



Meridian Professional Services

**PROLOG** ▶

**Certification Program  
2011**



### Prolog Certifications Program Overview

To help you distinguish yourself and your organization from the competition, Meridian Systems is proud to offer the Prolog Certifications Program. In an environment where competition continues to increase, you want to take advantage of any opportunities that will help you gain new clients – and keep your existing customers. Many clients are no longer satisfied with only product; they require services to maximize the value of their purchase. They must then decide who, among many vendors, will provide those services.

This program is available to Meridian Employees, Partners, and Proliance Users and will give certified individuals a distinguishing factor representing their Prolog expertise and service excellence. Meridian reserves the right to update the program scope and requirements to align with changing market demands.

### Benefits

- ✓ Demonstrated proficiency of Prolog skills
- ✓ Ability to deliver higher level of service and technical expertise to your Prolog clients
- ✓ Official Meridian recognition as the Certified User or Service Provider
- ✓ Official Certification Plaque
- ✓ Meridian certification logo to include on your website, business cards, or e-mail signature to draw attention to your expertise and mastery of Meridian technologies

### Certification Cost

User Certification:

- \$700 for general registration
- \$295 for attendees of the annual Meridian User Conference
- \$200 for Meridian partners

Trainer, Business Consultant and Technical Consultant Certifications:

- \$1,500 for general registration
- \$500 for Meridian partners

Sales Certification:

- Free

### Resources

The knowledge required to obtain any of the certifications can be gathered through a combination of actions and experiences. Some examples include

- **Prolog Help:** Click Help from the menu bar in Prolog to access the Contents and Index including a search engine and glossary.
- **Classroom Learning and/or Prolog Student Guides:**

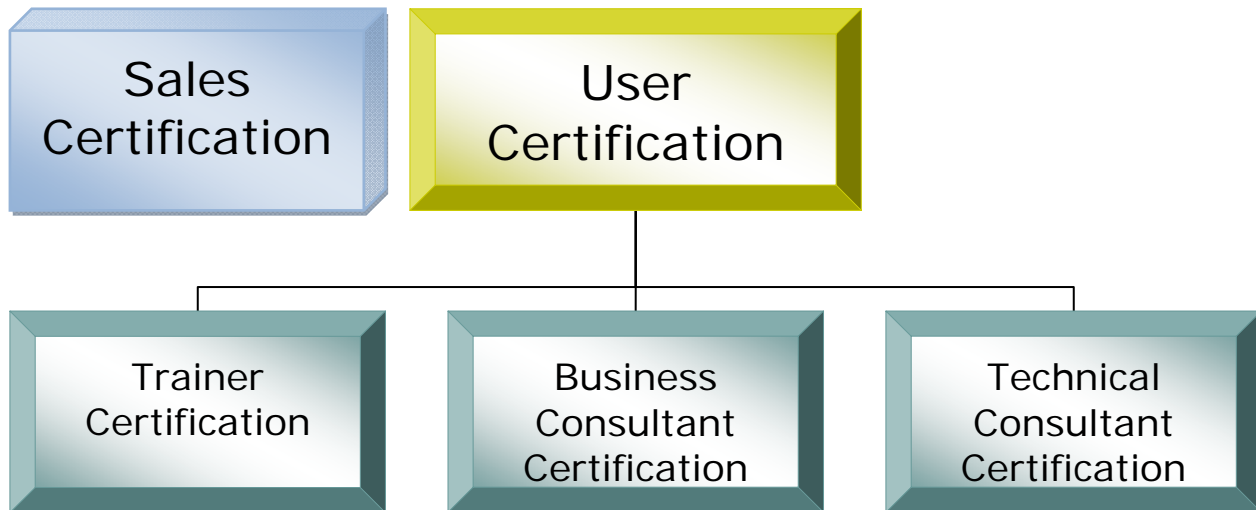
<http://www.meridiansystems.com/services/education/prolog-classroom.asp>



- **Experience** in using, training, implementing, managing, supporting, or developing the Prolog solution.

### Program Structure

User Certification is a pre-requisite for Trainer, Business Consultant, or Technical Consultant Certifications. Sales Certification is independent of all other certification programs.



Detailed descriptions of each certification are outlined on the following pages of this document:

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## Transferability

Prolog certifications are tied both to the individual and the organization. Should a certified individual's employment with a Partner cease, the Partner certification is dissolved. The Partner will need to certify a new individual within 90 days to retain certification. However, if the individual holding certification transfers to another Solution Provider within 90 days, the certification is retained and the Partner that the individual transferred to also gains the certification record.

## Renewal

To ensure all certified parties are current on the latest Meridian Systems technology and solutions, Meridian reserves the right to periodically update and expand the certification content and request that all certifications holders complete the additional requirements to retain their certifications status.

## Loss of Certification

Any misuse or abuse of your certification will not be tolerated. Customer complaints will be fairly investigated. Should Meridian Systems detect any misconduct; your certification will be subject to review.

## Getting Started

To begin the certification process, please fill out the Meridian Certification Registration form and return it to the Meridian Sales team as indicated on the registration form.

Once you have completed your registration, a Meridian representative will contact you to discuss your individual goals for completing your certification(s). The representative will provide you the login credentials to Meridian e-Learning Center where you will respond to the multiple choice questions and obtain detailed instructions for the case studies.

## Questions?

For information or assistance regarding the certification program or specific certifications, contact:

Meridian Systems, Inc.  
Attn: Education Department  
1720 Prairie City Rd, Suite 120  
Folsom, CA 95630

Phone: (800) 850-2660  
Fax: (916) 294-2355  
Email: [sales@meridiansystems.com](mailto:sales@meridiansystems.com)



## User Certification

### Audience

This certification program is designed for **experienced Prolog Manager users, administrators and members of implementations teams.** User certification validates proficiency in the latest Prolog Manager and Prolog Converge functionality.

### Prolog Manager Certification Content

- Navigating in Prolog Manager
- Setting Global, Database and Project Specific Options
- Modifying Report Settings & Using Report Manager
- Setting up Security
- Modifying List Groups and Lookup Groups
- Importing Common Data and External Files (e.g. Spreadsheets)
- Archiving Data
- Creating New Projects
- Managing Company Records & Contacts
- Meeting Minutes
- Drawings & Specifications
- Submittals
- Purchasing
- Cost Control Setup & Processes

### Prolog Converge Certification Content

- Navigating in Prolog Converge Web Client
- Managing Portfolio Configuration in Prolog Converge
- Managing Project Files
- Managing Prolog Converge Security
- Modifying Prolog Converge Web Views
- Modifying Prolog Converge Notifications

### Certification Structure

There are two (2) types of requirements for the User Certification:

1. **Multiple Choice Exam:** You will be required to complete a multiple choice exam of approximately 120 questions. Allow two (2) hours to complete the multiple choice exam, but you can stop and resume the tests at anytime, or retake the exam, if needed.

*Certification Structure continues on the next page...*



Sample test Question:

In the Portfolio Manager form, click on the _____ button to define how multiple projects are sorted on the Project Control tab.	A. Set Groups B. Add C. Current Users D. Save
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2. **Hands-On Case Studies:** During this session, you will be presented with case studies so you can demonstrate your knowledge of Prolog Manager by entering settings and data following a project scenario provided by your Meridian exam proctor. The Meridian proctor will be available to review the case scenarios and answer any questions.

Sample Case Study:

“Your project architect has requested that the submittal package numbering system follow a specific format. As an example, the first package will be recorded as 001-02500, the second package will be 002-3200, and the third will be 003-05210. This project specific setting in Prolog Manager allows the first field in the Submittal Package number to count incrementally regardless of CSI Code. Correctly set this option located in Tools | Preferences | Options | Project Specific Options.”

### Recommended Training

- Prolog Essentials Training
- Prolog Manager Admin Training
- Prolog Converge Admin Training
- Prolog Solution and Services Training
- Prolog self-study using the following Training Manuals:
  - Document Control
  - Cost Control
  - Filed Administration
  - Purchasing



## Trainer Certification

### Audience

This certification program is designed for **experienced Prolog Trainers**. Obtaining this certification demonstrates your ability to effectively transfer your knowledge of Prolog to others while emphasizing the usability and depth of Prolog solutions. This program certifies that you possess world-class training skills and knowledge of Adult Learning Principles. As a Certified Prolog Trainer, you will be recognized as the highest quality Prolog training provider.

### Pre-Requisites

- Prolog User Certification
- Train-the-Trainer Workshop completed through a 3<sup>rd</sup> party Professional Trainers Development vendor (such as Langevin <http://www.langevin.com/>, Prep Masters <http://www.prepmasters.com/>, or other)
- Attend at least one Prolog training class offered through Meridian Systems. This will help you adopt the preferred techniques for Prolog content delivery.

### Certification Content

- Principles of Adult Learning
- Training Content Development
- Training Delivery Methods

### Certification Structure

There are three (3) types of requirements for the Prolog Trainer Certification:

1. **Multiple Choice Exam:** You will be required to complete a multiple choice exam of approximately 20 questions. Allow 30 minutes to complete the multiple choice exam, but you can stop and resume the tests at anytime, or retake the exam, if needed.

*Certification Structure continues on the next page...*



Sample test Question:

<p>Based on the Principals of Adult Learning, which of the following is NOT a characteristic of adult learners.</p>	<p>A. Experienced and Knowledgeable                  B. Need Respect                  C. Relevancy-Oriented                  D. Unmotivated                  E. Goal-Oriented                  F. Practical                  G. Self-Directed</p>
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2. **Case Studies:** During this session, you will be presented with two (2) scenarios to demonstrate your thoroughness, procedures, and client need consideration. A Meridian proctor will review and grade your answers.

Sample Case Study:

“Training and education on Prolog functions and latest capabilities is an on-going need for Prolog clients. Whether it’s triggered by purchasing the software or receiving an upgrade, you will need to discuss with your client the type of training they require. List at least three other topics for consideration in order to develop training plan for a client. For two of those topics, list out detailed considerations you will need to discuss with the client to ensure a proper rollout.”

3. **Experience:** This portion of the certification requires a review and evaluation on your training skills through the following activities:
  - o **On-Line Training:** you will be asked to deliver an on-line presentation to demonstrate your ability to successfully communicate with a remote audience. You will especially be evaluated on your ability to make the remote meeting interactive. This requirement can be satisfied by leading a Knowledge-Sharing session arranged by the Meridian Education Team.
  - o **Classroom Training:** schedule a time when Meridian proctor can observe you in the teaching environment and review your performance as a trainer. You can also submit an unedited video recording to satisfy this requirement.
  - o **Resume Review** – submit your professional resume to your certification proctor to validate your experience in the discipline of training.
  - o **Professional Certification** – provide a proof of participation in a Train-The-Trainer workshop through a 3<sup>rd</sup> party vendor.

*Certification overview continues on the next page...*



## Recommended Training

- Prolog Essentials Training
- Prolog self-study using the following Training Manuals:
  - Document Control
  - Cost Control
  - Filed Administration
  - Purchasing
- Prolog Solution and Services Training



## Business Consultant Certification

### Audience

This certification program is designed for **experienced Prolog Business Consultants**. Obtaining this certification demonstrates your ability to configure and implement the Prolog solution to solve real business needs. As a Prolog Business Consultant you will have excellent problem solving and troubleshooting skills, backed by an extensive knowledge base of product information. You will know the steps and procedures for smooth delivery of a complete solution and Prolog customers will look to you as a leader in bringing their company into the future of project management.

### Pre-Requisites

- User Certification
- Thorough understanding of Prolog Manager and Prolog Converge

### Certification Content

- Implementation framework
- Discovery and implementation planning
- Process analysis and needs assessment
- Setup and configuration
- Data migration
- Pilot tests and results assessment
- Implementation project management
- Required deliverables
- Proposal
- Database/project template
- Options configuration
- User-defined fields
- Security setup
- Customized menus, toolbars and switchboard
- Custom queries and auto alerts
- Custom word processing documents
- Custom reports
- Custom Converge Views
- Custom Converge Notifications

*Certification description continues on the next page...*



## Certification Structure

There are three (3) types of requirements for the Prolog Business Specialist Certification:

1. **Multiple Choice Exam:** You will be required to complete a multiple choice exam of approximately 20 questions. Allow 30 minutes to complete the multiple choice exam, but you can stop and resume the tests at anytime, or retake the exam, if needed.

Sample test Question:

<p>How do you set Prolog Manager so that all users have the same Navigation Pane configuration?</p>	<ol style="list-style-type: none"> <li>A. Configure the switchboard on one computer then copy the switchboard file onto every computer.</li> <li>B. Configure the switchboard on one computer, put the configured switchboard file on the server, and then use Global Options to point each user's installation to the configured file.</li> <li>C. Configure the switchboard on one computer, put the configured switchboard file on the server, and then use the Customize Switchboard utility to pint each user's installation to the configured file.</li> <li>D. Configure the switchboard on one computer and put the configured switchboard file on the server. Then have all users open Prolog Manager so that the file is automatically downloaded to their local profiles on their computers.</li> </ol>
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2. **Case Studies:** During this session, you will be presented with two scenarios to demonstrate your thoroughness, procedures, and client needs consideration. A Meridian proctor will review and grade your answers.

Sample Case Study:

"A client has a job in Chicago, one in New York, and another in rural Oklahoma. The client wants to have all of the projects in one database on the server at the corporate headquarters in Denver, and have all the users dial in to the server to enter data. What would you recommend? List considerations for the HQ as well as each job site: What would be required for each location? What would be the most efficient solution? What alternatives could be considered to help minimize cost? What's the rollout time? What about the Learning curve?"

3. **Experience:** This portion of the certification requires a review and evaluation of your consulting skills through the following activities
  - a. **Resume Review** – submit your professional resume to your certification proctor to validate your experience in the discipline of business consulting.

*Certification description continues on the next page...*



## Recommended Training

- Prolog Essentials Training
- Prolog Manager Administration Training
- Prolog Converge Administration Training
- Advanced Prolog Converge Notifications Training
- Advanced Prolog Converge Web Training
- Prolog Solution and Services Training
- Prolog self-study using the following Training Manuals:
  - Document Control
  - Cost Control
  - Filed Administration
  - Purchasing



## Technical Consultant Certification

### Audience

This certification program is designed for Meridian partners and staff responsible for developing custom applications, views, notifications, OBAs, integrations, and other extensibility tools that increase the value of Prolog Solutions.

### Pre-Requisites

- User Certification
- A thorough understanding of the Prolog Manager and Prolog Converge User Interfaces and Administrative Tools
- Access to a working test environment for Prolog Manager and Prolog Converge

### Certification Content

- Web Services Foundations
- Office Business Applications (OBAs)
- Message Bus
- Custom Data Groups
- Custom Views and Notifications for Prolog Converge

### Certification Structure

There are three (2) types of requirements for the Prolog Technical Consultant Certification:

1. **Multiple Choice Exams:** You will be required to complete 6 multiple choice exams of approximately 20 questions each.
2. **Hands-On Exam:** You will be presented with case studies through which you will demonstrate your working knowledge of development techniques. For example, you will be asked to build code based on provided technical specifications.

*Certification description continues on the next page...*



## Recommended Training and Resources

- [Prolog Essentials Training](#)
- [Prolog Manager Admin Training](#)
- [Prolog Converge Admin Training](#)
- [Advanced Prolog Converge Notifications Training](#)
- [Advanced Prolog Converge Web Training](#)
- [Meridian Technical Summit](#)
- [Prolog Developer Network](#)
- [Meridian Online Tutorials](#)



## Sales Certification

### Audience

The Prolog Sales Certification program is designed for Meridian and Channel Partner sales accounts managers. Obtaining certification demonstrates your proficiency in multiple phases of the Meridian Sales Process: Qualification Management, Requirements Gathering, Account Strategy, Demonstrating Value, Close and Transition. It also validates your ability to effectively position and present Prolog Solutions to potential clients.

### Certification Content

- Key Meridian Messaging
- Meridian Product Positioning
- Meridian Solution Sales Methodology
- Standard Solution Presentation Skills

### Certification Structure

There are three (3) types of requirements for the Sales Certification:

1. **Multiple Choice Exam:** You will be required to complete a multiple choice exam of approximately 30 questions. Allow 45 minutes to complete the multiple choice exam, but you can stop and resume the tests at anytime, or retake the exam, if needed.

Sample test Question:

<p>What is Prolog Connect?</p>	<p>A. Web services platform designed to enable collaboration, integrations and interoperability with Prolog Manager build on a service oriented architecture and XML.</p> <p>B. Web based version of Prolog.</p> <p>C. Equivalent to Proliance.</p> <p>D. Prolog with upgraded licensing model.</p>
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2. **Case Studies:** During this session, you will be asked to demonstrate your proficiency with the Meridian Solution Sales methodology by customizing sales process documentation for a specific prospect scenario. A Meridian Channel Manager will evaluate and grade your approach and your output.
3. **Live Demonstration:** You will be required to prepare configured solution presentation based on the provided prospect scenario and deliver it to a live audience.



## Recommended Training and Resources

- Prolog Essentials and Sales Training
- Meridian Partner Portal
- Meridian Sales and Services Conference