



8 Project Management

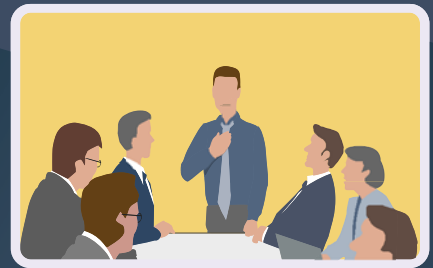
Can help you simplify the project planning
and execution process
and makes everyone more informed



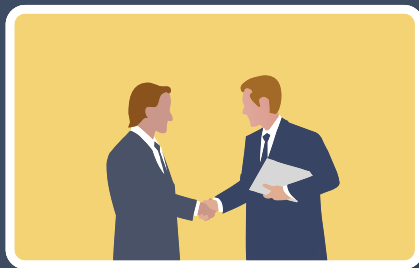
Activity Planning



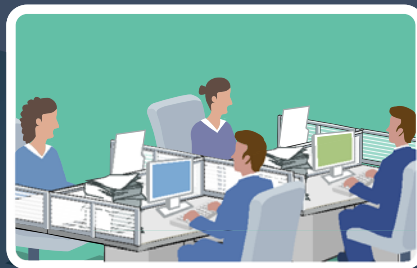
Issue Tracking & Reporting



Execution & Monitoring



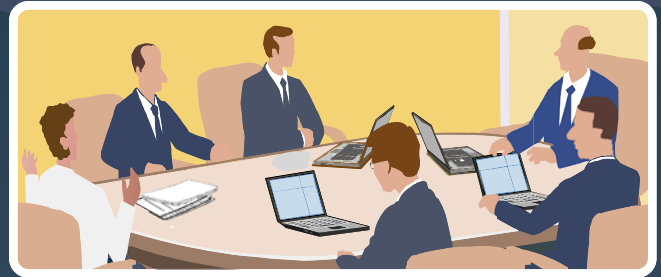
Communication Management



Resource & Cost Management



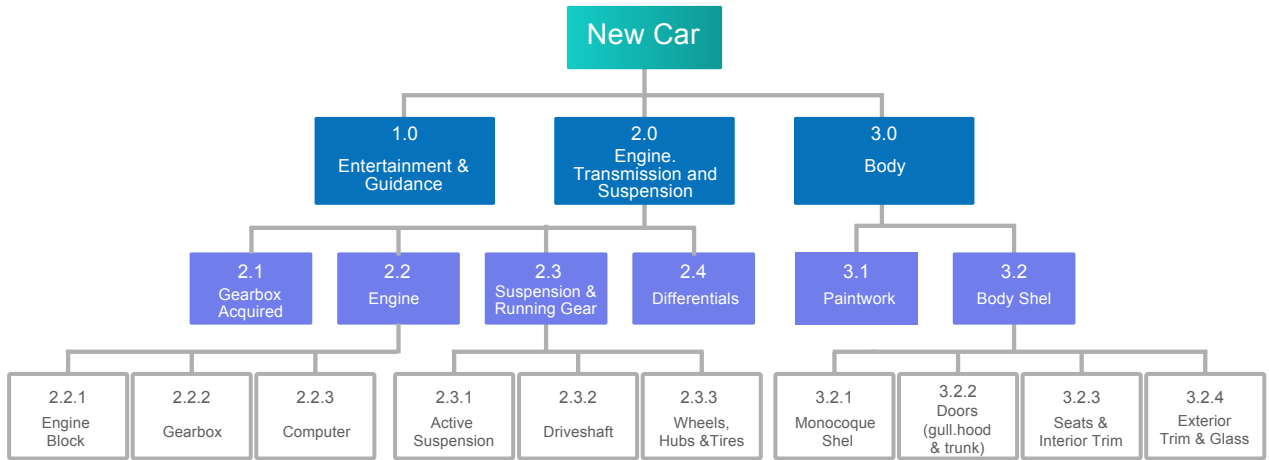
Real-time dashboard to record actions in real time and detect problems at the earliest possible time



Timely & Accurate Information for effective judgment

8 PM improves communication for you and your team by keeping everyone more informed, organized and on schedule.

1. Activity Planning



8 Simple PM helps your project team intelligently develop and prioritize a project plan.

Projects can be broken down into activities, activities can be assigned and project progress can be tracked in real-time.

- Configurable multi-tier, dynamic WBS activities
- Clear responsibility and accountability
- Mass editing and moving WBS activities
- Configurable activity dependency and time lags
- Schedule tracking and reporting

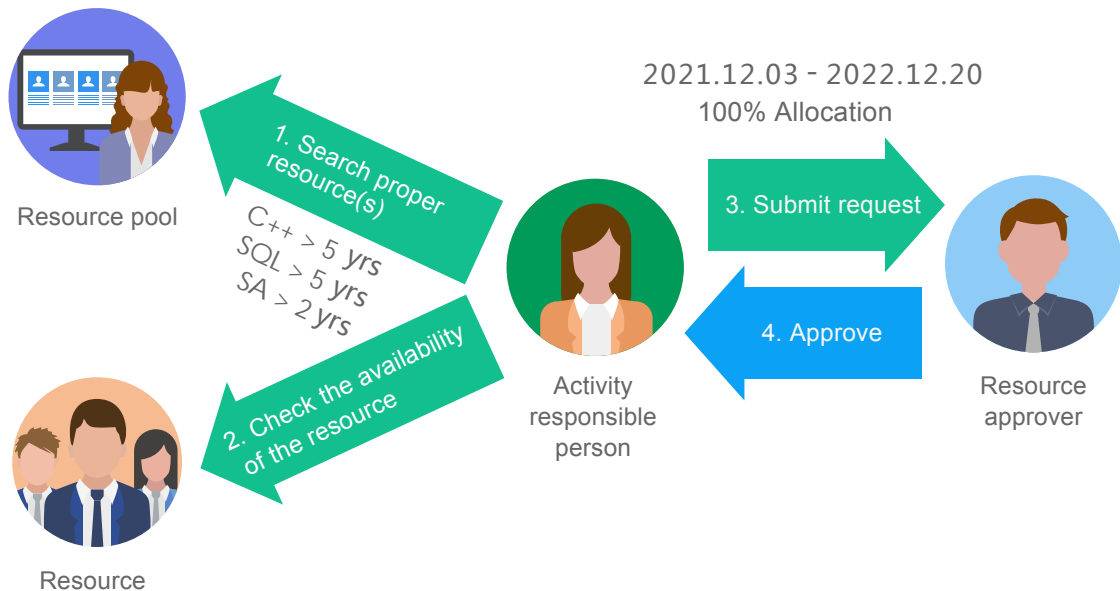
2. Execution Management



8 PM delivers full traceability of project execution:

- Activity scheduling and execution management
- Deliverable scheduling and handoff management
- Real-time risk and problem detection
- Execution policy and control management
- Project and activity approval and re-approval management
- Complete audit trail

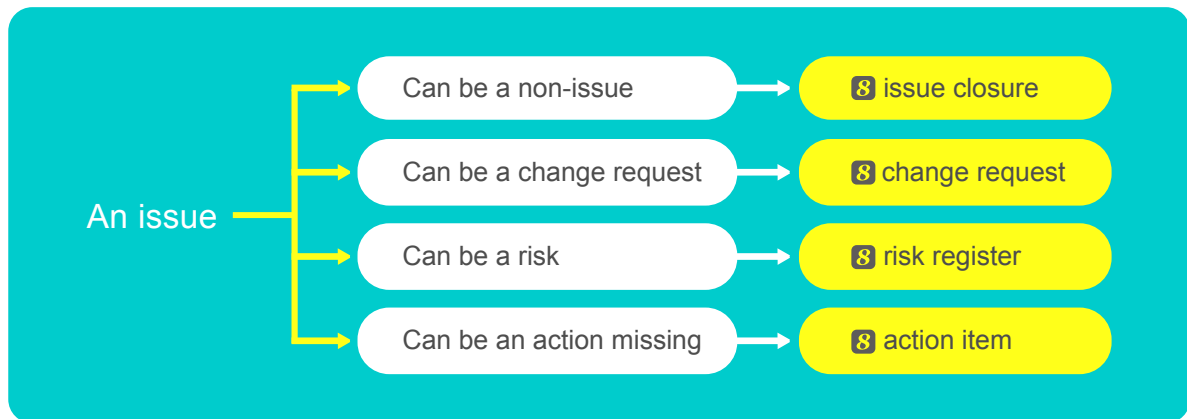
3. Resource & Cost Management



8 PM enables you to effectively manage resource capacity and allocation - so you can always get the right resource for your project:

- Resource management by resource categories, skills and availability
- Auto compute forecast costs of resources required
- Tracking allocation time vs. actual utilization time
- Detection of overloaded and inadequate resources
- Tracking planned resource cost vs. actual resource cost

4. Issue Tracking & Reporting



8 PM provides you with a powerful mechanism to organize and track issues, and to resolve them systematically.:

- Issue identification
- Issue analysis
- Response action item
- Systematical tracking
- WBS/Activities associated with issues

5. Real-time Monitoring and Tracking



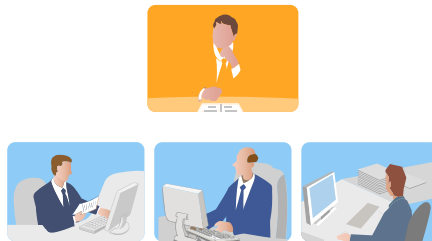
8 PM provides the following dashboards for communicating status, identifying problems and tracking necessary actions:

- Project
- Resource
- Progress report
- Cost
- Deliverable

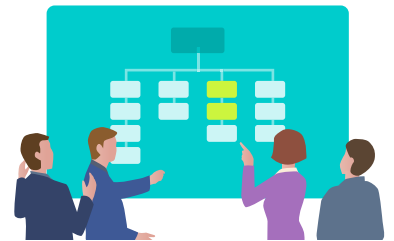
6. Communication Management



Unstructured Email



Structured Interactions



Informed Decisions

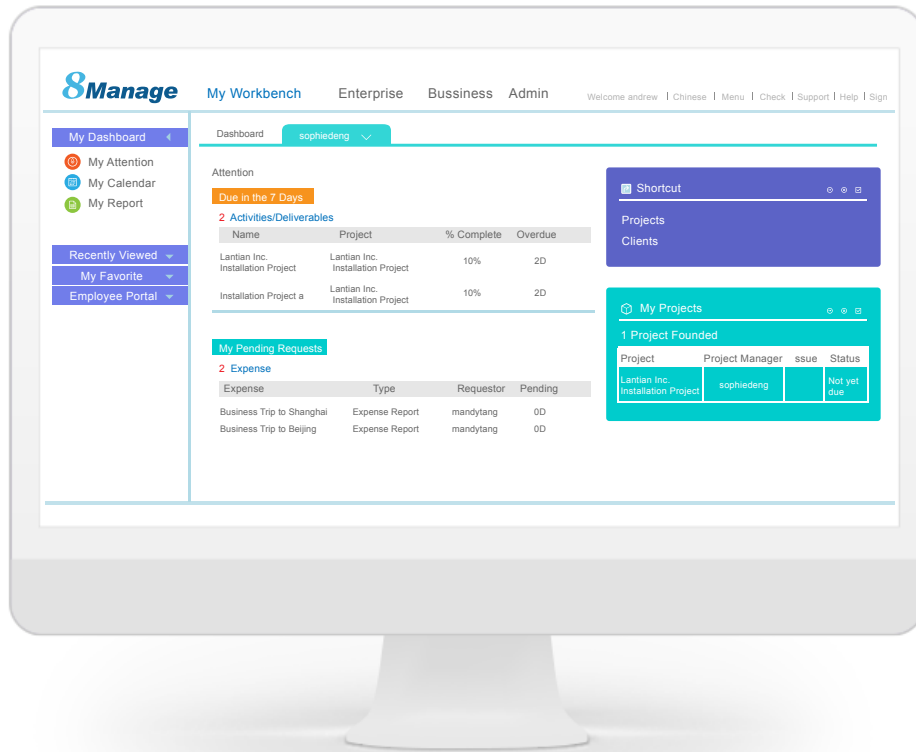
8 PM facilitates structured communications and provides real-time information, allowing teams to make informed decisions :

- Real-time chat
- Reality check
- Discussion forum
- Auto email notification

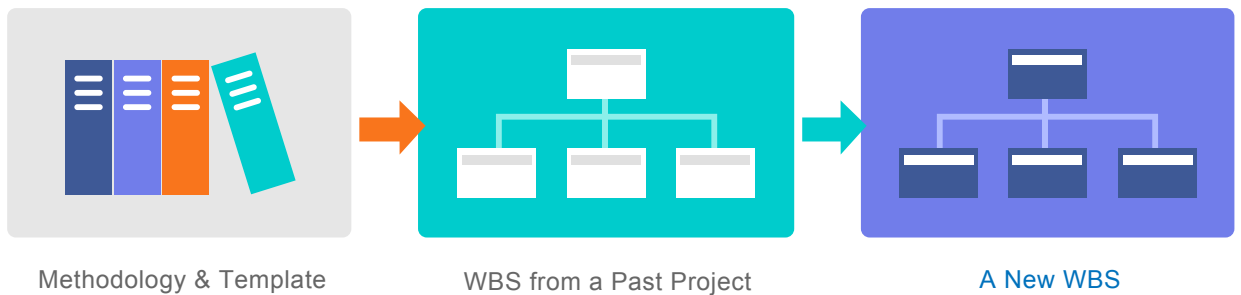
7. Configurable Personal Workbench

8 PM provides you with a role-based, personal workbench to facilitate your day-to-day work and to reflect your performance. You can always detect potential problems in real-time from your dashboard.

- Role-based personal workbench with KPI
- Personalized task and issue reporting
- Active links to drill down
- Totally configurable



8. Methodology Template



8 PM provides a methodology template for various application areas to aid project plan creation:

- Initiate new project with templates
- Save a project plan as template
- Template includes tasks, deliverables, scheduling, duration, issues etc.

PM Feature list

Feature	Description
Project Request	
Create Project Request	Record project name, project type, requested budget and other info in project requests.
Risk Assessment	Support risk assessment for project requests.
Approval	Support to submit project requests for approval.
Linked to a Project	Support to link an approved project request with a project.
Project Initialization	
Create Project	Allow to create project by different methods, such as creating from the template, importing from mpp file, creating from scratch or copying an existing project.
Define Project Team	Allow to define project planners, project sponsors, project supervisors, managers, project assistants and approvers and grant appropriate privileges.
Define Project Chapter	Allow to define info such as objectives, stakeholders, assumptions, approaches, high-level scope, high-level schedule and budget ballpark in project charter.
Project Scope Document Mgmt	Support the uploading and easy access of scope-related documents.
Project Library	Support user-define library template for creating a new project library.
	Support auto creation of project library automatically when a new project is created.
	Support linkages of project deliverables to documents in project library so that documents created from a project can be accessed independently from project library.
	Support knowledge mgmt in project library.
Project Planning	
Detailed Project WBS	
WBS Operation	The form of 8thManage WBS is similar to Excel format, in which users can re-arrange the activity sequence, outdent or indent an activity by mouse or shortcuts. The system also supports the import and export of MS project files.
Assign Activity Reps.	Able to assign the responsible person of the activities individually or by bulk replace;
	Allow multiple persons to be responsible for the same activity.
Set Up Deliverables	Allow to define deliverables details of activities/projects, including responsible person, scheduled FD, review and acceptance flow, quality standard etc.
Planning Methods	Support "top-down" and "bottom-up" planning methods; by combination of the two methods, it can better ensure the time restriction as well as the flexibility.
Sub-projects	A project can be inserted as an activity to another project's WBS.
Critical Path	Critical path activities are visually displayed on WBS and 8thManage supports showing real-time critical path on web page and exporting PDF document.
Gantt Chart	Able to show the Gantt Chart in real-time and allow exporting it into PDF.
Baseline	Support the establishment of baselines for projects and individual activities.

Resource Plan	
Resource Type	Allow self-defining the resource type such as internal human resources, external human resources, and non-human resources for the projects; allow self-defining the resources properties.
Resource Working Calendar	Allow defining different working calendars; each project and each resource can have different working calendars.
Key Resource Warning	Conflict or overloading of key resources will be alerted.
External Human Resources	Able to manage the external human resources that participate in the projects.
Resource Skills	Able to self-define needed fields to record all the skills of the resources.
Resource Plotter	The system will list the matched resources that meet the requirements based on resource plotter.
Resource Workload Warning	The workload of a resource can be tracked during resource planning process and any overload can be detected and alerted by the system automatically.
Resource Allocation	Support resource tracking and adjustment request on resource allocation according to the resource's usage.
Deliverable Plan & Quality Definition	
Deliverable Review & Acceptance	Allow to define different review and acceptance flow for deliverables.
Minimum Quality Requirement of Deliverables	Support setting the minimum level of quality control for deliverables on Enterprise/Project level.
Minimum Quality Requirement of Milestones	Support setting the minimum level of quality control for milestones on Enterprise/Project level.
Deliverable Completion Methods	Allow to set up metrics to evaluate the quality of the deliverables;
	Support to set up the calculate methods of the completion rate according to the target value and the actual value of the metrics, or according to the review and acceptance status.
Project Budget Plan	
Approved Budget + Additional Forecast & Actual+Accrual	"Approved Budget + Additional Forecast" reflects the approved amount and the estimated amount acknowledged by the executives; "Actual+Accrual" reflects the actual amount and the amount estimated by the project team members. Their differences can provide overrun warnings.
Cost Control Rules	Allow to control the project cost in different cost classification levels and set up conditions when projects or cost should be (re)approved.
Cost Classifications	Allow to self-define different cost classifications by enterprise level or by each project.
Reserve Fund	Support managing the reserve fund of the project.
Asset Depreciation	Support managing the asset depreciation of the project.
Project Approval	
Multi-level Approval	Support multi-level approval function (e.g. allow project manager to approve top-level activities, project approvers to approve whole project plans).
Self-defined Approval Flow	Project approval flow can be pre-defined in the system or confirmed by the project manager when the project is submitted for approval.
Re-approval Restriction	Allow to define there-approval control parameters; when some critical goal was changed, such as the cost, scheduled FD etc., the system will require the project to be re-approved automatically.
Project Execution	
Deliverable Mgmt	
Internal Review	Deliverable's responsible person submits the deliverable for internal review; Reviewer reviews the deliverable.

Acceptance	The accepter can accept or reject the deliverables after receiving the deliverables.
Commitment Mgmt.	Allow the commitment management of the deliverables; the commitment process includes commitment-implementation/re-negotiation/commitment breaking.
Deliverable Structure	Allow to define deliverable structure through defining the components of deliverables.
Deliverable Completion Feedback	Allow setting up target value of the metrics to evaluate the deliverables.
	The responsible can update the actual value, and the system will calculate the completion rate according to the target value and the actual value of the metrics, or according to the review and acceptance status.
Resource Utilization	
Timesheet	Team members can use the timesheet to record their actual working hours in each project.
Resource Request & Approval	Support the resource request and approval process.
Resource Usage Record	Able to generate the usage records automatically according to the actual timesheet records, able to calculate the project resource costs automatically.
Resource Tracking	Resource tacking feature supports dynamically tracing the resource usage in a project and detecting any overload and resource conflict.
Commitment Mgmt.	Allow the commitment management of the resource allocations; the commitment process includes commitment-implementation/re-negotiation/commitment breaking.
Cost Mgmt	
Expense	The system supports the expense flow management from request to payment delivery.
Cost Classifications	The project can inherit the cost classifications of enterprise, or adjust the inherited classifications to maintain its own one.
Budget & Actual Cost	Able to track the derivations between the planned budget and the real cost; able to provide warnings according to the pre-set cost warning rules.
Communication Mgmt	
Requests & Responses (Approval, Review, Acceptance)	When the user raises a request, the user being requested (such as the approver) will be able to receive and respond to it to achieve the purpose of interactions.
Notifications	When the plans are modified, or deliverables are reverted etc., the system will send out notifications automatically (the rules can be self-defined by the user).
	The system will also send out notifications to the responsible persons before the due day.
Escalations	Support to escalate to the leaders automatically if the pending requests are not being handled in due time.
Chat & Forum	Provide online chats and forums for instant communications.
Instant Comments & Emails	Allow team members to add comments for the projects, activities, deliverables, issues etc. online or via email at the same time.
	All the communications including the emails will be captured into the system by time sequences.
	Relevant team members will be able to keep track of the historical communication records when needed.
Change Request Mgmt	
Change Request	Allow users to record and handle the change request in the system.
Severity & Urgency Queue	Allow to define the severity of the change requests, provide urgency queue function to manage the change requests and to control the access rights.

Audit Trail	Provide audit trail to record all the changes of the change requests.
Self-define Function	Allow privileged user to self-define the basic information page and management flow of the CR.
Purchasing Mgmt	
Purchase Order	Support the entire procurement process, including raising the PO for approval, record the invoices received from the suppliers, payment requests and approval etc.
Received Invoice	
Payment Request	
Requirement Mgmt	
Requirement	Allow users to record and handle requirements in the system, which includes project requirements and product requirements.
Severity & Urgency Queue	Allow to define the severity of the change requests, provide urgency queue function to manage the change requests and to control the access rights.
Audit Trail	Provide audit trail to record all the changes of the change requests.
Test Case	
Test Case	Allow users to record and handle test cases and upload related test files.
Team Building	
Project Work Performance Report	Provide various real-time project analysis reports as a reference during the executions, such as workload summary, quality summary, milestone completion status summary etc.
Reality Checks	Provide reality check functions to collect the comments from the project stakeholders and allow to answer the questions anonymously.
Project Monitoring	
Cost Monitoring	
Earned Value	Use the EVM management method recommended by the PMBOK to monitor the project cost.
Top-down & Bottom-up Budget Deviations	The system will monitor the deviations between the top-down and bottom-up budgets and by real-time.
Cost Overrun	The system will monitor the cost overrunning the approved budget in real-time automatically.
Budget Re-approval	With pre-set rules, when budget being modified, it will trigger the restriction to re-approve the project.
Progress Monitoring	
Dashboard & Warning	Provide project summary dashboard and the alert functions.
Earned Value	Use the EVM management method recommended by the PMBOK to monitor the project schedule.
Quality Monitoring	
Quality Monitoring	The system will keep track of the project quality dynamically by examining the following: uncommitted deliverables, overdue deliverables, deliverables without review and acceptance, rejected deliverables, deliverables with a high rejection rate, the most overdue deliverable etc.
Resource Monitoring	
Resource Overall Monitoring	The system will automatically monitor the overall resource conditions, including overdue resources, unreasonable allocations, overloaded resources, to-be-hired resources, un-committed resources etc.
Resource Effort Analysis Histogram	The system provides resource effort analysis histogram to analyze the total FTE, resource days or resource hours of the planned, requested, approved or actual resources usage.

Resource Effort Analysis Table	The system provide the analysis report to view and compare the FTE, resource days, resource hours of the total resource usage, the resource constraint and the variances.
Different Resource Reports	The system provides different resource reports to help monitoring the resource in different dimensions, e.g. the resource planning report, resource time & cost report, resource allocation & utilization report etc.
Risks & Issue Monitoring	
Risk Detection	Auto detection of the resource risk, schedule risk, cost risk, management risk etc. and demonstrates the risks in the project dashboard.
Risk Mgmt.	Besides from the auto detection of the risk, the system also allows the user to record and monitor the risks found.
	The system supports to plan actions to deal with, reduce or avoid the risk, and supports the whole follow-up process until the risk is relieved or closed.
Issue Handling	Support to keep track of the whole process of dealing with the issues found; including the issue registration, the impact analysis, the actions, actions follow-ups, issues solved and closed.
Library & Knowledge Classifications Mgmt	
Document Library Mgmt	
Library Template	Support the creation of document library templates and the creation of document libraries based on a particular template.
Auto-creation of Project Library	Support creating a new document library automatically when a new project is created. It also supports creating a project document library from template.
Document Version	Provide document version management, able to keep track of all the historical versions.
Access Rights Control	Allow different stakeholders and users to have different access rights; able to grant the rights by library, by specific folders or specific documents.
	Provide check-in and check-out controls to avoid concurrent write into the same version of the document.
	All the view, modification, download, check-out actions etc. will be recorded in the access logs.
Document Searching	Allow to search and view the documents by names, knowledge classifications, key words or full-text;
	Allow to search and track documents of different formats including word, excel, ppt, pdf., etc.
Document Flow	Support user-defined document forms and allows the current user to fill in and submit documents of different types for approval.
Knowledge Classification Mgmt	
Knowledge Classification	Allow the user to self-define knowledge classifications.
Document Searching	Allow the linkage of each document to multiple knowledge areas and provides a knowledge-based search facility.
Deliverable Searching	Allow the linkage of each deliverable to multiple knowledge areas and provides a powerful knowledge-based search facility.
Configurations and Integrations Mgmt. (SVN/CVS)	
Configurations and Integrations Mgmt.	Built-in function to integrate with SVN/CVS for instant usage.
Risk & Issue Mgmt	
Risk Management	
Existing Risk Analysis	Support the identification of existing risks and the analysis of the confidence level of them before the project start.

Risk Mgmt.	The system allows project team members identify, assess, prioritize and record risks and the formulate actions for managing them. The system also records the probability and influence before and after the action to ensure the effectiveness of the actions.
Risk Detection and Reminding	Auto detection of project resource risks, schedule risks, cost risks and management risks and provides extrapolative forecasts to warn people on the systemic risks.
Issue Mgmt	
Issue Recording	Allow to record issue for different levels and objects, such as dependency, deliverable, activity, sub-project, and project.
Issue Linkage	Allow an issue to be associated with a risk and its resolution actions associated with change requests.
Change Tracking	The system will track the impact changes of the issue.
Actions Tracking	The system will track the actions to solve the issue.
Issue Map & Warnings	Provide an real-time issue map for the monitoring and visibility purposes and a automatic alert function for the actions associated with issues.
Re-forecast & Investment Attention	
Re-forecasting Mgmt.	
Schedule Re-forecasting	8thManage supports schedule re-forecasting based on Schedule Performance Index (SPI), present date and mandatory dependencies.
Resources(Efforts) Re-forecasting	Allow to re-forecast the resources(efforts) according to the re-forecasted schedule and the extra resources requests.
Cost Re-forecasting	Allow to re-forecast the cost budget according to the actual cost (AC) and the bottom-up budget cost.
Investment Attention	
Bubble	Present multi-dimensional view of projects in the form of bubbles, supporting analysis of projects, project requests pending approval, project requests and projects. Users can set the indicators represented by the horizontal axis, vertical axis, bubble size and bubble color. The main indicators include project type, priority, expected return on investment and risk (percentage of confidence in overcoming risk).
Rank	Support to view performance scoring for each project, including system scores calculated by the system based on the set project traffic light scores, as well as scores manually filled in by management.
Bill of Material	
Bill of Material	Allow to record bills of material. Materials can be products defined or not defined in the Product List, can be selected from Major Material Category, or imported through Excel.
Material Cost & Quote	Support to record cost and quote of each material, and automatically calculate the total cost and the total quote.
Approval & Change Mgmt	Support the approval of the bill of materials, and the changed bill shall be re-approved.
Version	The approved bill of materials will automatically generate a version, and the two versions can be compared in terms of the material composition and costs.
Inventory Request	Allow to generate an inventory request from a bill of material.
Inventory Return	Allow to return materials to inventory.
Purchase Order	Allow to generate a purchase order from a bill of material.
Project Close	
Project Close	Support to complete and close the project in the system.
Deliverable Documents Mgmt.	Allow to move all the attachments of the deliverables into specific project folders in the project library.

Resources Release	Allow to release all the requested resources after closing the project.
Project Documents Mgmt.	Allow to move all the project documents into the project library for better managing and archiving.
Scrum Project	
Requirement & Story Point	Allow to handle ideas and requirements on the story book page, which includes recording responsible person and number of story points.
Sprint & Activity	Allow to record sprints and related activities and to add cover pictures for each activity.
Meeting	Allow to record meetings including planning, daily and retrospective meetings.
Progress Monitoring	Allow to check and update sprint progress by dragging activities from one status column to another.
Burn Down Chart	Allow to check three types of burn down charts.
Acceptance	Allow to check acceptance of activities, requirements and sprints.

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8 SRM : Supplier Management, e-Procurement and e-Tender

8 PPM : Project and Portfolio Management

8 New Way : Visual Agile and Lean

8 Timesheet : Resource Time and Cost Management

8 EDMS : Electronic Document Management System

8 OA : Office Automation


8 HCM : Human Capital Management

8 All-in-one : Enterprise Full Automation

Wisage Technology Ltd.

 8Manage.com

 info@wisagetech.com

 +852-6065-1864