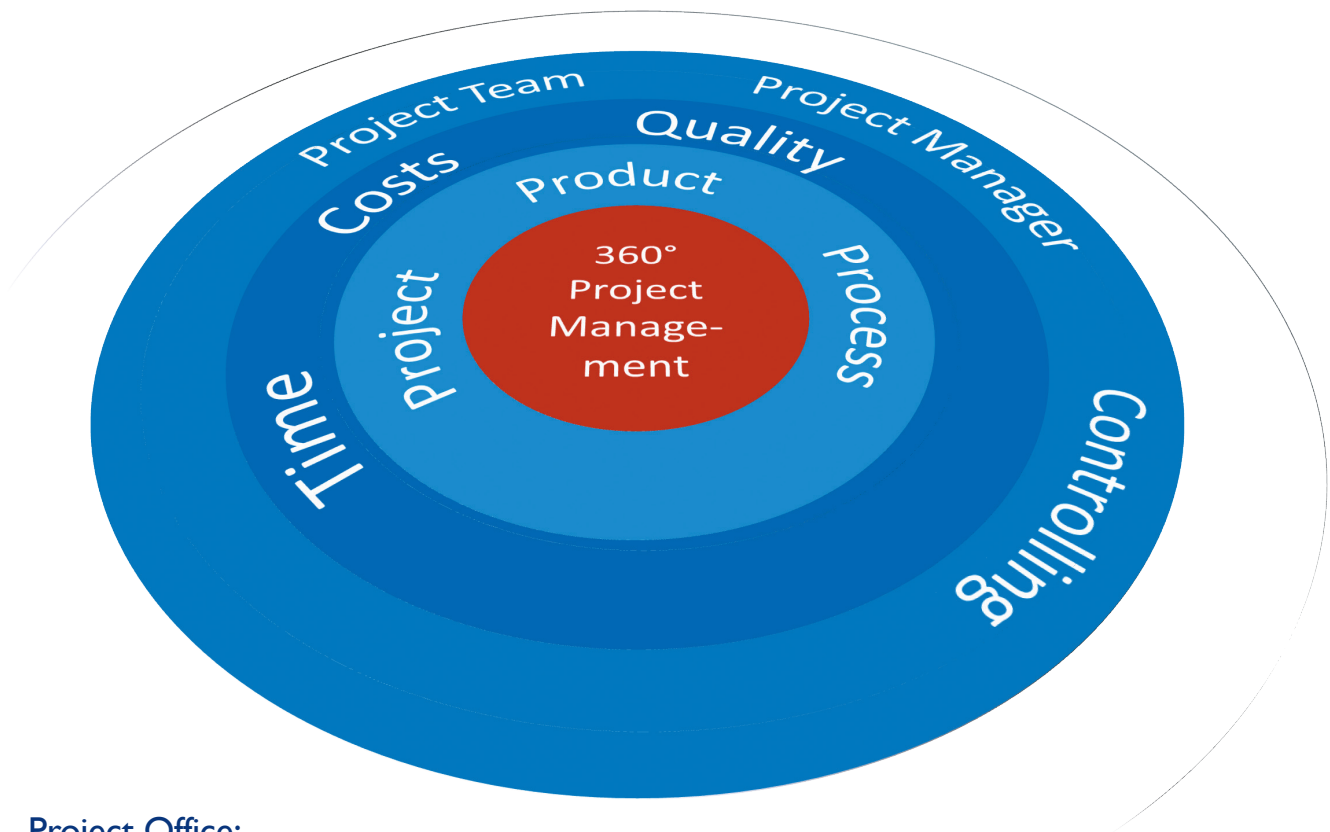CONTACT
PROJECT OFFICE

360° Project Management

Integrated project, process and product perspectives for your project success

Projects are becoming increasingly more complex and project objectives more challenging. Project Office offers comprehensive project methodology and tool support. Designed for product development and complex infrastructures projects, Project Office offers integrated views on the project, the product and the related processes. That way, projects improve the collaboration between departments, locations and enterprises while maintaining maximum transparency on time, costs and quality.

CONTACT
S o f t w a r e

Diagram: Concentric circles labeled from center outward — center: 360° Project Management; inner ring: Product, Project, Process; outer ring labels: Project Team, Quality, Project Manager, Costs, Time, Controlling.

Project Office:
integrated product,
process and project views

Increasingly complex products and development processes as well as a growing number of parallel projects require highly effective multiple project management and a high level of support from employees. Planners, developers and controllers have to be able to find their bearings quickly in their projects. With its integrated product, process and project model, Project Office provides the necessary transparency and general overview for that. Adaptable views and live links keep the necessary data updated automatically. This means that there are no redundancies and no time-consuming recording of data which can be derived automatically. At the end of the day, you save time, have reliable information and have fewer project risks.

The 360° project methodology – and what's behind it

In order to work together as effectively as possible and to maintain an overview in development and infrastructure projects, project teams and project managers require a solid basis. The 360° project management concept supports planning, controlling, monitoring and, in particular, the actual project work.

The basic principle is the seamless integration of the process structure of a project with the actual work items such as documents and product components without media discontinuity. The integration of the work results also improves the possibilities for the prognostic and continuous quality and risk management that is highly important especially for development projects because there are no blueprints of the results.

Extensive
planning functions

Project Office provides for convenient scheduling thanks to having easy-to-edit Gantt charts and a clear graphic representation of tasks and deadlines. Resource planning for all projects across the company supports role-specific reporting of capacity requirements and assigning resources. In addition to that, extensive template functions with standardised storage and task structures increase the efficiency of project work. Moreover, quality planning using Quality Gates provides for a structured procedure and maximum reliability in achieving targets. If required, planning data can be synchronised with MS Project if, for example, the data needs to be passed on to a third party in MSP format.

Work results control the project

Partial results are the link between the individual work steps and are thus the key factors in project structuring and control. With Project Office, the required results can be clearly defined in advance in the project plan. If a task is active, the basis of the results – e.g. the initially uncompleted test report form – can be automatically generated from a template and assigned to the task. When the report is released, the task can then be marked automatically as completed and the next work step activated.

Process support

Ad-hoc work flows for spontaneous processes can easily be initiated without advance planning and schema definition, even after the project has been started. The central task management provides a dynamically managed list of all pending tasks that are automatically updated. Likewise open issues (e.g. amendments, rectification of unexpected problems) are dynamically recorded

work results, can be connected to a real workflow control smoothly and performed directly.

Project controlling in real time

The continuous monitoring and control of the individual projects and the entire project portfolio is indispensible for minimising risks and maintaining company targets, Moreover, compliance guidelines set increasingly stricter requirements for the prompt evaluation of projects. Time, costs and quality are controlled using earned value analysis. The analysis results are available in real time directly using the necessary basic data for an integrated project evaluation.
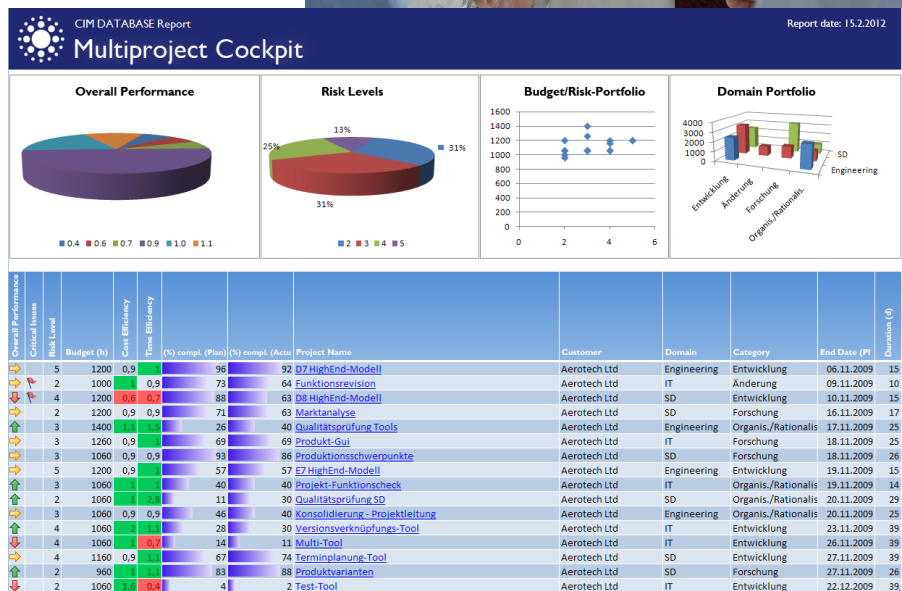
In addition to the static time and cost assessment, the systematic assessment of targets and the quality of the results and partial results thus gains focal importance. This makes project controlling in real time possible.

The current project status can always be called up at the click of a button. In this way, Project Office offers a decisive advantage over solutions without an integrated view of results.

For companies with cost controlling centralised in their ERP system, the SAP PS interface is also available to provide the relevant output data for controlling promptly and without media discontinuity.

Conclusion

Project Office is dedicated to the unique requirements of development and infrastructure projects. Team work, quality management, real-time controlling and the integration of documents and products offer an outstanding project platform beyond mere planning tools.

CIM DATABASE Report
Multiproject Cockpit

Report date: 15.2.2012

Overall Performance

Risk Levels
13%
25%
31%
31%

■ 0.4 ■ 0.6 ■ 0.7 ■ 0.9 ■ 1.0 ■ 1.1
■ 2 ■ 3 ■ 4 ■ 5

Budget/Risk-Portfolio

Domain Portfolio
SD
Engineering
Entwicklung, Änderung, Forschung, Organis./Rationalis.

Overall Performance	Critical Issues	Risk Level	Budget (h)	Cost Efficiency	Time Efficiency	(%) compl. (Plan)	(%) compl. (Actu	Project Name	Customer	Domain	Category	End Date (Pl	Duration (d)
⇒		5	1200	0,9	1		96	92	D7 HighEnd-Modell	Aerotech Ltd	Engineering	Entwicklung	06.11.2009	15
⇒	⚑	2	1000	1	0,9		73	64	Funktionsrevision	Aerotech Ltd	IT	Änderung	09.11.2009	10
⇩	⚑	4	1200	0,6	0,7		88	63	D8 HighEnd-Modell	Aerotech Ltd	SD	Entwicklung	10.11.2009	15
⇒		2	1200	0,9	0,9		71	63	Marktanalyse	Aerotech Ltd	SD	Forschung	16.11.2009	17
⇧		3	1400	1,1	1,5		26	40	Qualitätsprüfung Tools	Aerotech Ltd	Engineering	Organis./Rationalis	17.11.2009	25
⇒		3	1260	0,9	1		69	69	Produkt-Gui	Aerotech Ltd	IT	Forschung	18.11.2009	25
⇒		3	1060	0,9	0,9		93	86	Produktionsschwerpunkte	Aerotech Ltd	SD	Forschung	18.11.2009	26
⇒		5	1200	0,9	1		57	57	E7 HighEnd-Modell	Aerotech Ltd	Engineering	Entwicklung	19.11.2009	15
⇧		3	1060	1	1		40	40	Projekt-Funktionscheck	Aerotech Ltd	IT	Organis./Rationalis	19.11.2009	14
⇒		2	1060	1	2,8		11	30	Qualitätsprüfung SD	Aerotech Ltd	SD	Projektleitung	20.11.2009	29
⇒		3	1060	0,9	0,9		46	40	Konsolidierung - Projektleitung	Aerotech Ltd	Engineering	Organis./Rationalis	20.11.2009	25
⇧		4	1060	2	1,1		28	30	Versionsverknüpfungs-Tool	Aerotech Ltd	IT	Entwicklung	23.11.2009	39
⇩		4	1060	1	0,7		14	11	Multi-Tool	Aerotech Ltd	IT	Entwicklung	26.11.2009	39
⇒		4	1160	0,9	1,1		67	74	Terminplanung-Tool	Aerotech Ltd	SD	Entwicklung	27.11.2009	39
⇧		2	960	1	1,1		83	88	Produktvarianten	Aerotech Ltd	SD	Forschung	27.11.2009	26
⇩		2	1060	1,6	0,4		4	2	Test-Tool	Aerotech Ltd	IT	Entwicklung	22.12.2009	39

ADVANTAGES AT A GLANCE

- Real multi project management, across the company

- Integrated scheduling, resource and delivery planning

- Current information status available at all times thanks to connection with the data and document management

- Process support with task management and ad-hoc workflows

- Maximum transparency and overview with project controlling in real time

Integrating Creativity and Management

CONTACT Software is a leading supplier of solutions for innovation processes and PLM. Improved time-to-market, more reliable data and processes, advanced controlling capabilities, compliance and also lower product and development costs are key advantages. Among our clients are numerous market leaders of the automotive, mechanical engineering and construction, medical and aerospace sectors, as wells as public infrastructure operators.

Product development means working together in projects and teams. Our solutions help you to organise teamwork, implement processes securely and efficiently, to collaborate in business networks and to provide all data and documents along process chains as needed.

CONTACT's product portfolio covers

- CIM DATABASE for product data and product life-cycle management (PDM/PLM),
- CONTACT Project Office for 360° project and process management
- CONTACT Workspaces for collaborative CAD data management.

Standard interfaces to the leading CAx tools and ERP systems such as SAP guarantee integrated systems and business processes.

As solution provider with experience from hundreds of client projects CONTACT is tuned for single source, complete solutions covering coordinated consulting, technology and implementation.

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