Project Office
& Programme Management

Key features:

- Advanced project functions including:
  - Create-your-own project templates
  - Simple resource allocation & rate definitions
  - Document uploads (multiple types)
  - Dynamic financial information including estimates, target margin, estimated & actual effort, total actual cost
  - Project break-down by stages
  - Project break-down by tasks
  - Simple project task set-up
  - Dynamic & interactive Gantt chart view
  - View total time booked to project (combined time-sheet data)
  - Project risks & issues (including email notification triggers)
  - Project actions (including email notification triggers)

- Advanced project functions (cont.)
  - Project chronology (communication events)
  - Project invoice log
  - Email notifications of project status changes, task updates, impending deadlines, risks, issues & more
  - Simple project status updates
- Interactive drill-down dashboards including:
  - Task progress status
  - Projected/actual expenditure
  - Resource usage
  - Invoicing
  - Task totals & statuses by project/people
  - Post-project support tasks including progress status, priority, chargeable/non-chargeable & totals/statuses by project/people.
- Customisable business intelligence reports
- Definable workflow structure
- Intelligent search function by task/person/organisation/project/risk
- Change control forms (optional)
- Interactive, mobile-ready & bulk-updatable timesheets – also features 'add task' function for quick & simple time booking.

- "My Servizio" view allowing for potential maintenance of the following for each user (dependent on user role permissions):
  - My Details
  - My Timesheet
  - Projects
  - My Tasks
  - My Risks & Issues
  - My Actions
- Simple contact/organisation set-up
- Detailed contact database
- Detailed staff/HR functions including:
  - Contact & address details
  - Contract information inc. hours, pay, work documents & bank details
  - 2yr Absence requestor (approved staff requests feed directly into timesheets)
  - System access role
  - Associated lists & organisations
  - Associated projects/tasks
- Mass email functions to definable lists (people, organisations)
- Reporting – navigable overview of all data by section

- Audit log – track all changes made in the system
- Field change history – view reasons for & track changes made to certain fields
- Screen notification set-up
- Self-service admin features including:
    - User role & permissions set-up
    - Bank holidays (feeds directly into timesheets)
    - Maintain countries & drop-down lists
    - Maintain user messages (system notification pop-ups)
    - View/edit grid settings/preferences
    - Set-up field change history triggers
    - Maintain global settings such as annual leave, hours per day, action reminders etc.
- Detailed grids with user-definable settings
- Integration with Microsoft Active Directory, Exchange Email and Calendar, SharePoint™, Sage™ accounting system, payroll systems & more.
- Advanced filter functions & saveable grid preferences

If you want to get in touch with us for a free quotation, drop an email to enquiries@intouch-business.com.

You can also get in touch with us by phone on **+44 (0)190 388 5900**