



Project Management

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



Activity Planning



Issue Tracking & Reporting

8 PM improves complex work communication for your team by allowing them to exchange precise work information and keeping everyone more informed, organized and on schedule.



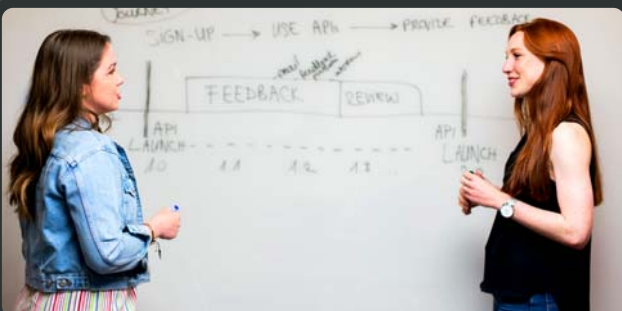
Communication Management



Execution & Monitoring



Resource & Cost Management

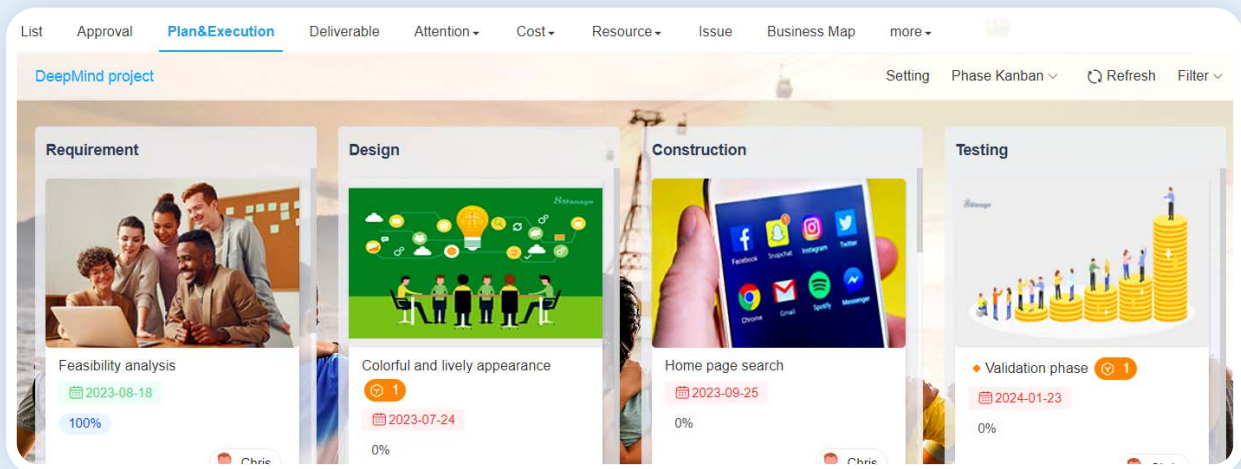


Real-time dashboard to record actions in real time and detect problems at the earliest **possible time**



Timely & Accurate Information for effective judgment

1 Activity Planning

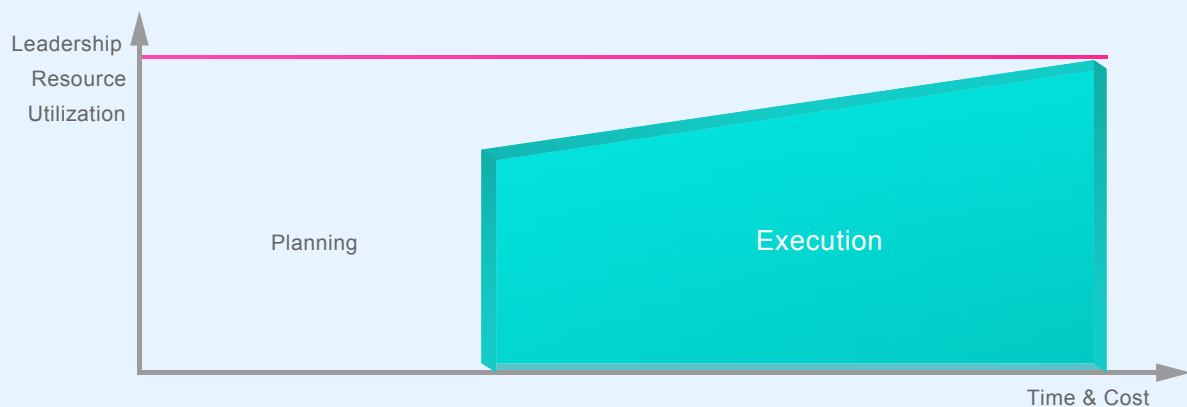


8 Simple PM helps your project team intelligently develop and prioritize a project plan.

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

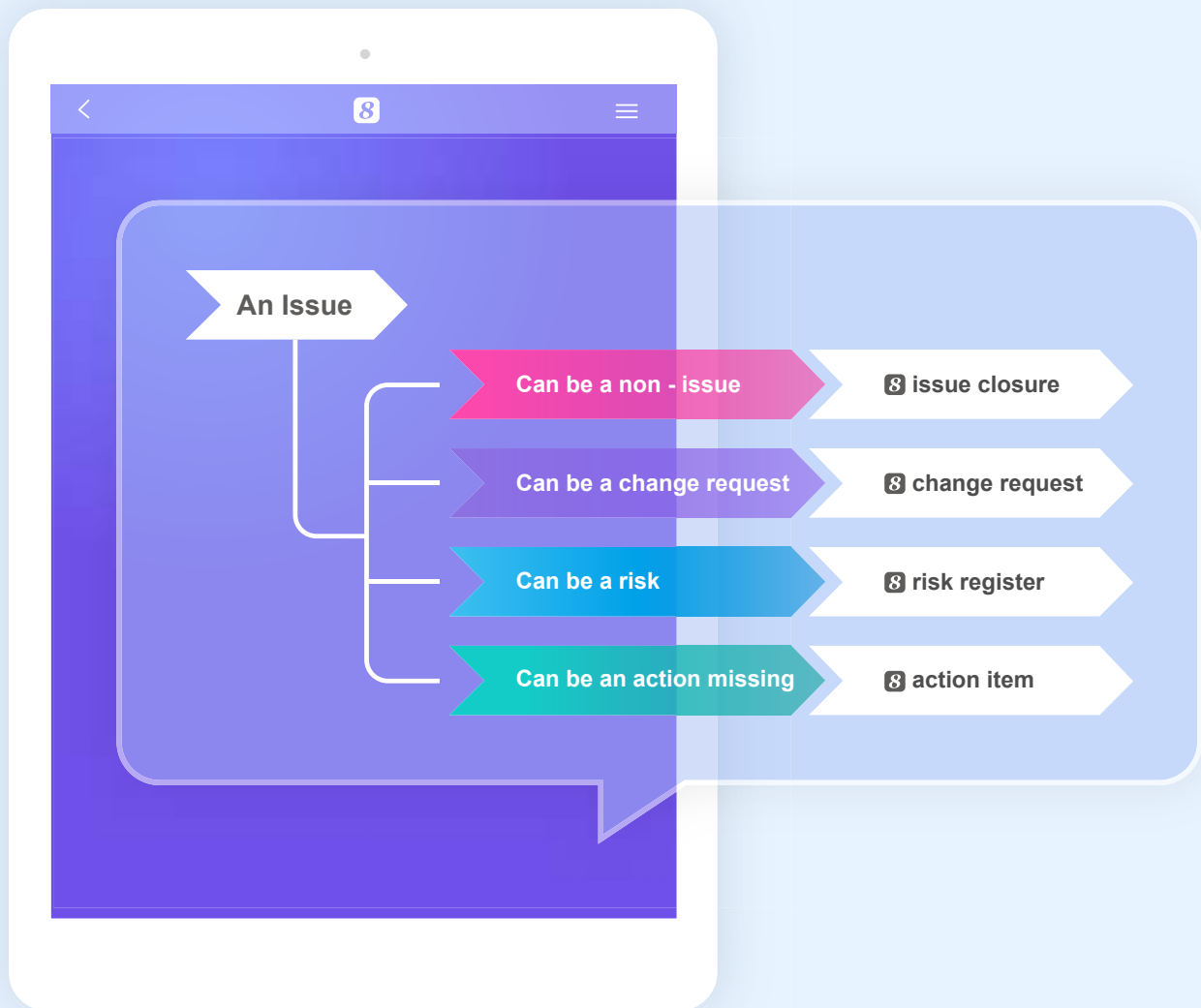
3 Resource & Cost Management



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

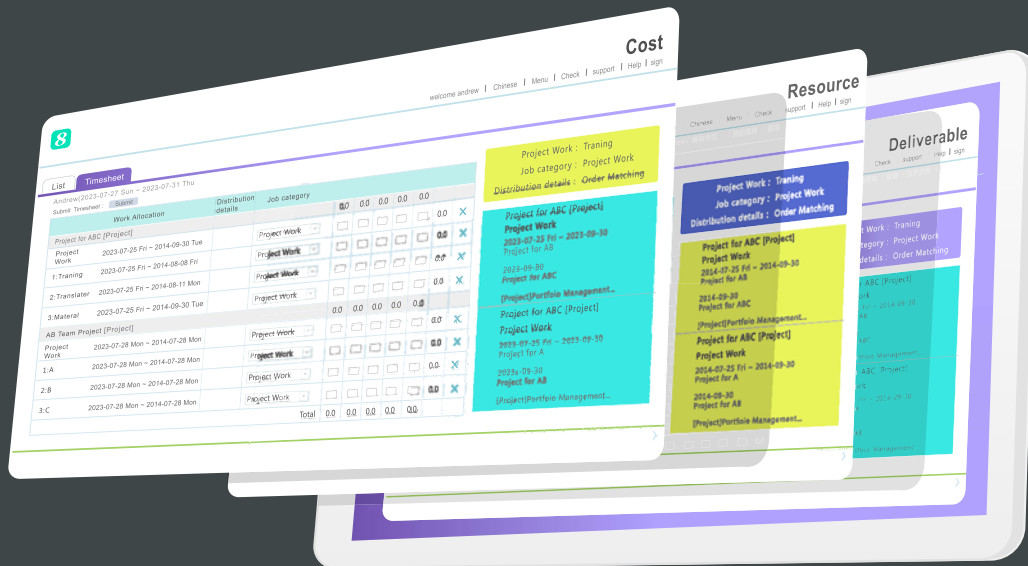
4 Issue Tracking & Reporting



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

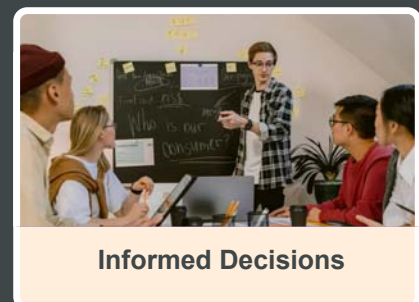
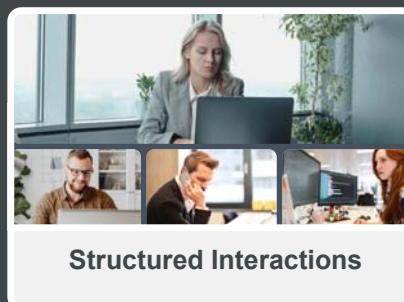
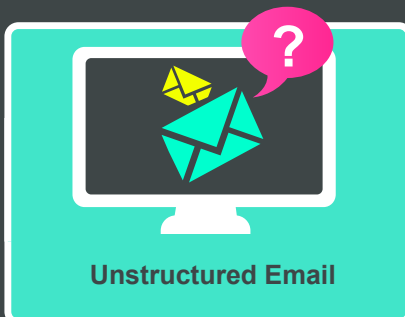
5 Real-time Monitoring and Tracking



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

- Project
- Cost
- Resource
- Deliverable
- Progress report

6 Communication Management



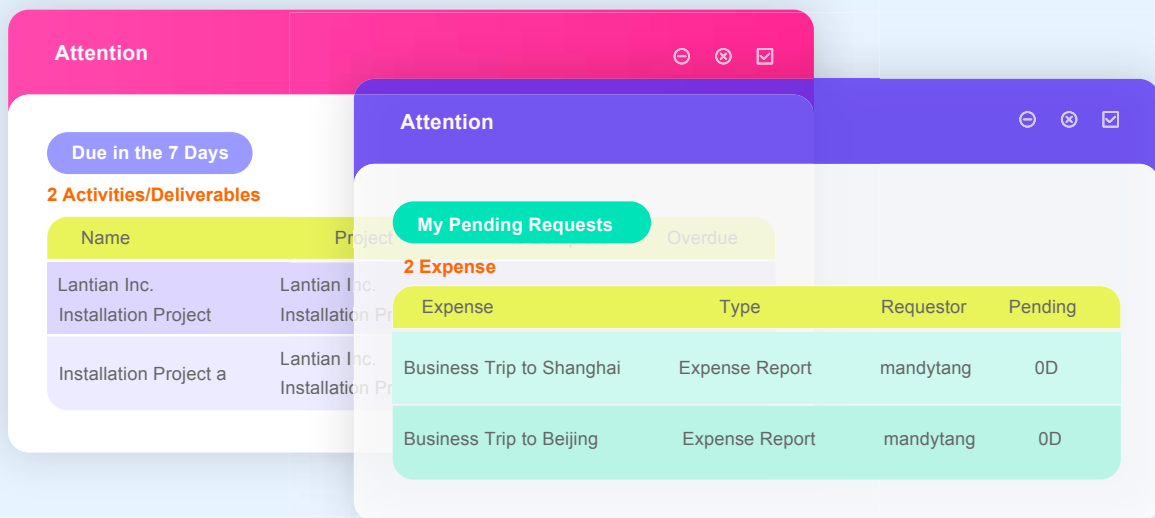
8 PM facilitates structured communications and provides real-time information, allowing teams to make informed decisions:

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

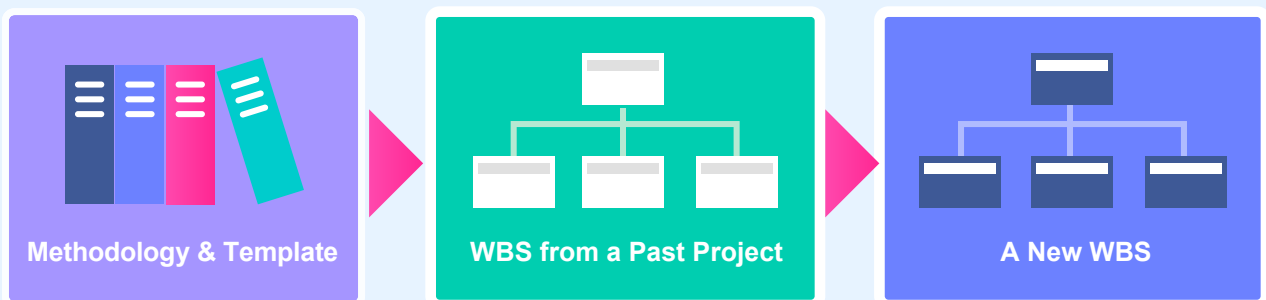
7 Configurable Personal Workbench

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 aide project plan creation:

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

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. |

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| 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). |

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| 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 acceptor 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. |

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| 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. |

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| 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. |

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| 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). |

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| 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. |



8 can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

8 CRM : Corporate Client CRM and Consumer CRM

8 Service : Service Management

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