

# Project Management

Manage projects, from an owner's perspective, so they remain on-schedule and within budget



Ushering a successful project to its completion—whether it is a renovation, acquisition, construction, or move project—requires a well-organized repository of project data and workflow practices. ARCHIBUS Project Management gives project team members workflow access to a central storehouse of information that keeps all participants aligned with master planning goals. This helps ensure that projects remain on-schedule and within budget, while providing valuable benchmarking data for future projects.

## Benefits

- Creates a central repository for a “Top-Down” perspective of program and project priorities, actions, and costs
- Facilitates a collaborative process to allow project members to synchronize information at different locations or organizational units
- Provides clear, weighted performance scorecard views of multiple programs and/or projects to identify late or over-budget components at a glance
- Streamlines project oversight via consolidated views displaying milestones, tasks, and status changes to all project members
- Reduces administrative burden by leveraging existing data

## Activities and Reports include:

- Request Project
  - Add or Edit Actions
  - Define Template Projects
  - View Document Templates
  - Estimate Baseline Schedule and Durations
  - Review Variances
  - Gantt Chart
  - Enter/Approve Bids
  - Record and Publish Contracts
  - Actions Scheduled and Done
  - Import/Export Project
  - Invoices and Payments by Vendor
  - View Projects Scorecard
  - View Project Metrics
  - Review Vendor Performance History
- Plus Many More...**

*View project calendars and Gantt charts at the task, work package, project, or program level of detail to find schedule dependencies that affect the master plan*

### Provide Centralized, “Top-down” Perspective

ARCHIBUS Project Management creates a central repository from the owner’s perspective, enabling a top-down view of project priorities, actions, costs, and more. Powerful analytic views can summarize the details from hundreds of projects in one convenient matrix. Tracking costs and payments in a centralized repository ensures more efficient capital spending and keeps projects on track. This integrated solution can either supplement or eliminate the need for separate software and procedures that typically characterize capital budgeting and project management.

- Define, estimate, and prioritize projects in a centralized location using a consistent format
- Present project opportunities and risks based on the organization’s capital plan and overall mission
- Determine cost estimates and track trends
- Connect projects directly to the capital budget cycle to compare actual versus estimated costs

### Synchronize Project Team Members

The application’s central repository structure encourages collaboration by giving disparate team members access to a single source of information. Interactive, Web-based forms make it easy for everyone to view and update information in real-time, and coordinate time-based and location-based tasks. Team members can better align project goals with organizational mission and help identify financial risks and opportunities.

- Manage time-based tasks using project calendars and Gantt charts
- Coordinate location-based tasks using the Projects Map
- Notify task assignees automatically using intelligent workflow processes
- Exchange data seamlessly with Microsoft Project®, delivering information in familiar formats to project managers, financial managers, and executives

### Benchmark Performance

Weighted performance scorecards identify late or over-budget programs and/or projects at a glance. The application makes it easy to review payments, costs by activity type, work packages, and any schedule variances throughout the duration of a project. With all this information at hand, users can easily establish benchmarks and identify projects that are not measuring up to these standards. Tracking historical project data also makes it easier to identify improvement opportunities for future projects.

- Compare project performance by manager, region, organization, or other criteria
- Identify actual cost compared to design or baseline estimates for improved future project planning
- Review vendor performance by project type

### Streamline Project Oversight

The application includes many features for streamlining project management and reporting, from the planning to the execution phases. Project templates enforce a standardized project methodology among all project members, including service providers or contractors. Integrated workflow capabilities issue relevant, proactive notifications to project team members.

- Create work packages for Web-based contract bids
- Route projects for approval and estimate, manage, and approve change orders
- Enforce organization-wide standards to ensure project objectives are met
- Maintain accountability through electronic audit trails to track all project changes

### Reduce the Administrative Burden

ARCHIBUS Project Management can greatly reduce administrative burdens by leveraging pre-existing data. The application’s ability to integrate multiple functions and systems reduces duplicate entry and promotes communication among different departments and sites. Granting all team members enterprise-wide access to project data simplifies communication by reducing phone calls, paper invoices, and manual processes.

- Reduce duplicate data entry by integrating existing ARCHIBUS data such as property details, condition assessments, maintenance data, and more
- Encourage a self-service posture and reduce overhead with real-time, Web-accessible data
- Promote consistent documentation by posting templates, examples, and policies

For more information, visit [archibus.com/project](http://archibus.com/project)

