



Implementation | End User Training

Equip your teams with the practical skills and knowledge needed to confidently put Procore to work in their day-to-day.

SCOPE OF WORK

- Training Agenda Refinement:** Trainer will collaborate with the Customer to refine training topics and priorities based on identified end-user needs.
- Virtual Training:** Trainer will deliver up to 2 2-hour instructor-led virtual training sessions for up to 30 participants focused on applicable workflows, functionality, and end-user proficiency.
- Virtual Training Follow Up:** Trainer will provide post-training follow-up, including a training summary and dedicated Q&A session to reinforce learning and address outstanding questions.

DELIVERABLES

- Standard Training Agendas:** Outlines recommended topics, workflows, and session content aligned to the applicable offering and intended audience.
- Training Summary:** Documents key topics covered, participant engagement, and recommended areas for continued learning and reinforcement.

END USER TRAINING IN-SCOPE TOOLS

PROJECT EXECUTION	COST MANAGEMENT	RESOURCE MANAGEMENT	PROJECT LIFECYCLE MANAGEMENT
Core Platform	Core Platform	Core Platform	Core Platform
Drawings	Budget	Timesheets	Drawings
RFIs	Prime Contracts	Crews	Correspondence
Submittals	Commitments	Equipment	Action Plans
Bid Management	Change Events	T&M Tickets	Punch List
Daily Logs	Change Orders	Workforce Planning	Inspections
Observations	Invoicing	Materials	Bid Management
Inspections	Direct Costs		Prime Contracts
Punch List			Commitments
Correspondence			Change Events
			Change Orders
			Invoicing
			Direct Costs

ASSUMPTIONS

(1) All Services will be delivered in English. (2) The Customer is an active participant in the training planning and execution for the duration of the process in order to facilitate the delivery of the Professional Services described herein. (3) Customer personnel must be available as needed to complete tasks assigned to them. If Customer resources are not available as needed, or there are organizational changes, it will negatively impact the delivery of services included in this package. (4) The project is a joint effort between Procore and Customer.

EXCLUSIONS

Anything not expressly included herein is considered excluded, including but not limited to (1) onsite services, (2) change management activities and organization transition, and (3) system administration.