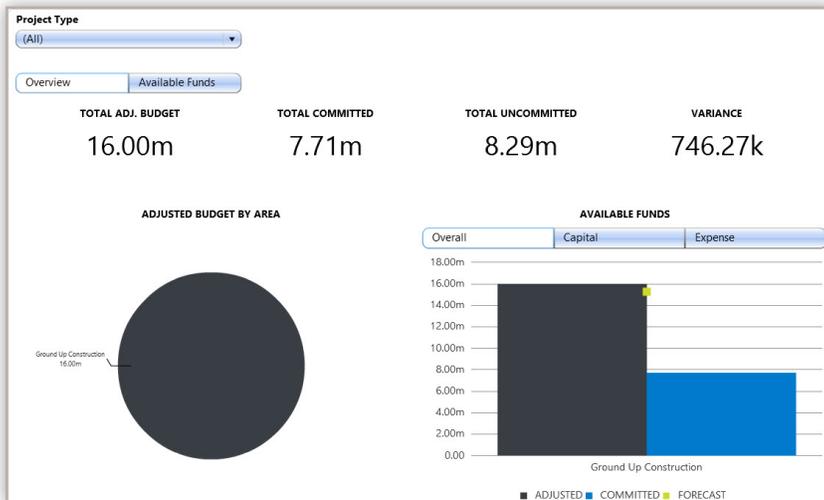
- Manage tasks and track time
- Pre-loaded templates to drive efficiency and consistency
- Automated budget approval workflow
- Manage construction details
- Drill into vendor accounts, purchase orders, invoices, and receipts
- Track to-the-minute project line items
- Improve productivity and efficiency through workflow optimization, approval coordination and built-in email communication
- Achieve cycle-time performance through real-time information sharing

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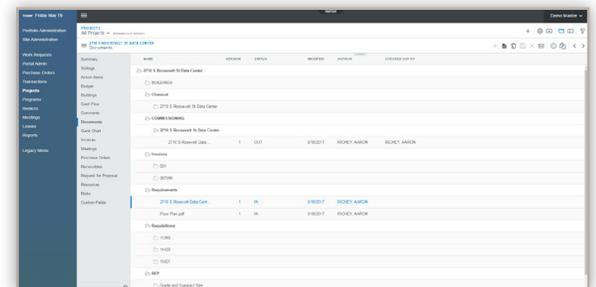
## MACRO OR MICRO MANAGE - GET THE POWER TO DO BOTH

With Project Center, it is easy to track pending due dates, budgets, labor resources, and more. Get a complete overview of different project aspects or drill into specific categories. Look at the big picture, or get a detailed view with one easy-to-use application. Spend a little time with Project Center, and you will soon wonder how you ever managed projects without it.

Project Center also provides actionable insight in seconds, with real-time information that provides your financial team and CFO the details needed to make better on-the-spot decisions.



- Gain visibility to project performance** Role-based workspaces integrate with easy-to-access tools, data, and actions. Eliminate cumbersome navigation between projects, budgets, documents, invoices, purchase orders, and all of their associated buildings.
- Get a high-level view of projects across the portfolio.** Project Managers can quickly review the status of all linked projects from a single program record, actively monitor action items, cash flow, and project risks.
- Integrate open projects, transactions, and active leases.** Initiate a transaction record from a lease when appropriate, and create linked project records to all related capital projects, allowing the entire facility lifecycle to be tracked. Data flows from one to the other, uninterrupted, to provide minute-by-minute accuracy.
- Attach relevant documentation and approvals.** Leverage the document and image storage provided at no additional cost to attach related project documents. An integrated folder system makes staying organized simple. Stay ahead of deadlines with the ability to easily email documents from the system to project members and vendors for approval.



## EVERYDAY PROCESSES MADE EASIER

Because Project Center enables managers to easily create templates that organize daily responsibilities, the workday suddenly becomes more efficient and more productive. Everyday tasks are simplified as processes are standardized according to industry best practices.

## GIVE STRAIGHTFORWARD ANSWERS

Are we on schedule? Are we on budget? What risks are outstanding? How much are you forecasting to spend? When will the spend occur? Answers to these and other questions are easily obtained via an intuitive interface, providing accurate information in real-time.

## CAPITAL PROJECTS

Track construction, tenant improvements, restacking projects, restorations and more when managing a capital project in Project Center. Bundled templates make daily processes faster and more efficient.

## REQUESTS FOR PROPOSAL, AWARDED VENDOR

Along with estimating budgets, drilling into vendor accounts, and keeping track of purchase orders and invoices, project managers often need to submit and compare Requests for Proposals (RFP)s. Project Center makes the RFP process easier than ever, with dedicated navigation and action items within the RFP detail section.

LINE ITEM	EST. BUDGET	RFP DATE	CONSTRUCTION NO.	VENDOR	SERVICE/BLANKET
1		3/13/2017		JAMES HOOKS	
2		3/13/2017			
3		3/13/2017			
4		4/21/2017			
5		4/20/2017			
Total					

The ability to add, edit, and remove a vendor, email an RFP, select the winning vendor, create a purchase order, and create and edit an RFP are all available in the RFP detail section.

## ADJUSTABLE CURRENCIES

Configure currency by using the Change Currency action item. Once an RFP has an associated line item or vendor, bids can be compared in the same currency. Project Center takes unnecessary work out of the RFP process, letting you focus on what matters.

## PROJECTS DASHBOARD

Create, track and manage projects

## BUDGETING DASHBOARD

Manage detailed budgets, including approval workflow.

## RFP TRACKER

Oversee workflow and send and award RFPs to approved vendors

*Manage personnel, benchmark performance, monitor KPI's, facilitate communication and enable collaboration among project members*

## POWERFUL REPORTING AND DASHBOARDS

Report Center includes portfolio-specific reports at no additional cost, helping managers get the quality reporting they need to make better decisions.

From reporting on project details and ad-hoc reporting, to resource allocation across multiple projects, Project Center helps managers share the story of business goals from individual projects all the way to executive-level overviews.

## ACCESS PROJECT HIGHLIGHTS ON-THE-GO

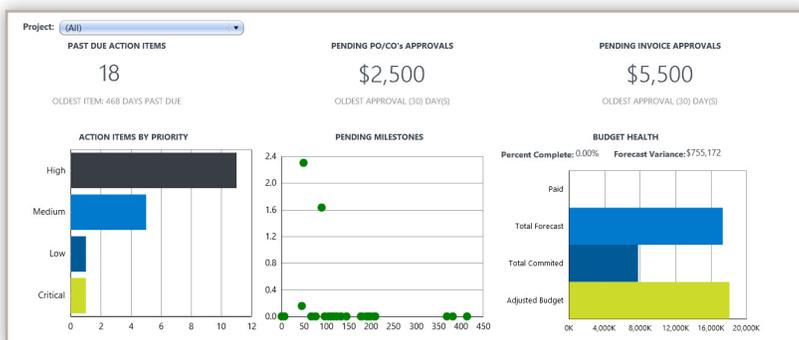
In addition to working from the office on a PC or laptop, Project Center allows users to access the solution from anywhere they can connect to Wi-Fi or stream data.

Imagine joining executives on-site to walk-through an active relocation project. Use your mobile smartphone or tablet to pull vendor documentation, review invoices, and discuss project resources, projects tasks, or action items.

## FULL PROJECT SOLUTION

Prepare for meetings and gain visibility into every active project across various clients and campaigns.

More than a dozen reports and dashboards are included with Project Center. These include ad-hoc reports, grids, and graphs with interactive features.



## SEE PROJECT CENTER AT WORK

Learn how you can improve the management and execution of your real estate leases.

Contact Accruent to request a customized demonstration.



## About Project Center

Project Center assists organizations by increasing efficiency through workflow optimization, continuously improving productivity and collaboration among project members, and delivering industry-first insight via real-time benchmarks and KPI measures.