

PPO™ Product Features Fact Sheet



This fact sheet is a summary of the main product features of **Project Portfolio Office™ (PPO™)** to provide an understanding of the capabilities of the application. A detailed product brochure and technical fact sheet are available on request.

Home

- Individual perspective on tasks, issues, risks
- Creates visibility and accountability
- Manages team tasks through other's view of home pages

Lifecycle

- Neutrally aligned methodology and lifecycle
- Includes full lifecycle (PMBok®, PRINCE2™) or custom defined
- Access to guidelines, templates, best practices
- Standardised Process and Procedures
- Supports multiple lifecycles
- Ability to customise the lifecycle / templates yourself

Employees

- Full employee and contact database
- Capturing of skills, experience and training
- Accommodate non-users as employees

Projects

- Full project Information
- On-line idea generation, project submission, review, approval and management
- Classifying projects per definition or type

- Proposal and business case decision-making information
- Project priority management
- Align to programmes, portfolios and strategic objectives

Tasks

- GANNT chart creation
- Recording of project tasks, summary tasks, tasks, deliverables and milestones
- Assigning responsibility per task or detailed planning
- Planning functionality if not using MS Project
- Bi-directional MS Project integration
- Notification and workflow to support collaboration on tasks
- Allows for non-project tasks

Projects Costs

- Measures budget, spent / billed and estimates to complete.
- Configurable for numerous categories and sub-categories.
- Cash flow forecasting and management
- Recording of labour and non-labour costs
- Recording of recoverable and non-recoverable costs

Scope Changes

- Register scope change requests & approval information

- Impact factors (e.g. cost and timeline)
- Notification and workflow to manage scope

Risks

- Risk identification, categorisation and rating
- Mitigation planning
- Assign responsibility to manage
- Notification and workflow to manage risks

Health Indicators

- Robot indicators per defined perspective
- Portfolio views per perspective (e.g. costs, risks, quality)

Issues

- Issue management by project, programme, individual and portfolio
- Issue management by assignee, status, type, priority, etc
- Performance measure on time to close issue
- Notification and workflow to manage issues
- Full history tracking and reporting

Documents

- Centralised document management
- Upload document type, status, version, author by project
- All document types supported



- Ability to link documents to other items (e.g. risks, tasks)
- Maintains all versions

Resource Planning

- Centralised resource capacity management
- Planning per task, hour, day or week
- Resource capacity utilisation per resource and per project
- Approval of planned time

Customisation

- Customise data fields (for issues, risks, cost etc) & screen layout
- Create lists (e.g. Risk Status, Departments)
- Customise list and table set-ups
- Enforce data types and mandatory fields

Security

- Unlimited number of user groups and roles
- Licensing not impacted by roles
- All menu-items, functions and reports controlled
- Security covers functionality and data (e.g. users only see data for specific department)

Notifications

- Creates work flow rules to notify based on events
- Automate report generation

Reporting

- Enterprise view of project health
- Consistent accurate reporting across the enterprise
- Printing of all views (incl. PDF)
- Download data to MS Excel
- Portfolio, Programme and Project Perspectives
- Reports on all information (employees, risks, issues, costs)
- Filter and group by project and other data fields

Dashboards

- Dynamic electronic dashboards
- Portfolio, Programme and Project Perspectives
- Customer views
- Dashboards on all information (risks, issues, costs)
- Resource focus dashboards for planning

- Graphs are rendered as images and can be copied & print to PDF
- Filter and group by project and other data fields
- Potential problem analysis

Help

- Context sensitive interactive help
- Log support and enhancement calls from within the application

User Friendly

- Simple navigation and screen layout
- Personalised per user
- Personal data filters
- Skins (colours and fonts)

Audit Log

- Full history and audit log of all access, read and edit
- Reporting on usage and log-ons

Search

- Ability to filter lists and sort tables quickly
- Free-form search functionality of all data

Integration

- Full API available
- Interface messaging supported

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