



product  
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project  
management

### Managing the Full Project Workflow

To improve project profitability your ERP solution should support all stages of the project life cycle; from presales over project execution to reporting and follow-up. Maconomy enables you to tie everything together.

Creating a realistic budget is crucial to achieving project profitability. Maconomy helps you reduce the risk of budget overruns by allowing your sales force to create detailed estimates, budgets, forecasts and set prices as early as the project sales phase. In order to improve cash flow management and forecasting, figures can be distributed across the financial year.

By automating and standardising project creation, administrative tasks can be minimised. In Maconomy, project and budget creation is based on templates or actual data from previous projects. The flexible structure of Maconomy enables you to divide projects into seven separate levels or project phases, applying full work breakdown structure.

The graphical resource planning solution allows you to plan the execution of individual tasks and assign employees at specific times. Resource Managers and Planners are provided with a full overview of their own employees and projects, and can easily book employees for specific tasks.

“Time is money” may be an over-used expression, but when a company’s existence is based on providing time-based services, time tracking becomes vital to overall profitability. Quick and accurate time capture is crucial for increasing the number of hours accounted for and subsequently invoiced. Maconomy provides daily or weekly time and expense sheets with reminders for submission and approval.

Consultants can report progress and estimates to completion, providing the Project Manager with a fully updated view of the status of each individual task. This optimises project progress evaluation and reporting on all management levels. Automatic To Dos and Alerts provide early warning when a project is in risk of exceeding its budget or does not meet goals, allowing Project Managers to act proactively and follow up on project figures and performance.

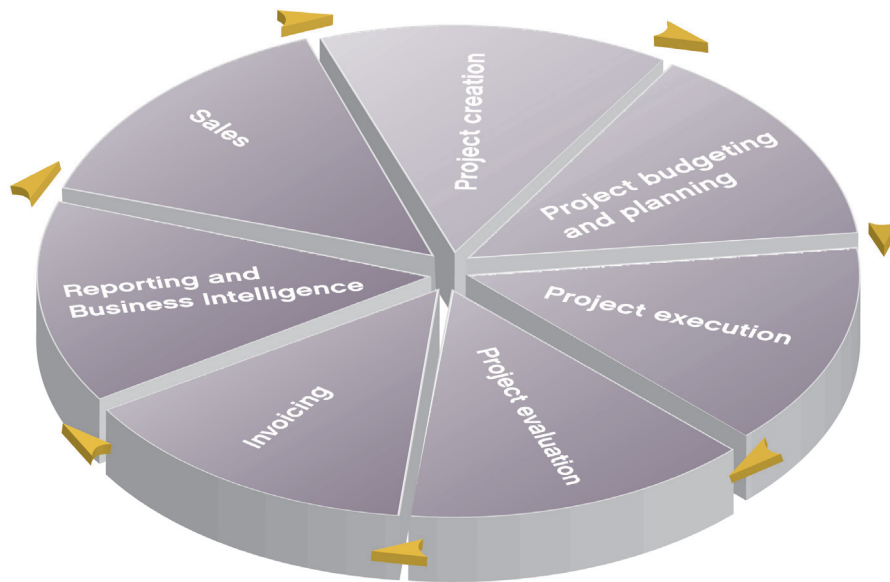
By automating the workflow from the point when an hour is entered to the time when that hour is invoiced, your tied-up working capital is freed, which will have a direct impact on your company's cash flow. Maconomy offers a fast and simple approach to optimise the invoicing process.

Maconomy provides full control of expenses to subcontractors. With Maconomy's flexible, multi-level approval management functionality, invoices from subcontractors are always reviewed by the relevant people in your organisation before they are paid. Maconomy offers invoice scanning as an integrated part of the invoice management system.

Delivery of physical items as part of the service delivery can be managed through Maconomy's fully integrated Trade modules.

Functionality:

- Pricing and estimation in the sales phase
- Easy project creation
- Project and budget creation based on templates or data from previous projects
- Work Breakdown Structure for dividing large projects into phases
- Graphical resource management
- Distribution of budget figures and forecasts across periods
- Subcontracting and Purchasing
- Fast and accurate time and expenses capture
- Real time project progress information
- Automated invoicing routine
- Flexible reporting structure



### Pricing and Estimation in the Sales Phase

Creating a realistic budget is crucial to achieving project profitability. If the budget is based on a realistic plan, it is much easier to deliver on time and within budget, resulting in higher accuracy and more satisfied customers.

Maconomy can help reduce the risk of budget overruns by allowing your sales force to create detailed budgets as early as the sales phase. Estimates and prices can be set up from scratch or based on templates, providing your sales force with a tool for calculating a price which is soundly based on experience from similar projects and takes all deliverables into account.

Because your estimates transfer directly to projects, they can form the basis of baseline budgets, thereby eliminating double data entry and ensuring that deliverables and prices set in the estimation phase are applied throughout the project life cycle.

#### Functionality

- Create budgets in the sales phase
- Convert opportunity budget into baseline budget in connection with project start
- Set pricing for tasks and/or employees as you create budgets
- Budget figures can be distributed across periods for improved cash flow and pipeline analysis

### Easy Project creation and Project Information

By automating and standardising project creation, tedious administrative tasks can be reduced to a minimum. When using standard project templates, it is much easier for Project Managers to budget, plan, manage and follow up on project performance.

New projects are created on the basis of standard company templates or actual data from previous projects. Project templates contain a wide range of information, including full budgets, prices, standard contract documents attached in document archives and other project settings. This means that Project Managers are automatically provided with a proven model for the specific type of project and only need to adjust this information to fit the project at hand.

A project creation wizard makes project creation fast and simple. The Project Manager only needs to enter a limited amount of information, based on which Maconomy automatically applies the relevant project template.

Once the project has been created, the Project Manager is taken to the so-called Project Home. The Project Home forms the single entry point to all basic project information such as customer information, project description, prices, invoicing history, invoicing plans, contracts, project plans, document archives etc. Information is organised in tabs, providing excellent overview.

#### Functionality

- Create projects in less than a minute based on templates or previous projects
- Project Home window providing single entry point to all basic project information
- Employee control for assigning individual employees, teams or employee categories to specific tasks
- Invoicing plan
- Document archive
- Excellent price setting functionality
- Overview of customer invoices
- Overview of scanned subcontractor invoices



### **Project Budgeting and Planning**

The project budget is the core of project management and forms the basis of both financial planning. You can set up multiple budgets for each project, for control, registration, progress reporting and different purposes such as baseline and resource planning.

As the project template includes budget information, the time spent on budgeting is dramatically reduced. If a budget was set up in the sales phase, it can be converted into the project budget, thus ensuring consistency between the quote prices and deliverables, and the actual baseline budget. It is also possible to copy the budget of a specific project or use the actuals from previous projects as basis for new project budgets.

### **Subscription and Support Fee Management**

For projects where the deliverables include services such as maintenance or support agreements, Maconomy offers management of periodic invoicing including automatic accrual and index price adjustments.

### **Work Breakdown Structure**

Project budgets feature full work breakdown structure. Budgets for large, complex projects with many tasks can be broken down into phases using indent/outdent and drag and drop functionality allowing you to combine project planning and project financials in a single budget within the same application.

Budget transparency is optimised as sum lines automatically show totals for indented lines, and sections can be collapsed to reduce the number of lines shown. Whole sections can easily be moved around and indented.

If you prefer a graphical approach to project planning, Maconomy offers a fully integrated resource management and project planning solution as well as a standard integration to MS Project.

### **Periodic Forecast**

Budgeted revenue and expenses can be distributed across periods. This provides the ability to analyse the cash flow of your projects.

You can distribute revenue, cost and hours budgeted on your projects across periods. This provides a clear picture of project cash flow and peak periods in terms of workload.

To achieve a complete pipeline overview, you can also set up and distribute budgets over time for the projects in the pipeline, and enter periodic forecasts for opportunities in the CRM module.

Finally, the CRM module allows you to forecast and distribute the projects which you have not identified yet. This provides a full periodic view on the resource situation and the revenue and cost situation of all project related aspects.

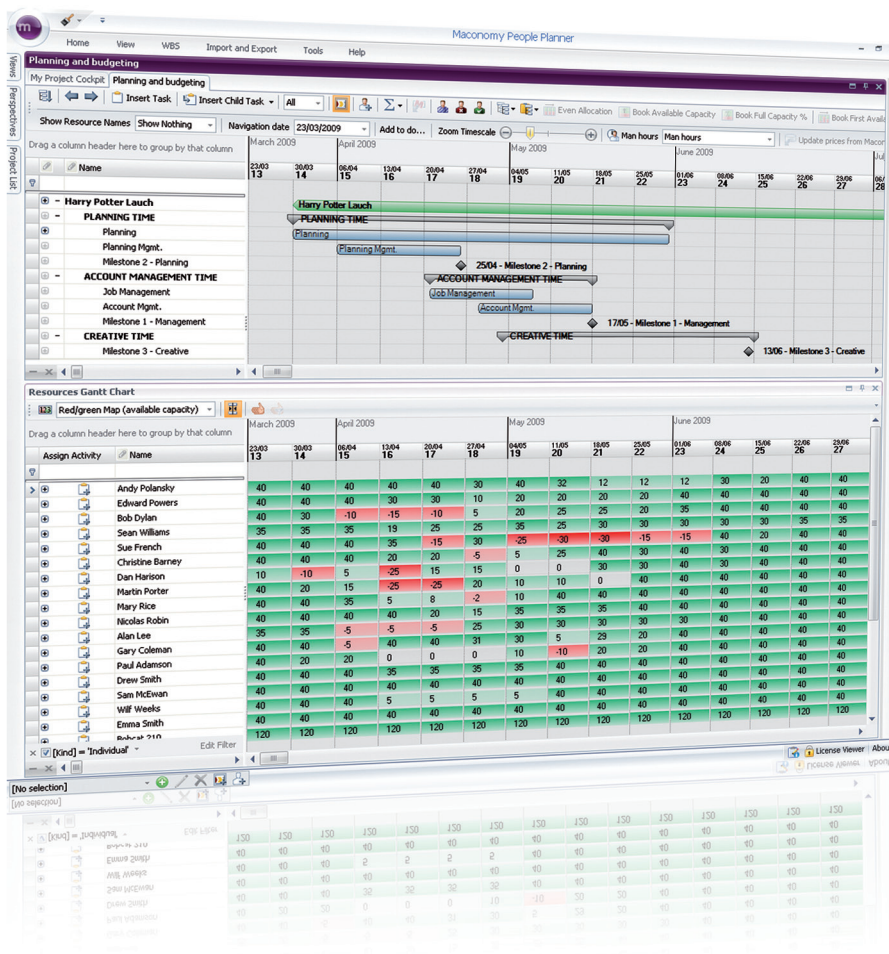
## Resource Management and Project Planning

You can plan your projects more effectively and assign resources or teams more easily, ultimately increasing the number of hours spent on profitable activities. Project managers can reduce overruns through the ability to plan their projects and keep progress on track. Department managers can plan activities from a resource point of view, finding suitable projects and tasks for resources with available time and the right skills.

Maconomy offers maximum flexibility in the level of detail of your planning. Project and resource planning can be made either at overall project level or in greater detail with full Work Breakdown Structure (WBS). You can plan on a daily, weekly or monthly basis, depending on your need, and you can plan start and end time of your meetings if necessary.

Functionality

- Work Breakdown Structure for breaking down large projects into phases
- Indent/outdent phases and tasks for easy organisation of work breakdown structure
- Graphical resource management and project planning
- Accurate and fast budget creation based on task templates
- Transfer budgets from sales phase for optimum consistency
- Multiple budget types: baseline, contract, working budget etc.
- Copy budgets from previous projects or from one budget type to another
- Dependencies between tasks
- View availability while assigning resources





### Project Execution

The pressure to work more efficiently and plough administrative cost savings back into frontline services is adding weight on the ability to manage projects effectively on a daily basis. In the professional services world, this is particularly true in case of fixed fee projects.

When taking on fixed price projects there is automatically greater emphasis on being able to manage and monitor every step in the project life cycle in order to run projects as efficiently as possible within budget.

Maconomy helps you improve the day-to-day project management by bringing together all your business processes in one system.

### Time and Expense Capture

Automating the workflow from the point when an hour or expense is entered in Maconomy by your employees to the time when those hours or expenses are invoiced, is the most effective way to free your tied-up working capital, which will have a direct impact on your company's cash flow.

Maconomy offers a number of different entry points to time and expense entry, enabling employees to register their hours and expenses anytime, anywhere. Each user is only presented with the relevant projects and tasks, making the time and expense entry process fast and easy

### Speed Sheet

Using the Maconomy SpeedSheet, time entry becomes even faster. The innovative SpeedSheet interface enables employees to catch time spent without worrying about details such as jobs numbers, tasks or dimensions. This ground-breaking concept reduces time entry to a simple two-step process: Select a Job Favorite and enter the time you have used.

Maconomy's SpeedSheet is so easy to use that employees can catch time whenever they change the subject of their work. The SpeedSheet is loaded when the user starts up the workstation, and logon takes place through single sign-on. This allows the user to bring up the speed sheet in an instant instead of having to log on and wait for the application to load. With the optional Mobile SpeedSheet extension, employees on the move can even catch time on their mobile phone. The combination of fast access and easy time entry encourages consultants to register time immediately after the service has been delivered – not at the end of the week when only the broad picture remains.

### Daily and Weekly Time Sheets

Time sheets can be set up for daily or weekly submission. When hours are registered on a project or job task, they are visible across all modules in Maconomy.

Automatic reminders of due time sheets help the employees submit their time sheets on time and reduce the time Project Managers spend hunting down the employees whose time sheets are delayed.



### Expense Sheets

Using the Maconomy expense sheet, consultants and other employees have the ability to report their ongoing travel expenses and other expenses to be reimbursed by the company.

The consultant can type in lines with description and amounts. Expenses can be entered in multiple currencies, and Maconomy's currency conversion functionality automatically makes sure that the correct amount is reimbursed. Once an expense sheet has been completed, an expense report can be printed, and the vouchers can be attached and brought to the manager for signature. Electronic approval by for example Project Managers is also possible.

Once approved, expenses are available for the project financials and accrued on the person's account. Reimbursement can be handled automatically through the solution for example through the monthly payroll.

### Time and Expense Approval

Projects can be set up for single or dual approval by project managers and line managers, and a flexible workflow management system ensures that approvers are automatically notified of the time and expense entries awaiting their approval. The entries to be approved are presented in an optimised view, reducing the time spent on approval.

#### Functionality

- Daily or weekly time sheets
- To Dos and Alerts for time submission and approval
- Single or dual approval hierarchy for Manager approval
- Registrations and approvals are completed on-line
- SpeedSheet including Project Favorites
- Mobile Speed Sheet for time capture on mobile phones
- Remote access through an internet connection
- Estimate time to completion when entering time
- Handle overtime, flexible work hours and vacation
- Time can be invoiced immediately upon registration
- Seamless integration to all other Maconomy modules

### Subcontracting and Purchasing

Deliverables from subcontractors can be included in project budgets, forming the basis of purchase workflows with full documentation of choice of supplier.

Maconomy provides full control of expenses to subcontractors. With Maconomy's flexible, multi-level approval management functionality, invoices from subcontractors are always reviewed by the relevant people in your organisation before they are paid. Maconomy automatically identifies and notifies the employee whose approval is needed, thus ensuring that invoices are approved at all necessary levels. Once a vendor invoice has been approved, the invoice can be paid, either through Maconomy's Banking module or by means of a manual entry in the General Journal.

Maconomy supports both centralised and decentralised vendor invoice workflows as well as optional support for scanning of vendor invoices.

Subcontractors and freelance consultants can be set up to enter the time spent on projects, allowing you to include these figures in the complete project figures while still being able to manage their payment.

### Payment when Paid

Maconomy supports payment when paid agreements with subcontractors, ensuring that payment to the subcontractor does not take place until you have received payment from the customer.

### Trade

Delivery of physical items as part of the service delivery can be managed through Maconomy's fully integrated Trade modules. A full inventory management system helps you ensure that items needed in projects are available in the right quantities and on time, and full purchase workflow management makes it easy to manage and follow up on the purchases initiated in relation to your projects. Items can be invoiced along with the hours you have put into the project in question.

#### Functionality

- Full control of subcontractor invoices
- Complete purchase management workflow
- Payment of subcontractors when client invoices have been paid
- Multi-level invoice approval
- Full integration to electronic payment module
- Invoice scanning and distribution
- Separate accounts for subcontractor entries



### Progress and Estimate to Completion

Employees can report progress and estimates to completion, providing the Project Manager with a fully updated view of the status of each individual task in the project.

A project progress screen based on the estimates provides Project Managers with a complete overview of project status, progress and deviations. This allows the Project Manager to analyse the situation and find the cause of the problem in time to get the project back on track.

Based on the evaluation of the Project Manager, the budgets are automatically updated and revenue recognition is automatically adjusted.

Automatic To Dos and Alerts provide early warning when a project is in risk of exceeding its budget or does not meet goals.

### Invoicing

By automating the workflow from the point when an hour is entered by your fee-earning consultants to the time when that hour is invoiced, your tied-up working capital is freed, which will have a direct impact on your company's cash flow.

Invoicing on account is as easy as entering an amount and an invoice description. If there is an invoicing schedule for the project, the amount and description can even be suggested automatically on the basis of the schedule, simplifying the invoicing process and ensuring greater consistency with the project plan. For time and material projects, a fully updated list of invoiceable entries helps you streamline the invoicing process and invoice hours as soon as they incur.

Maconomy supports decentralisation of the invoicing process to the individual Manager or Project Manager, which enables businesses to reduce the time from incurring costs to invoicing them. A flexible invoice layout management system allows you to create invoices in accordance with the preferences of your customers.

#### Functionality

- Fast and simple invoicing
- Fully updated WIP accounts
- Invoice on Account
- Invoice Time and Materials as they incur
- Invoice layout management
- Invoices reflecting work breakdown structure
- Complete invoicing history showing previous invoices online
- Full integration to back-office ledgers
- Support decentralisation of the invoicing process to the Project Manager

### Project Follow-up and Reporting

You always have a complete overview of the financial status of their projects. With on-line access to real-time reports and analytics you can drill down to find the explanations for project performance, identify the tasks on which hours and costs are spent, view invoices sent to clients etc.

#### Functionality

- Web-based, standard reports with extensive drill-down functionality for all project relevant reports
- Reporting Tools for building reports through a quick selection of rows and columns
- The reports can be shown as tables, graphically as pie-charts or barcharts, or the results can be exported to for example Microsoft Excel for further processing
- Comprehensive business intelligence features

### Reporting and Business Intelligence

Maconomy offers Business Intelligence capabilities through Maconomy AnalytiX. Maconomy AnalytiX offers superior reporting performance and effectively uses Business Objects™ products, offering comprehensive graphical capabilities, and flexibility and easy-to-use tools, thereby adding more value to your Maconomy investment.

Maconomy AnalytiX is a 3-tiered solution, which includes:

1. Maconomy Business Application
2. Maconomy Business Intelligence Platform
3. Business Objects™ Enterprise





### Project Management Modules in Maconomy

The functionality described in this product sheet can be purchased as part of the Maconomy Consulting Solution or as a standard Job Cost module.

When you purchase the Job Cost module from Maconomy, the following functionality areas are included.

- Project Creation Wizard
- Project Home
- Full budgeting functionality including work breakdown structure
- Time and Expense Sheets including approval functionality, To Dos and Alerts
- Project evaluation and completion estimates
- Project manager reports
- Full invoicing functionality

To comply with the full project management solution as described in this solution, you may need further add-ons.

## organic business solutions

Maconomy is a global provider of industry-specific business solutions for Professional Services Organisations. We create a natural relationship between people and processes in professional services organisations and provide the basis for overview, follow-up and decision-making in a way which ensures human as well as financial gain.

Our clients include Semcon, ErgoGroup, Devoteam, Deltares, Millward Brown and agencies within all of the big four global networks Interpublic Group, Omnicom Group, Publicis Groupe and WPP.

Maconomy A/S was founded in 1989 and the corporate headquarters is located in Copenhagen, Denmark. We service and support more than 600 clients in over 50 countries through our offices across Europe and in the U.S., and through an extensive partner network. Today more than 100,000 users worldwide use business solutions from Maconomy.

For more information, please visit

**[maconomy.com](http://maconomy.com)**



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