

# SE Project

## Project and Service Management

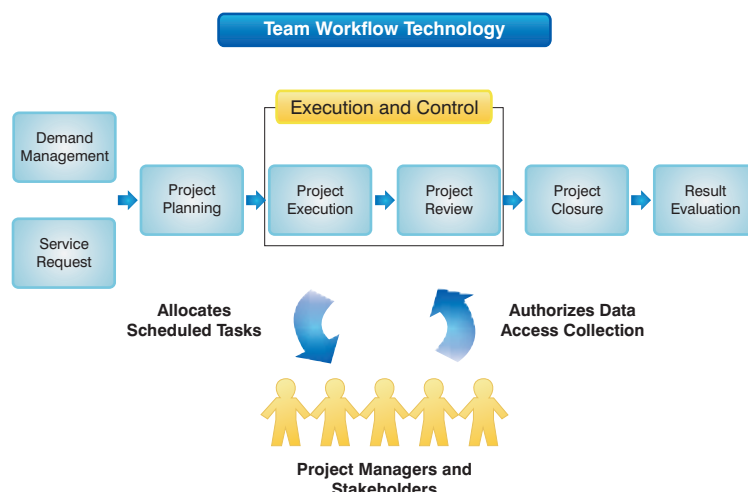
### Aligning Project and Portfolio With The Business

#### Overview

SE Project is a corporate tool for planning and controlling your project portfolio. There are a wide range of resources to effectively manage all vital elements of your projects; such as scope, due dates, quality, resources, costs, risks, documentation, and results. SE Project manages and automates your project requests, planning, execution, verification, and conclusion phases (your entire project cycle). SE Project provides great agility to your work teams, based on a powerful mechanism called Team Workflow, which automatically sends e-mail notifications to those responsible for carrying out To-do tasks. It also authorizes the registration of all pertinent data regarding To-do task solutions. Whenever any non-conformity takes place in carrying out these actions, such as past due completion, project managers are alerted of these occurrences. This assures project managers and their work teams, simple and effective control of their objectives and priorities. Therefore, our Solution optimizes the keeping of deadlines and results set for all your projects. SE Project provides several types of views and reports for

information analysis on projects, resources and costs, as well as key performance indicator charts to compare results to goals set for your projects. Project managers, who are provided with this pertinent data, may evaluate the performance achieved by their teams, as well as identifying the main glitches, which occurred during their project execution. All data and documents are stored in just one database. SE Project features an automated process for your PDCA cycle. Our solution controls all your task requests from all your departments and also adds non-repeated and/or short duration tasks to the system. Thereby, your daily work-team task list is registered and controlled; even including your non-project tasks. The concepts and features provided by SE Project meet all requirements established by international standards and regulations such as PMBOK, ISO 20000 [ITIL], COBIT, ISO 9000, ISO/TS 16949, FDA, CMMI, BSC and others.

#### Team Workflow



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## ▶ Features



- **Scope and time:** Edits and shares project data in real time. Task precedence inter-relationships (WBS) [Work Breakdown Structure] on Gantt charts, critical path, precedence net, and milestone. Controls project revisions. Imports and exports files to and from MS Project.
- **Resources:** Multi-project view on resource allocation. Selects resources based on competencies. Schedules resources and identifies task overloads. Generates Multi-project timesheets.
- **Finances:** Estimates costs and revenues. Applies the ABC method to task cost analysis. View cash flow and S- curve and interfaces with other company systems.
- **Risks:** Identifies risks and analyzes their impact on projects. Defines adopted strategy and controls preventive, mitigative, contingent, and corrective actions.
- **Quality:** Generates checklists for critical effectiveness verification of executed tasks. Records non-conformities, complaints, improvement opportunities, and preventive/corrective actions on projects being executed.
- **Portfolio:** Consolidates all key performance indicators [due dates, costs, resources, etc] on just one single screen. Analyzes the progress of your projects, displaying “estimated vs. actual” and calculates trends throughout all project phases until their conclusion. Aligns projects to goals, key performance indicators and strategic initiatives (balanced scorecards).
- **Collaboration:** Provides a task precedence inter-relationship tool among project teams, keeping complete records of questions and decisions made. Controls meeting attendance and participants’ approval of minutes.
- **Documents:** Manages all project documents. Automatically updates and approves the document revision process. Search engine locates entire system contents and views dozens of document formats.
- **Work Orders:** Controls WO requests and suggestions to automate the request and approval process. Analyzes requester’s satisfaction level after project is concluded.
- **Standardization:** Catalogs project templates and defines users’ access rights and roles. Provides user-defined fields for company use to register and view all project data.
- **ERP Integration:** Integrates human resource data (including cost rates), project cost and billing values, and resources actual work hours.