



DATA SHEET

Project Management

KLUSA project management software is organized into modules for project management, resource management, the project office and other user groups. The core is formed by the PROJECTS module for project management, in which projects are planned, controlled, reported and finally closed.

Fundamental tasks of project management

Project management tasks are divided basically into

- Initiation
- Planning
- Execution and control
- Completion

One of the key advantages of KLUSA project management is the full support for all tasks which are generated during a project. KLUSA offers the tools and methods which are essential for the success of a project.

Project initiation

Many projects fail due to missing or insufficient analysis of the project goals, stakeholder, or the project environment. Analysis of these factors will influence the subsequent project plan; hence these are important success factors for projects. KLUSA takes this into account and provides the means to support this analysis by documenting the findings and conclusions.

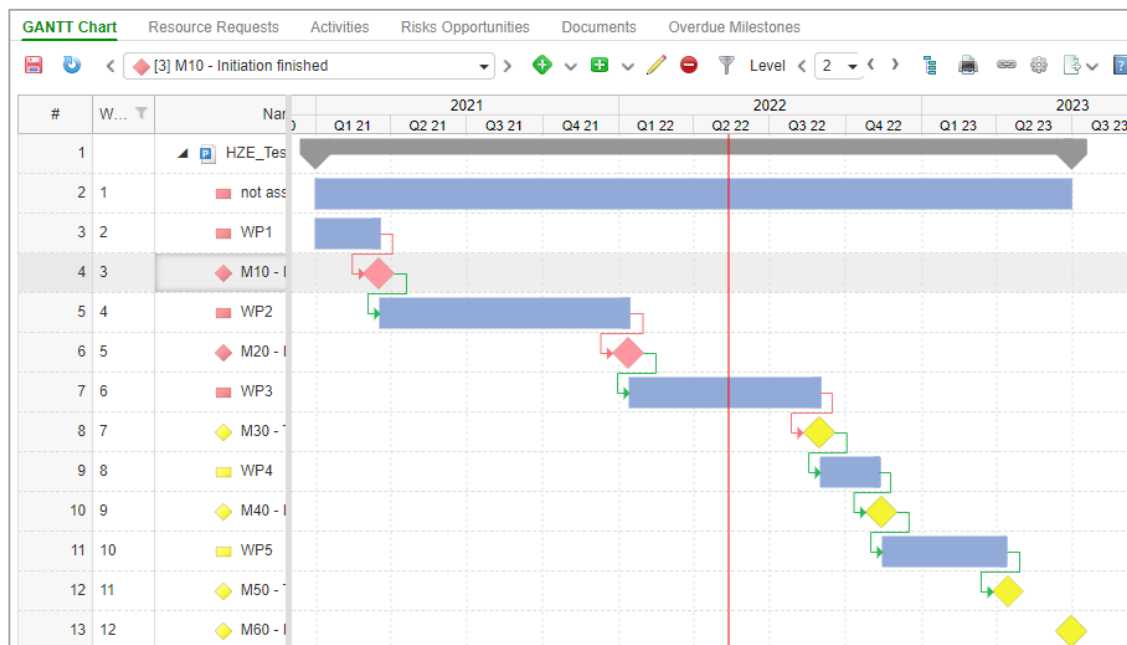
Features:

- Definition of the project framework data
- Description of the project scope with the customizable elements, e.g. »Objective, Deliverables, Business benefits, Implementation«
- Definition of the project team including stakeholders and customer

Project planning

Project planning is by far more than the creation of a work breakdown structure (WBS) doing the resource planning. A complete project plan also includes quality control, risk analysis and cost budgeting. KLUSA's project planning includes the following components:

- Create and maintain the work breakdown structure with summary tasks, work packages, milestones, and tasks (action items)
- A project can include any level and any number of subprojects
- Create a project plan based on templates or existing projects, or insert data from existing projects (e.g. WBS or risks)
- Create a project from a demand (project idea)
- Intuitively useable risk management to describe, assess and track individual risks, including risk measures
- Identification of dependencies between projects by linking milestones with other projects
- Quality measures (»quality gates«), linked with milestones
- Cost management with budgeting (also automatically from resource planning), actual cost tracking, cost forecast calculation, etc. (see separate data sheet Cost Management)
- Documents management to store documents or links to documents which belong to a project (e.g. specifications, project approvals, etc.)



KLUSA work package and milestone planning

Since the project plan is subject to changes until the end of the project, KLUSA supports the permanent updating of the plan and though keeps the history of important data on request. Thus, the planning is always up to date and reflects the current project prospect. At the same time, KLUSA offers the important option to trace the change history (via project change requests that contain the decision information and form the new project reference). This is an important prerequisite to implement a continuous improvement process within the project organization.

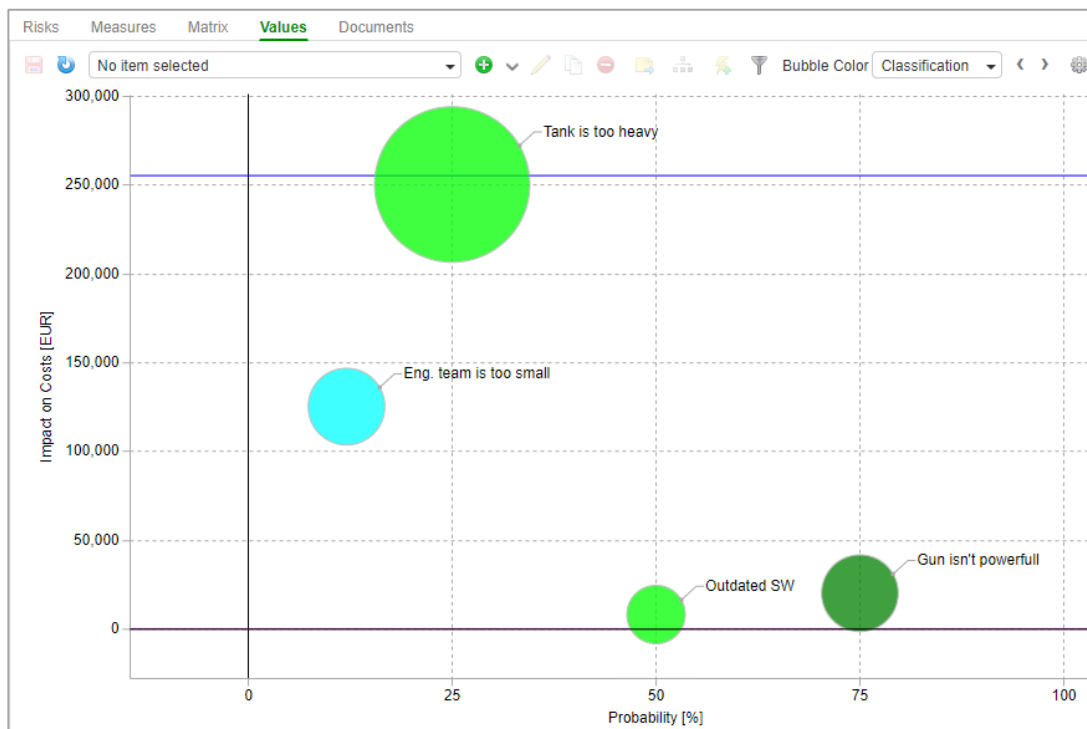
Project execution and control

KLUSA enables real-time tracking of project progress and the processing of this data for project reporting. The data from KLUSA enables the project manager and the project office or project control committees to recognize variances and faults early on and make corrective interventions.

Tracking of progress

KLUSA offers the following features for project tracking and control:

- Automatic calculation of the progress of work packages and the project based on planning and time allocations
- Calculation of the earned value by the EVA method (*Earned Value Analysis*)
- Manual tracking of progress
- Tracking of actual costs (in which the costs of the time allocations documented are automatically assessed and can be taken as part of the actual costs)
- Keeping track of actual dates (actual start and finish dates of the work packages, milestone dates achieved)
- Tracking of risks and quality milestones for status, dates, etc.



Example for risk values in KLUSA

Project reports

In order to record the current project status, KLUSA supports periodic project reporting:

- Determining report periods for individual projects
- Supporting the project manager with reporting by automatic adoption of project data into the report
- Automatic or manual inclusion of the project traffic lights as a general status indicator
- Automatic production of a milestone trend analysis and cost trend analysis
- Automatic historicizing of all movable project data when producing reports
- Various options for issuing report data (KLUSA internal, additionally supported issue formats: HTML, PDF, Word, PowerPoint)

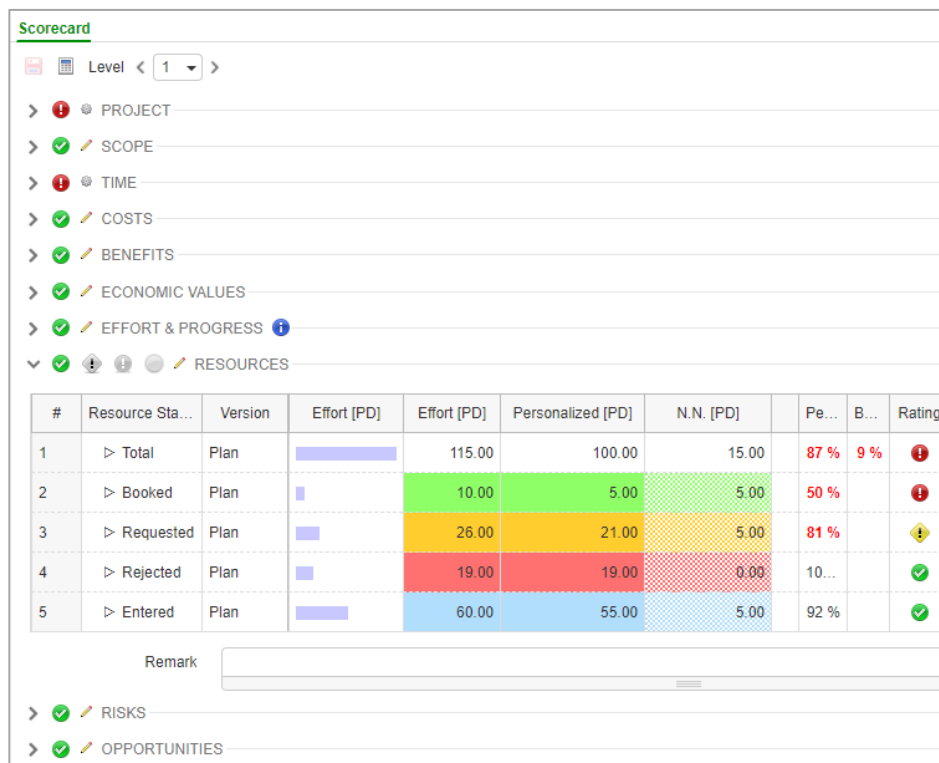
Change management

In order to document and approve significant changes to the plan, KLUSA supports a change approval workflow (project change management):

- The project manager creates a Change Request (CR) at the push of a button.
- All differences between the last approved plan and the current plan are visually summarized in the CR, like work package/milestone dates, changes to objectives/benefits, changes in resources and/or costs).
- After completion of this updating of the plan, the project manager changes the status of the CR to »Released for Approval«. The CR is thus available for authorization.
- On authorization, the CR becomes the »last approved plan« and thus the new reference plan. All previous reference plans (including the initial basic plan) are retained and can be viewed at any time.

Quality indicators to measure project performance

KLUSA supports quality measurement of the projects by means of defined performance indicators (Key Performance Indicators). These enable variances in objectives/benefits, dates and costs to be measured and converted into parameters. Likewise, the number of change requests can be integrated in the quality measurement. This representation also shows the planned and completed work in the project.



Examples of some KLUSA performance indicators

Project completion

The objectives of project closing are

- Transfer of the project deliverables to the addressee/ customer and get acceptance of the result
- Measure, to what extend the project goals could be achieved
- Learn from the experience of this project and make it available as a knowledge base for subsequent projects

KLUSA supports project closing with the following components:

- The final project report enables documentation of the project result and documentation and tracking of any outstanding points.
- The final project report supports active knowledge management through the structured monitoring of experience and results from project performance as an information base for subsequent projects.
- A comparison of planned / actual project costs forms the basis for the detailed analysis of cost variances
- Likewise, the planned expenditure and work completed at the work package level can be directly correlated in monthly slices. This contributes to the improvement of estimates of expenditure on future projects.

General Lessons learned Handover Open Issues Archiving

Project Manager

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Customer

Customer not assigned

Reason for Project closure: Final Report Status:

Comment for deviations:

KLUSA project completion report

Summary

KLUSA actively supports the project manager and the project office in all phases and all everyday tasks of project management. For this purpose, KLUSA offers extensive functions and thus, by means of its clear structure and well thought-out ergonomics, remains simple and clear. KLUSA is therefore quickly becoming an indispensable aid in every project organization.



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