



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.

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...**

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**

The dashboard includes several key components:

- My Projects - Status:** A pie chart showing project status distribution.
- My Projects - Overdue - On-Time:** A pie chart showing overdue vs. on-time projects.
- My Open Projects - Age (Days):** A horizontal bar chart showing the age of open projects.
- Alerts for Open Projects:** A table listing alerts with columns for Alert Type, Project Code, End Date, and Target Completion.
- My Projects (Past 12 Months):** A table listing projects with columns for Project Code, Project Name, Project Status, Date - Target Completion, Date - Requested Start, Date - Requested End, Project Description, and Project Manager.
- Commitment Progress Status Report:** A detailed table for a specific project (2012-029055) showing financial metrics.

Project Code	Project Name	Project Status	Cost - Budgeted	Revised Contract	Invoice Total	% Invoiced	Commitment Remaining	% Cost to Complete
2011-000074	LAB1 InstrRedundCooling	Issues-On Hold	\$1,300,000	1,297,200	1,258,600	97	38,600	3
2012-029055	LAB1 InstallDuctWork	Issues-On Hold	\$725,000	728,640	1,860,480	255	20,160	3
2013-000001	Albany Lab1 02 Nursing Station Reno	Issues-In Process	\$140,000	163,520	89,535	55	73,985	45
2013-000019	LAB1 Rm237FixHeatProblem	Completed-Verified	\$280,000	290,160	277,320	96	12,840	4
2013-000039	LAB1 ModifyRmForEquip	Closed	\$140,000	135,000	112,500	83	22,500	17
2013-001847	LAB1 BackupCoolRoom155N	Completed-Not Verified	\$2,800,000	2,534,400	2,439,200	96	98,200	4
2013-005003	LAB1 CorrectCondWaterFTC	Issues-In Process	\$840,000	295,680	156,000	53	139,680	47
2013-005312	LAB1 ReplaceHeatExchanger	Issues-In Process	\$420,000	389,160	316,900	81	72,260	19
2013-018539	LAB1 Replace AHU2-5	Issues-On Hold	\$1,400,000	1,297,200	20,000	2	1,277,200	98
2013-019036	LAB1 HVAC/Mechanical Equip	Approved	\$14,000,000	3,372,000	0	0	3,372,000	100
2013-023873	LAB1 ReplaceHVAC	Approved-Cancelled	\$700,000	648,600	0	0	648,600	100
2013-027699	LAB1 FixHumidProblem	Approved	\$280,000	88,560	0	0	88,560	100
2013-032638	LAB1 EvalFireSprSystem	Approved	\$60,000	57,240	0	0	57,240	100
			\$23,085,000	11,297,360	6,530,535		5,918,825	

View project schedules with quality control dashboard. View commitment progress status report to track project completion by work packages, monthly projections, change orders, and invoices (recorded and approved)



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 www.archibus.com/project

