

*Posted: Oct 22, 2013*

## Cosential Announcement #2

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Hunt Corporate Communications is happy to announce the successful completion of the data import into Cosential. Phase 2 of the Cosential Implementation has begun and the Implementation Team is currently in the final stages of reviewing the imported data and scrubbing the database to find and correct any duplications and input missing data.

Cosential is a web-based, centralized information platform that stores and maintains all information related to Proposal Management and Customer Relationship Management. The program was recently implemented by Corporate Communications to help maintain and track critical company data, thus helping to ensure the proposal process runs more efficiently and makes our proposal responses more accurate and strategic.

The imported data included Company and Contact Data, Personnel Data, Project Data, Firm and Organization Data, and Knowledge and Boilerplate Data from Hunt, CGL Management Group, LEDIC Management Group, and RicciGreene Associates.

The database will be utilized by key users of every Hunt affiliate across the business which will save crucial time searching for and verifying data during project pursuits. This process will allow for more compelling pursuit submissions and easier maintenance of important data that is used on a regular basis.

As a firm-wide software system, this implementation was successful due to the dedication and hard work of various implementation team members across every part of the Hunt business. This Implementation Team consists of key personnel assigned as Cosential Administrators from Hunt Corporate Communications, Hunt Investment Management, Hunt Building Company, CGL Management Group, RicciGreene Associates, and LEDIC Management Group.

For the last two months these Administrators have met weekly via conference calls to discuss the data that was to be imported and how the system will be utilized by Administrators and future users.

On October 1, the Implementation Team met outside of Denver, Colorado with a Cosential trainer for an in-depth Administrator Training. Here the Administrators were trained on the navigation of the system, data entry and administration of the Personnel, Project and Contact Manager Modules, and Reporting. Since the training, the Team has continued to meet weekly to discuss usage of the system, best practices, errors and bugs, enhancements, and policies and procedures of data entry.

## **Phased Timeline**

As with any database, this one is only as good as the information that goes in it. Although the initial data import is complete, much time is now needed to review and verify the data and test critical reporting and workflow tools. Once the information and tools are verified, Cosential will be rolled out to the rest of the business in the Phase 3 – Full Launch.

- **Phase 1 – Implementation:** Complete
- **Phase 2 – Soft Launch:** October – November 2013
- **Phase 3 – Full Launch:** November – January 2013
- **Phase 4 – Data Maximization:** January 2014
- **Phase 5 – Future Plans:** February 2014

During Phase 2, the Implementation Team will focus on completing the data clean-up and entry of all imported Project, Contact, Personnel, Opportunity, and Boilerplate data imported from the various Hunt business units, CGL, RicciGreene, and LEDIC. Templates in InDesign and Word will be created within Cosential for easy export, and workflows and reporting modules will be developed and tested in the system.

Additionally, comprehensive Policies and Procedures (P&P) for the entry and maintenance of the data will be developed over the coming months to ensure accuracy and consistency of data. The P&P will include detailed instructions, best practices, FAQs, and examples for proper and timely data entry and updates of Personnel, Project, Contact and Knowledge data. It will also include procedures for importation of projects and personnel from future acquisitions.

Full Launch to the business will occur in Phase 3 once data and tools are tested and verified, and proper Policies and Procedures are in place.

If you would like more information on the Cosential system, or would like to be involved during the Implementation or as a User, please contact Keeley Clements at [keeley.clements@huntcompanies.com](mailto:keeley.clements@huntcompanies.com) or 404.936.2425.