



IT Project Office

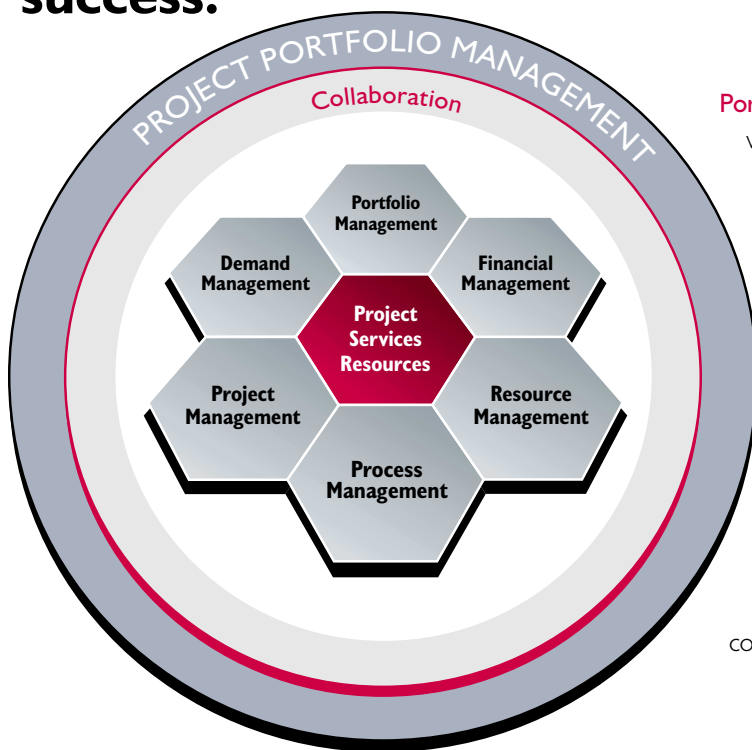
Project Portfolio Management: grow your business by aligning IT investments with strategic business objectives.

Your role isn't what it used to be. It's not just about technology anymore. It's about aligning your efforts with "bigger-picture" business objectives — and trimming costs as you improve efficiency.

You don't need another industry buzz-phrase. You need a critical-plan approach that focuses on opportunity, strategic growth and the maximum contribution to your bottom line. The answer is what more and more companies are recognizing as essential in helping IT support top business priorities: Primavera.

Primavera defines collaborative Project Portfolio Management (PPM). It helps you leverage your company's current processes, accelerate goal setting and enhance each project's ROI.

Project Portfolio Management unites six critical management techniques that ensure your project success.



Portfolio Management Align current and future projects with business strategies; solve challenges before they become problems.

Financial Management See and control budgets across multiple projects.

Resource Management Optimize staffing to meet key company objectives.

Process Management Share best practices; repeat project successes; instill governance.

Project Management Plan, execute and control shared resources across multiple projects.

Demand Management Plan, estimate and track company initiatives; forecast the corporate "pipeline".

Primavera delivers a true collaborative Project Portfolio Management solution, connecting the entire project team directly to each other and to the relevant data.

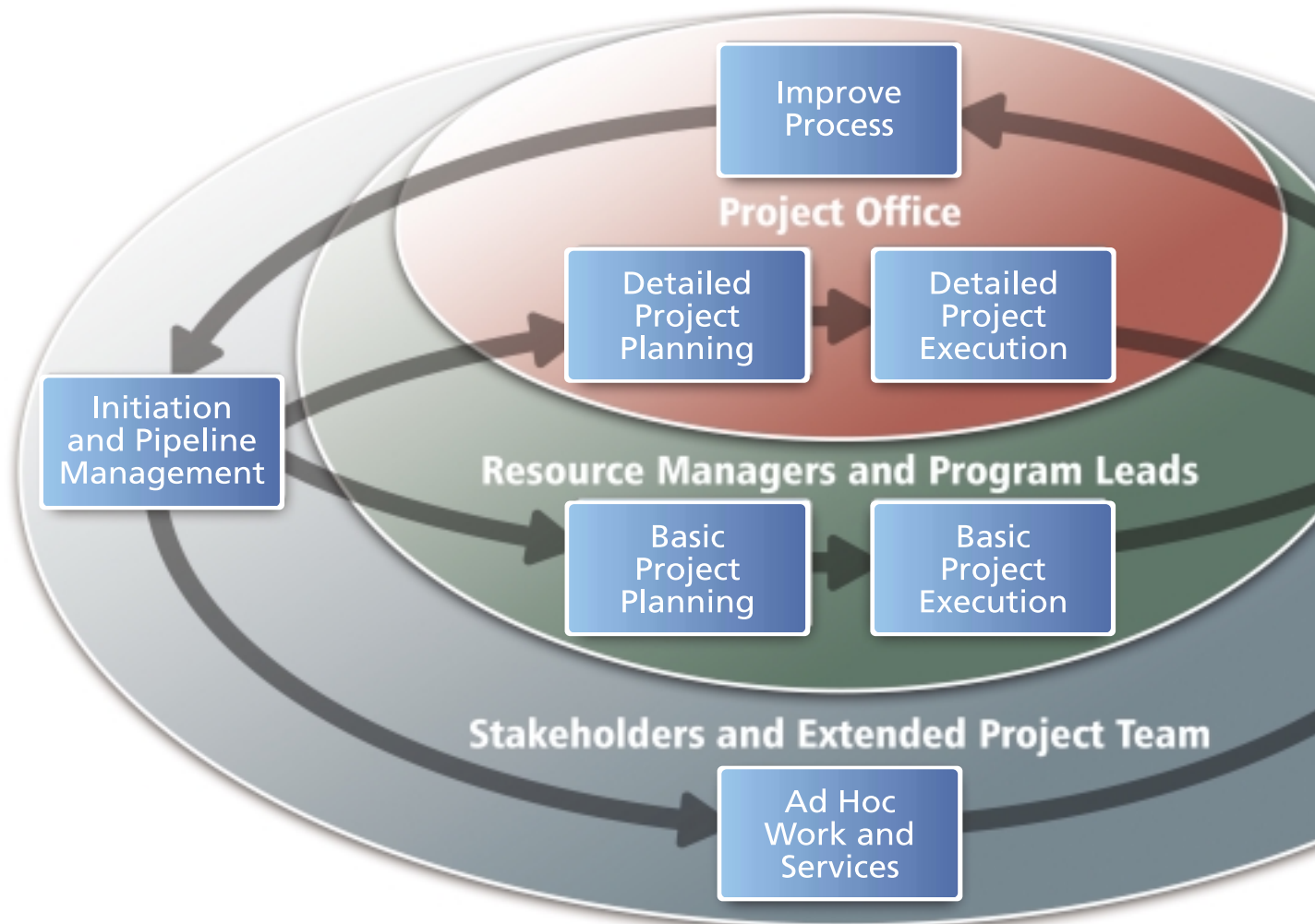
The bottom line: automated management processes, enhanced collaborative team communication, more secure capital investments and faster time to market — **a winning strategy.**

Reach the entire team and automate workflow.



Successful Project Portfolio Management (PPM) must capture all work details, no matter how simple or complex. Different projects call for different levels of planning and execution — and they require willing participation from each team member. Limiting access to only managers can delay the entire team's access to critical information, which in turn can reduce project viability and timely delivery.

With Primavera, work is captured at every level of detail directly from internal customers and stakeholders, and automatically distributed to those responsible for successful completion. Primavera is the only PPM solution that doesn't require sweeping changes to your current processes. Primavera leverages the natural way that teams work together, creating a true collaborative work environment so you can automate tasks and enable project-management improvements.





Stakeholders and extended project team

Initiation and pipeline management

Automate project and service requests through configurable workflows and manage the corporate pipeline.

Ad hoc work and services

Quickly address emergency issues and unexpected work in full context of the overall project and resource mix.



Resource managers and program leads

Planning

Identify deliverables and timelines necessary for expedited control and completion of even the most informal efforts.

Execution and management of deliverables

Keep the entire team informed and “in the loop” to manage all deliverables to completion.



Project office

Detailed project planning

Develop precise project schedules and teams for larger, more intense efforts.

Detailed project execution

Capture team progress for instant analysis of current project schedule against baseline, ensuring timely project delivery.

Process improvement

Reconcile delivery performance against stated objectives, developing robust process libraries for future use.

Status and Closeout

Primavera provides the dashboard view you need to align projects and resources with business strategy.

Up-to-the-minute financial trend analysis

Automatic delivery of projects that meet user-specific portfolio criteria

Immediate access to all projects, activities and events

The screenshot displays the Primavera dashboard for a user named Lesley Franks (Stakeholder). The interface includes several key components:

- Project Statistics:** A table showing a pipeline of projects with columns for Name, Project Score, Week PM Trend, Issues This week, Original Budget, and At Completion Total Cost. The total pipeline score is 83 and the total budget is \$47,330,800.
- Project and Document Workflows:** A table listing submitted and in-review requests, including details like Request Name, Initiator, Date Initiated, and Stage Name.
- Resource Team Summary:** A section for selecting a resource team (currently 'Bala Resources') and listing team members like Jeremy Phillips and Karen Wong with their primary roles and active projects.
- My Calendar:** A calendar view for February 2004 showing events such as 'Customer Service Portal', 'Internal Training', and 'JRE Support'.
- Communication Center:** A section for initiating discussions or e-mails, listing team members like Brian Andrews and Bob McArthur.

Pipeline view of overall demand

Summary of resource allocation and status

Automated processes for ongoing development of best practices

Initiate discussions, issues, reviews or e-mail for instant collaboration between team members

“After the completion of each pilot program, Primavera was clearly the winner due to its enterprise scalability, multi-user functionality, and vendor commitment to do whatever it takes.”

— Don Kingsberry, Director of the GBS Worldwide Program Management Office, Hewlett-Packard

Project initiation and workflow

Automate and enforce the initiation and approval of all work

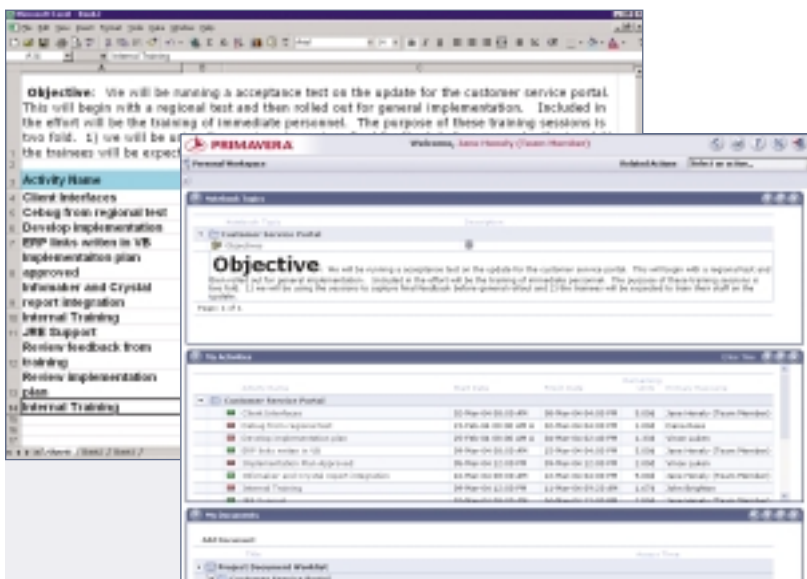
Primavera enables automated process governance by digitizing how new work is initiated, accepted and prioritized. The integrated workflow engine automates the capture of all project- and service-related information through standardized templates, enabling you to model, enforce and track initiation processes.



Planning for successful delivery

Standard methodology for flawless planning

Primavera provides a management methodology for efforts that would be burdened with rigid, detailed project schedules. Primavera lets planners focus efforts on deliverables and due dates instead of work assignments and detailed schedules. By creating a workspace in which team members will be invited to work together to complete projects, delivery plans can be quickly established project events.



Simple schedule planning using spreadsheet files

Primavera allows you to immediately identify all dates necessary to meet specific objectives. Developing a project milestone plan can be as simple as importing a spreadsheet file.

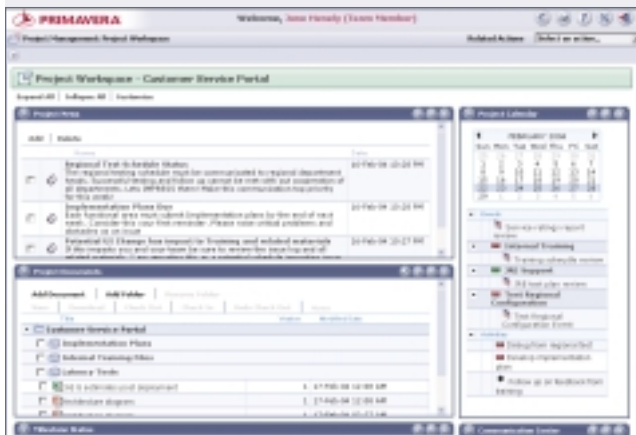
Execution and management of key deliverables

Focused, cooperative, collaborative project teams

A project is about much more than a series of related activities that must occur within a specific time frame. More importantly, project deliverables impact a wide range of people — internally and externally. Primavera provides an end-to-end, project-centric collaborative interface, so your team can worry less about reporting specific details and focus more on the deliverables themselves.

Central project workspace grants visibility to the entire team

The project workspace supports a single objective — the timely, successful completion and distribution of deliverables. The project workspace is much like a project intranet or extranet, providing the team with the information needed to keep moving in the right direction via a shared calendar and/or a Broadcast News message.



Project document system

Most project and service delivery systems offer an adequate level of control over project date calculation, resource allocation and historical performance. Primavera offers exceptional control over all of these elements, and includes document and file management for:

- Automated document review and routing that includes version control
- An inclusive audit record for all documents and files
- Secure check-in and check-out of only the most current data
- A historical record of previous document versions



Shared discussion repository

Primavera allows producers and consumers of project deliverables to engage in discussions that may be critical to a single project objective or overall project success. Records are maintained in the database and each discussion thread can be related to single (or multiple) project issues or documents.



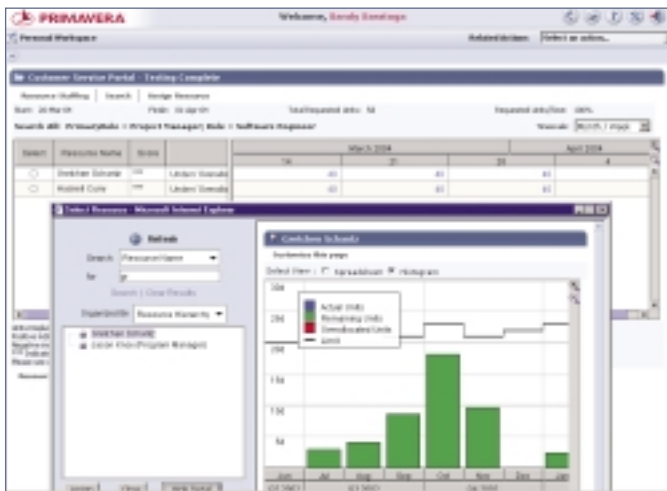
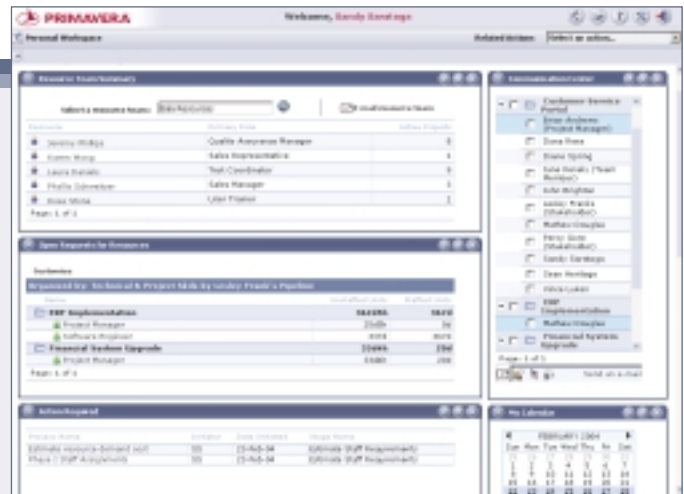
Detailed, precise project planning

Advanced project planning techniques

Efforts that are longer in duration and require a more disciplined level of control are planned utilizing Primavera “power tools.” Project managers can create detailed plans including:

- Complete time-based projections of total resource demand
- Estimated risks and potential impact to overall objectives
- Detailed project budgets at every stage of the expected project life cycle
- Inclusive project baselines to set proper performance expectations

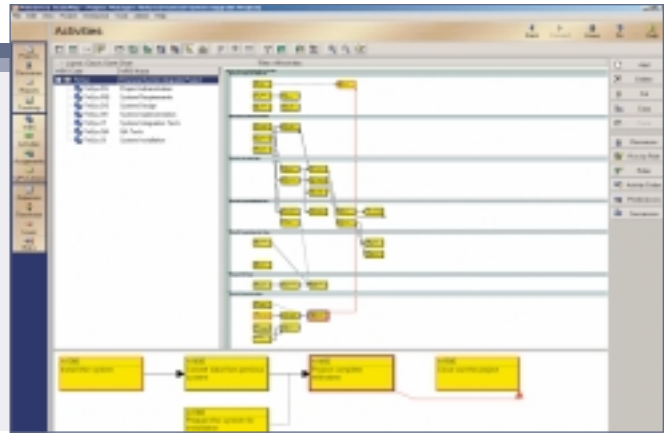
Build a strong project team When assigning work, resource managers can define criteria to ensure that the right resources are matched to the right job, quickly narrowing the search to only the most qualified, available candidates. Integrated e-mail access allows automatic resource notification.



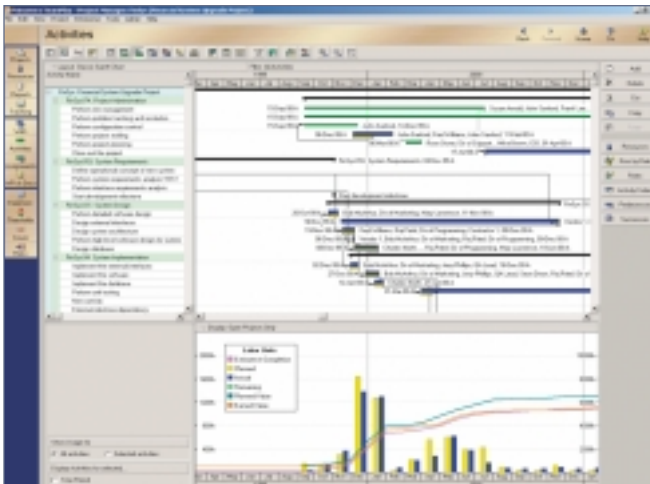
Optimize resource use across multiple projects By tracking projected resource demand, resource managers can proactively address staffing requirements, view available resources for common skill sets and identify staff not properly utilized. Detailed comparison of assignment spreadsheets allows quick identification of areas needing improvement.

Strict, detailed project execution

Multi-project control Primavera delivers a comprehensive, multi-project planning and control solution that provides critical-path method scheduling, and lets you plan and maintain multiple baselines and examine “what-if” alternatives.



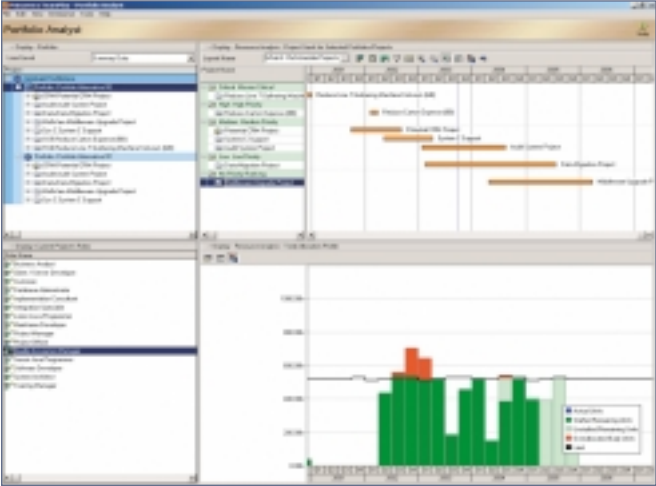
Efficient management over large, complex projects Primavera includes expert project- and resource-modeling options, empowering project managers to plan and control projects with unprecedented accuracy. It also allows for quick analysis of the impact of changing resource limits, activity priorities and overall project-goal constraints. Enhanced Gantt and PERT charts — along with Report Wizards — quickly identify potential impacts of changes.



Schedule with confidence Primavera provides easy-to-use analytical tools for all scenarios. Calendars can be established at global, project or resource levels and track activity duration to the minute. Project managers can control detail levels required for each report and view by including notes, steps by activity, budgets, resource assignments and links to reference documents.

Analyze and mitigate risks Integrated risk management features provide the foresight for the project team to identify, quantify and mitigate risk — and it helps teams prepare for the unexpected. The “what-if” simulation engine determines schedule and cost exposure of project risks, helping identify the right response strategies.

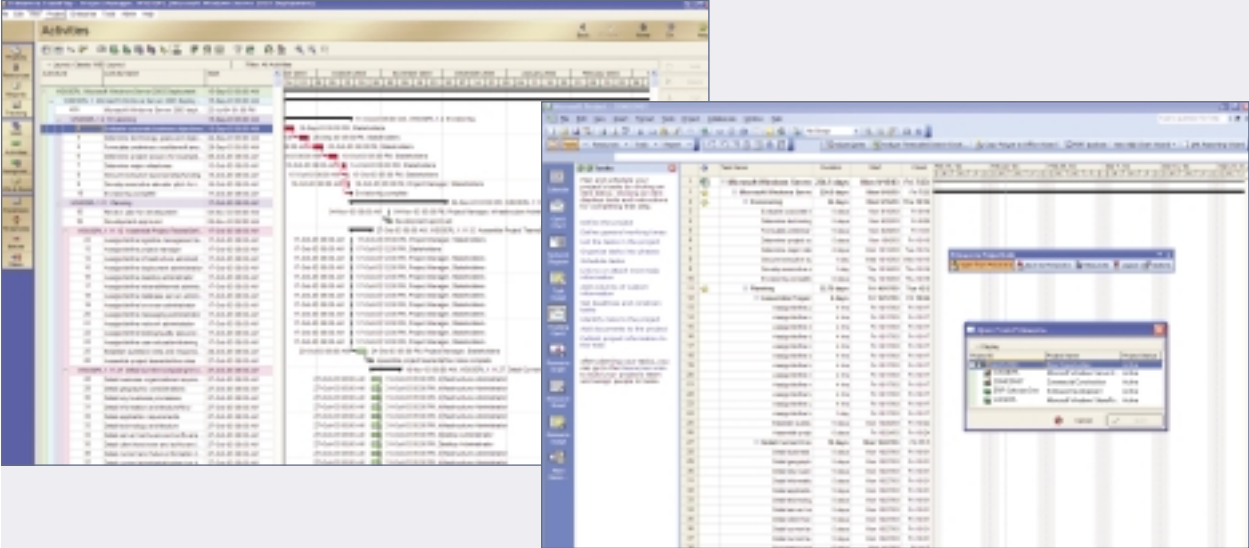
Strict, detailed project execution (cont.)



Cross-project analysis

Primavera includes a powerful, interactive analysis tool that provides program managers and project control managers with a summary view of project data. Managers can easily group projects for comparison and analysis — and view any level of detail for quick, precise decision-making.

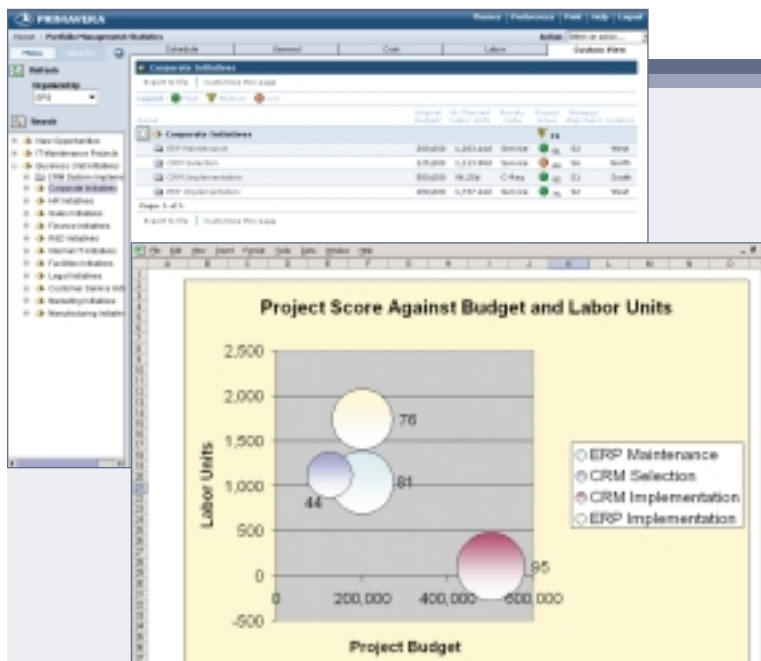
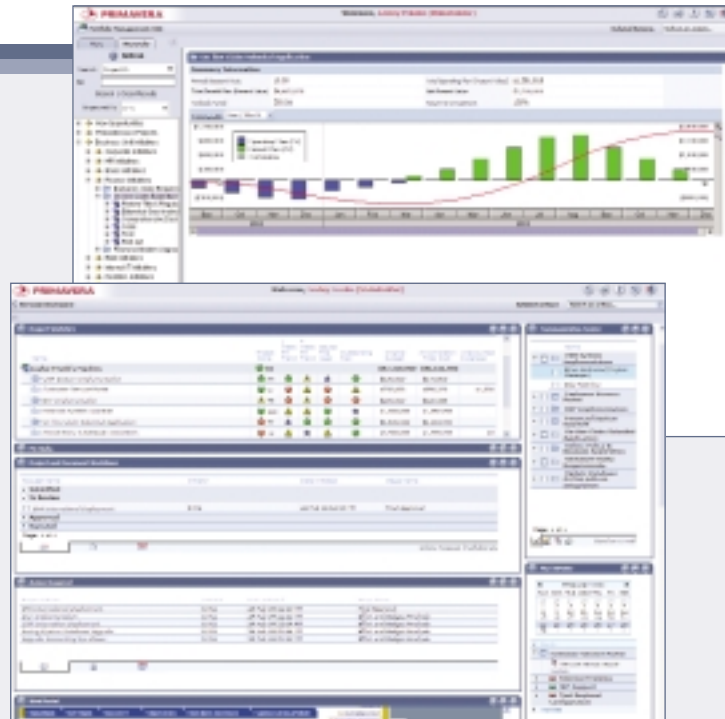
Enact controlled use of Microsoft® Project For organizations trying to gain control over the use of Microsoft Project and increase their level of maturity, Primavera offers a seamless interface. Users can manage projects and resources in their native Microsoft Project desktop environment and interface with Primavera’s enterprise functionality, providing users with secure, structured and comprehensive project portfolio management capabilities.



Portfolio analysis and management

Analyze project portfolios in proper context

Primavera provides up-to-the-minute project portfolio analysis, ensuring that all projects are in alignment with corporate objectives and that each project is successfully performing to achieve those objectives. Primavera also provides industry-standard metrics — such as ROI and earned value — against all projects. In a collaborative workspace, project stakeholders and executives can view current issues for true project performance measures.



Customize portfolio reporting

Primavera can easily customize portfolio reporting web pages through interactive pivot tables, allowing project managers to analyze projects and review data against relevant corporate criteria. Exporting these custom pages to Microsoft Excel provides multiple reporting alternatives, from detailed spreadsheets to valuable graphics.

Primavera's Project Portfolio Management suite.

Primavera delivers a single common data platform that provides the right interface to each user, depending upon his or her role in the project. Primavera modules are developed to assist all participants involved at each stage of any project or service's life cycle.

PM professionals

Portfolio Analysis is a powerful analysis tool that gives program managers a summary view of project data to create portfolios based on user-defined criteria. Managers can easily group projects for comparison and analysis, viewing any level of detail for quick and precise decision-making. The module includes complex "what-if" analysis that facilitates the creation of multiple delivery scenarios and the expected overall impact to related projects and resource distribution. Portfolio Analysis also provides detailed reporting capabilities, so the Project Office can drill from project level summary into specific project-phase details.

Project Management is an advanced, critical-path method-scheduling tool that provides advanced project managers with the power necessary to create complex project schedules, calculations and trends.

Methodology Management — a best-process and practice library — is significantly more than a project template manager. Methodology management stores every potential method for all the different types of work and services that the system manages. The project office can continuously refine these methodologies, resulting in very precise project estimates when used to create a new project plan or resource team.

Executives

Project Website is a browser interface that provides detailed, up-to-the-minute reports to customers and project stakeholders on project fiscal and schedule performance. This is the direct line of communication from the project office, managers and team leaders to those who are most interested in the project's success.

Portfolio Management delivers easy-to-use cross-project analysis that serves up dashboard status indications for program managers or executives to get clear, quick, concise status of project performance, issues and outstanding risk.



“The major impact has been the capability to monitor resource productivity and cost, develop standard IT software methodologies and integrate them into the project management process, and provide senior management with an enterprise project portfolio.”

— AFLAC

myPrimavera

Timesheets allows team members to retrieve assignments, report time spent and communicate project status directly to their managers through a browser interface.

Resources includes all the functionality necessary to optimize staff against strategic objectives. By automating resource requests and searching for matches against required skill sets and availability, Primavera's Resource Manager provides detailed capacity planning for future needs.

Projects gives anyone managing a project an easy-to-use interface. The project manager is deployed over the browser to those in charge of projects — or leading a single team or multiple teams.

Collaborative workspaces

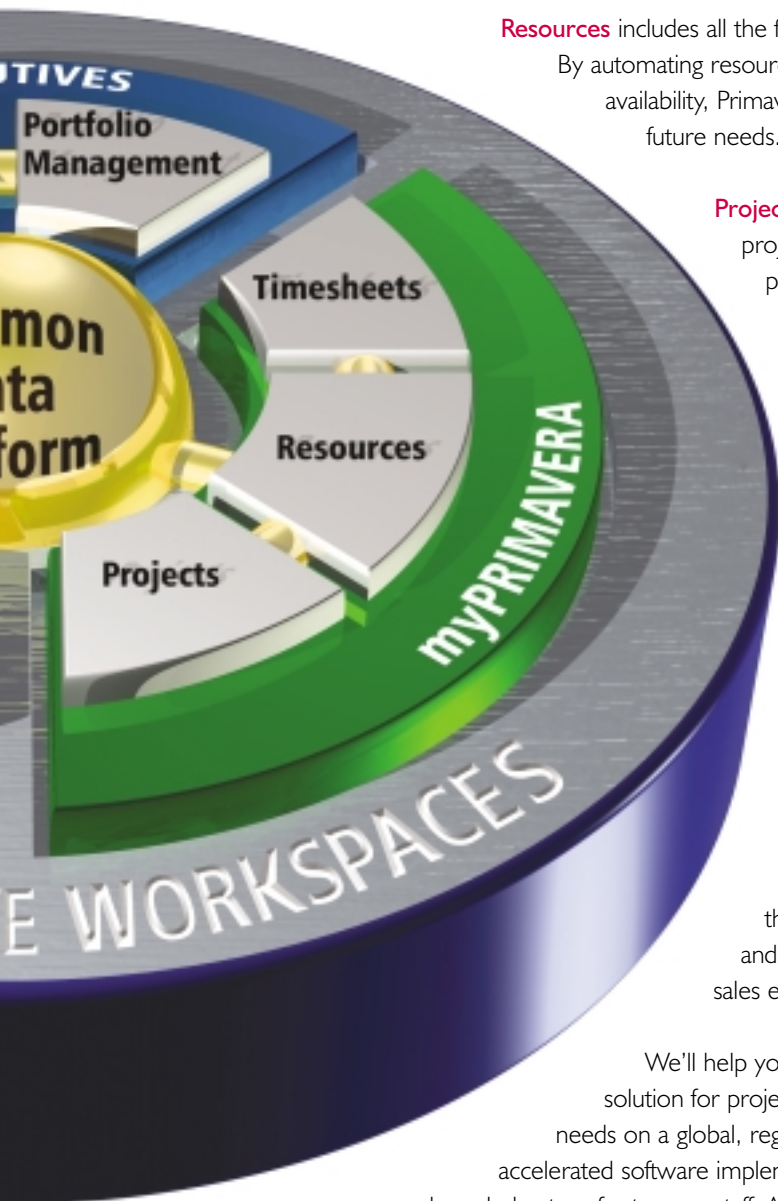
The entire suite is delivered on a collaborative platform, providing everyone — from junior team members to the most senior executive officer — with automatic and immediate access to all data, documents, files, reports, issues, activities, budgets and projections needed to align their efforts with the business strategy.

Primavera: A proven solution.

Over the past twenty years, Primavera has become widely known as the leading provider of comprehensive project management, control and execution software. Dedication to our customers goes beyond the sales experience to encompass consultation, training and customer support.

We'll help you deal with the project-based world by providing an end-to-end solution for project management success. Our experts will address your business needs on a global, regional and industry-specific level. We offer proven methods for accelerated software implementation. We have an extensive curriculum to provide product knowledge transfer to your staff. And we provide award-winning customer support to assist you with any technical questions that may arise.

Our goal is clear: your project management success.





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