ariscon PMO Portal

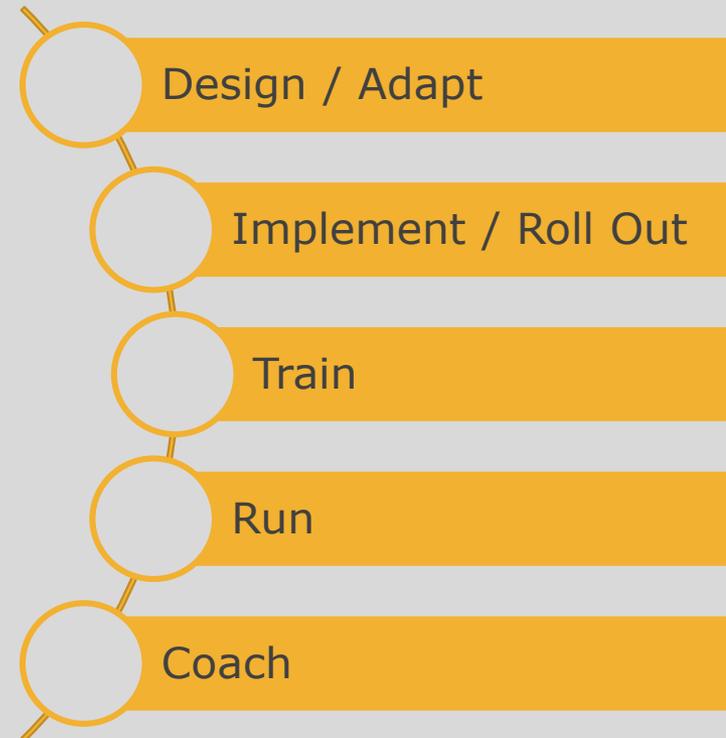## Offering
to cons-net members, partners and customers

Overview on the PMO areas

Our PMO Portal and Service offering: Scope and Approach

Scope Mgmt	Change Mgmt	Planning & Control
Risk Mgmt	Task/Issue Mgmt	Document Mgmt

- Design / Adapt
- Implement / Roll Out
- Train
- Run
- Coach

Programme Management Office Portal

Backbone of our effective and efficient Project Management

For our consulting network **cons-net** and for their partners and customers, **ariscon** has developed a Programme Management Office Portal which is being deployed and used at all levels of our members.

Professionally hosted and based on Microsoft technology, we are maintaining and continuously developing and extending this platform, delivering **processes, governance models, tools and templates** for rapid and integrated use.

For us as **cons-net members**, this platform is part of our common infrastructure, well integrated into other modules such as back-office capabilities, standardized shared services, and other application components (Office 365, CRM, et.al.)

For our **partners**, this is a unique way to stay aligned with us and pragmatically live our relationship

For our **customers**, we are offering the PMO portal the become the core of our collaboration and communication. Our experience and prepared scenarios are available from day one of our project work and can supplementary even be made available as an additional service including the technical hosting.

We offer:
– Pragmatic Project Management Processes and Procedures
– Project Governance Models
– Document and Knowledge Management Capabilities
– Project Accelerators
– Virtual Series of templates and tools ready to use and still customizable
– Implementation, Training, and continuous Coaching
– Shared Back-Office PMO Services
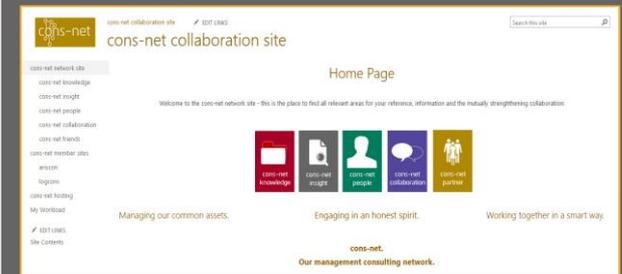
PMO Scope & Change Management

Documenting initial scope and managing all changes over time

No project is completely executed as planned, without any changes. These changes might affect the project scope, resources, budget etc. It is crucial to keep an overview on the changes' impact to avoid unwanted side effects which might harm the entire business or company.

As we can not avoid change – and on the contrary want to support an agile and flexible PMO approach –, we need to control it. Our Scope and Change Management processes and applications helps to analyse and keep track of these changes and is supporting any specific Governance.

We are tracking scope and change even over and above single projects and thus deliver capabilities to also control complex multi-entity, multi-project and programme environments.

We are re-integrating any change into the existing plans and risk assessments.

The PMO Portal supports long-term Release Management.

We offer:

– An online scope master list

– Versioning of the scope at all levels

– Release Management

– Processes and templates for a complete change analysis, change validation and change approval

– Integration into the plan, task, issue, and risk management

– Appropriate Governance Models

Change Log

⊕ new item or edit this list

✓	Change Title	Requested by	Request Date	Stakeholder	Change Status	Summarizing Description	Impact
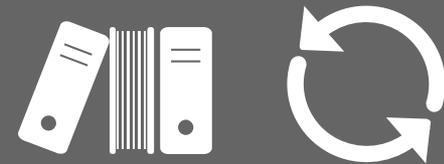
PMO Project Planning and Control

Fully Integrated – Real Time – Transparent to all stakeholders

Project Planning is one of the key elements of projects. The level of detail is increasing more and more during the project planning phase, until a complete and exact project plan defines how exactly to go.

Plan and task lists, even individual schedules and workloads are fully integrated. In our projects, we are working with one, central plan and list only.

During the execution it is important to control the completion of the project plan in a very timely way, make the actual status information available to all stakeholders and any time and react on critical aberrations.

Thus it becomes possible, that project planning and control are really collaborative: according to the specific governance, all planning and progress are being tracked, controlled, and reported at one place.

We offer:

- Online project plan templates, optionally integrated into MS Project or Excel
- Offline update capabilities
- Resource Planning
- Plan versioning
- Individual public and personal views for effective task management
- Multiple list views and Gantt charts on consistent planning data
- Alerts and workflows
- Reporting

Task Name	Start Date	Du	13	30.09.2013
			Mi Do Fr Sa So	Mo Di Mi Do Fr
⊿ **Project Plan**	**26.09.2013**	26.		
⊿ **Phase**	**26.09.2013**	26.		
Workstream				
Workpackage				
Activity				
Activity				

PMO Task–Issue–Risk Management

Risks, Issues and Tasks understood in their dependency

We understand challenges within a project as highly interdependent and treat them as such. Therefore, our PMO Portal is supporting the integrated management of tasks, risks and issues – both in simple projects as much as in complex programmes and multi-project environments.

A risk is the possibility that an event or action could adversely affect the ability to achieve project objectives.

An issue is an event or action that has occurred and is already impeding project progress. It might be the outcome of an arising risk.

A task is an action to be executed and can be an action step to mitigate a risk or solve an issue.

The connection between those three determines the way they are documented and handled. Risks and Issues trigger action, the tasks status continuously influences the risk level.

Our project management approach considers all of this and addresses practical solutions in processes and tools. Our PMO platform is creating transparency and trustworthy information in real time.

Risks

Issues

Tasks

Plan

PMO Risk Management

Risks being recognized, validated, and managed

One characteristic of projects is by definition a number of risks of different kind. Thus risks need to be controlled and managed in the project environment to prevent the project from failure. Our Risk Management Application supports the analysis and mitigation of those risks. Respective mitigation plans need to be developed and considered in the project plan.

Next to being recognised and analysed in the beginning, risks can also occur in the course of any project phase. Our risk management process is built to be a permanent capability for the whole run-time of a project. We support easy and efficient diagnostic, but can also cope with higher complexity and more sophisticated requirements.

The PMO tools and templates are tracking risks, categorising them according to specific needs, documenting any management action in a legally compliant way, and validating many important dimensions, such as severeness, criticality, urgency, and probability.

We offer:

– An integrated online risk log to capture risks and related activities

– Governance, Processes and Procedures to analyse and validate risks

– Reports to document and oversee the risks in their context and identify the proper mitigation to be fed back into the project plan

– Compliance Management for the respective risks

– Integration into project planning for an optimal execution of the risk mitigation

Risk Matrix

PMO Issue Management

Issues continuously observed and translated into action

Issues are problems that have occurred (often unexpectedly) and need to be solved adequately and in due time – which requires tight integration with the planning and task management. The solution may or may not be known – which requires the structured connection to the knowledge base.

Most projects are significantly impacted by issues and the speed, quality, and sustainability of their resolution has substantial impact on the overall project performance. To manage issues centrally and structured is key for this objective.

Our approach to issues is pragmatic, flexible, and aligned. Thus, transparency and control are key success factors to handle issues.
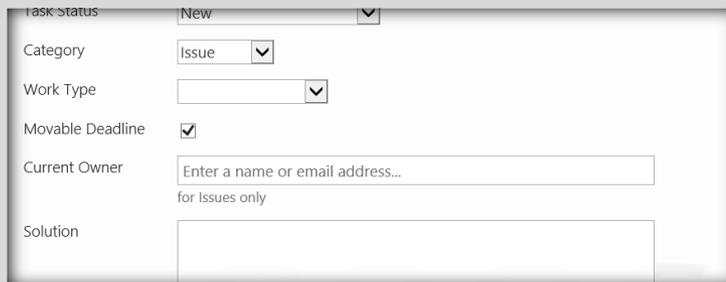
We offer:

- Standard Processes and procedures to track and manage issues and their solution
- Flexible Online Issue Log
- Individual Views
- Automatic Reminders and Workflows
- Integration into other PMO areas (e.g. task management, knowledge base)

PMO Task Management

## Tasks rigorously followed up through discipline & collaboration

Two types of tasks are executed in the project environment:

- Planned tasks which are part of and coming from the project plan
- Unexpected tasks occurring from issue solution and other incidents

Both categories are fully integrated through common processes and „one-in-all" repository.

It is important to keep the overview of all of them and know their current status and assignment. Also, their dependencies are an important influencing factor. We are not only tracking and controlling due dates, but getting more granular in next due actions.

The PMO portal supports project members, project managers and other stakeholders in their specific processes and responding to their individual requests.
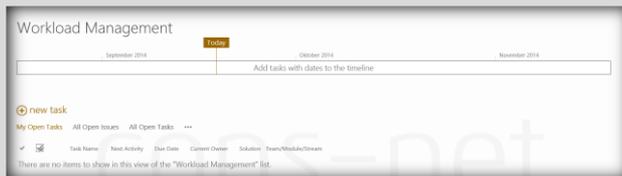
We offer:

- A centralized task list, integrating the project plan and single activities
- Clear Governance for all tasks and ownership for all action types
- Processes and procedures to effectively follow up on each status
- Pre-configured and individual views for efficient task management
- Alerts and workflows
- Views and Gantt charts
- Standardised, flexible reporting

PMO Document Management

A central & integrated Document Management concept

Project Documents reach from initial input and pre-existing material to design, documentation, and sustainable knowledge.

At least 20% of the project effort should usually be invested into project documentation, as the results are completely new for the firm and need to be kept for the future and legal purposes (compliance). Therefore, it is of utmost importance to structurally manage project documents and avoid unnecessary effort for local duplicate work.

Our central document management replaces scattered document storage. It emphasises and supports collaboration and allows to have everything at one place in a pragmatic way. Considering necessary access rights, all project documents become accessible for all stakeholders.

We manage document governance, status, review, approval, deployment, categorization, et al. in one single place and with integrated processes.

We offer:

- Libraries to store project- and knowledge documents
- Cross-project authorisation and access design
- Tagging concepts (processes and set up for intuitive document organisations – without loads of folders
- Search capabilities to find documents at a glance
- Preconfigured flexible views, personalized on request
- Workflows and other features to efficiently complete work-in-progress documents

Document Management
⊕ new document or drag files here

All items   Client Documents   Document Calendar   ...

✓ ▯ Name   Title   Summary Status   Owner   Action Owner   Team/Module/Stream

Technical Portal Realization

Technically, the portal has been realized with all the above mentioned business functionalities on a Microsoft Sharepoint Platform

- – Utilized by our members
- – Continuously updated with new and improved functionalities
- – Migration / Implementation supported by other technical solutions, collaboration tools etc. is easily possible
- – Experience e.g. with SAP, OpenText, EMC

For the Microsoft Sharepoint Solution we are offering to

- – Install the templates on your inhouse platform
- – Work with your external provider to implement the templates on a hosted solution
- – Integrate our templates in your Office365 environment
- – Provide our hosted platform for nearly immediate use:
  - – Just for a dedicated project / programme
  - – Sustainbly as you own entity with a long-term deployment business case

ariscon

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