



PROJECT PERFECT
Pty Ltd

Project Administrator Software

Project Management

Project management is more than just milestones and critical paths. It is about people working together to get things done. When people work together they agree on actions, raise issues, create documents, share information and ideas, they identify risks and make commitments to deal with them. All this needs to be managed. That is why we have Project Managers – to organise the chaos that would occur if you left it to people to manage themselves.

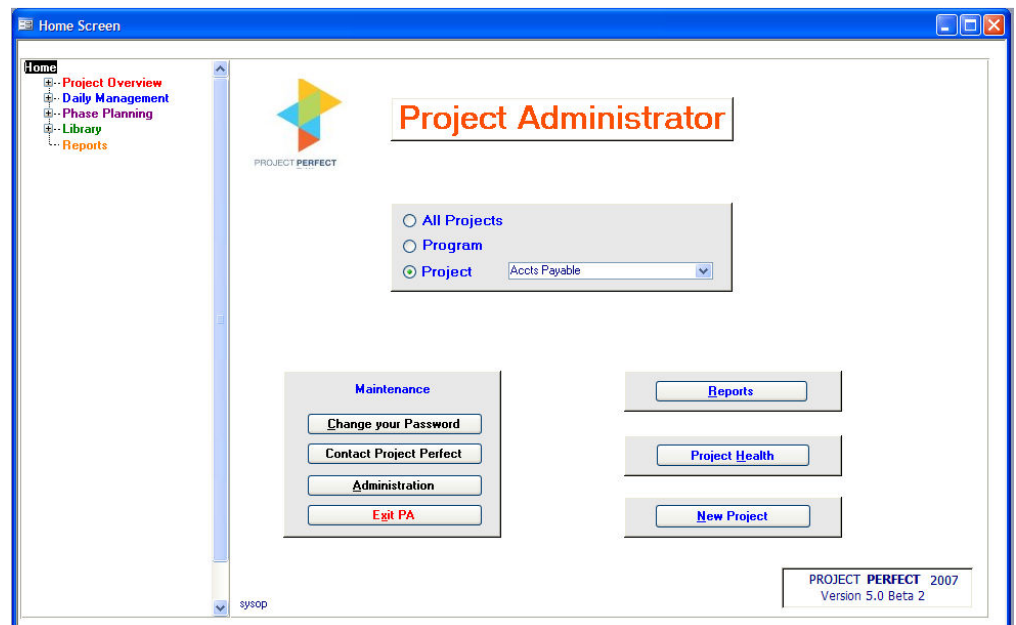
Project Management Software

Say these words and people imagine a schedule; a Gantt chart; a pert chart. Perhaps they think of an issue register or a risk log in Excel. That is about as far as it goes.

Project Administrator goes beyond the schedule. Project Administrator is software that helps teams and project managers really manage. It helps people keep track of the whole project picture and report on it simply and reliably. It means that information is at the Project Manager's finger tips; it doesn't get lost. Issues don't get overlooked and risks don't go unmanaged.

Project Administrator is a tool to manage everything except the schedule. It integrates with Microsoft Project which is used to manage the scheduled tasks and milestones.

This is the entry screen to the application. It is the point where you decide if you will view a project, a program or all projects. From this screen, you choose what part of the application you work with.



Built on Microsoft Access

Project Administrator is built with Microsoft Access. Using Access gives two key benefits:

- It is easy to deploy. There are no special hardware needs or integration issues with existing environments.
- It runs within Microsoft Office desktop so things like email and printing happen without a hassle.

You can download the software and be up and running in 15 minutes. You can download a trial version and be using it within 5 minutes.

Project Administrator is available in single and multiple user versions. The software is also available using a SQL Server database.

What does it Cost

Our whole business model is based on selling direct from Project Perfect who produced the software to you, the end users. There are no distribution networks to support. There are no commissions to pay. The cost is a fraction of what other tools may end up costing you if you go through a distributor or retailer.

Prices range from A\$250 for a single user license to A\$4,000 for an unlimited license. On current exchange rates (Feb 09) that is about US\$160 to US\$2,500. SQL Server option costs an additional A\$450 (US\$280). There are no ongoing maintenance charges, and you get free upgrades to minor releases. Major releases that happen every few years typically cost 15% of your purchase price.

Support

When you purchase you receive a 160 page user manual with lots of screen shots to guide you through every area of the software. You also get a 60 page system administrator manual that answers almost any technical question you may have.

In addition we provide max one business day turnaround on any questions emailed to us. We also have a FAQ page with answers to many questions we have been asked over the years.

Who are Project Perfect

We struggled to define our niche in the market for some time. Finally we came up with the term "Project Infrastructure Specialists". Just as an organisation has a business infrastructure, they should have a project infrastructure. A project infrastructure consists of processes, templates, techniques, training materials, information repositories and tools to assist projects. We work with organisations to put that in place. Project Administrator happens to be a tool we developed to be part of the "Project Infrastructure" toolset.

We have been around for about 15 years and have worked with hundreds of clients to improve their project infrastructure. Our principal Neville Turbit is the convener of the Project Management group within the Australian Computer Society, is a working group convener for the Australian team contributing towards an ISO standard for Project Management, and the author of many white papers and articles on Project Management.

For more information go to <http://www.projectperfect.com.au/pa.htm>

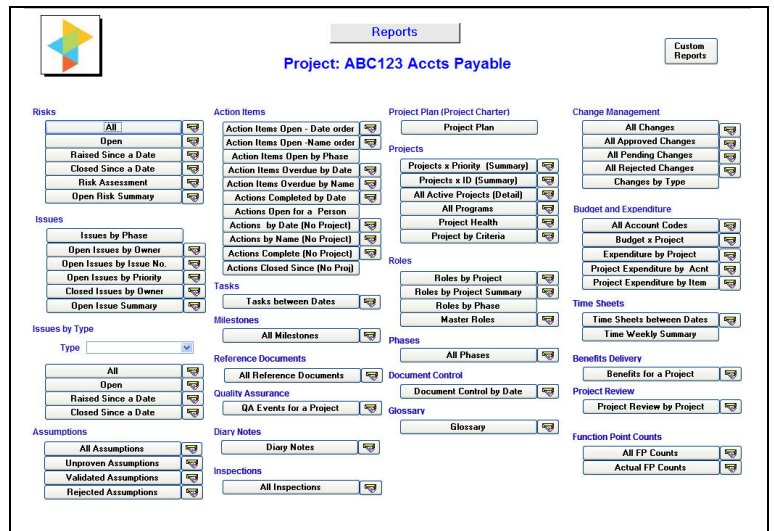
Managing Your Project

You can choose to use as much, or as little of PA as suits you. You can enter as many, or as few details to will assist you manage your project. There are over 120 reports based on the information entered.

One of the major benefits of PA is that reporting is simplified and made efficient.

Once data is added to the system it can be used to produce operational and management reports to keep the team and executives up to date with actions, status and projected performance.

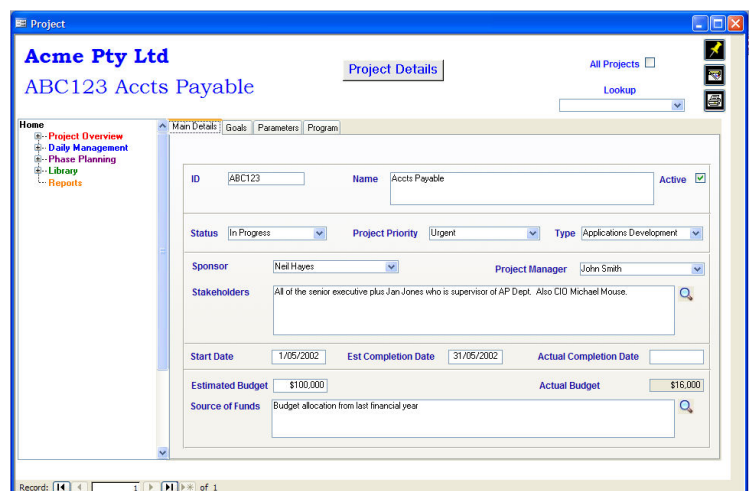
The system provides both standard and custom reports using the power of the database to assemble and filter information. With custom reports, you can write your own reports in Access.



Starting with the details

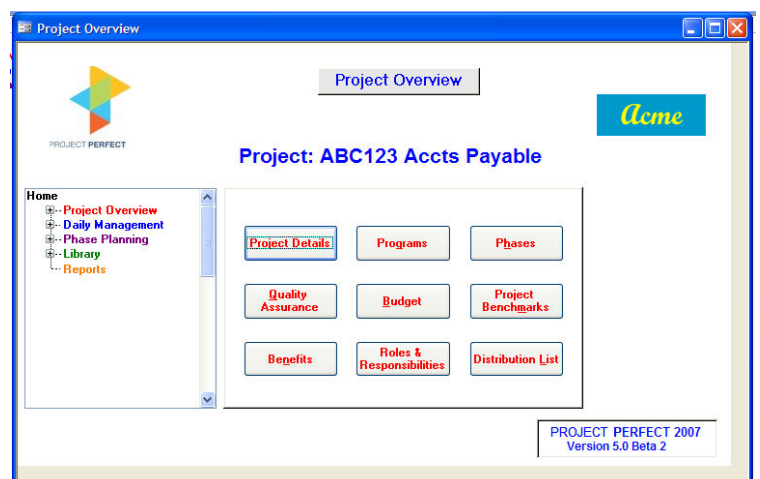
Project details are entered here once and are maintained for the life of the project. Once a project is set up in PA this information stays with the project and is used in all other screens and reports. Nothing you started with is lost; everything you enter remains available.

Compare this to operating with multiple spreadsheets, Word documents, project schedules and...let's be honest...hand written diary and sticky notes!



Project Overview

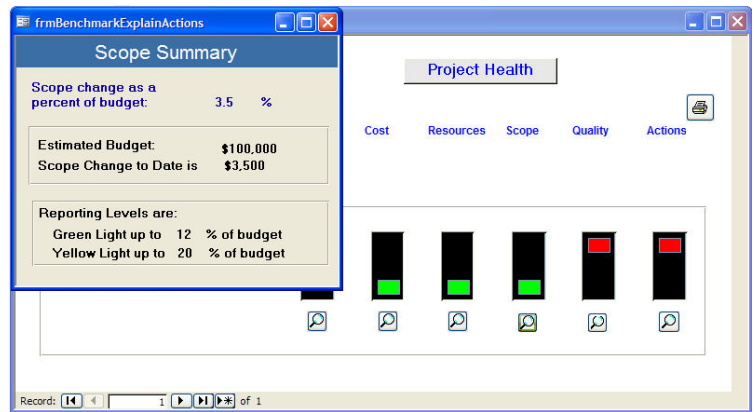
Before a project starts, there needs to be some definition of what it involves in terms of an overview of the project, the phases for the project, programs, project outcomes, benefits and budget. There will also be a project review at the end to ensure lessons learnt are not forgotten. If using traffic lights to monitor the health of the project, benchmarks need to be set up. All these screens are accessible from the Project Overview screen.



Project Health: traffic light system

This screen shows the project health against six parameters. Below each traffic light is a button, which enables you to drill down on the parameter to see the actual numbers.

In order to use the lights you need to set up the relevant parts of the database, but once set up, the health check allows you to actively assess and prevent emerging project problems. The system allows quick drill down to the information for each of the 6 indicators.

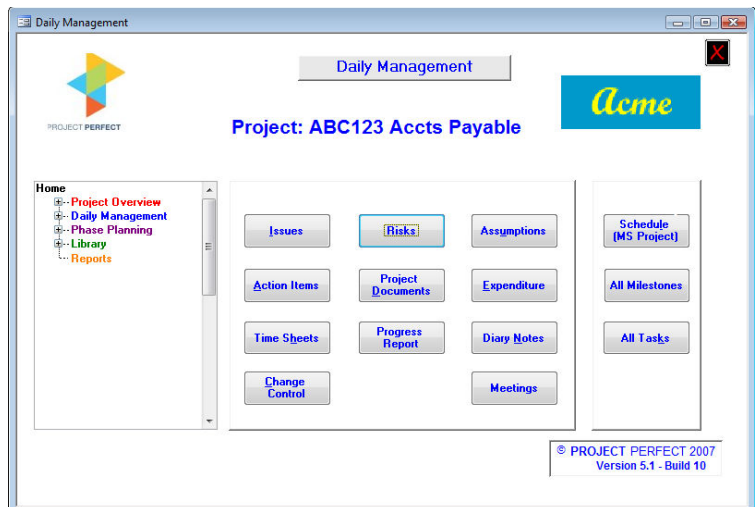


Daily Tasks

Once the project is up and running, there will be daily changes that need to be recorded.

This screen is the entry point to the screens that will be used on a daily basis. They are all in an easy to see and easy to find screen that eliminates complicated drop-down menus with hierarchies of choices.

You record Issues, Risks, Assumptions, Action Items, Documents, Expenditure, Time Sheets, Diary Notes, Meeting agendas and minutes, Variations and even Progress Reports



A few examples:

Change Control

A simple screen that shows the current status of the proposed change (Proposed, Approved, Allocated or Rejected), and a tab to hold more detailed information. All the information can be output as a one or two page report which serves as the variation request.

The screenshot shows a window titled 'Change Control Screen'. It features a 'Project: ABC123 Accts Payable' header. On the left is a navigation pane with links: Home, Project Overview, Daily Management, Phase Planning, Library, and Reports. The main area contains a form for a change request. The form has a 'Status' dropdown set to 'Justification and Impact'. The 'Change No' is 1. The 'Project' is 'Accts Payable' and the 'Name' is 'Creditors manual'. The 'Change Type' is 'Support' and the 'Change Priority' is 'Urgent'. The 'Description' is 'Create a manual for creditors listing the process for submitting payments'. The form has four tabs: Proposed, Approved, Allocated, and Rejected. The 'Proposed' tab is active. The 'By' field is 'George Mery' and the 'Date' is '8/08/2004'. The 'Approved' tab is also active, showing 'By' as 'Colin Judd' and 'Date' as '29/02/2008'. The 'Comments' field contains 'Work will need to start by September'. At the bottom, a status bar indicates 'Record: 2 of 2'.

Issues

Record issues and multiple action items for each issue. Issues can be viewed and reported on by priority, type or status.

All these parameters can be set up to suit your organisation e.g. priority can be 1, 2, 3 or Critical, High, Medium, Low.

Standard reports show open issues, closed issues, by name, by due date, overdue, by type etc.

View either one issue to a screen (above) or all issues in a spreadsheet type view (right). Double click to select the individual issue.

The screenshot shows the 'Acme' software interface for 'Project: ABC123 Accts Payable'. The 'Issues' tab is active. The main details section shows issue 3: 'Server requirements will be available by order date'. The issue is owned by John Smith, created by Jim Green on 23/05/2007, with a priority of 'Critical' and a status of 'Open'. The 'Action Items' section shows a single item: 'This is a test' by Brian Adams, dated 25/06/2007, with an action date of 13/02/2008. The left sidebar shows navigation links: Project Overview, Daily Management, Phase Planning, Library, and Reports.

Issue No	Name	Owner	Created By	Date Raised	Complete
3	Server requirements will be available by order date	John Smith	Jim Green	23/05/2007	
7	No change to credit rules	George Merr	Jim Green	15/05/2002	
9	Filing of outstanding invoices	Murray Fox	Brian Adams	17/05/2002	
25	Trainers not available	Ivan Terrible	John Smith	18/05/2002	

Expenditure

Set up your own chart of accounts, set up a budget, and record expenditure. Attach documents to each expenditure item. Output your expenditure to Excel for further manipulation. Record expenditure as either incurred or accrued.

Account Code	Amount	Description	Date	Note	Actual
2200	\$5,500.00	Project Manager up to 10 April	15/04/2002	Paid on invoice PM123	
4100	\$5,000.00	New licenses for Oracle	12/04/2002	Invoice expected end May	
2000	\$2,500.00	Hardware engineer	10/04/2002	Review existing server	
4000	\$1,200.00	Upgrade to Win 2k	11/04/2002		
3000	\$1,000.00	New monitor for BA	16/04/2002	Replace broken monitor	
1000	\$500.00	Cost of BA for w/c 1/4	5/04/2002		
1000	\$500.00	Cost of BA for w/c 8/4	5/04/2002		

Project Diary Notes

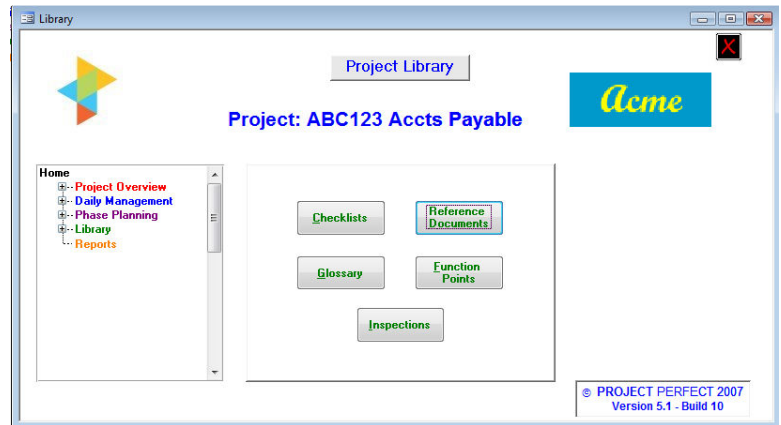
Diary Notes are a place to record the incidental details of a project. Every project has events or incidents that may seem of minor importance at the time but have significant importance later on. A phone call or conversation can be much more significant a few weeks or months later than it might seem on the day.

This is not meant to replace Action Items, or formal minutes. It is meant to be a jot pad for bits and pieces that may be important later.

The screenshot shows the 'Acme Pty Ltd' software interface for 'Project: ABC123 Accts Payable'. The 'Diary Notes' tab is active. The main details section shows a list of notes with their dates and authors. The left sidebar shows navigation links: Project Overview, Daily Management, Phase Planning, Library, and Reports.

Material Repository

No project infrastructure is complete without a way to store checklists and templates or project relevant documentation. This area of PA also provides the facility to build up a glossary of terms for your organisation.



Customers Speak

Let me say that I am enjoying working with our recently obtained copy of Project Administrator. As the CTO for a city of about 90,000, which is growing rapidly, we track a large number of initiatives from small equipment purchases to multimillion dollar development efforts. We are starting to keep them all in PA as our standard approach; and the balance between what myself and Managers can do to oversee activity vs. what staff can use to work the plan on a daily basis is excellent."

Randy Dickey
CTO
City of Lee's Summit
Missouri

"All in all, our project managers are very pleased with Project Administrator. It has certainly enforced a best practice approach and standardised feedback and reporting on all our 60 projects."

Chris Olsen
Department of Water Affairs and Forestry
South Africa

*Project Administrator is an excellent tool for tracking our project internally and keeping in sync with the project manager of our new software company. PA has been everything that I've needed to help me manager our project!
It is apparent that it was created by people who have managed successful projects and know what the rest of us need!
I will continue to recommend PA to my "North American" peers!*

Ron Lebsock
Columbus Metropolitan Housing Authority
USA

I note that you promise to reply to emails within one business day. I actually sent you an email about one of your white paper web site links several weeks ago and received a prompt reply. It was this promptness which gave me confidence to proceed with a purchase of PA!

Felicity James
Bell Partners
Australia

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