



Features Outline
Projectroom 3.1
August 2004

Overview

ProjectRoom™ 3.1 allows companies to create and manage projects from a central location on the web.

ProjectRoom™ provides an efficient and cost-effective way for companies to manage projects, project teams and to communicate and collaborate effectively across the organisation.

With ProjectRoom™, any organisation can immediately start sharing and collaboratively maintaining project data by multiple users and corporate partners.

Features

GENERAL

Single view of your working world

- Manage your working week from a single web-based desktop
- Access your calendar, messages, company announcements, files and projects securely from any location
- Instant functionality for your intranet
- Build effective, collaborative teams online
- Easily set functional roles and privileges for team members, organisation partners and clients

CALENDAR

Plan your week online

- Plan and book meetings online from any web browser
- Easily track RSVPs to meetings and events
- Add documents and other supporting information to calendar events
- Receive SMS or email reminders for upcoming calendar events
- View calendar by single or multiple days (one, two, three, four or five-day views) or single or multiple weeks (one, two, three or four-week views)
- Easily check team members' availability and workloads

PROJECT PLANNING

Share common resources across multiple projects

- Set up a global resource project
- Use resources from the global resource project in any of your individual projects
- Get a total program office view of all your projects
- Snapshots analysis of global resources, local resources and budget tracking
- Review how much each individual project is contributing to global resource costs
- See an overview of how global resources are being allocated (overburdened?) across time
- Individual projects can mix local and global resources

Project privacy with SSL encryption

- Ensure data privacy by storing your entire project in an encrypted environment
- Data structure ensures project information is not stored with user access details

Work collaboratively

- Give your entire project team instant access to the latest project schedule from anywhere on the web
- Easily extend (and lockdown) project collaboration to your corporate partners and other third parties
- Allow distribution across cities, states and countries
- Incorporate multiple project methodologies when working with various organisational entities
- Eliminate the need for every team member to have a licensed PC-based project management application
- Eliminate software version problems

Easy Resourcing

- Setup resource pools on a per-project basis
- Create hierarchical resource pools - such as organisation, department and person
- Allocate hourly rates to each resource and department
- Allocate quantities to each resource for structured resource utilisation
- Easily track resources to see how they are being utilised (over-utilised or under-utilised)
- Categorise resources as project staff or expenses for simple budget tracking
- Send automatic SMS or email reminders when uncompleted tasks become due

Detailed task tracking

- Flexible WBS for effective task planning
- Roll-up sub-tasks for simple plan tracking
- Allocate resource assignments and dependencies
- Utilise a central project resource pool for structured resource planning
- Assign resources specifically or as a departmental member
- Use the flexible planning feature to update task assignments with actual start dates, completion percentage, cost and effort expended

Easy cost tracking

- Get a snapshot of each project with the real-time project costing display
- Cost resources individually and departmentally
- Track costs by sub-tasks, tasks, milestones and projects
- Track organisational costs with consolidated project plans
- Easily track costs with automatic updating as each task is updated

Graphical views in a Gantt chart

- Track tasks and task folders on a timeline
- Get a single view of planned, actual and projected data
- Track resource utilisation with a Gantt-like display for all resources and resource departments
- Easily identify weekends and holidays

Project Home for easy access to all projects

- Easily create new projects
- Easily add, modify and delete users
- Easily control access rights for each user
- Setup days off and holidays common to all projects
- Setup days off and holidays specific to a project
- Attach "not available" periods on an individual resource basis

Track project issues

- Add and track project issues
- Categorise issues according to your own category list
- Amend and track issues with time-stamped change notes
- Restricted issue creation to a subset of your project team
- Protect privacy by encrypting issue contents
- Send automatic SMS or email messages to team members when issues arise

Set access per user

- Default access is view-only
- Update access allows tasks and resources to be added and modified
- Update access allows individual resource costs to be viewed and modified
- Easily enable or disable budgetary views
- Control multiple versions of each project plan

Control multiple project versions

- Allows project plan snapshots to be taken
- Instantly view different version of a plan for simple scenario planning
- Roll-back project plan information for data security

DOCUMENT MANAGEMENT**Manage your documents online**

- Share documents securely online across your team
- Work on documents collaboratively – tracking changes and versions online
- Combine documents with project information to create an integrated working environment
- Search documents by content, title or meta tags such as author, subject etc
- Automatically close and archive document versions

PROJECT FORUMS

- Create online discussion rooms on business issues
- Bring together disparate teams for better communication
- Create forums by topic or subject area
- Allow forums to be fully or partially moderated or open
- Automatically close and archive forums

MESSAGING CENTRE

- Manage contacts through centralised address books based on organisation and projects
- Contact individual team members and groups easily via email or SMS
- Set automatic reminders for upcoming tasks or meetings
- Allow recipients to set their preferred format for receiving messages – either SMS or email
- Collect your message securely online from any location