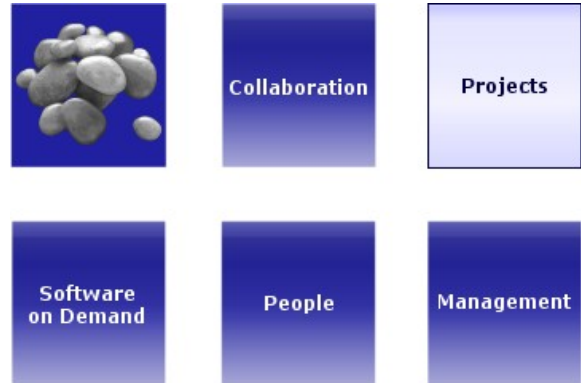


OnSuite Project Services

– the on demand project management solution

Access powerful project management tools on the Web

Ensuring projects come in on time and on budget is more critical than ever. Project managers require easy to use tools to support their projects and to minimise administrative overheads. Project teams need to be able to access the most up-to-date project information when at home, while travelling or when at a client's office. OnSuite Project Services provides the on demand solution to your project management requirements, all delivered to you as a software service.



Manage projects with OnSuite Project Manager

Project Manager provides full support for projects from the planning phase through to completion and close out.

Project Manager supports several roles – project managers, team members and project office. Access to documents is controlled by these roles by default but can be overridden by the project managers. Key project documents can be made available to other staff to share experiences and encourage consistency across projects.



It provides tools to help project managers plan their projects, identify project risks, produce resource estimates and allocate project tasks to their team members.

Project team members can record the time spent on their assigned tasks and keep the status of each task up-to-date and visible to the rest of the team. As tasks are completed, project managers can compare their resource spend with estimates and assess total spend to date and forecast to complete against original estimates.

Item	Minimum (days)	Maximum (days)	Most Likely (days)	Actual to Date (days)	Assumptions
1. Prepare project plan	4	6	5	5	
2. Prepare configuration design	10	20	15	4	
3. Prepare activity plan	4	15	12	13	
4. Prepare test plan	5	12	10	11	
5. Relocate servers	30	40	30	9	
6. Test configuration	10	18	15	0	
7. Document configuration	5	8	6	2	
8. Finalise new configuration	5	12	8	0	
9. Tidy up and hand over	5	15	10	0	
Estimated Labour Totals (days):	80	166	131	42	

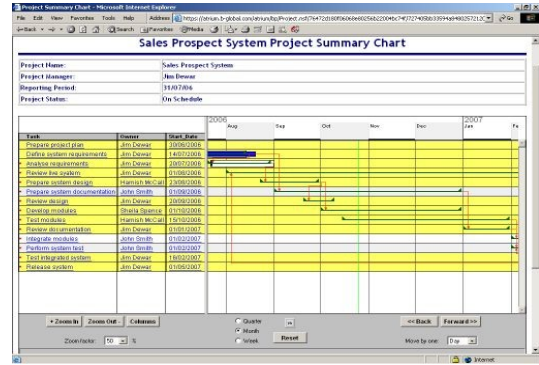
Labour Totals from Task Forms	Estimated	Actual	Required to Complete
Costs	16140	5800	19800

Other Cost Items	Estimated	Actual	Required to Complete
1. Capital Equipment	80000.00	120000.00	100000.00
2. Materials	2000.00	3000.00	2400.00

Documents associated with the project such as contracts, specifications and test plans can be stored in Project Manager ensuring that all team members have the information they need at their fingertips.

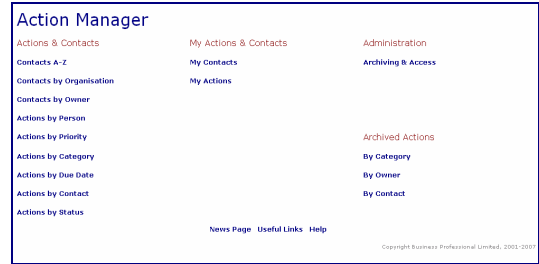
Risks can be identified, costed and monitored throughout the project's life. Risk prevention and mitigation actions can be planned and monitored.

Regular project status reports and progress Gantt charts can be easily produced. If problems arise, an exception report can be produced alerting management to the issues. At the end of the project, a close out report sharing the lessons learned from the project can be produced and made available to other project teams increasing and improving project management skills across the organisation.



Track tasks with OnSuite Action Manager

Action Manager provides a simpler task tracking tool for small projects and more general use. Key contacts can be set up and actions relating to the contacts identified and tracked to closure.



Enhance Your Project Management Processes

Many project management solutions force staff to adopt new, unfamiliar, unwieldy processes that cause more work and can lead to failed implementations. Project Manager was specifically designed as a powerful but easy to use solution that supports and enhances any processes or methodologies you already have in place such as PRINCE2 and MSP (Managing Successful Programmes). Project team productivity will rapidly increase in a collaborative environment that complements and accommodates your unique processes.

Use the browser of your choice

OnSuite Project Services supports Microsoft Internet Explorer for Windows, Mozilla Foundation Firefox 1.0.x (on Windows® and Linux®) and Mozilla 1.7.x browser for Linux. Your staff can access all the project management functionality from any of these Web browsers.

Deploy and manage OnSuite Project Services with ease

OnSuite Project Services lets you deliver project management support to your staff with rapid, no-touch deployment. With an intuitive Web-based interface, you can help reduce or avoid training costs typically associated with deploying dedicated client-based solutions.

Reduce overall costs

OnSuite Project Services delivers the flexible, function-rich browser-based project management solution that your staff need to efficiently manage their key projects. No-touch deployment with minimal need for training can help you lower your administration costs, while helping your staff to improve productivity and business responsiveness.

Also, as hosted, on demand solutions you have no software to install or manage - we manage the servers, the security, the backups and the upgrades for you. All you need is web access to use the solutions anywhere, anytime - ideal for distributed teams and client offices as well as your main office locations.

For more information

To learn more about OnSuite Project Services visit: www.business-prof.com

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Email us at info@business-prof.com

