



## DATA SHEET

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### Multi-Project Management

It is a challenge to monitor and control a large number of projects within a company or division. It is even more challenging the more the projects influence each other or have mutual dependencies and compete for the same resources. The tasks in multi-project management essentially include:

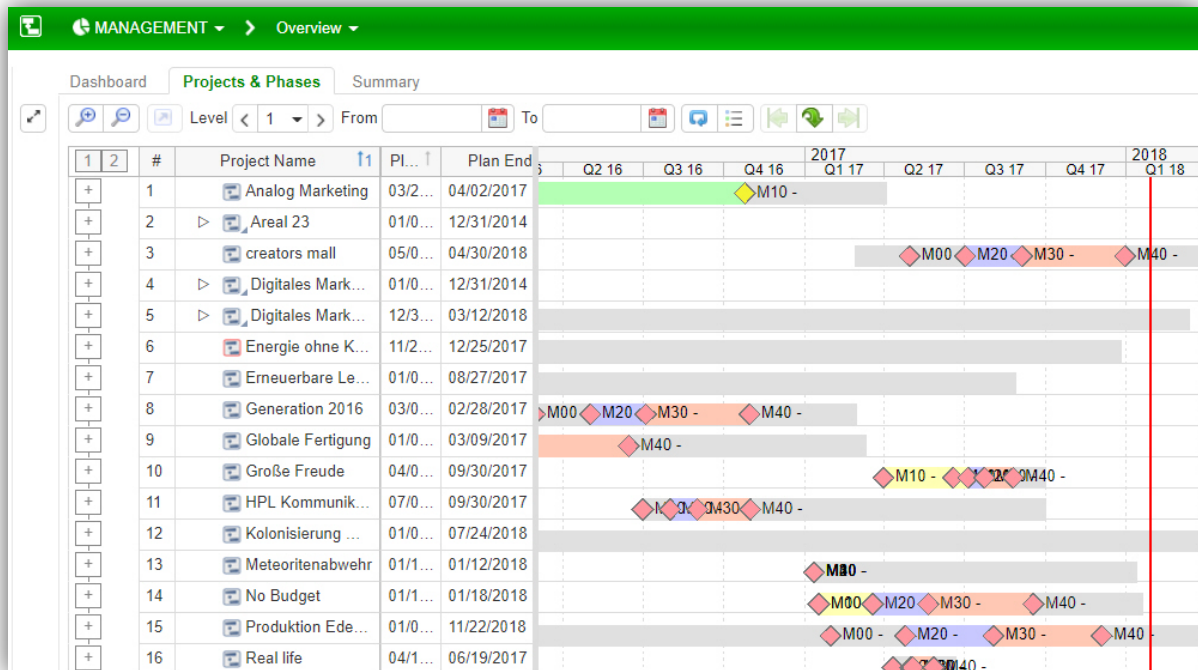
- Analyzing target compliance (scope, costs, deadlines)
- Analyzing the status and progress of projects
- Identifying critical plan deviations to allow early corrective action to be taken
- Consistent quality management and consistent project evaluation
- Standardizing project processes (e.g. formalized proposals, phase models for particular project types, etc.) and monitoring compliance
- Creating aggregated reports and decision support for management
- Comprehensive knowledge management (project learning and implementation into new projects)
- Documenting decisions

## The KLUSA Management module

To carry out the tasks described above, KLUSA is organized according to typical tasks and procedures.

In order to handle a large number of projects, there are filters to limit and select the projects displayed. All reports and evaluations then relate to the filtered project list. Filters can be individually saved by users, and important filters can be made available to all users centrally from the project office.

In addition, the KLUSA portals can be applied to limit the scope of project analysis.

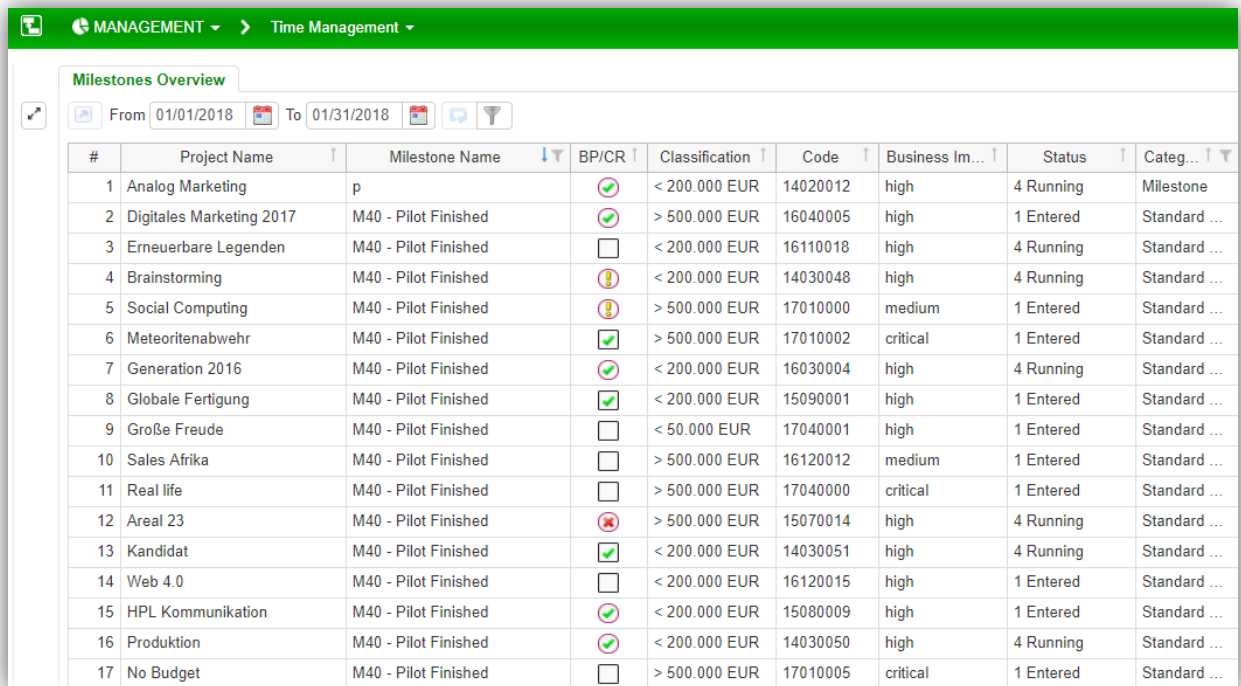


Example of a project phase overview in KLUSA

## Status and progress of projects

The status overviews offered by KLUSA include the following:

- *Dashboard*
- *Phases and project deadlines* (planned and actual deadlines)
- *Summary*
- *Milestone overview*
- *Costs and benefits* (planned, actual, forecast costs)
- *Resource overview*
- *Project risks and opportunities*
- *Project reports and missing reports*
- *Change requests*
- *Measures & activities*



Milestones Overview

From 01/01/2018 To 01/31/2018

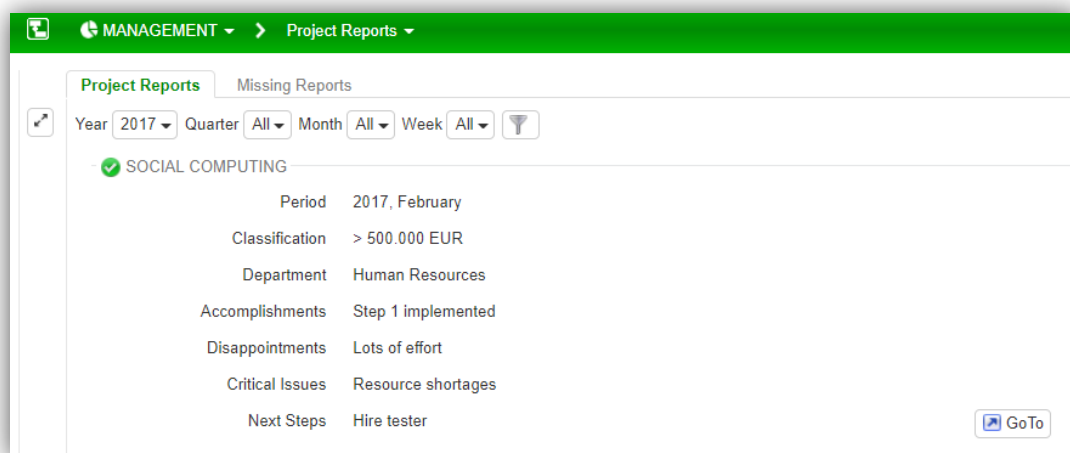
#	Project Name	Milestone Name	BP/CR	Classification	Code	Business Im...	Status	Categ...
1	Analog Marketing	p		< 200.000 EUR	14020012	high	4 Running	Milestone
2	Digitales Marketing 2017	M40 - Pilot Finished		> 500.000 EUR	16040005	high	1 Entered	Standard ...
3	Erneuerbare Legenden	M40 - Pilot Finished	<input type="checkbox"/>	< 200.000 EUR	16110018	high	4 Running	Standard ...
4	Brainstorming	M40 - Pilot Finished		< 200.000 EUR	14030048	high	4 Running	Standard ...
5	Social Computing	M40 - Pilot Finished		> 500.000 EUR	17010000	medium	1 Entered	Standard ...
6	Meteoritenabwehr	M40 - Pilot Finished		> 500.000 EUR	17010002	critical	1 Entered	Standard ...
7	Generation 2016	M40 - Pilot Finished		< 200.000 EUR	16030004	high	4 Running	Standard ...
8	Globale Fertigung	M40 - Pilot Finished		< 200.000 EUR	15090001	high	1 Entered	Standard ...
9	Große Freude	M40 - Pilot Finished	<input type="checkbox"/>	< 50.000 EUR	17040001	high	1 Entered	Standard ...
10	Sales Afrika	M40 - Pilot Finished	<input type="checkbox"/>	> 500.000 EUR	16120012	medium	1 Entered	Standard ...
11	Real life	M40 - Pilot Finished	<input type="checkbox"/>	> 500.000 EUR	17040000	critical	1 Entered	Standard ...
12	Areal 23	M40 - Pilot Finished		> 500.000 EUR	15070014	high	4 Running	Standard ...
13	Kandidat	M40 - Pilot Finished		< 200.000 EUR	14030051	high	4 Running	Standard ...
14	Web 4.0	M40 - Pilot Finished	<input type="checkbox"/>	< 200.000 EUR	16120015	high	1 Entered	Standard ...
15	HPL Kommunikation	M40 - Pilot Finished		< 200.000 EUR	15080009	high	1 Entered	Standard ...
16	Produktion	M40 - Pilot Finished		< 200.000 EUR	14030050	high	4 Running	Standard ...
17	No Budget	M40 - Pilot Finished	<input type="checkbox"/>	> 500.000 EUR	17010005	critical	1 Entered	Standard ...

Milestone overview

## Analysis of project reports

In KLUSA, all current project reports can be viewed centrally. *Missing reports* are also automatically identified and displayed in an overview. This avoids time-consuming identification of missing reports.

Report layouts and contents can be individually defined and created. Microsoft Word®, PowerPoint®, HTML and PDF report formats are available. Data exports as raw data format to Excel® for further processing are possible, e.g. for evaluation in pivot tables.



Project Reports Missing Reports

Year 2017 Quarter All Month All Week All

SOCIAL COMPUTING

Period 2017, February

Classification > 500.000 EUR

Department Human Resources

Accomplishments Step 1 implemented

Disappointments Lots of effort

Critical Issues Resource shortages

Next Steps Hire tester

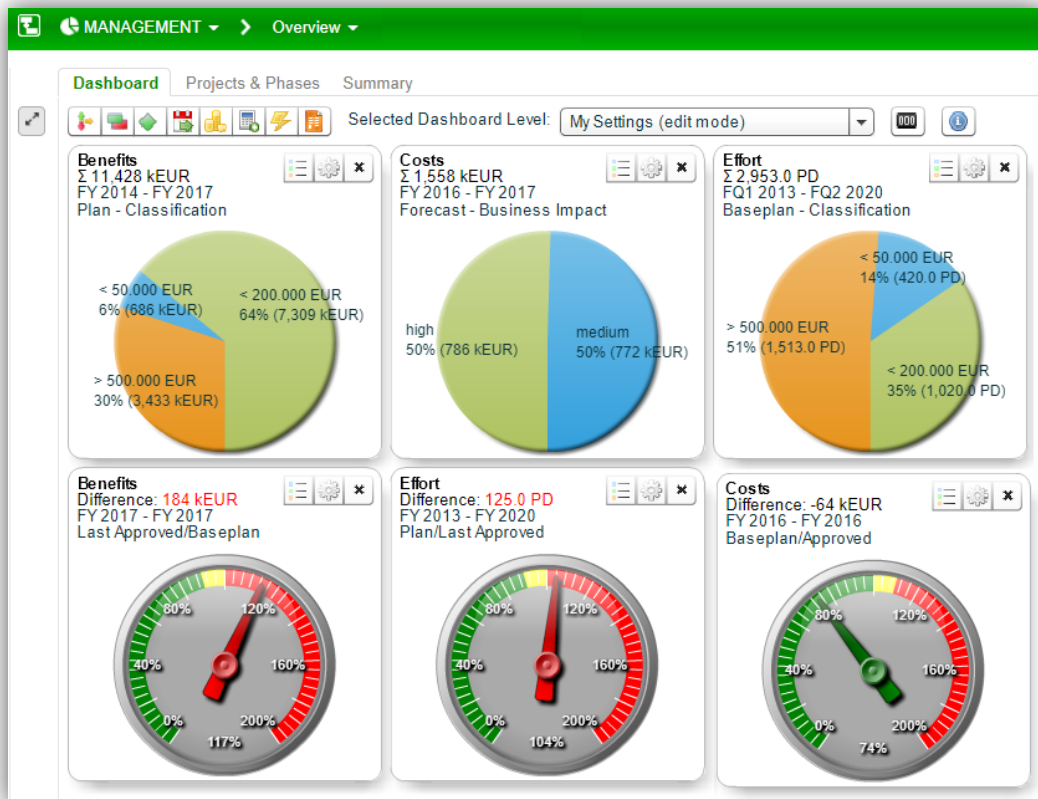
[Go To](#)

Overview of the project reports

## KLUSA management dashboard

Only when plan deviations are identified early, measures can be taken and negative impact on other projects be avoided. KLUSA provides the necessary overviews for this in a dashboard. The contents and format of the *Dashboard* can be individually customized, and there are graphical and table views.

Pending decisions are also shown in the dashboard. This includes project approval and project change request approval.



The Dashboard displays the most important project attributes

You can also see pending decisions in the *Dashboard*. This includes the project approval, e. g. by saving the base plan, as well as change requests waiting for approval according to their status.

## Quality of project execution

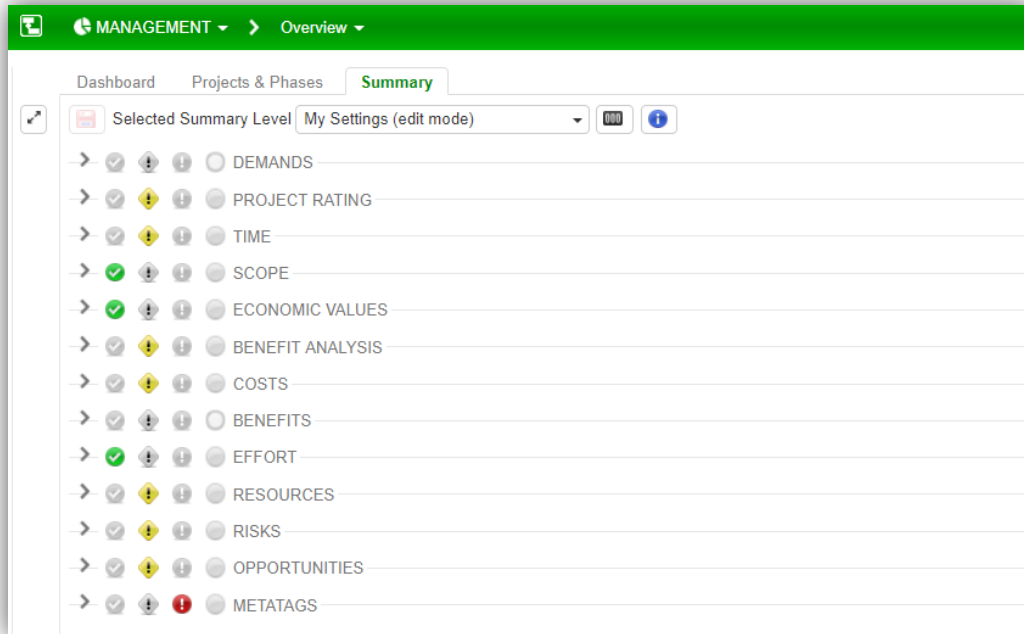
In order to assess projects with regards to the quality of their execution, KLUSA provides

- the calculation of performance indicators (metrics, figures), and
- the evaluation of deviations from milestone plan vs. actual dates and plan vs. actual duration of project phases.

KLUSA calculates the following performance indicators for each project:

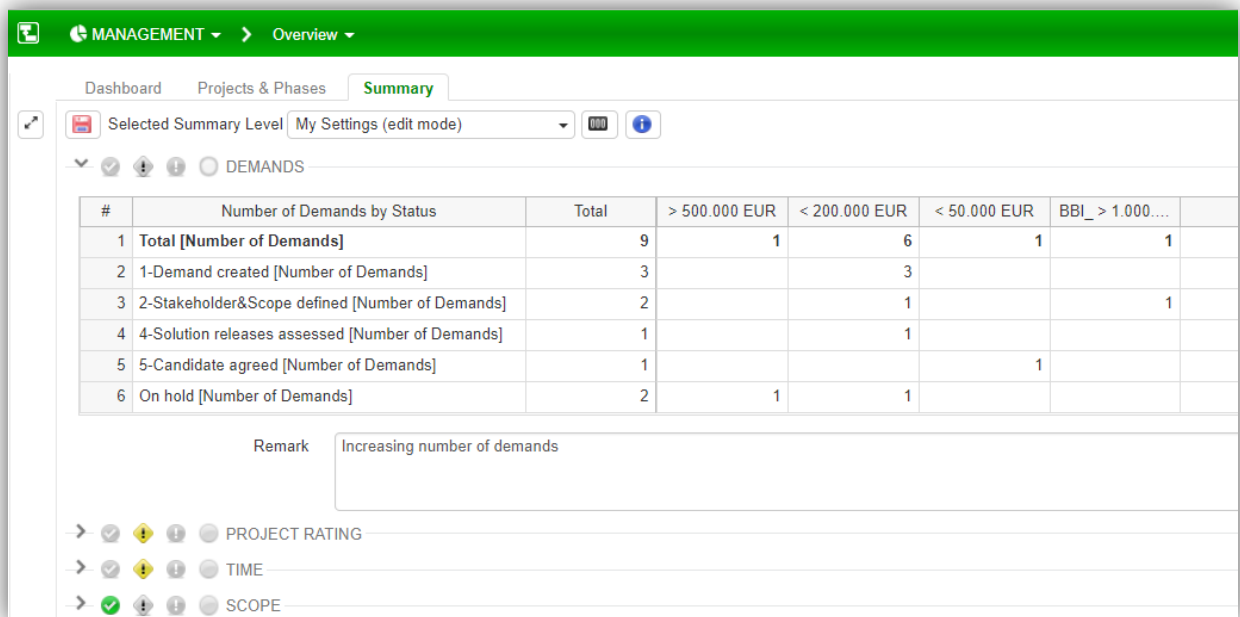
- Deviations from the planned deadlines
- Changes to the project content (this is determined by the number of change requests with changes to the project scope)
- Budget deviations
- Deviations between e.g. the planned and actual effort

KLUSA determines the respective indicators using stored formulae. These individual indicators are then used to determine the project's efficiency. Sub-projects can also be taken into account. These indicators are summarized in the corresponding tables in the KLUSA MANAGEMENT module. Efficiency indicators for whole project programs can also be determined and visualized.



Indicators from project figures displayed in the Summary

Using the ratings of all projects it is possible to find out about the current situation of all viewed projects.



Example for the Summary: Projects by rating

These evaluations and analyzes can identify weak points. Clusters of positive or negative key figures allow specific analyses and provide a starting point for targeted improvements in the processes and methods in order to improve the company's project culture. This is an essential basis for an evolving and constantly improving project organization.

## Summary

Efficient and effective multi-project management is only possible with up-to-date data of the relevant information, presented in a well-arranged layout. With just a few clicks, the required information can be analyzed and relevant reports generated. Multi-project managers, controllers, and project office employees are in a position to quickly evaluate and efficiently control numerous complex interacting projects with KLUSA.



## Project Management Software & Consulting

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