



Solution Brief

Microsoft® and Project Assistants – Delivering Enterprise Project Management Solutions



Project Assistants' Solution for IT Operational Excellence Helps Organizations Prioritize Projects and Deliver on Specification

Support Goals, Meet Expectations

Many organizations consider a project successful if it's completed on time and on budget. But what if it was the wrong project to begin with? What if the deliverables don't meet the expectations of the customer or organization? No business can afford to invest time and resources in a project that doesn't support its goals. Yet defining appropriate projects is challenging when IT departments lack adequate tools for planning and managing projects across the portfolio. Executing projects in a predictable manner for consistent results is also difficult without appropriate processes. When IT departments waste time and money on inappropriate projects, can't fulfill project commitments, or fail to deliver projects that meet specifications, organizations suffer from a poor return on IT investment and begin to question IT decisions.

For successful project management across the enterprise, IT departments require tools and processes to ensure selected projects support business objectives. These tools must also allow efficient execution to meet project specification standards.

Deliver to a Higher Standard

Effective knowledge, portfolio and project management is not just about controlling schedules and costs. Before executing any project, an organization must be assured that the project is a wise investment of money and resources, and that it fits with other initiatives. To reach an even higher standard, IT departments must be able to deliver each project to the original specifications.

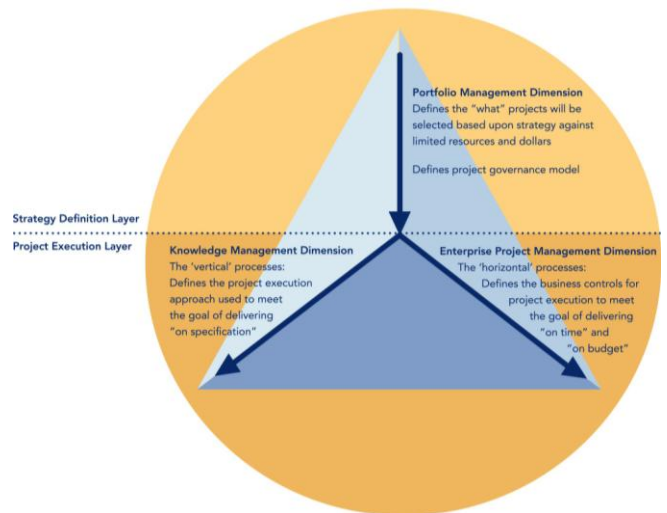
Project Assistants' Solution for IT Operational Excellence is a forward-thinking solution that integrates three dimensions critical for delivering priority projects to specification: portfolio, project, and knowledge management.

The Project Assistants Solution helps IT organizations significantly improve their contribution to the business goals of an organization by consistently delivering predictable and measurable project outcomes. The solution integrates all three dimensions to comprehensively address the complex challenges of IT project delivery. Portfolio management provides an approach to governance to select and prioritize projects. Project management defines the business controls for delivering within scope. Knowledge management helps ensure projects are performed to established specifications.

Align Decisions with Business Goals

With the Solution for IT Operational Excellence, organizations can utilize portfolio management capabilities to integrate key business processes. The solution helps key management to choose and execute investments that return optimum value. Crucial decisions can also be made to select, prioritize, manage, review and adjust the entire portfolio of projects.

The solution includes powerful tools that integrate informed planning decisions with objective metrics and detailed analytics. It allows organizations to model alternative scenarios to establish priorities, and to measure the impact of executing those priorities. On-going portfolio governance means managers know the current status of each project at any point in time to ensure projects stay in alignment with organizational goals from initiation to completion. This insight also enables managers to adjust or even terminate projects when necessary.



Stay On Schedule and On Task

Once projects are selected and planned, the solution helps organizations complete projects within original timeframe and cost projections. Based on the Microsoft® Office Enterprise Project Management (EPM) platform, the Solution for IT Operational Excellence provides tools for visibility, streamlined workflow and improved collaboration. Managers can take action on projects that are at risk by using executive dashboard views for business intelligence and project status. This visibility

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also enables comparisons of multiple projects for optimal allocation of staff resources. Project updates and notifications are generated automatically to keep team members informed for improved communication. Centralized document management gives all members access to critical project information, as well as helping to ensure the quality of projects with version control. Automated tools perform routine tasks to free team members for more value-added activities, while collaborative tools streamline workflow and reduce duplicative efforts.

Improve Project Consistency

In the world of processes, end results can vary. Yet organizations can establish processes that improve project consistency. Incorporating knowledge management into the project management process connects project plans to best practices and supporting templates, helping organizations produce deliverables that meet the expectations of customers or sponsors.

The Solution for IT Operational Excellence offers a comprehensive set of methodologies, as well as in-depth reference materials, techniques, tools, templates, guidelines and examples. The solution drills down into the context of the task, and guides users through the steps necessary to accomplish them efficiently. By gathering, managing and publishing project templates and assets, organizations help ensure team members are working with the latest information for increased accuracy. Organizations can also use the solution to capture, share and continuously improve on best practices, and to establish consistent process improvement across the enterprise. The solution minimizes administrative and coordination time by delivering all project related information available to the appropriate team members. With Project Assistants' Solution for IT Excellence, organizations can help ensure proposed projects align with business goals at the outset, during execution, and as final deliverables.

Seamless Integration

Based on the Microsoft Office EPM platform, the Solution for IT Operational Excellence integrates industry-leading portfolio management, project management and knowledge management technologies and processes. The methodology guidance is delivered using a custom "Project Guide" that shows exactly what steps to take for each task in a plan. The related methodology components are delivered to take advantage of the built-in document management features of the Microsoft Office EPM platform.

Project Assistants and Microsoft: A Strategic Alliance

Project Assistants offers a comprehensive suite of EPM solutions that include consulting services, education, custom development, and products to help its clients effectively manage risk and change, maximize ROI and increase confidence in making decisions.

The Microsoft Office Enterprise Project Management Solution is a leading project management program that helps a variety of users — from general-knowledge workers to expert project managers — easily create and track project plans, manage schedules and resources, and share and analyze project information.

Next Steps

To learn more about the Solution for IT Operational Excellence, download the free white paper "Integrating Knowledge, Project, and Portfolio Management" at <http://www.projectassistants.com/template.cfm?submenuid=58>. For more information about the Microsoft Office Enterprise Project Management Solution, please visit <http://www.ms-answers.com/epm/>. To learn more about Project Assistants, please visit: www.projectassistants.com or call (800) 642-9259.