



DATA SHEET

Multi Project Management

It is a challenge to monitor and control many 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:

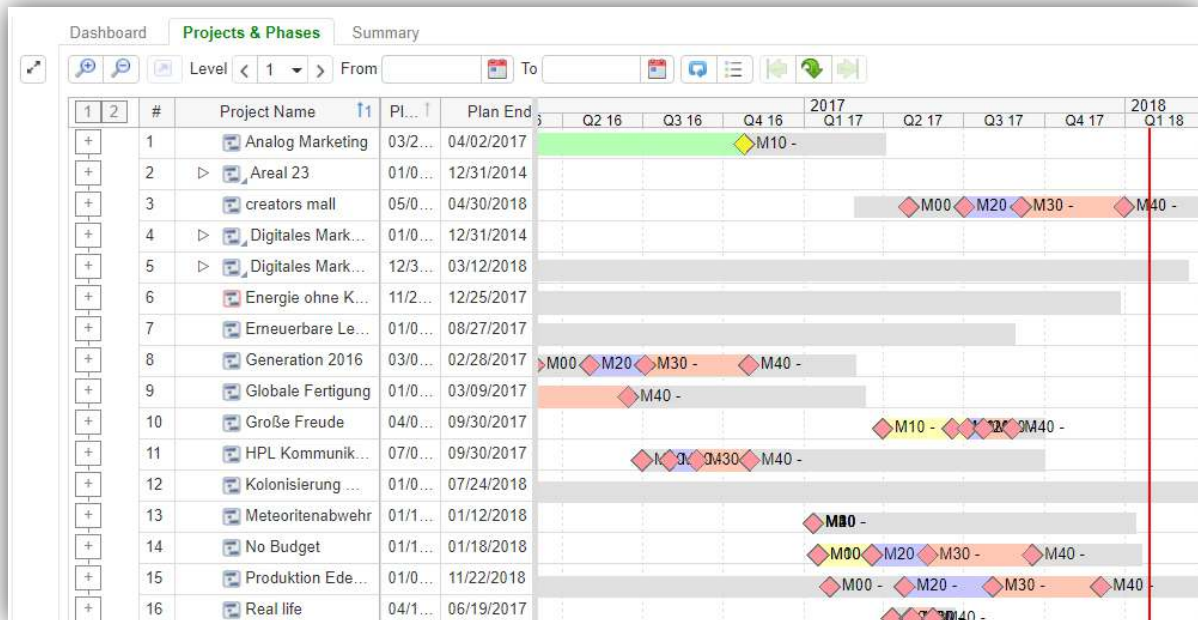
- Analyzing target compliance (scope, costs, deadlines)
- Analyzing the status and progress of projects
- Identifying critical plan deviations to allow early corrective action to be taken
- Consistent quality management and consistent project evaluation
- Standardizing project processes (e.g. formalized 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 many 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

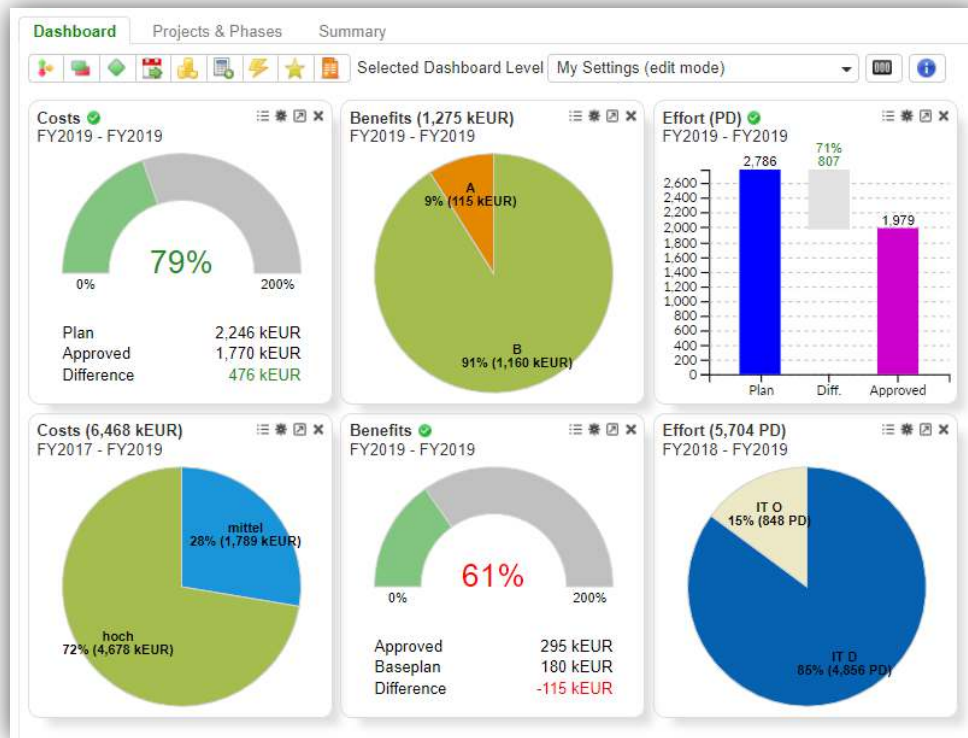
- Period: 2017, February
- Classification: > 500.000 EUR
- Department: Human Resources
- Accomplishments: Step 1 implemented
- Disappointments: Lots of effort
- Critical Issues: Resource shortages
- Next Steps: Hire tester

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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

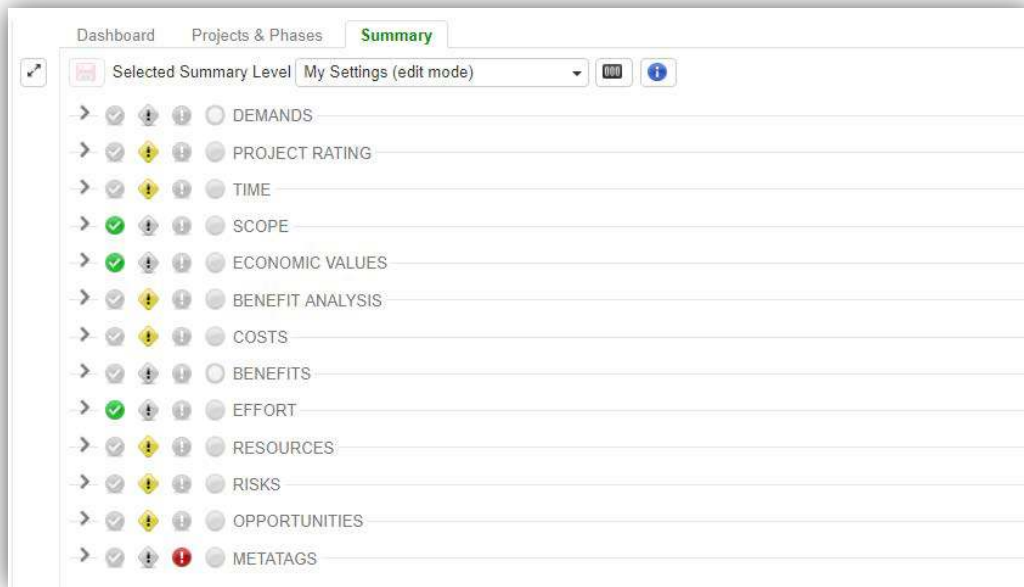
In order to assess projects with regards to the quality of their execution, KLUSA provides

- 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:

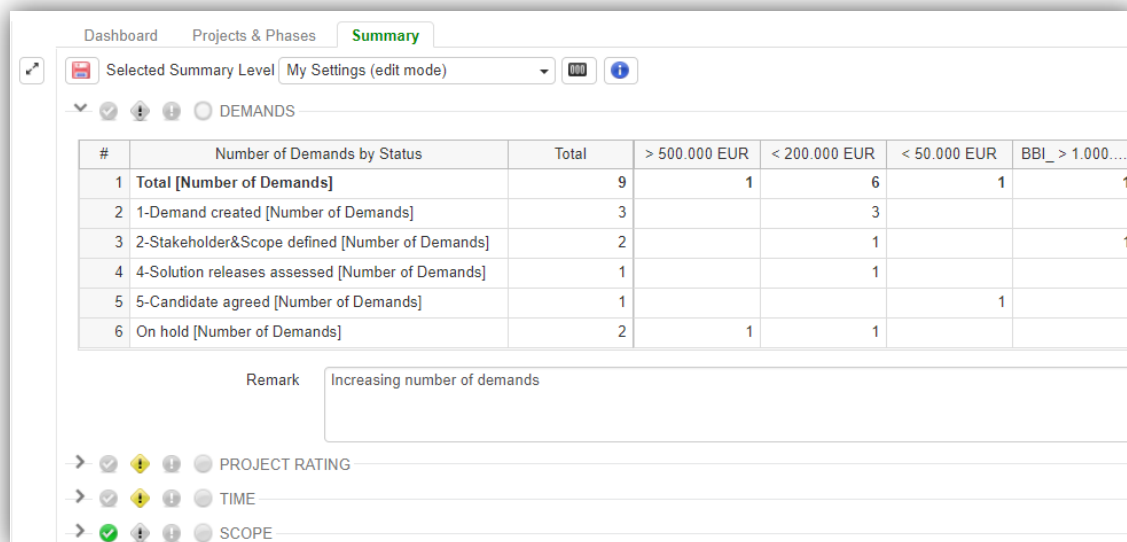
- Deviations from the planned deadlines
- Changes to the project content (this is determined by the number of change requests with changes to the project scope)
- Budget deviations
- Deviations between e.g. the planned and actual effort

KLUSA determines the respective indicators using stored formulae. These individual indicators are then used to determine the projects' efficiency. Subprojects can also be considered. 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 able to quickly evaluate and efficiently control numerous interacting projects with KLUSA.



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