



BUILDING A SUCCESSFUL TEAM

for Industry Libraries

Contents

[Building a successful team](#)

[Recommended roles](#)

[Configura roles](#)

[How we work together](#)

[Glossary of terms](#)

BUILDING A SUCCESSFUL TEAM

Building an internal team is a crucial step in setting a project up for success. It's important to recognize that implementing a Library is not a passive task — it requires dedicated time, focus, and cross-functional collaboration. This isn't a one-and-done project either. Your Library will need regular updates as your products, pricing, and workflows evolve, so it's important to plan for long-term ownership and ongoing involvement from your team.

Assigning the right people with the right expertise ensures continuity, accountability, and faster decision-making throughout the project lifecycle. Organizations should plan for this by allocating sufficient bandwidth to key roles. Without proper internal ownership and availability, even the most well-scoped project can experience delays, misalignment, or rework.

WHY THIS IS IMPORTANT

A well-prepared team helps drive momentum and ensures that the project stays on track with business goals.



Recommended Roles

Project Owner

Defines the vision, goals, and overall direction of the project, ensuring it aligns with business priorities and provides strategic guidance throughout its lifecycle.

- Ensures all roles have an assigned person
- Ensures teams are aligned across departments and leadership
- Approves major changes to priority, processes and plans
- Serves as a liaison to leadership, reporting on status, risks, and ROI
- Advocates for end-user experience and ensures the final product meets their expectations

Project Manager

Oversees the planning, coordination, and execution of the project to ensure it stays on track, on time, and aligned with goals.

- Leads and organizes the project team
- Communicates goals, plans and expectations to the team
- Is involved during the planning and execution of the project
- Adjusts plans based on new insights, roadblocks, feedback, or risks, and escalates issues as needed.
- Monitors scope, budget, and timeline
- Ensures that all team members receive the necessary training

Subject Matter Expert (SME)

Is a knowledgeable representative from the manufacturer's team who deeply understands their product lines.

- Provides high level product overviews
- Provides support and guidance to the Project Manager, Content Manager and Library Tester
- Reviews and approves the specifications contents on a high-level

Recommended Roles

Content Manager

Is responsible for preparing and organizing the product data used to build a Library. This person should be skilled in AutoCAD and Excel.

- Creates or modifies Product List for the Table of Contents
- Creates or modifies 2D and 3D DWG models for the Library
- Creates or supplies useable material files

Library Tester

The Library Tester is a user familiar with the manufacturer's product line who reviews the CET Library from an end-user perspective.

- Evaluates testing catalogues in CET and/or Spec
- Audits model accuracy and usability
- Ensures a good user experience prior to publication

Accounting Contact

Handles payment of publishing and license invoices.

- Receives and processes all invoices
- Ensures timely payment of project-related costs, including publishing costs, license renewals, and support fees

License Administrator

Manages user access and licenses in MyConfigura

- Tracks which users or teams have which licenses and ensures proper allocation
- Grants and removes license access to correct people
- Handles ordering and management of paid licenses

Configura Roles

Account Executive

Your main point of contact at Configura. Helps navigate product options, pricing, agreements, licensing needs and onboarding.

Industry Content Data Specialist

Compiles, processes and publishes Library Catalog Data.

User Support

Our team of experts who know our products inside and out and are here to help with downloading, installing, or troubleshooting anything that comes up.

Training

Our training team who is here to help you get up to speed. Whether you prefer online webinars through our Academy or in-person sessions, our product trainers can guide you through how to use our products with confidence.

Economy

Our License and Administration team who is responsible for sending out all invoices and issuing licenses to MyConfigura.



STEFAN
PERSSON
CONFIGURA

LAUREN
MIXTER
CONFIGURA

WORKING TOGETHER

The following chart outlines who is responsible for each role or task within a project. It's designed to show which responsibilities fall where. This visibility ensures that everyone involved understands their part in the project and can plan resources accordingly.

	Customer	Configura	Development Partner
Account Executive		X	X
Industry Content Data Specialist		X	
Project Owner	X		
Project Manager	X		X
Subject Matter Expert (SME)	X		
Content Manager	X		X
Library Tester	X		X
Accounting Contact	X		
License Administrator	X		
User Support		X	
User Training		X	

WORKING TOGETHER

The following chart outlines which roles are typically involved at each step of the project. While some roles may be active throughout, others are more critical during specific phases. This breakdown helps ensure the right people are engaged at the right time, promoting efficiency, clarity, and smoother collaboration across the project lifecycle.

	Planning	Build	Test	Publish
Account Executive	X	X	X	X
Industry Content Data Specialist		X	X	X
Project Owner	X	X	X	X
Project Manager	X	X	X	X
Subject Matter Expert (SME)	X	X	X	
Content Manager	X	X	X	
Library Tester			X	X
Accounting Contact	X			
License Administrator	X		X	
User Support		X	X	X
User Training	X	X	X	

GETTING READY

As you prepare for your Library project, remember that one person can wear multiple hats, or a role can be split between more than one person — and that's often the case. What's most important is that each responsibility has someone with enough dedicated time to support it, even if they're balancing more than one role.

Depending on the scope, you may also want to bring in input from teams like marketing, sales, or support along the way.

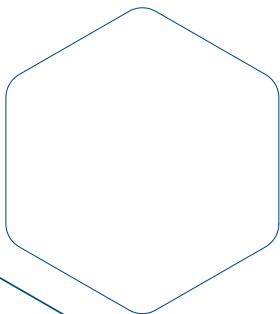


▶ Helpful questions to ask early on

- Who will own this project?
- Who understands the technical things?
- Who has the time to be involved week to week?
- Do we have enough internal support to test and validate catalogs?
- Do we have a plan for ongoing updates and maintenance after launch?

▶ Common bottlenecks

- Unclear roles or ownership
- Limited internal availability
- Delayed data delivery or disorganized files
- Lack of training or user understanding
- Lack of testing support



THE BOTTOM LINE

A strong internal team is what turns a good project plan into a great outcome. Without it, timelines slip, miscommunication increases, and the project becomes reactive instead of strategic. Investing the time up front to get the right people involved will save time and frustration down the road — and it makes the entire experience smoother for everyone involved.

GLOSSARY OF TERMS

The Academy

An online learning platform that offers structured training courses, certifications, and tutorials to help manufacturers, developers, and designers build skills in CET, Catalogue Creator, CET Developer, and the overall Configura ecosystem.

Catalogue Creator

A low-code tool used to build and manage product catalogs, particularly for Material Handling Libraries and simple Extensions.

CET

Configura Extension Technology is a visual space-planning tool that lets users design, specify, and sell configurable products with built-in logic, real-time pricing, and automated outputs.

CIL

The Commercial Interiors Library is a core CET Extension that provides manufacturers data in the Commercial Interiors industry.

Development Partner

A recognized third-party team that can assist manufacturers in building Libraries or Extensions when internal resources are limited.

DWG Files

AutoCAD drawing files used to represent 2D and 3D product symbols in a Library.

Extension

A software module or plug-in built for CET to provide custom features for specific products or companies.

GLOSSARY OF TERMS

Help Center

An online knowledge base and support portal where users can find how-to articles, training resources, troubleshooting guides, and submit support requests related to any Configura products.

Library

A content-only publishing option that allows manufacturers to distribute simple product data into the Configura Ecosystem.

Library Catalog Data

The comprehensive set of product information, 3D/2D models, and material finishes that together define how products appear, behave, and can be configured by end users within our software.

Marketplace

CET's Marketplace where Libraries and Extensions are found; Libraries do not have a branded Marketplace icon like Extensions.

Materials

Textures, finishes, fabrics or colors options that can be applied to the Symbol/Model in our software.

MHL

The Material Handling Library is a core CET Extension that provides manufacturers data in the Commercial Interiors industry.

Models

2D/3D representations of products for visual placement in our software.

MVP

The simplest version of a product that includes only the core features necessary to deliver value to early users and gather feedback for future development.

GLOSSARY OF TERMS

MyConfigura

is a web-based platform where manufacturers manage their CET content, licenses, user permissions, and publishing settings.

Notify

The catalog management tool used to publish and distribute Commercial Interiors Library content to users of CET, Spec, Workspace, and CIL for AutoCAD.

PGC

Parametric Graphical Configuration which is the core technology behind CET Extensions that allows users to visually configure products in real time, using rules-driven logic and parametric modeling.

Publishing

The process of submitting and activating a Library within the CET ecosystem, managed by Configura's internal team.

Sample Catalog Template

A standardized spreadsheet format provided by Configura to input and structure product data like pricing, descriptions, and part numbers.

Service Partner

A recognized third-party team that can assist manufacturers in delivering services to our community, aiding with strategy, adoption and usage of Configura products.

Configura Sverige AB

Storgatan 13, Box 306
SE-581 02 Linköping, Sweden
Tel. +46 13 37 78 00
Fax +46 13 37 78 55
info@configura.com

Configura Inc.

35 Oakes St SW, STE 800
Grand Rapids, MI 49503
Tel. +1 616 242 6262
Fax +1 616 242 6263
info@configura.com

Configura Cincinnati

5181 Natorp Blvd,
Suite 420
Mason, OH 45040
Tel. +1 513 554 1665
info@configura.com

Configura Pacific Sdn Bhd

Suite 16-16, Floor 16, GTower
199 Jalan Tun Razak
50400 Kuala Lumpur, Malaysia
Tel. +603 2171 2877
info@configura.com

Configura GmbH

Kurfürstendamm 11
10719 Berlin, Germany
Tel. +49 [0] 151 113 000 21
info@configura.com

Configura LTD.

Tokyo, Japan
Link Square Shinjuku 16F5-27-5 Sendagaya
Shibuya-ku Tokyo 151-0051
Japan
+81 [3] 5308 1494