

STANDARD SOLUTION FOR EFFICIENT PROJECT MANAGEMENT IN **OFFICE 365**



Use all the tools in **Office 365** for managing your projects

An advanced project management system from WorkPoint

WorkPoint 365 project management is a cloud solution based on SharePoint Online and Office 365 using the latest Microsoft technology, as well as the best tools to support streamlining and automation of workflows.

WorkPoint 365 seamlessly integrates into the Office 365 suite, making it possible to work in Microsoft Teams, Flow, Planner, Power BI, Power Apps. Office programs Outlook, Excel, Word and Power Point and more. It provides the possibility of working with projects within the Office 365 suite, providing employees a recognisable, user-friendly interface and access to the Office 365 toolbox.

WorkPoint is a standard project management system that requires minimal customization and can be configured to support a wide range of workflows and processes.



Powerful project platform for all modern workplaces

Easy and efficient project management

Great demands are placed on project leaders - they must be effective - projects must be flawless - they must complete the deadlines - they must have an overview across projects and tasks - they must be up to date with processes and procedures - they must work with colleagues and external parties

For a project leader to master all of these disciplines, it requires robust and well-functioning project management solution. That is why we have created a modern digital workplace that contains all the tools needed to carry out effective project management.

10 key principals of **Project Management**

1. Overview of project content and progress, including project documents, parties, meetings, notes, emails, etc.
2. Support for the project process with stage/gate management
3. Automation of project processes
4. Management overview of projects and the progress of projects across the organization
5. Clear, intuitive and recognizable user interface.
6. Efficient search across project, costumers, documents, emails and more.
7. Easy logging process where metadata from the project automatically inherited.
8. Dashboard overview of "My projects", My tasks "as well action list of eg projects tasks to be done according to deadlines.
9. Easy collaboration and knowledge sharing in your project team, as well as with external project parties
10. Template Library for quick management of project templates



Go Standard -WorkPoint 365

Empower your project management with WorkPoint and Office 365

WorkPoint 365 Project Management creates a platform for effective project management, providing you with a complete overview of all ongoing projects as well as the progress of each project. Manage all your projects, workflows and documentation from one central cockpit to increase your efficiency and reduce loss of data, knowledge and value.

With the WorkPoint 365 Project Management standard solution, the system supports project employees safely and easily throughout the entire project lifespan. Secure links between your projects and relevant clients and stakeholders, manage project plans and projects documents and create templates to secure uniform and comparable project information. The intuitive stage gate model lets you incorporate your organization's project stage model directly into your project management solution and ensures that projects do not move from one stage to another before all tasks and requirements are met.

The WorkPoint 365 Project Management standard solution supports fast access and consistent workflows for all project employees across your organization – all in a single platform.

3 reasons to go with WorkPoint Project Management

- ▶ **Use Office 365 as your primary project management platform**
Future-proof business solution that integrates all Office 365 tools for doing project documentation, tasks, correspondence in a recognisable interface.
- ▶ **Go standard and be up and running from day 1**
With WorkPoint it's quick and simple to add solutions giving you immediate benefit. It is a scalable solution allowing you to add new business layers and users when needed
- ▶ **No special development and programming**
The solution is preconfigured to quickly cover your needs for a projec setup.
The solution can be used out-of-the-box or as a foundation for a custom-made project solution with more advanced features



WorkPoint setup for standard project management

Features and modules included in the standard project solution

WorkPoint 365 supports efficient project management, document and email management across the organization. The result is a high and uniform quality throughout the project life cycle from project preparation, handling and to the process of project renegotiation / expiration.

WorkPoint 365 facilitates the execution of routine tasks and ensures compliance with defined procedures. At the same time, one common and simple user interface is achieved, helping the employee through the contract process.

By default, the project solution contains 3 modules: Customers, contacts and project. Projects are managed in a project module and the project module contains, among other things, the following functionality:

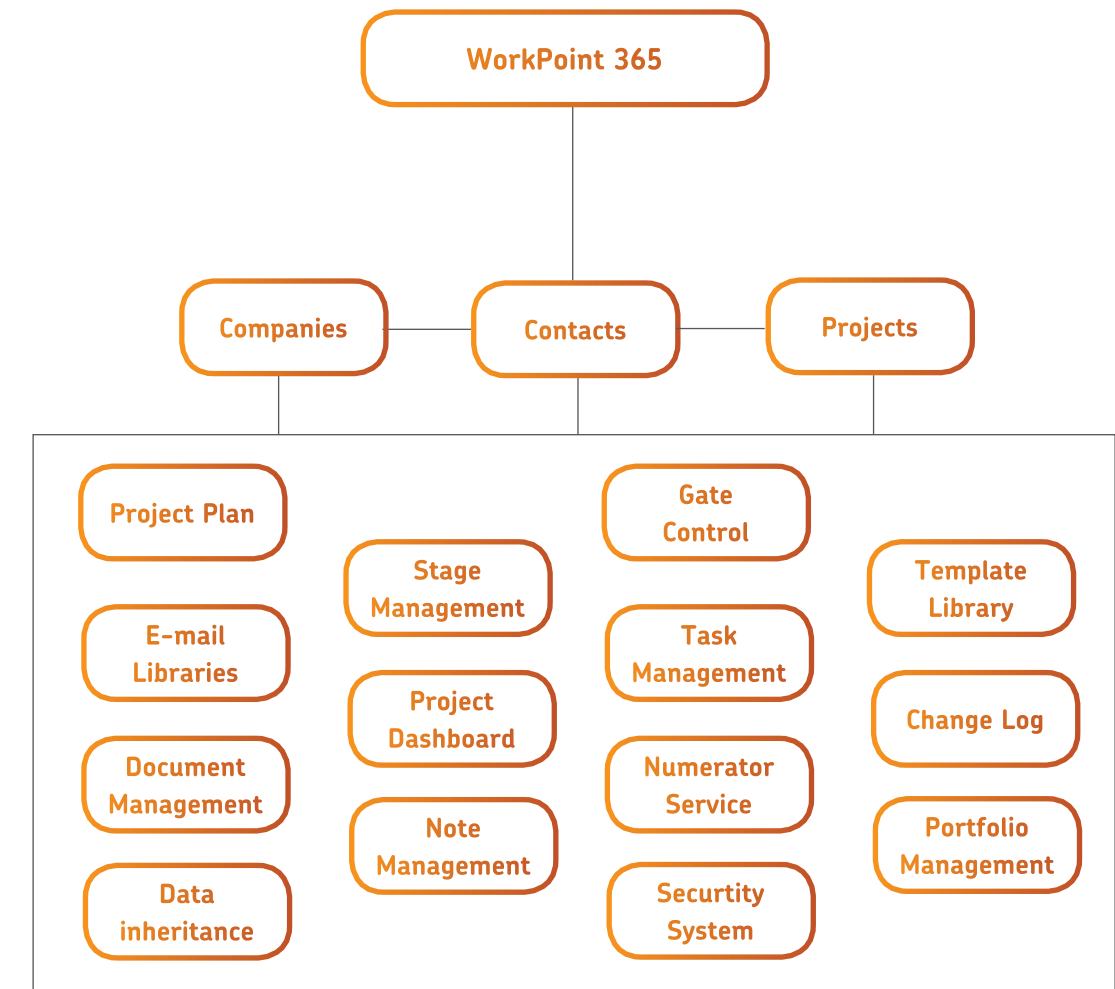
- **Support for standard project management with stage management and process management**
- **User-friendly and intuitive user interface so that the solution with a short introduction can be used by any employee**
- **Project workspaces for project documents, emails, stakeholders as well as information and master data on each contract including roles**
- **Template library for project / document templates**
- **Automatic version control of documents ensures that all changes and approvals are always recorded**
- **Support for Microsoft Teams, Flow Tasks and much more**
- **Change Management for managing and controlling project changes**
- **Dashboard with overview of my projects, tasks and action list**

WorkPoint 365 Project Management Standard Solution

Business Solution

Business Modules

Included Features



Start working in WorkPoint

Get up and running today

Book an informal meeting with WorkPoint or a WorkPoint partner and get demonstration of how intuitive and useful the system is, and discuss which features are relevant to you and how our price structure works



If you wish integration with other systems or add several addons to your project management solution, please contact WorkPoint or your WorkPoint partner for a price



Optional features and add-ins for **Project Management**

As your organization grows more accustomed to utilize your WorkPoint project management solution, it may become relevant to extend your standard solution with a selection of customized optional features or add-ins.

These extensions will spring out from your standard project management solution and transform it into an advanced project management solution tailored to support your organization's advanced project management needs.

Pricing of these options will depend upon the individual needs of your organization and your demand for configuration and set-up.

WorkPoint Additional Features

Below you will find a list of the most common additional features and add-ins for transforming your standard project management solution to a tailored advanced project management solution



Risk management

Risks can 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.



Power BI Dashboard

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



Transmittals

With a single click, transfer your documents and create an easy Transmittal. Then there has been documentation of which document version that have been sent, when details of who and when



WorkPoint Express

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



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



Digital Signature

Digital signature is a system which helps businesses and organizations manage and automate the process of signing documents digitally. This streamlines the process of signing documents for project approval process into WorkPoint

Get in touch

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

Please view our partner list at:
www.workpoint.dk / www.workpoint365.com