

# Planner Suite™



Cut costs - By getting your projects under control.

Bill every hour - Planner Suite helps you to ensure that everyone reports their time and that every hour is billed.

Create accountability - Only one person can be accountable for a task.

Project status at your fingertips - All project data and process metrics are immediately accessible.

Access from anywhere - Consultants on the move can access Timesheet from anywhere via the web.

Identify problems before your customer tell you - by following project progress in real time.

Enterprise Project Management doesn't have to cost a fortune - With Planner Suite you get full control, at a price you can afford. Apart from a low initial investment, the profit from increased utilization of resources and all hours billed will be significant.

According to a global report on productivity, insufficient planning and control accounts for 43% of lost productivity<sup>1</sup>. Project Management is an area where many organizations have yet to utilize the full power of the information technology revolution. Most organizations use Spreadsheets, monthly time reports and perhaps project planning tool, but only few organizations are able to follow up and analyze and improve their performance.

Planner Suite is developed with your needs in mind. It supports the whole value chain for a consulting or project-driven company. It fits into your existing infrastructure and either supports the processes you already use, or helps you to introduce new ones.

Planner Suite supports your planning process, It helps you to ensure that every hour is reported, and it gives you process metrics in a user friendly way with results that are structured to help you focus on what you do best.

Planner Suite allows you to plan, report and authorize. It can also be used to support your existing processes, or even as a powerful process-capture tool in connection with Business Process Reengineering.

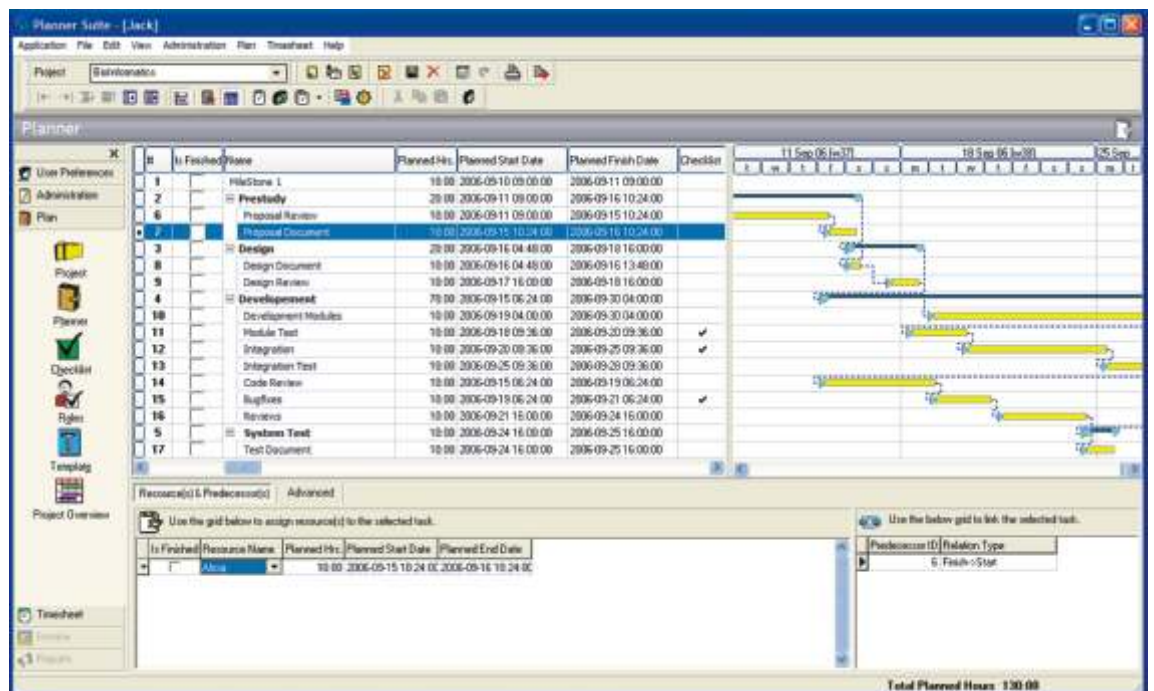
Planner Suite is a holistic product where planning, time reporting, document handling, resource allocation and process control are built together into an integrated suite to give you control and increased productivity and profit.

Planner Suite is fast, reliable and secure and apart from working in a local network, it also fully supports offsite work over the Internet. Though the entire software is Internet enabled, a web version of the Timesheet is also available for people on the move.

Planner Suite's five core modules are:

Planner, Timesheet, Process, Reports and Document Manager.

<sup>1</sup> [www.proudfootconsulting.com/displayfile.asp?id=85359](http://www.proudfootconsulting.com/displayfile.asp?id=85359)



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### Planner Suite Planner

In the planner module you can define your project as a WBS with a full Gantt chart planner similar to that of Microsoft Project™. It handles critical paths, planned hours, deadlines, resource allocation, process phases, checklists, baselines and templates. It also allows import/export from/to Microsoft Project™ and Microsoft Excel™. Project budgeting is also included.

- Templates • Gantt Chart • WBS • Import/Export from/to MS Project • Milestones • Baselines • Resource Management • Touch time/Cycle time • Progress tracking • Budget • Support of different rates at different locations



### Planner Suite Timesheet

The Timesheet is where hours are entered against tasks, checklists are filled in and tasks are marked as fulfilled. Each staff member can see allocated tasks and enter hours worked on them. There are also provisions to enter expenses for the project or travel expenses and to authorize tasks and expenses for invoicing or cost control.

- User friendly time reporting form displaying allocated tasks • Track overtime • Automatic timing of tasks • Enter time for non-allocated tasks • Closing of tasks can be done with predefined checklists • Daily or Weekly time reporting • Customizable columns • Entry of expenses • Authorization of hours and expenses



### Planner Suite Reports

There are numbers of standard reports for normal project follow-up and earned value. Customized reports for special needs can be added.

- Project Management Reports • Process analysis Reports • Earned Value Chart and Reports • Diagrams



### Planner Suite Document Manager

This module supports the needs of completely electronic document management including sharing documents per project across locations. Documents are stored on the server but access rights are based on project membership. The document management system also supports electronic authorization and document identification which is needed to support an ISO 9001:2000 system.

- Central storage of documents • Project based access rights • Authorization • Versioning



### Planner Suite Process

Define process phases, activity types and groups, roles, checklists, document templates and planning templates to support virtually any process including CMM™, RUP™ and ISO9001™.

- Phases Activities • Roles • Activity groups across phases • Document templates • Checklists • Default project WBS structure • Customizable process definition • Can support CMM, ISO, UP and other processes



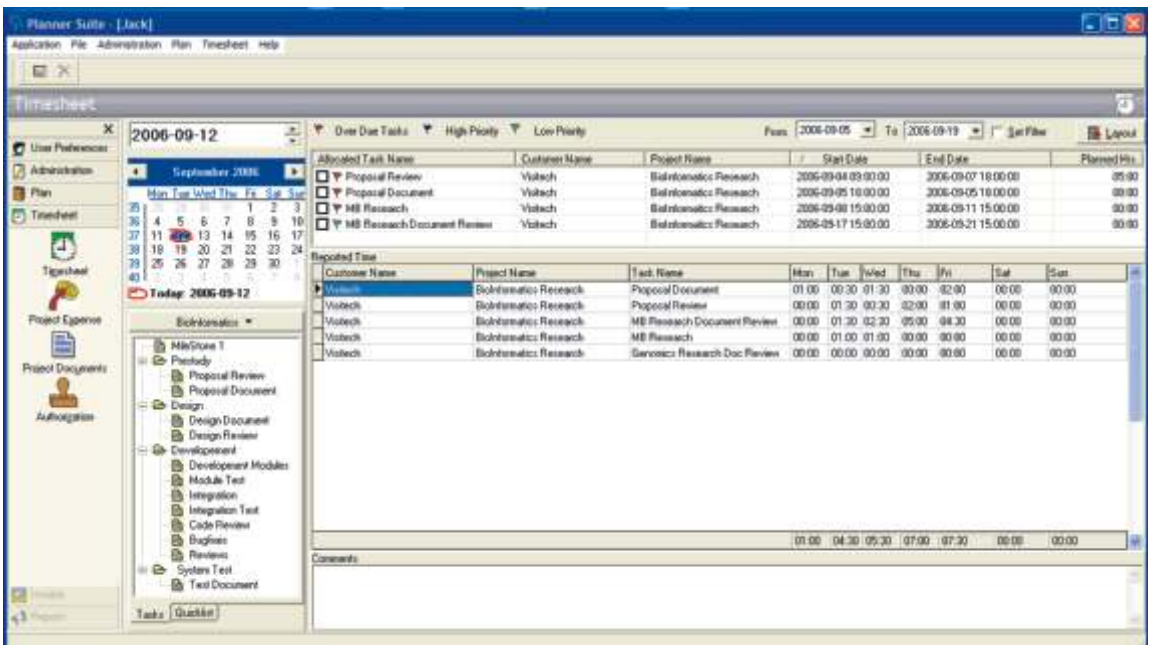
### Planner Suite General

You can define customers, vendors, employees, external consultants, projects, internal departments, holidays, leave, or most things which can affect your projects. You can track progress, ensure security with an access control system.

- Access control system • Support leave and public holidays for different locations • Supports employees and external consultants/freelancers

### Requirements

- Planner Suite Application Server runs on Microsoft Windows 2000
- Professional™, Windows XP Professional™, Microsoft Windows 2000/2003 Server™
- Planner Suite supports Microsoft SQL Server 2000 or Microsoft SQL Server 2005 including the express edition.
- Planner Suite Web runs on Dot Net Framework 2
- Planner Suite Desktop Client runs on any Windows edition



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