





1 • Kickoff Meeting

CONTENT

- **Company Introductions:**
Define Primary Points of Contact on each side
- **VEO Demo:**
Provide your team with clarity on any aspects of VEO Design Studio

HOMEWORK

Identify who will be working with BuildOn to produce test data for the User Experience Design Meeting (Phase 3)



2 • Data Configuration

CONTENT

- Define how that data will be provided to BuildOn for the VEO Design Studio User Experience Design Meeting.
- Establish which plan you would like sampled in VEO Design Studio for the User Experience Design Meeting

Note: If it is easier for your team to provide a data export for multiple plans, we can decide which plan to focus on for the User Experience Design Meeting.

HOMEWORK

The following information for 1 sample plan is:

1. **Your Design Option's Catalog offerings**
 - Estimated and Non-Estimated Design Options
 - Pricing and Group Levels
 - Included plan features (standards)
 2. **Your Company Logo**
 3. **Test Plan Information**
 - Marketing and Internal Community Name
 - Marketing and Internal Series (Price Group) Name
 - Marketing and Internal Plan Name
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3 • User Experience Design Meeting

CONTENT

- See how your options catalog will be shown in VEO to your homebuyers and make requests for any changes you see fit.
- Receive test logins to your version of VEO Design Studio

HOMEWORK

- Share VEO internally with the logins provided for feedback and plans moving into Phase 4.
 - Review “Data Implementation Checklist” provided by BuildOn
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4 • Data Implementation

CONTENT

BuildOn/[Customer Name] Status Update Meeting:

- Weekly Meeting to discuss missing data and additional info needed to implement VEO Design Studio.
- Maintain forward momentum on the data fulfilment requirements of VDS.

HOMEWORK

- Identify, discuss and solve any outstanding questions regarding data or lack of data for inclusion in VEO Design Studio
 - Utilize the “*Data Implementation Checklist*”
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5 • Full System Rollout

CONTENT

- Review VEO Design Studio in detail as a team to ensure that VEO is in a state we are happy with for rollout to your sales force and homebuyers
- Define Go Live date for rollout to each of your business units utilizing VEO.
- Define Final Rules of Engagement and Operating Procedures for all parties.
- Coordinate BuildOn Training and mode of training, (in-person, teleconference, etc.).

HOMEWORK

- All business units trained by Build On Trainer
 - Access to VEO provided at all levels of your Organization
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