



MODERN PROJECT MANAGEMENT WITH **WORKPOINT**



Project Management

Project management with high degree of efficiency and structure in SharePoint Online and Office 365

WorkPoint Project Management creates a central cockpit for managing all workflows and documentation in a project. It is an efficient project management tool that provides a complete overview of all ongoing projects as well as the progress of each project.

With intuitive gate and stage management, WorkPoint guides the project employee - safely and easily

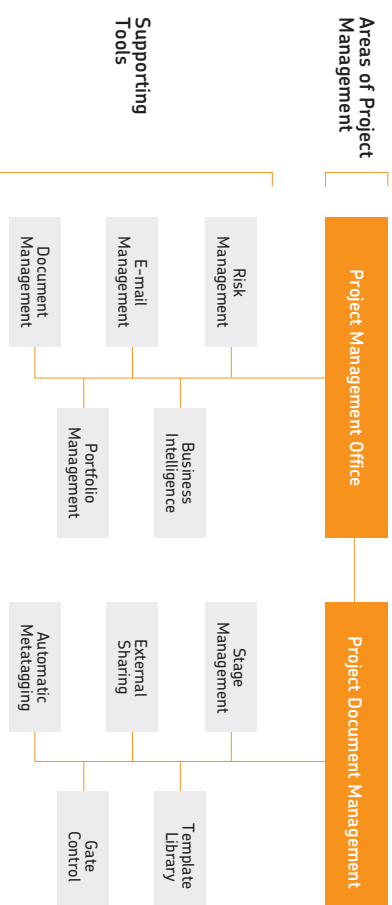
- through the entire project. This ensures that employees do not switch from one stage to another in a project before all tasks and requirements are met in that specific stages. A high and consistent quality is achieved in all cross-organisational projects, and employees can start to access all project-related material in a single platform.



Key features with WorkPoint Project Management

- Stage Management controls the process**
 Intuitive stage management that guides the user safely and easily through all phases of the project.
- Work efficiently with template library**
 The well-organised template library ensures the workflow and quality of project documents.
- Easy and quick archiving and retrieving of information**
 Automated and intelligent metatagging for efficient archiving and retrieval of e-mails and documents.
- Portfolio Management**
 Efficient measuring of projects progress and optional export to Excel.

WorkPoint Project Management



2 areas of WorkPoint Project Management



Project Management Office

The PMO solution defines the standards for working with project management. Guidelines, criterias, policies, tasks related to projects are all implemented within the system, to help your organisation in structuring and sharing data, e-mails and documents across the organisation. WorkPoint offers a selection of supporting tools such as E-mail Management and Business Intelligence, that provides business-critical assistance for optimising project management across the organisation.



Project Document Management

The intelligent PDM-solution guides your organisation in working more efficiently with project documents. WorkPoint PDM includes functions such as automatic metatagging, gate control, template library and much more. These functions ensure that the handling, storage and management of documents will become much more controlled and secure. The result is a comprehensive overview of all document users, versions and stages and automate processes regarding the document setup and storage.



Support tools and functions with Project Management

A selection of tools and functions that can be included in your project management solution to ensure the quality and coordination of all ongoing projects.

Risk management

There may be various factors that slow down the progress of a project, and if you do not focus on this in project management, you could potentially delay key milestones and delivery of the project. WorkPoint handles the risks associated with a given project, and you are therefore prepared for the challenges you meet.

External sharing

With WorkPoint it is easy to control who has access to the projects, and thus who shares knowledge and information, and there are regular procedures for integrating external users, that ensure that one's unique knowledge and information is not shared with someone who should not have access.

Document management

In WorkPoint, you can create an overview of your documents, and project participants can easily collaborate in the projects, thus quickly and efficiently addressing various issues that may arise during the project phases.

Business intelligence

Be more intelligent about your business and start using BI for Project Management. With WorkPoint, you can integrate Microsoft Business Intelligence to get professional insight on data and metrics from all ongoing projects.

Template library

The system provides efficient template management, which means that in WorkPoint you can find any project template you need. There are templates for meeting reports, status reports, offer documents, framework agreements and the like.

Stage management

With intuitive stage management, the system helps the user - safely and easily - through all stages of the project process from automatic assignment through detailed process management to the final evaluation.

Portfolio management

The project solution provides clear portfolio management, which helps to easily maintain an overall overview of multiple concurrent projects at a time. Projects are presented on a clear dashboard, and status of the projects is marked with a light signal. This ensures insight across the entire project portfolio and prioritises efforts.

Automatic metatagging

Automatic and intelligent metatagging that saves users time and resources and quality assures metadata on emails and documents. This intelligent metatagging can be implemented on all ongoing projects to gather all correspondance across the organisation.

Email management

Efficient management of emails with quick and easy filing to the case by drag and drop. Intelligent suggestions for journaling as well as automated journaling

Gate control

Gate management ensures that employees do not enter a new phase of the project until all tasks or requirements are met in the current phase.

Get in touch

Would you like to know more about WorkPoint, we urge you to contact us or one of our partners.

www.workpoint365.co.za



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