

PM Special Interest Group

- Project Control -

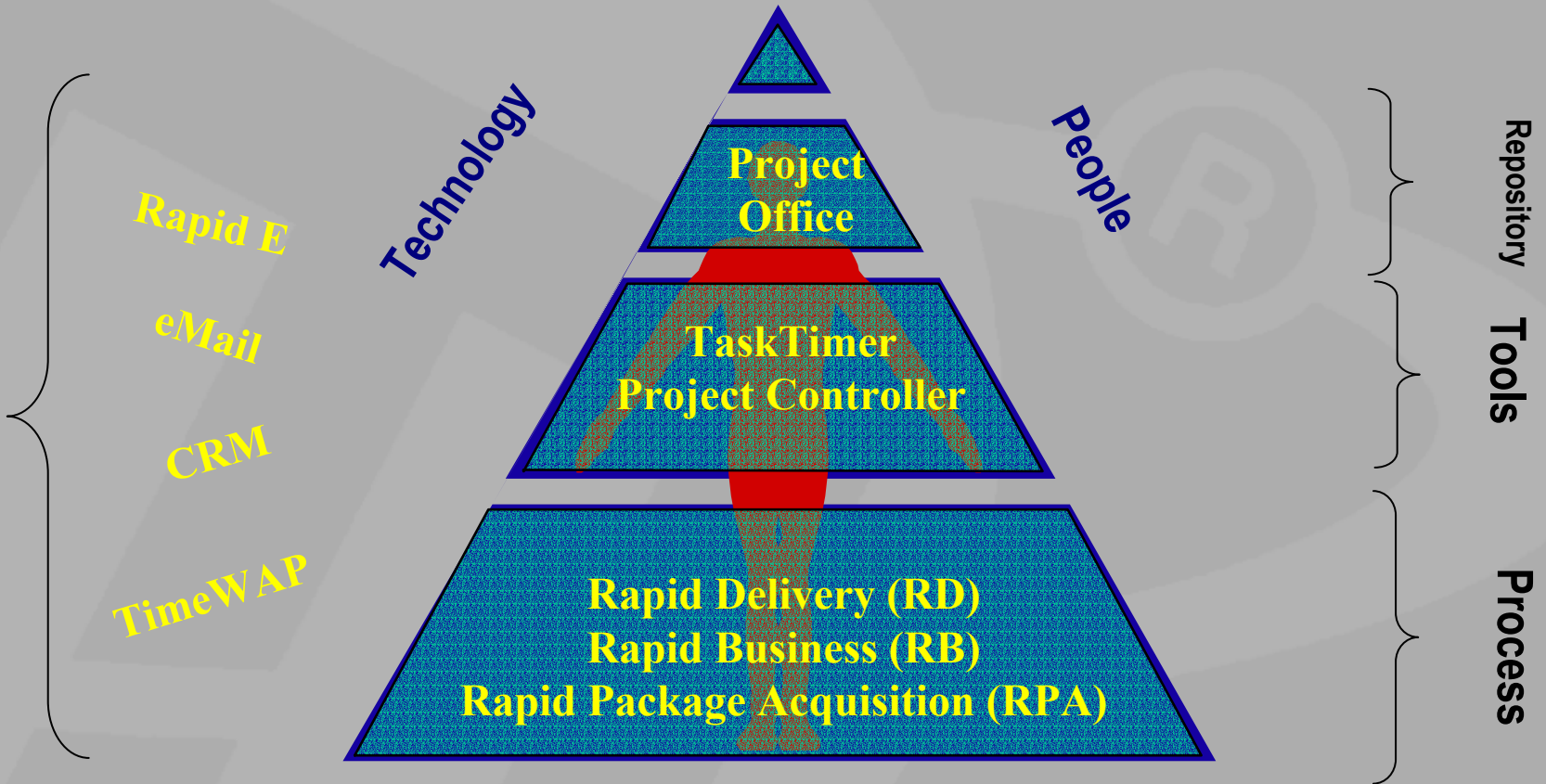


Agenda

- ➔ Introduction to Mobipro
- ➔ Our Philosophy
- ➔ Our Products and services
- ➔ How project management is changing
- ➔ Our solution
- ➔ Q & A

Philosophy

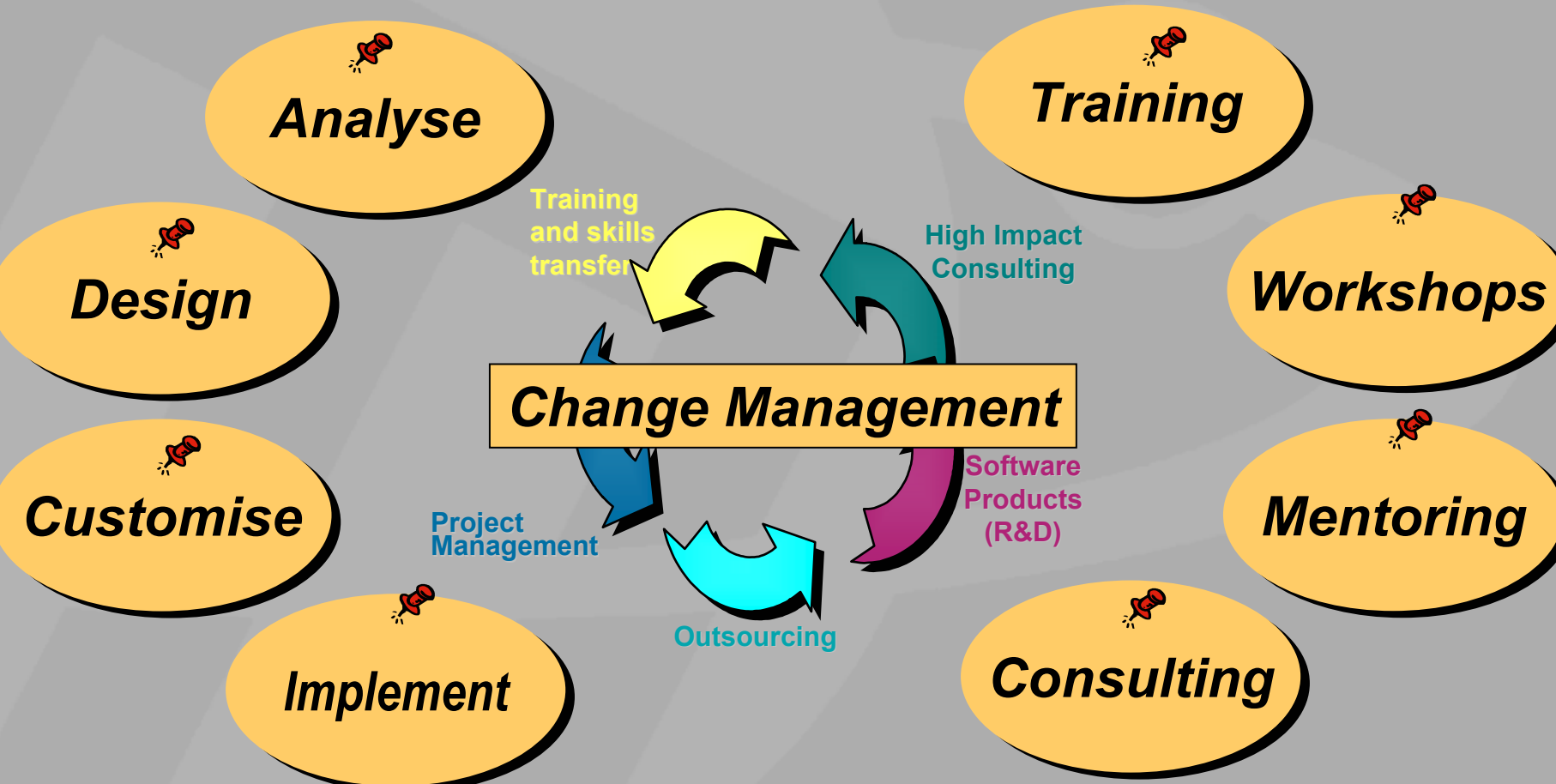
Complete solution



Mobipro International services



Mobipro offers you a **complete end-to-end solution** from Analysis to Implementation, with supporting services



Our Products and Solutions help people in achieving their goals.

Software Solutions - Processes

- Rapid Delivery (IT processes)
- Remote Rapid Delivery (Web-enabled)
- Rapid Business (Business integration)
- Rapid Package Acquisition (Software selection)

Software Solutions - Tools

- ➔ - TaskTimer (Time management)
- ➔ - Project Controller (Project/Goal management)
- ➔ - TimeWAP (Appointments/tasks over the phone)
- ➔ - Project Office (Project repository)
- ➔ - Rapid E (IT project Estimator)

➔ In 38 countries worldwide, in 6 different languages

Application benefits

Mobility

TimeWAP

Project Controller

Johnson Scenario



What's "new"?

- ➔ Projects are the norm
- ➔ Global
- ➔ Speed expectancy
- ➔ Constant change
- ➔ Mobility
- ➔ Real time
- ➔ Limited resources
- ➔ Disparate systems

Required today:

- ➔ Collaboration
- ➔ Empowerment
- ➔ Real time reporting
- ➔ Resource analysis
- ➔ Self administering
- ➔ Centralised project components
- ➔ Application integration
- ➔ Mobile information



Introduction & Overview

Based on Time, Task, Team, Project and Goal Management

TaskTimer - [Heute, Montag]

Standard Tagesplan

Events
Geburtstag Marianne
Industrietage Hannover

Termine
11:45: Konica - Frau Vogt Mustergasse 533
22522 Hamburg (Eingang gegenüber der Tankstelle)

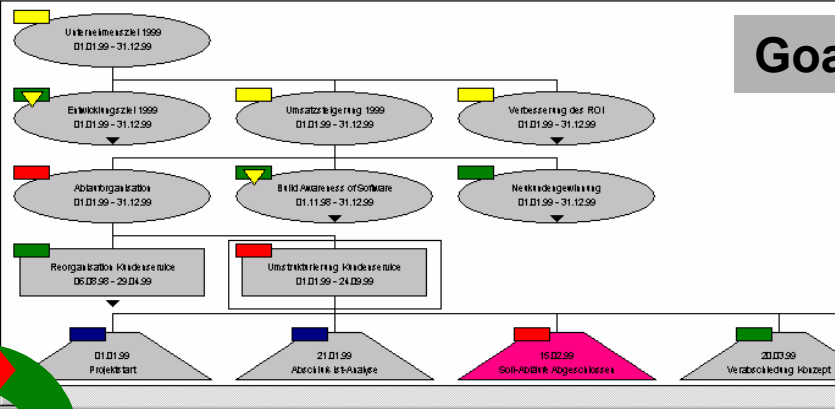
Kontakte
Herr Boldt (0431 - 6891275)
Hr. Neugebauer / Fa. Riemers bittet um RR (0231-884477)
Schmidt (04841-880-0)

Aufgaben
A Ausarbeitung RV
S Ist das Unternehmensziel "Im Plan"? - überprüfen
W Nachfassen: Zusammenstellung der Kundeninformationen...
S VB auf Kooperations-Gespräch Buck & Partner
B Projektdokumentation (UMSTKS)
C Vorbereitung "Präsentation Meyer"

Meetings, Contacts, Tasks

TaskTimer - [Übersicht der Ziele]

Ziele, Verantwortlich: Ich



Goals

TaskTimer - [Nachrichtenliste]

Angenommen	Von	Datum	Betreff
5 10.09.99	MDE	10.09.99	I Sie wurden mit "Übergabe SLE" verknüpft
4 09.09.99	ML	16.09.99	F • Termin um 10:00: BOM (Business Operation Manager-Meeting) ehem. Sales-Abst...
7 09.09.99	ML	10.09.99	F • Termin um 10:00: Gespräch Frank Schaper
1 08.09.99	MDE	08.09.99	F Kontakt: Bitte nenne mir den Ansprechpartner für PUMA Deutschland, zum Nachlassen
4 16.07.99	TV	14.07.99	F Aufgabe: Roadshow + Business Forum Termine für das Internet
0 13.07.99	TV	20.05.99	I Aufgabe: Redaktioneller Beitrag im Computer Kompass Forum möglich?
2 02.07.99	MDE	02.07.99	F Aufgabe: Klärung der Lieferung TT-Exchange-Connector
6 02.07.99	MDE	02.07.99	F Aufgabe: Klärung der Beilagen zu den Software-Paketen
6 01.07.99	TV	01.07.99	F Aufgabe: Bitte Rückinfo ab wann wir TimeWAP auf unseren Internet-Seiten vorstellen...
3 24.06.99	MDE	21.06.99	I Aufgabe: Zusammenstellung Hardware-Bedarf Roadshow 07/99 (1 Tag)

Information, Activities

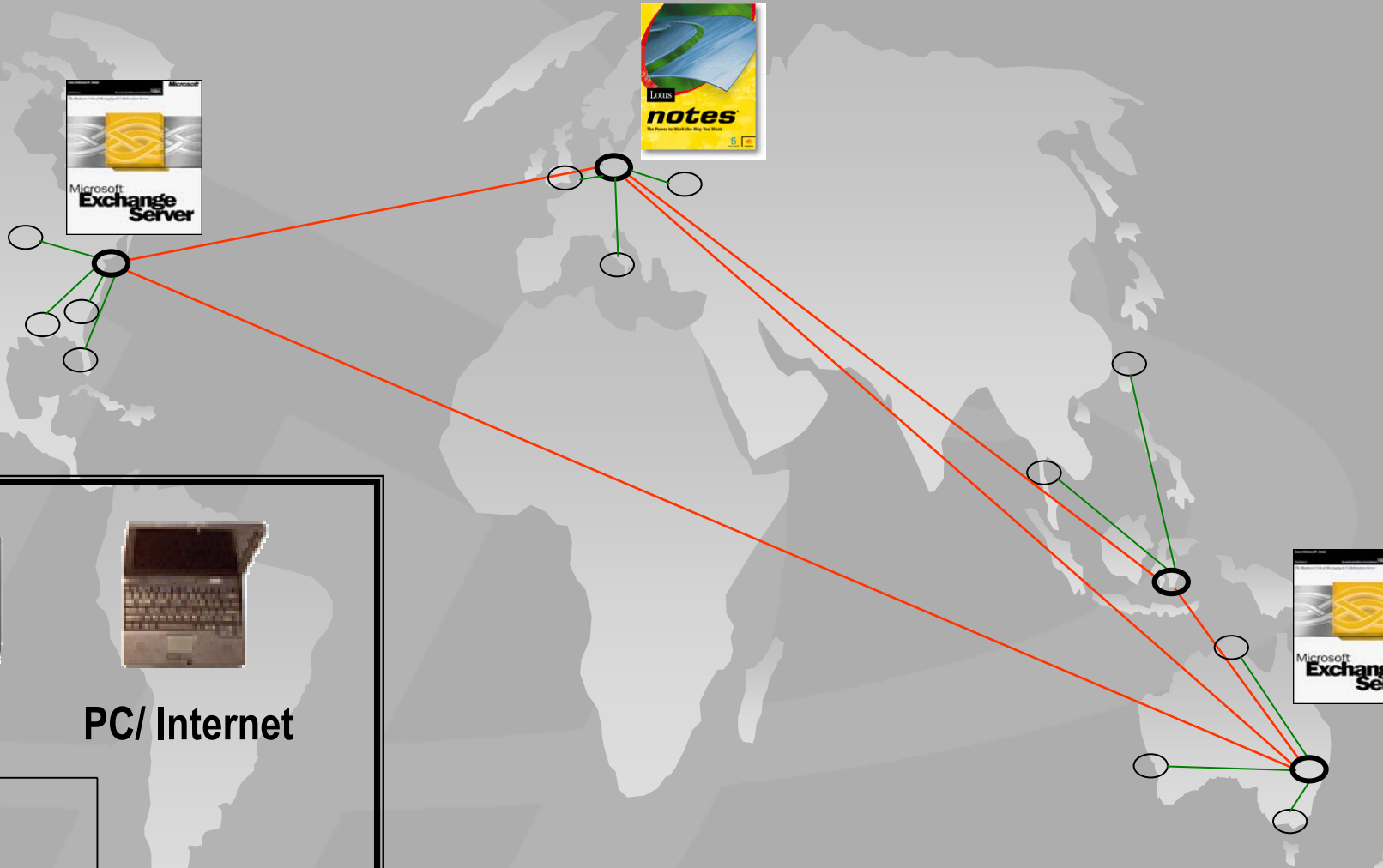
TaskTimer - [Übersicht über Einzelprojekt Umstrukturierung Kundenservice]

Übersicht über Einzelprojekt - Woche

M.	Status	Inhaber	Beschreibung	ok	Dauer	Januar 1999	Februar 1999
1	Erfüllt	PH	Projektstart	✓	02:00		
1		PH	VB: Kick-Off-Meeting	✓	04:00		
1		<Gruppe>	KICKOFF Meeting ReOrgKD Service	✓	08:00		
1		PH	Erstellung Fragebogen	✓	08:00		
1		PH	Auswertung Fragebogen	✓	16:00		
1		LN	Verteilung Fragebogen	✓	00:30		
1		PH	VB: Auswertungs-Meeting	✓	02:00		
1		PH	Auswertungs-Meeting	✓	04:00		
1		<Gruppe>	VB: Auswertungs-Meeting	✓	02:00		
1	Erfüllt	PH	Abschluss Ist-Analyse	✓	02:00		
2		<Gruppe>	Workshop Soll-Abläufe	✓	08:00		
2		PH	VB: Abstimmungs-Meeting	✓	02:00		
2		KN	Design Soll-Abläufe (Vertrieb)	✓	24:00		
2		JH	Design Soll-Abläufe (Vertrieb)	✓	24:00		
2		KS	Design Soll-Abläufe (Vertrieb)	✓	24:00		
2		KN	Korrektur Soll-Abläufe	✓	04:00		
2		<Gruppe>	Abstimmungsmeeting	✓	04:00		
2	Kritisch	PH	Soll-Abläufe Abgeschlossen		04:00		
3		JH	Korrektur Soll-Abläufe		04:00		
3		PH	Erstellung Soll-Abläufe		04:00		
			Summen		192:20		

Projects

Connectivity



PDA



PC/ Internet



WAP phone

Personal appointments, To-do list, contacts, events



TaskTimer 5.1 - [June 2000 (People group mode)]

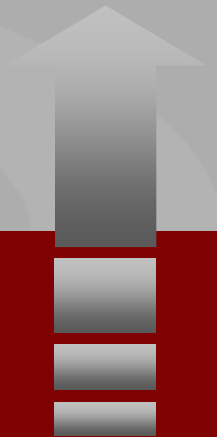
File Edit View Options Scenarios Monthly View Jazz Window Help

Thu 5 Week 40 Oct 00

<Untitled>

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
1 Thu 22										
2 Fri										
3 Sat										
4 Sun										
5 Mon 23		JOSEPHIN								
6 Tue		ADMIN, PROJ MNG, JOSEPHIN			PAULS, P...		ADMIN, PROJ MNG		ADMIN, P...	
7 Wed		JOSEPHIN			PAULS, P...		ADMIN, PAULS, PETER...			
8 Thu		PROJ MNG, JOSEPHIN								
9 Fri		PROJ MNG, JOSEPHIN								
10 Sat										
11 Sun										
12 Mon 24										
13 Tue										
14 Wed										
15 Thu										
16 Fri										
17 Sat										
18 Sun										
19 Mon 25		PETERC								
20 Tue										
21 Wed			PETERC: 19/06/2000 - 19/06/2000, Sick							
22 Thu										
23 Fri										
24 Sat										
25 Sun										
26 Mon 26		PAULMC, ...								
27 Tue										
28 Wed										
29 Thu		ADMIN, PAULS, PETER...			PROJ MNG			PROJ MNG		
30 Fri				PROJ MNG		PROJ MNG				

Introduction to Projects



What is a Project?

- ➔ Non-routine, **unique** (not day-to-day operations)
 - ⇒ Different **people** to routine activities
 - ⇒ Different operating **environment**
 - ⇒ **Team-based**, often across traditional Organisation structure
 - ⇒ **Creative**
 - ⇒ Lots of “**Unknowns**”
 - ⇒ Needs **flexibility**

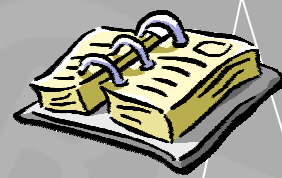
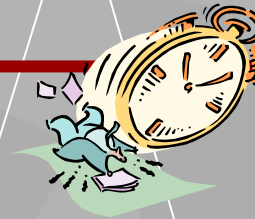
- ➔ Clear goal(s) and **well-defined objectives** and deliverables
 - ⇒ Know the **ultimate aim**
 - ⇒ **Agreement** on where we are going
 - ⇒ Will deliver something **tangible**
 - ⇒ Of **benefit** to the **business**

What is a Project?

- ➔ Has a **definite life**
 - ⇒ Has a **start**
 - ⇒ Has an **end**
 - ⇒ Requires **resources** during the life
 - ⇒ Resources **not required** after the end

Levers of Control - a combined **constant**

- ➔ Scope/content
- ➔ Time
- ➔ Cost
- ➔ Resources/People
- ➔ Quality



Stages or Phases

➔ Initiation

Project definition Business “problem” Objectives Constraints & Restraints
Outcomes expected

➔ Planning

Schedule - Tasks, Milestones, dependencies Resources
Assumptions Budget

➔ Implementation

Day-to-day mngt Risk mngt Change mngt
Status & Exception reporting People mngt
Work due Communication

➔ Close out

Review Evaluation Archive



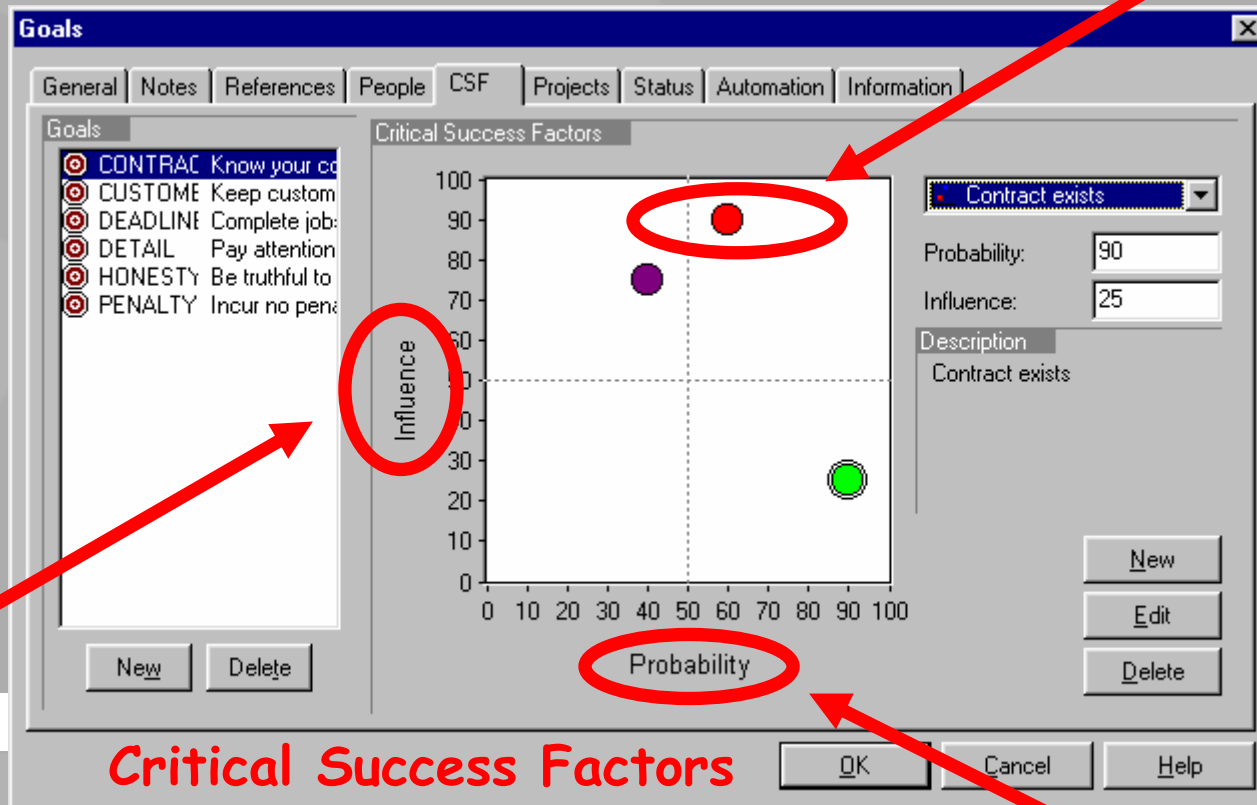
Goals

What is a Goal?

- ➔ Used for Strategic planning
- ➔ Keeps focus
- ➔ Link to Sub-goals and Projects (and sub-projects) leading to Tasks
- ➔ Should be ***S.M.A.R.T.***

Specific
Measurable
Achievable
Realistic
Time-bound

Goals and sub-goals



The screenshot shows the 'Goals' application window with several tabs: General, Notes, References, People, CSF, Projects, Status, Automation, and Information. The 'Goals' list on the left includes:

- CONTRAC Know your co
- CUSTOME Keep custom
- DEADLINE Complete job:
- DETAIL Pay attention
- HONESTY Be truthful to
- PENALTY Incur no pen

The 'Critical Success Factors' graph plots Influence (0-100) against Probability (0-100). A red dot is circled at approximately (60, 90). A purple dot is at (40, 75) and a green dot is at (90, 25). The 'Contract exists' goal is selected in the dropdown menu on the right, with a Probability of 90 and Influence of 25. The graph's y-axis is labeled 'Influence' and the x-axis is labeled 'Probability'.

e.g. Contract exists

Influence on the Goal

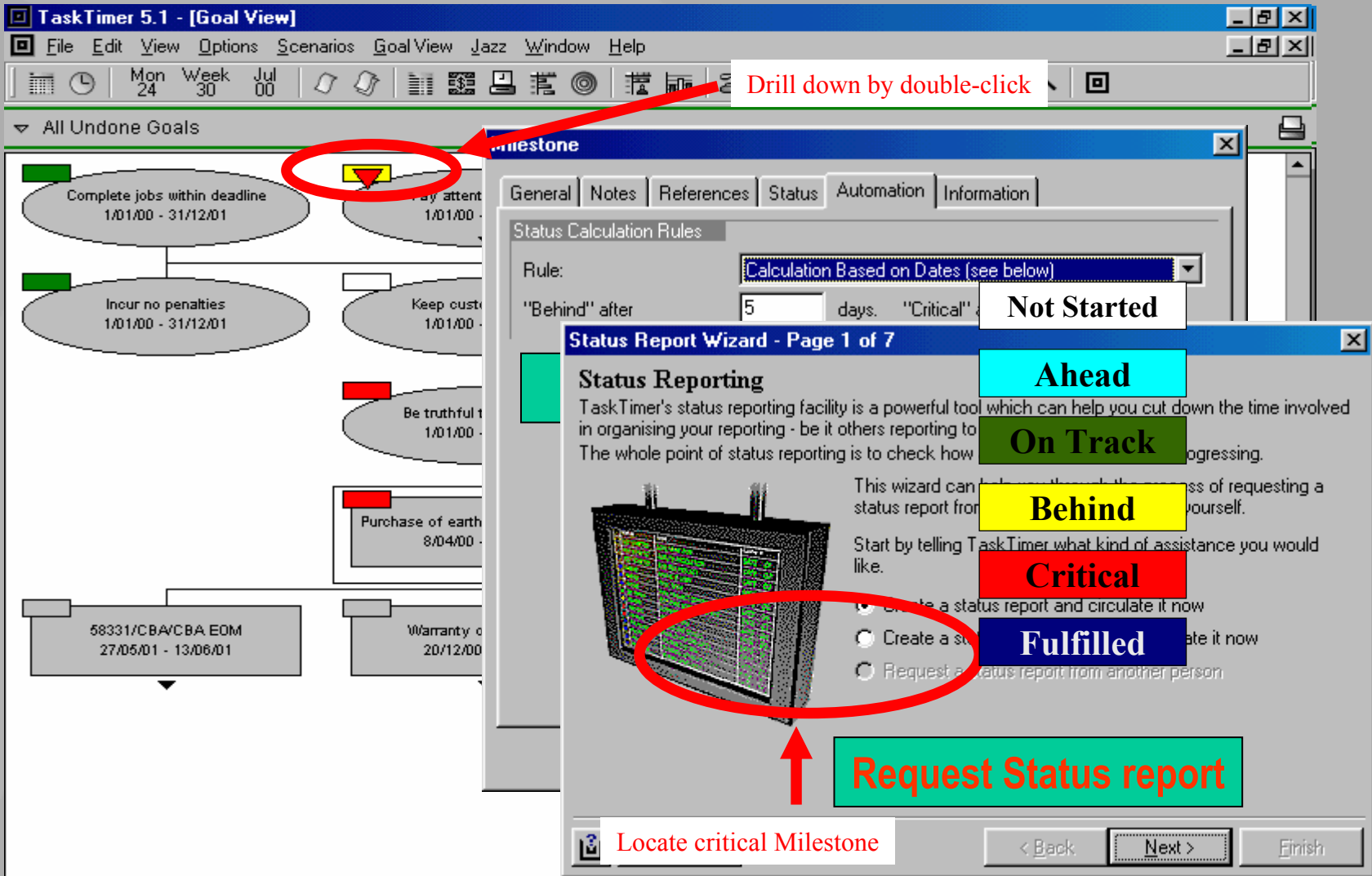
Critical Success Factors

To automate Status reporting - discussed later

Linked to Projects

Probability of it occurring

Goal view



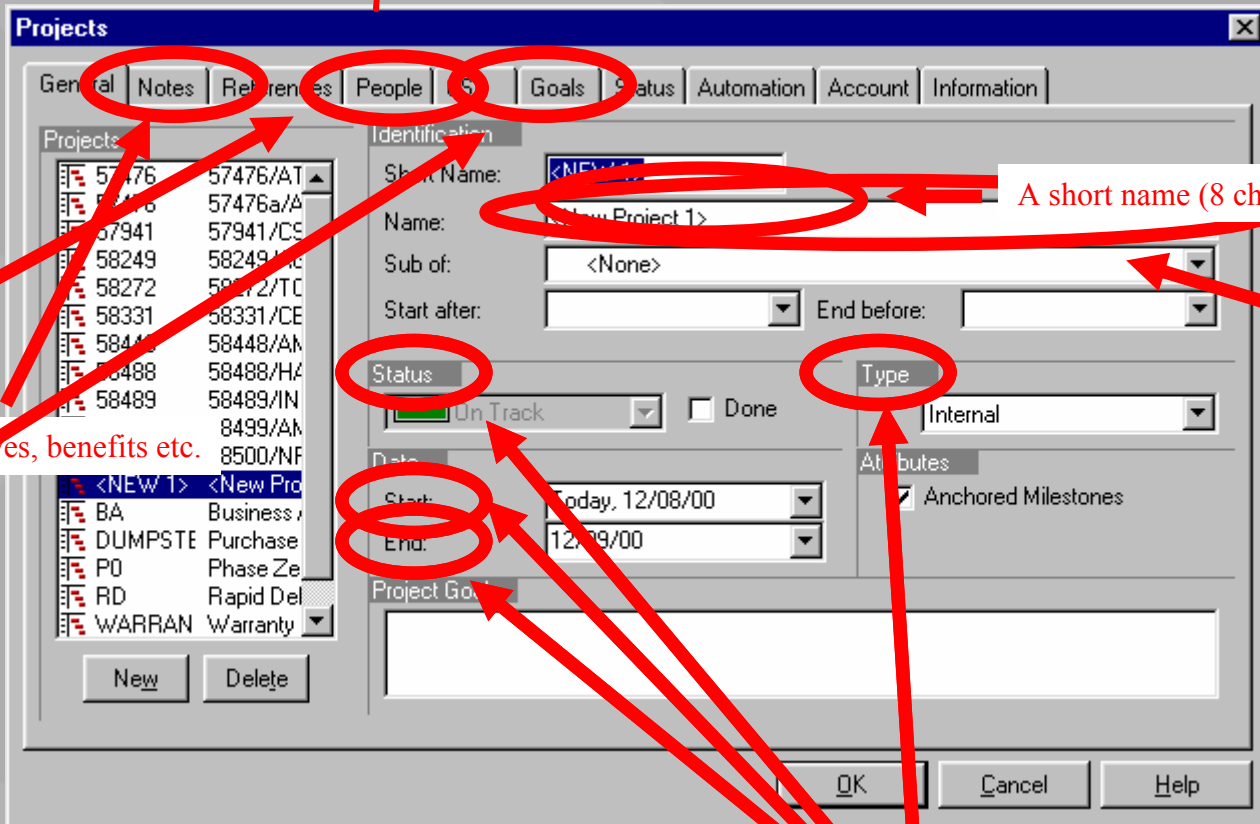
The screenshot displays the 'TaskTimer 5.1 - [Goal View]' interface. The main window shows a goal hierarchy under 'All Undone Goals'. A goal titled 'Complete jobs within deadline' (1/01/00 - 31/12/01) is highlighted with a red circle and a yellow triangle icon. A red arrow points to this icon with the text 'Drill down by double-click'. Below this, a 'Milestone' dialog box is open, showing 'Status Calculation Rules' with a rule set to 'Calculation Based on Dates (see below)' and a 'Behind' threshold of 5 days. A 'Status Report Wizard - Page 1 of 7' dialog box is also open, showing a status reporting wizard with a red circle around a computer monitor icon and a red arrow pointing to it with the text 'Request Status report'. The wizard includes a status legend with the following categories: 'Not Started' (white), 'Ahead' (cyan), 'On Track' (green), 'Behind' (yellow), 'Critical' (red), and 'Fulfilled' (dark blue). At the bottom of the wizard, there are buttons for '< Back', 'Next >', and 'Finish'. A red arrow points to the 'Request Status report' button with the text 'Request Status report'. At the bottom of the wizard, there is a button labeled 'Locate critical Milestone'.



Projects

Creating a Project

Nothing is required...



The screenshot shows the 'Projects' dialog box with the following fields and annotations:

- Project team:** Points to the 'People' tab.
- Goals:** Points to the 'Goals' tab.
- Notes, like objectives, benefits etc.:** Points to the 'Notes' tab.
- A short name (8 characters &/or numbers):** Points to the 'Short Name' field.
- ...a description:** Points to the 'Name' field.
- ...an anchor for the defaults:** Points to the 'Start' and 'End' date fields.

Project ID	Project Name
57476	57476/AT
57476	57476a/A
57941	57941/CS
58249	58249/AC
58272	58272/TC
58331	58331/CE
58448	58448/AM
58488	58488/HA
58489	58489/IN
8499	8499/AM
8500	8500/NF
<NEW 1>	<New Pro
BA	Business
DUMPSTE	Purchase
PO	Phase Ze
RD	Rapid Del
WARRAN	Warranty

...an anchor for the defaults

Project Controller view



MOBIPRO

TaskTimer 5.1 - [Project Control View]

File Edit View Options Scenarios Control View Jazz Window

Wed 19 Week 29 Jul 00 **Project** Appointment

All Undone Projects 1/03/00

Legend

- 57476a/ATO/BULK MAILINF STICKY B-L
- 58249/AGC/TERMINATION LETTER CH
- 58448/AMP/IWC
- 58499/AMP/INCOME SUPER
- 58500/NDMA/DECEASED ESTATE
- Purchase of earth-moving equipment**
- 6/04/00 Project start
- Research (PAULS)
- Test specs [R]
- Select equipment
- Board approval
- Team briefing (PROJMNG)**
- Transfer deposit funds
- Trade show (PROJMNG)
- Customs Clearance (PROJMNG)**
- Shipment to site
- 7/11/00 Delivery of equipment
- 5/12/00 Invoice received**
- Driver training admin (PAULS)
- Transfer of complete funds
- Transfer of title deeds
- 19/12/00 Handover of equipment

2000 2001

Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul

Legend

- Task has been invoiced
- Appointment with single participant
- Appointment with multiple participants
- Appointment not acknowledged
- Contact task
- Contact task overdue
- Contact task delegated
- Standard task A priority
- Standard task B priority
- Standard task C priority
- Standard task no priority
- Standard task overdue
- The parent project is not visible
- (NN) Task belongs to user NN
- [D] Delegated Task
- [R] Received Task

Project view

Not Started

Ahead

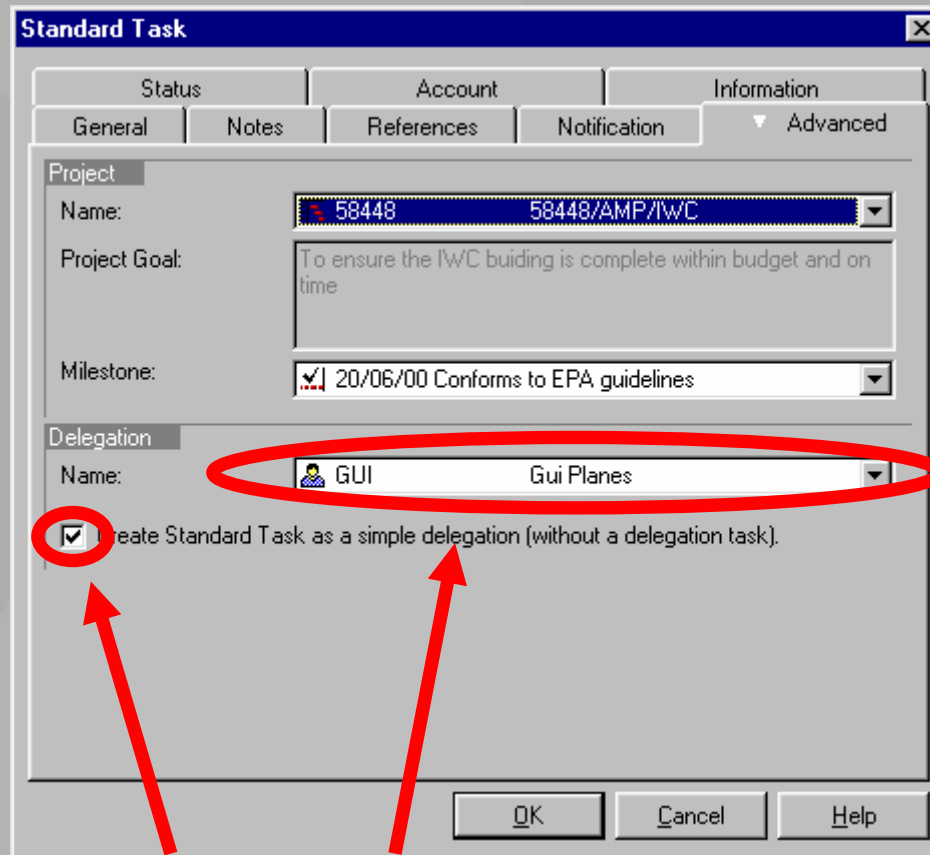
On Track

Behind

Critical

Fulfilled

Task Delegation



Standard Task

Status Account Information

General Notes References Notification Advanced

Project

Name: 58448 58448/AMP/IWC

Project Goal: To ensure the IWC buiding is complete within budget and on time

Milestone: 20/06/00 Conforms to EPA guidelines

Delegation

Name: GUI Gui Planes

Create Standard Task as a simple delegation (without a delegation task).

OK Cancel Help

If you do not want to create a Delegation Task in your own plans, but only create a Standard Task for someone else

Automatic Task delegation based on skill levels

[ADMIN] TaskTimer 5.2

File Edit View Options Scenarios Window Help

Wed 19 Week 29 Jul 00

Project Control View

All Undone Projects 26/06/00

Legend

	Jun	Jul 2000					Aug 2000					Sep 2000				Oct 20
	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
Rapid Delivery																

Task 1 (PAOL)
Task 2 (MARY)
Convert ex
Change de
Just a job (

31/08/00 Pr

Project Plan - DEVELOP

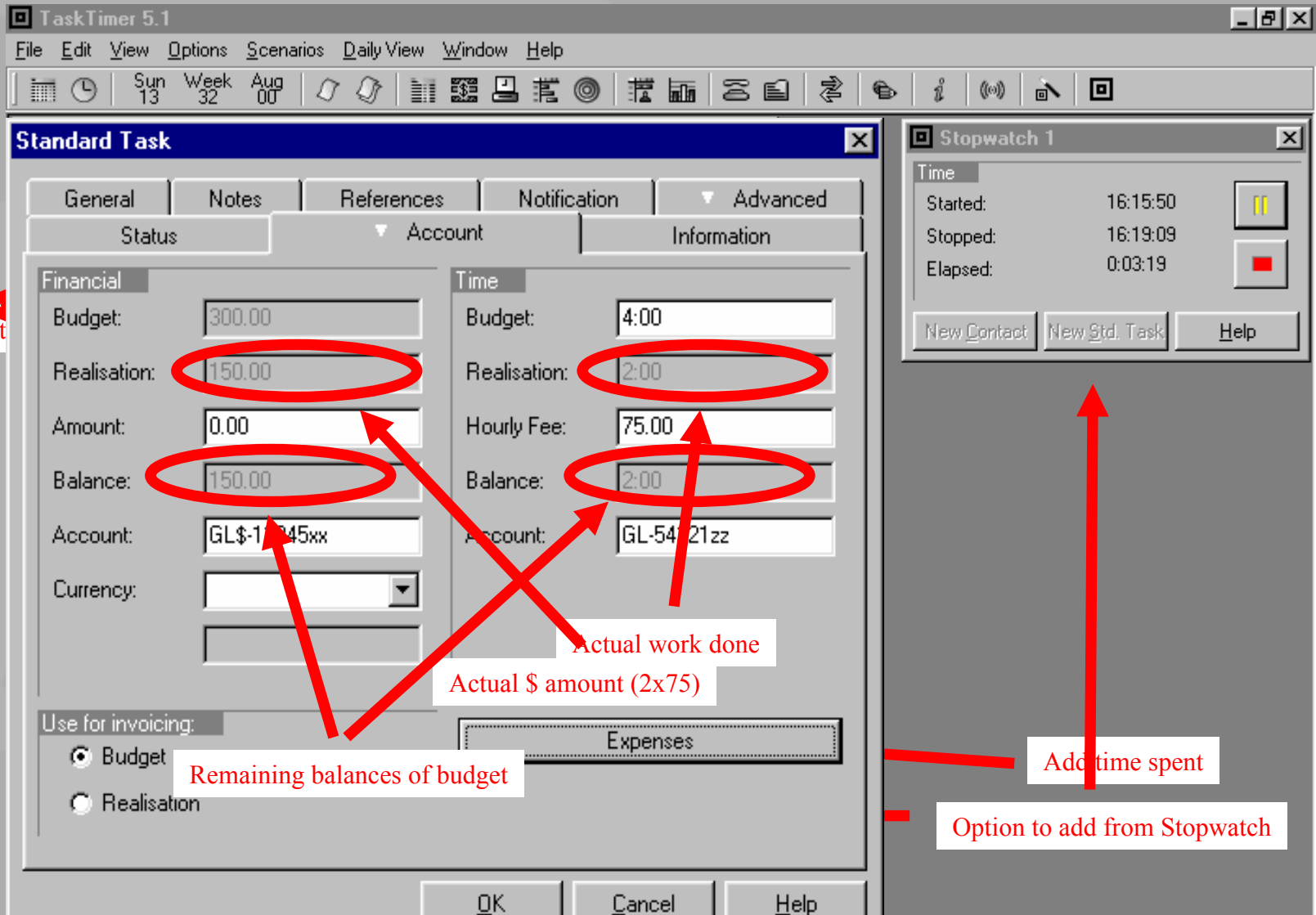
Columns: 5

Task	SA	Skill	Level	D	ADMIN	MARY	PAUL	PETER	SYSOP
Task 1	A	VB Programming	Medium						
Task 2	B	VB Programming	High						
Convert e	B	Oracle DBA	Medium						
Just a job	C	Technical Support	Low						
Change c		Oracle DBA	High						

%	July 2000					August 2000					Sep
	27	28	29	30	31	32	33	34	35		
100											
60											

People and/or tasks can be excluded from automatic delegation

Accounting Information



Standard Task

General	Notes	References	Notification	Advanced
Status	Account		Information	
Financial		Time		
Budget:	300.00	Budget:	4:00	
Realisation:	150.00	Realisation:	2:00	
Amount:	0.00	Hourly Fee:	75.00	
Balance:	150.00	Balance:	2:00	
Account:	GL\$-1245xx	Account:	GL-5421zz	
Currency:				
Use for invoicing:		Expenses		
<input checked="" type="radio"/> Budget				
<input type="radio"/> Realisation				

Stopwatch 1

Time	
Started:	16:15:50
Stopped:	16:19:09
Elapsed:	0:03:19

Annotations:

- Budget
- Remaining balances of budget
- Actual work done
- Actual \$ amount (2x75)
- Add time spent
- Option to add from Stopwatch

Time recording, Costs, Budget vs Actual



TaskTimer 5.1 - [Project Follow-up]											
File Edit View Options Scenarios Jazz Window Help											
Calculate additional time using: <input checked="" type="radio"/> Budget time <input type="radio"/> Spent time											
Project	Task	User	Budget time	Spent time	Additional time	Total time	Partial Done	Success Factor	End Date	Done	
DUMPSTER	Team briefing	PROJMNG	1:00	0:00	1:00	1:00	0.00	1.00	2/07/01	19/07/00	
DUMPSTER	Research	PAULS	32:00	0:00	32:00	32:00	0.00	1.00	1/05/00	0/06/00	
DUMPSTER	Test specs	PETERC	40:00	22:00	30:00	52:00	0.25	1.30	14/05/00	29/06/00	
DUMPSTER	Board approval	PETERC	0:00	1:00	1:00	1:00	0.00	1.00	31/05/00	19/07/00	
DUMPSTER	Select equipm	PE				22:00	0.30	1.10	22/05/00	29/06/00	
DUMPSTER	Transfer depo	PE				10	1.00	1.25	17/07/00	29/06/00	
DUMPSTER	Shipment	PF				10	1.00	0.30	6/11/00	6/06/00	
DUMPSTER	Customs Clear	PF				10	1.00	0.25	7/11/00	4/07/00	
DUMPSTER	Shipment to sil	PE				10	0.50	1.25	7/11/00	4/07/00	
DUMPSTER	Driver training	PA				10	0.00	1.00	9/12/00	4/07/00	
DUMPSTER	Transfer of co	PE				10	0.00	1.75	17/12/00	4/07/00	
DUMPSTER	Transfer of title	PE				10	0.00	1.00	17/12/00	4/07/00	
WARRANTY	Aministration	PE				10	0.00	1.08	8/05/01	4/07/00	
DUMPSTER	Loose ends	PA				10	0.00	1.00	3/02/01	4/07/00	
57941	Bits to do	PE				15	0.00	1.24	15/08/00	4/07/00	
57941	More to do	PE				10	0.00	1.37	15/08/00	4/07/00	
58272	Bits & bobs	HC				10	0.00	1.00	1/07/00	4/07/00	
58489	Task 1	PF				10	1.00	0.00	23/06/00	29/06/00	
58489	Task 2	PE				10	0.00	1.14	14/07/00	29/06/00	
58331	Do the right th	PF				8	0.20	1.43	29/05/01	29/06/00	
Total						1		1.01			

Spent time

Budget 40

Spent 22

% done 25

Left 66

Success factor 220%

rate

Invoicing of Tasks, sub-projects or projects

TaskTimer 5.1 - [Project Control View]

File Edit View Options Scenarios Control View Window Help

Sun 13 Week 32 Aug 00

All Undone Projects 18/06/00

Legend

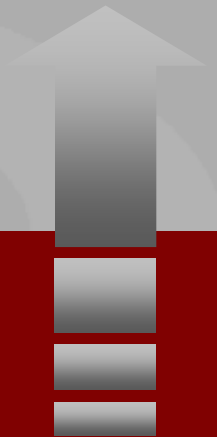
- 57476a/ATO/BULK MAILINF STICKY B-L
- 57941/CSR/CSR A/REPORTS
- 58249/AGC/TERMINATION LETTER CHANGES
- 58331/CBA/CBA EOM
- 58448/AMP/IWC
 - 18/06/00 Project Start
 - \$ Environmental Impact Report**
 - 23/06/00 Confirms to EPA guidelines
 - 23/06/00 Project End
- 58499/AMP/INCOME SUPER
- 58500/NRMA/DECLASED ESTATE
- Purchase of earth-moving equipment
- Rapid Delivery
- Y2K compliance

Jun 2000

18	19	20	21	22	23	24	25	26	27	28
[Gantt chart showing task bars and milestones]										

Task now marked as "Invoiced"

Project and Task views



Views (Teams & individuals)



TaskTimer 5.1 - [Project List]

File Edit View Options Scenarios Project List Window Help

Sun 13 Week 32 Aug 00

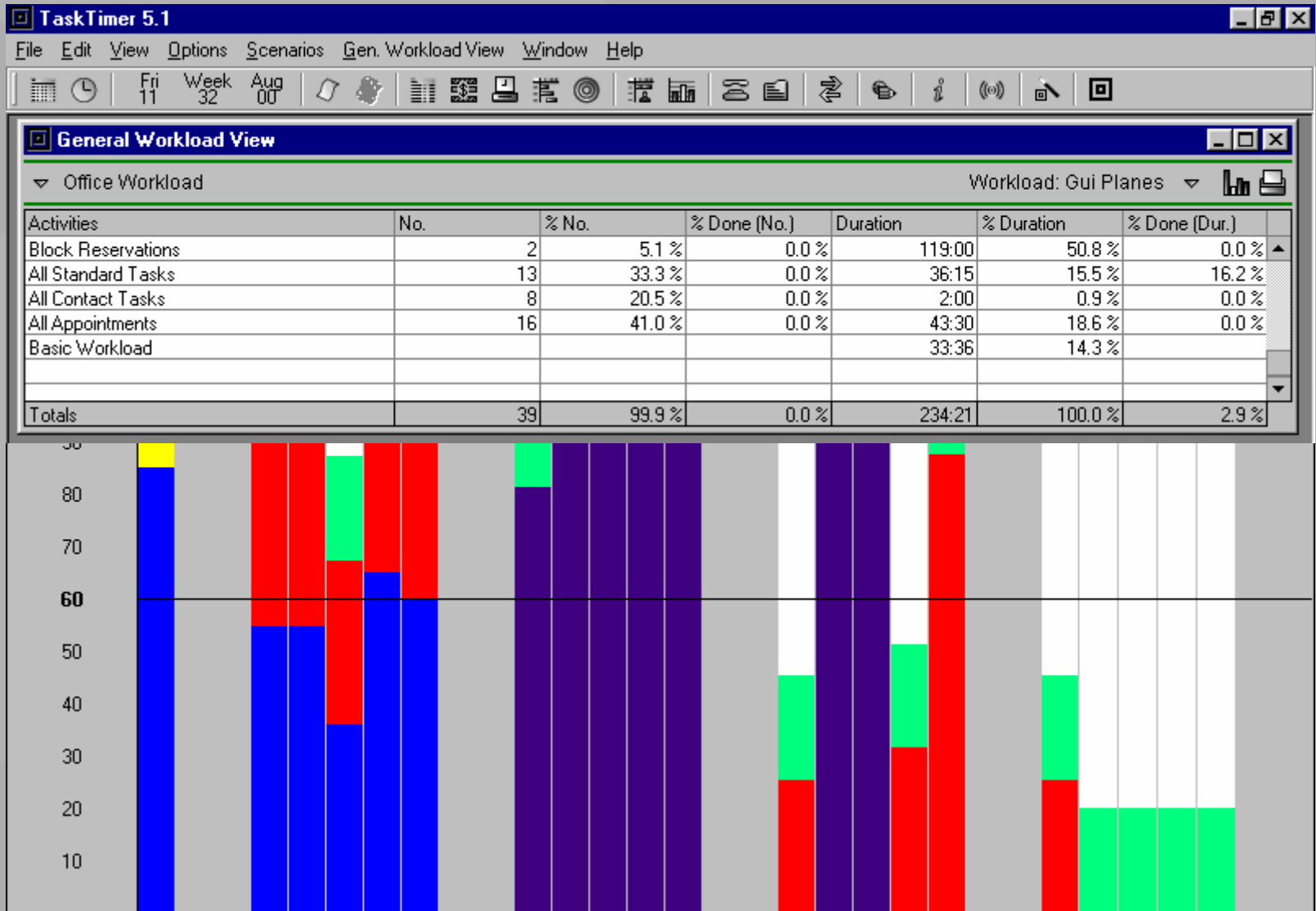
Project list

▼ All Projects

± Name	Start Date	End Date	Status	Responsible	OK
57476/ATO/BULK MAILING STICKY B-L	12/07/00	4/08/00	Critical	ADMIN	✓
57476 - ATO/BULK MAILING STICKY B-L	4/08/00	27/08/00	Behind	ADMIN	
5794 - 12/07/2000 - 4/08/2000, 57476/ATO/BULK MAILING STICKY B-L		Today, 13/0...	Critical	ADMIN	
5824 Status: Critical		10/09/00	Critical	ADMIN	
5824 Responsible: System Admin		16/07/00	Critical	ADMIN	✓
5827 Budget: 0:00		13/06/01	Not Started	ADMIN	
5833 Realisation: 0:00		19/06/00	Critical	ADMIN	
58448/AMP/IWC	19/06/00	23/06/00	Critical	ADMIN	
58488/HALAS/EDOD NEWS LETTER	26/05/00	Tomorrow, 1...	Critical	ADMIN	✓
58489/ING/DAILY FULFILMENT	12/06/00	14/07/00	Critical	ADMIN	✓
58499/AMP/INCOME SUPER	29/07/00	19/08/00	Critical	ADMIN	
58500/NRMA/DECEASED ESTATE	11/08/00	21/08/00	On Track	ADMIN	
☐ Purchase of earth-moving equipment	1/08/00	10/09/01	Critical	ADMIN	
Warranty of equipment	13/04/01	28/08/01	Not Started	ADMIN	
☐ Rapid Delivery	21/09/00	21/10/00	Critical	ADMIN	
Business Analysis	21/09/00	21/10/00	Not Started	ADMIN	
Phase Zero	9/06/00	18/07/01	Critical	ADMIN	
Y2K compliance	Yesterday, 1...	12/09/00	On Track	ADMIN	

General Workload view

- how your work is spread out -



Status reporting

Status Facilit



Project Schedule has one purpose:

to function as a **basis for a comparison** with the real status of the project (and therefore provide the foundation for necessary changes if things go awry)

The Project Manager should plan for:

- ➔ When the Project Schedule is to be followed up
 - every day, each week, every other week...
- ➔ Organising the follow-up
 - using time sheets, feed-back from team, milestones...
- ➔ Choosing important areas to follow-up
 - CSFs, “unknowns”, other important events
- ➔ Who should receive the status reports
 - senior managers, key team members, impacted projects...



Automating status reports

- ➔ Automatic reporting on the status of goals, projects and tasks
- ➔ Based on “traffic light” system
- ➔ Regular intervals
- ➔ Ability to set rules
- ➔ Added facility to request, receive and distribute current status

Not Started

Ahead

On Track

Behind

Critical

Fulfilled

Status rules

Assign a status based on defined specifications:

- ▶ **Manual Status (default)**
- ▶ **Last Given Status report**
- ▶ **Calculation Based on Dates or # days to deadline**
- ▶ **Most “Critical” From First Sub-level project**

Not Started

Ahead

On Track

Behind

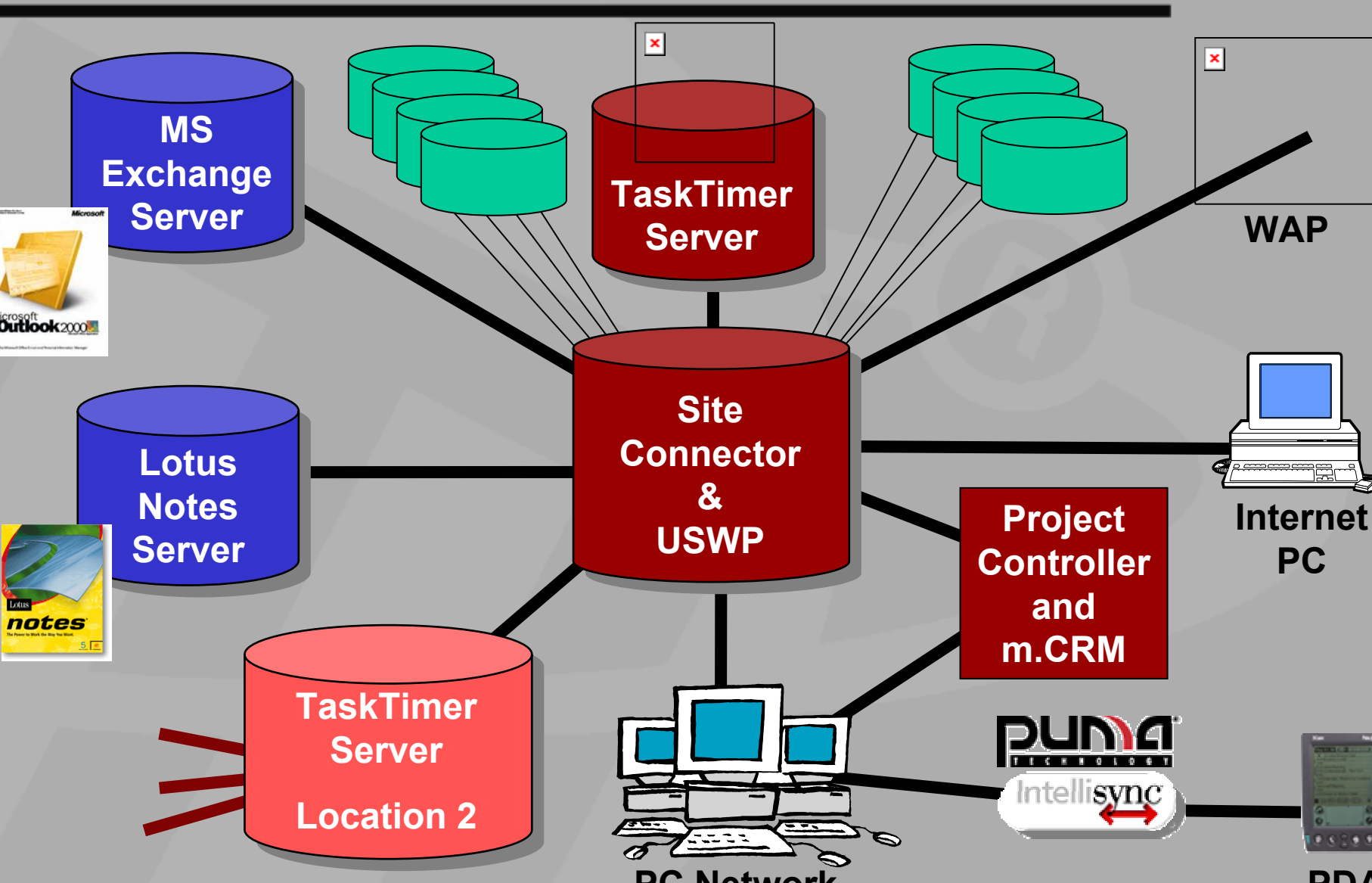
Critical

Fulfilled

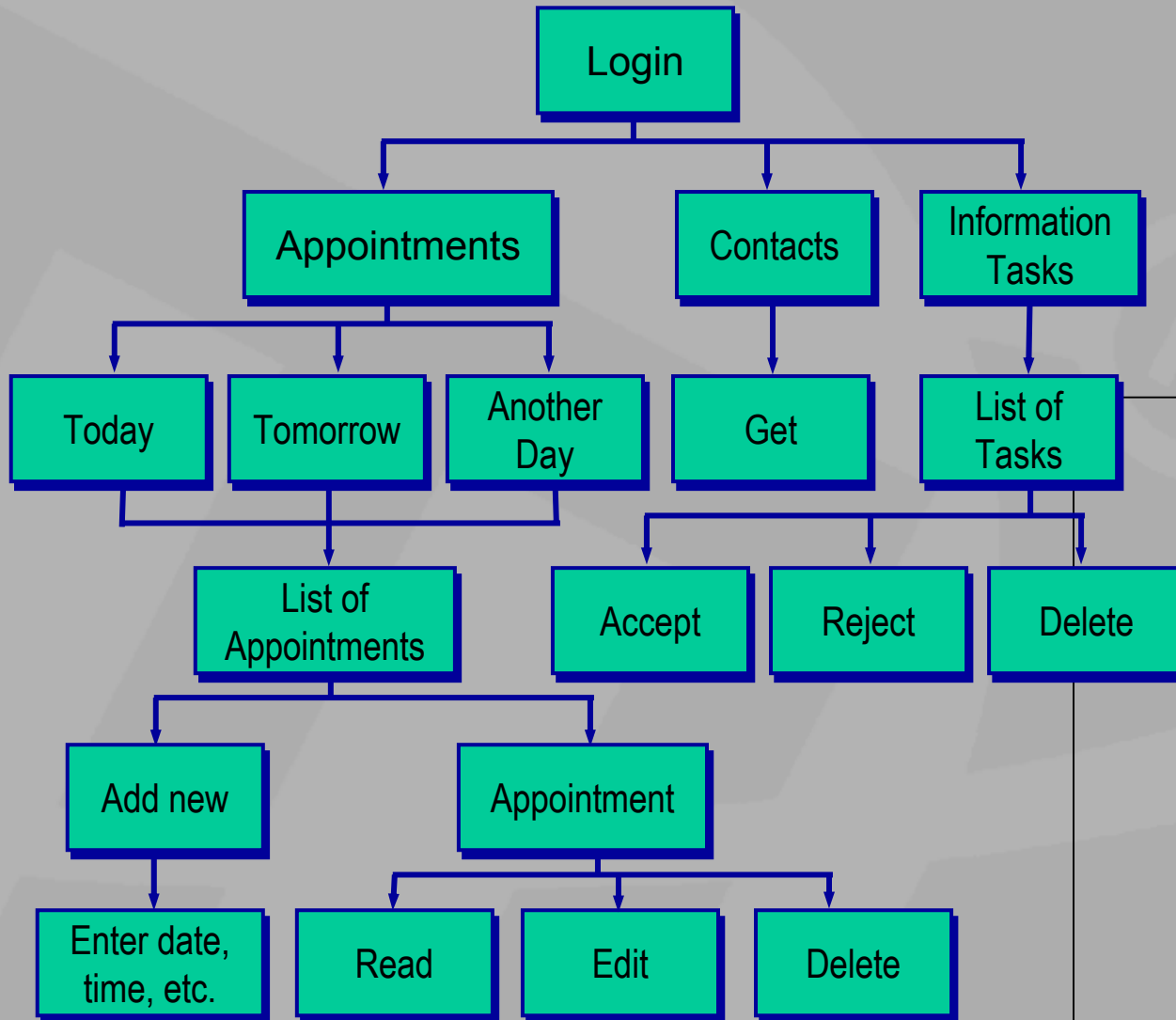


Connectivity & Mobility

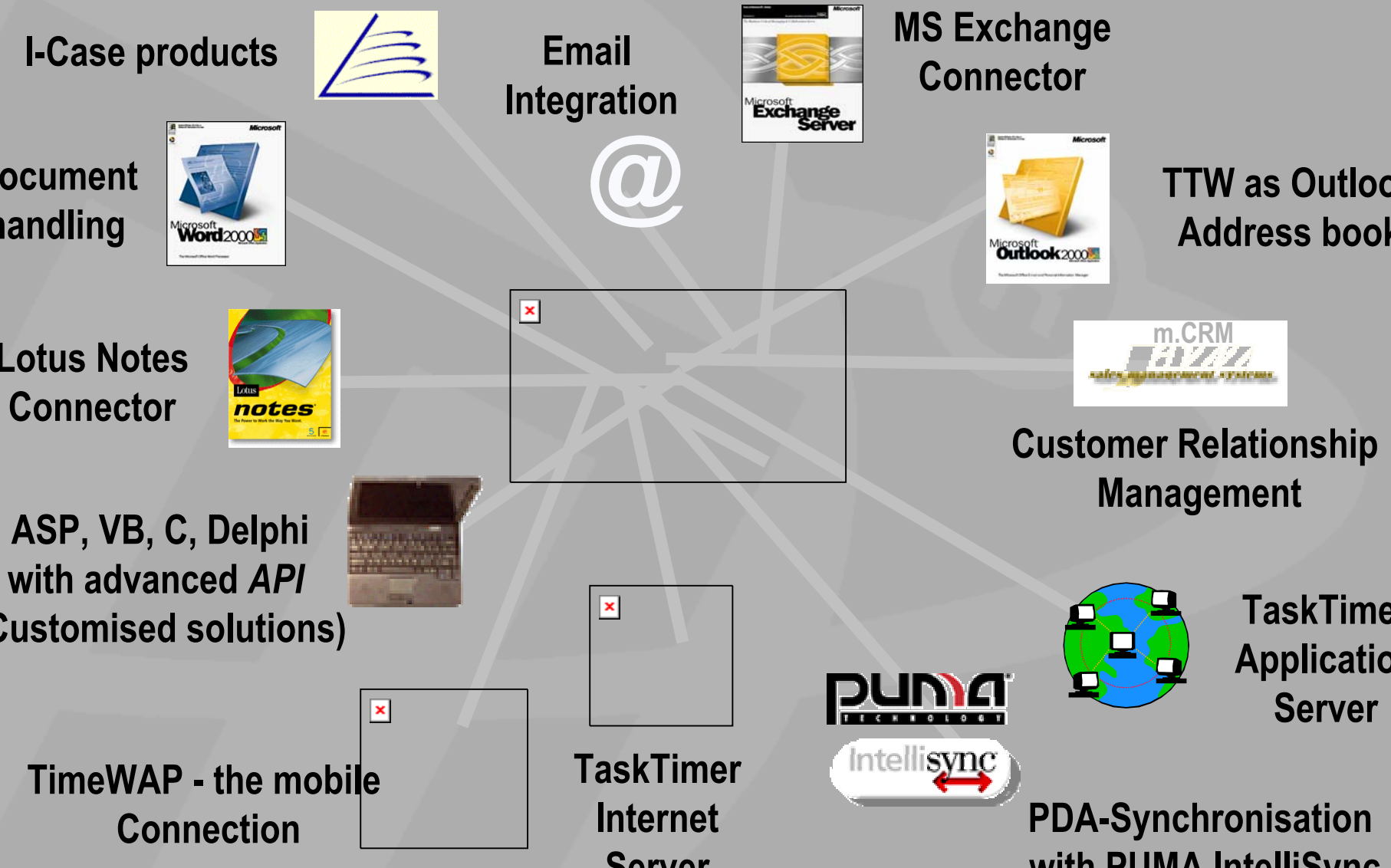
TaskTimer Landscape



TimeWAP Functions (can be extended)



Product Integration



The TaskTimer Concept

Better efficiency.
For you, your Team
and your Customer.

