

 <b>Field Management Manual</b>	Section No.: 18.7	Page: 1 of 2
	Approval:	Revision: 3
Subject: <b>Prolog Manager</b>	Previous Rev. Date: 05 April 2010	Current Rev. Date: 1 April 2011

## 1.0 PURPOSE

The purpose of this Section is to discuss the application of Prolog Manager on projects where Jacobs holds or manages construction subcontracts and/or performs direct hire work.

## 2.0 SCOPE

The purpose of this Section is to establish the capabilities and application of the construction management system, Prolog Manager.

## 3.0 DEFINITIONS/RESPONSIBILITIES

### 3.1 SITE MANAGER RESPONSIBILITIES

- Engage Field Systems Mobilization Team at least 120 days prior to mobilization in order to establish the applicable Prolog Modules to be used on the project and incorporate them into the Construction Execution Plan.

### 3.2 FIELD SYSTEMS TEAM RESPONSIBILITIES

- Runs overall implementation, training and support of the program. Ensures project team is set up and trained before mobilization to site.
- Determines the proper installation approach. The default approach is to use the central installation that can be accessed through the Internet. The central system is supported by server farms in the US (Oak Ridge, Tennessee) and Europe (Winnersh, United Kingdom), complete with support personnel in both locations. Local installation is another option but is not preferred. Local installation will only be considered in cases where access to the central system is not possible due to client network restrictions or lack of Internet access.
- Develops a training plan for the team members.
- Determines any customizations required pertaining to reports and/or functionality. The most common customization is fairly simple and involves reports (adding project/client logos, adding or deleting columns from the reports, etc.)
- Trains Site Prolog Super User if required. Super User responsibilities are determined on a project by project basis.

### 3.3 MAIN FUNCTIONAL AREAS\* COVERED BY PROLOG MANAGER

- Subcontract formation and administration

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- Budget/cost control and reporting
- Change Management
- Field Administration (Daily Logs, Events, Punch Lists, etc.)
- Document Control (Meeting Minutes, Submittals, Requests for Information, etc.)
- Reporting on all items above

\*(See [Exhibit 18.7A](#) for further details).

#### **4.0 METHOD (PROCEDURE)**

- 4.1 As part of the construction execution planning, determine what Prolog Manager functionality will be utilized for the project. This should be a joint discussion between Construction, Supply Management, Project Controls and the Field Systems Team.

#### **5.0 RELATED DOCUMENTATION (REFERENCES)**

Section 3.10 Field Systems Mobilization Team

#### **6.0 RECORDS**

None

#### **7.0 EXHIBITS**

18.7A Prolog Work Instruction

18.7B Field Change Management Flowchart dated 11 November 2009

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