Features Factsheet

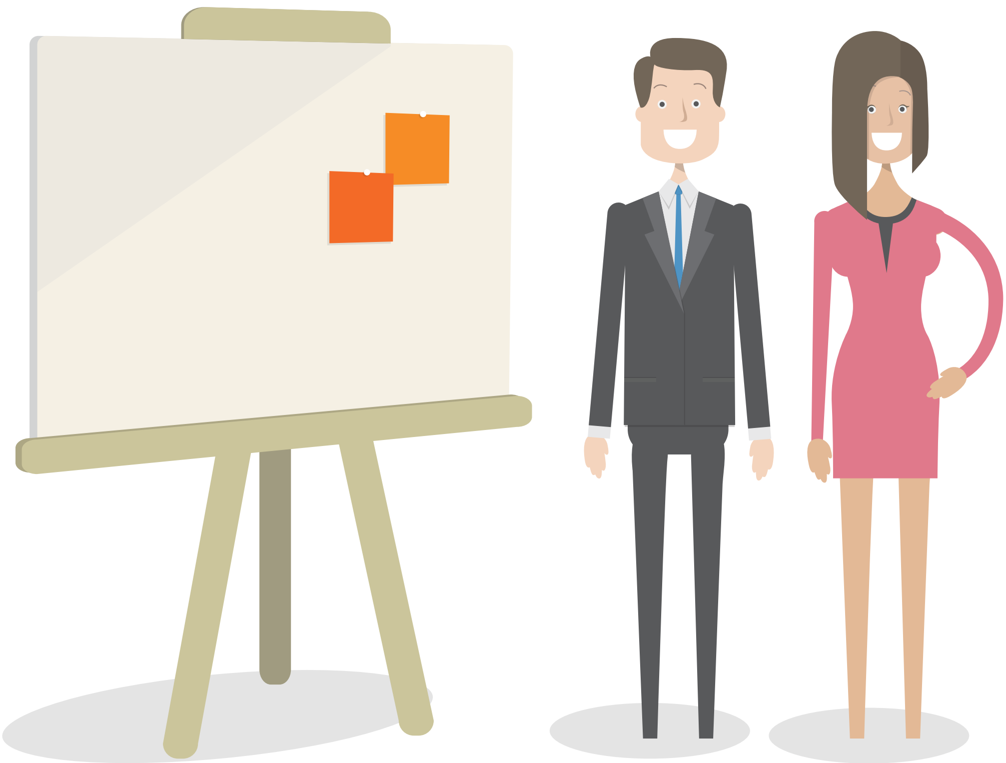
This fact sheet is a summary of the main product features of Project Portfolio Office (PPO) to provide an understanding of the capabilities of the application. A detailed product brochure and technical fact sheet are available on request.

Project Portfolio Office (PPO) helps organisations achieve greater project success by implementing and adopting a simple to use, cost effective, configurable yet enterprise scalable project portfolio management application to plan, manage, collaborate, execute and report on their projects, programmes and portfolios.

With numerous offices and a global network of certified partners, PPO is available anywhere and anytime with our legendary 24/7 free support. Our happy users range from 5-people consultancies to global fortune 500 organisations, and no matter the methodology, we help them by ensuring PPO aligns to their way of work!

By making use of one of our numerous pre-configured solutions, our free online trial and learning videos, you can self-implement within 30 days or request our awesome team to assist every step of the way.

PPO is a cloud based application that is secure, immediately available with a robust API for configuring and integrating with other tools. With no long-term contract, you can leave us anytime (we hope you don't) and add more team members as required anytime.



Manage your project, programmes, and portfolios anywhere, anytime

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Methodology & Governance Alignment

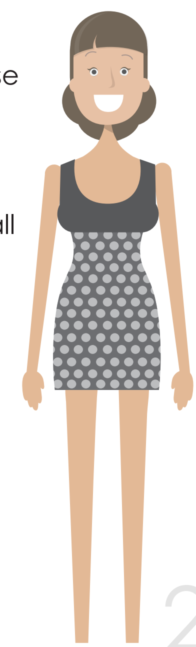
- Ability to publish a visual view of the lifecycle / methodology using any process mapping tool (with SVG output capability);
- Provide interactivity, descriptions and links from the lifecycle to PPO screens;
- Upload, store and provide access to a document template library;
- Upload and store guidelines, standards and training materials;
- Implement formal stage gates with online approvals;
- Ability to use PMBoK, PRINCE2 or any customised methodology;
- Allows for governance monitoring and checks on compliance to the process; and
- Support multiple methodologies based on type, size and client.

Time & Cost Management

- Enables users to log time against tasks, issues, risks and other work items;
- Performs online automated timesheet approvals;
- Allows recording of time against project and non-project work;
- Provides detailed real time, weekly, monthly and history timesheet reports;
- Allows project budgets, commitments, spends, invoices and forecasts to be tracked;
- Track hours planned vs. spent vs. invoices per task, resource and/or project;
- Track costs per period (for cashflow planning) and/or line item / type;
- Detailed, summary and consolidated cost reports; and
- Graphical cost dashboards to analyse project costs.

Planning & Task Management

- Easily create project tasks, summary tasks, and milestones with our built-in Scheduler;
- Supports indenting and outdenting to organise your tasks hierarchically;
- Adjust progress percentages by dragging the progress bar in the Gantt view or use in-line editing with input fields or up/down arrows;
- Automatically rolls up progress percentages at the summary task and project levels;
- Get real-time planned progress calculations at the task, summary task, and overall project levels;
- Adjust task dates and progress seamlessly by dragging them along the timeline;
- Supports task sequencing and workflow with task dependency settings;
- Automatically highlights tasks that are on the critical path;
- An Interactive Gantt widget supports single or multiple project views;
- Provides accountability and visibility allowing resources to customise their own home page views using the task information;
- Allow team members to update tasks and provide immediate progress updates;
- Generate real time e-mail alerts and reminders of task progress and status;



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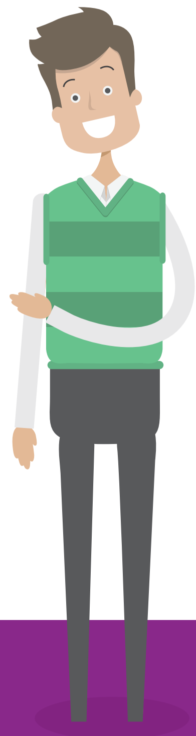
- Supports bi-directional integration to Microsoft Project (MS Project);
- Allows task imports via Microsoft Excel or other XML sources (including Google Sheets);
- Track and manage progress, deliverables, milestones on reports and dashboards;
- Implement and manage schedule baselines; and
- Supports the automatic creation of a standard task list based on defined business rules.

Resource & Capacity Management

- Register resources including contact and billing information;
- Record and store experience, skill and demographic information;
- Register and manage resources who are not users;
- Automatically determine the total capacity per skill, job title, department and so on;
- Track resource capacity via detailed planning and resource reports; and
- Manage resource capacity via graphical dashboards with drill through capability.

Issue & Risk Management

- Register, assign, categorise and prioritise issues and risks;
- Receive real time e-mail alerts and reminders on logged issues and risks;
- Access standard issues and risk reports;
- Track and access history reports on issues and risks; and
- View graphical dashboards for issues and risks.



Change & Quality Management

- Register, prioritise and score requested scope changes;
- Document the impact on time, cost and quality of requested changes;
- Approve scope changes online and record decisions;
- Integrated scope change log into status report;
- Real time e-mail alerts for requests and updates of scope change requests;
- Summary, detailed and history scope change reports;
- Record, track and manage quality logs and criteria; and
- Highlight and manage quality deviations.

Document & Knowledge Management

- Upload, categorise and store all projects documents (of any file type);
- Manage documents using version control with a detailed time and date stamped audit log;
- Search, download and access documents from anywhere;
- E-mail documents to PPO for storage;
- Record and track lessons learnt;
- Enforce actions and changes based on lessons learnt; and
- Access previous learnings via PPO search functionality or detailed reports.

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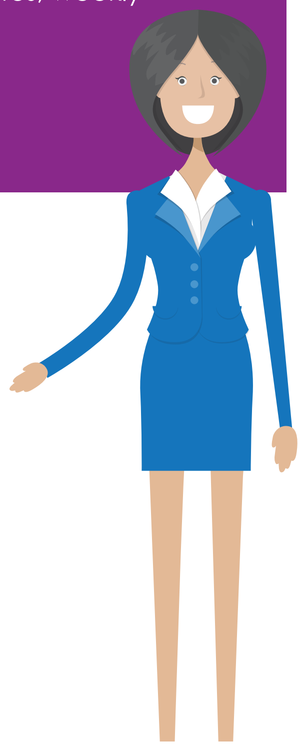
Reports & Dashboards

- Detailed reports of a single project or multiple projects, programmes and portfolios;
- Summary and high-level views;
- History and trend views;
- Filter, group and sort data when extracting;
- Consolidated or single focus (issues, risks, costs) views;
- Extracts data into Microsoft Excel;
- Generates PDF reports directly from PPO;
- Graphical dashboards with drill through capability; and
- Schedule and automate reports and dashboards to be sent via e-mail from PPO

Communication, Collaboration & Alerts

- Start conversations on any entity (risks, issues, projects, documents and even approvals);
- Add images to conversations and reply using reactions;
- Add documents and files using drag and drop;
- Allows for group conversations using @mention to include multiple users;
- Get notified of new conversations, mentions and replies via a personalised feed;
- Real time e-mail alerts of project events as they happen (i.e risk raised, document added);
- Scheduled e-mail alerts based on pre-defined parameters (daily task updates, weekly projects in threat);
- Scheduled reports and dashboards e-mailed to PPO users;
- Daily and/or weekly alerts and reminders of overdue items; and
- Project comments section to provide feedback on status of projects.



Portfolio Management & Prioritisation

- Allows for the collection of all demand and required projects;
- Allows for simple or complex categorisation models;
- Includes automated, manual, simple or complex prioritisation models;
- Records and track key measurements and investment criteria (i.e. ROI);
- Allows projects to be aligned to strategic objectives and goals;
- Detailed reports to understand the portfolio health, progress, costs; and
- Graphical portfolio and prioritisation dashboards with drill down capability

Idea & Innovation Management

- Register and log new ideas;
- Analyse and prioritise ideas;
- Online and automated approval of ideas;
- Move ideas into projects and track execution;
- Manage and track innovation via detailed reports and graphical dashboards;
- Implement governance or gate criteria on the innovation process; and
- Provide access to the innovation process and templates via PPO's lifecycle

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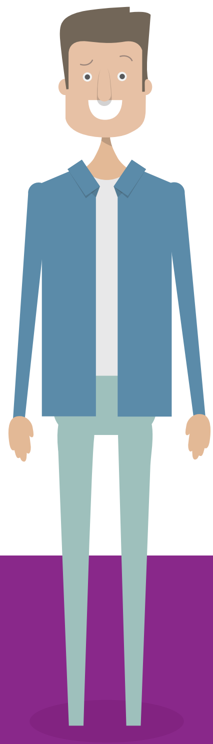
Online Approvals & Configurable Workflow

- Online approvals for projects, stage gates, documents, scope changes and so on;
- Allows for single or multiple approval;
- Allow for approvals in sequence;
- Configurable approval rules and workflows;
- Full audit log and history of approvals;
- E-mail driven real time alerts of approval decision; and
- Scheduled reminder reports and alerts for pending requests.



Customisable & Integratable

- Users can customise their own views;
- Create customised lists, data fields and pages;
- Create data dependencies;
- Customisation of new and existing reports and dashboards;
- Customisation of simple or complex business rules;
- Allows for the customisation of methodologies and work flows;
- Provides an open API to allow for integration with other systems; and
- Provides bi-directional integration to Microsoft Project (all versions).

Secure, Auditable & Access Controlled

- Unlimited user groups can be defined;
- The user group defines which functionality a user can use;
- User groups filters determines which projects a user can access;
- Each user has their own named user account;
- Each record is date, user and time stamped when it's created or updated;
- Detailed audit logs record every click in PPO;
- Summary usage reports are available to all users to track usage;
- All traffic is https and is backed by a 2048-bit Thawte digital certificate; and
- Each client has its own dedicated database and components (i.e. no sharing).

Online Help & Support

- An online support portal available 24/7 to raise and manage support calls;
- An ideas forum to log, vote and track product enhancements;
- A searchable frequently asked questions portal;
- Multiple annual free version upgrades;
- Online social network community and user groups; and
- Support telephone hotline and e-mail support during business hours.

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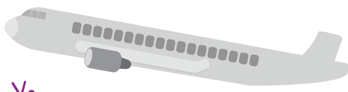
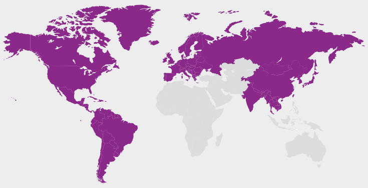


You can find us just about anywhere in the world



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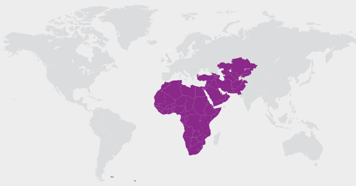

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A simple, easy-to-use
online project management system