

## Guarantee the success of your projects

HumanWork PROJECT is an application for those project teams which would like to improve their communication, simplify decision-making processes and finish projects on time within budget.

HumanWork PROJECT guarantees all team members a permanent access to key project data and lets modify and share them with others. It also provides effective tools for managing, reporting and analysis, which make use of actual data as supplied by co-workers. The competencies of people and confidentiality of data are adjusted by individually defined access rights. All these solutions guarantee an actual control over the realised enterprise.

HumanWork PROJECT provides team members with an integrated multi-project and multi-access environment, within which they:

- › have a permanent access to the central database of all company's documents, tasks, cases and contacts
- › transfer tasks and documents
- › execute tasks
- › monitor the course of processes and work progress
- › run discussions and organise network conferences
- › are informed about important dates and events
- › plan task and document flow within cases and projects
- › allocate costs and resources
- › manage project documentation
- › monitor and manage the course of the project
- › manage project portfolio
- › automate business processes

## Co-operate in real time

As opposed to other applications of project management, not only is HumanWork project an activity schedule but also a source of task distribution and all project data within team members.

The information transfer is carried out in real time which allows the co-workers to reduce time and costs needed for their accomplishment, to limit errors and take better decisions.

# HumanWork PROJECT COMPONENTS:

HumanWork PROJECT has all components of HumanWork OFFICE:

- Calendar
  - My Tasks
  - Raminders
  - Dokument Repository
  - Forum
  - E-mail
  - Contacts
  - Work and Document Flow Engine
- as well as:

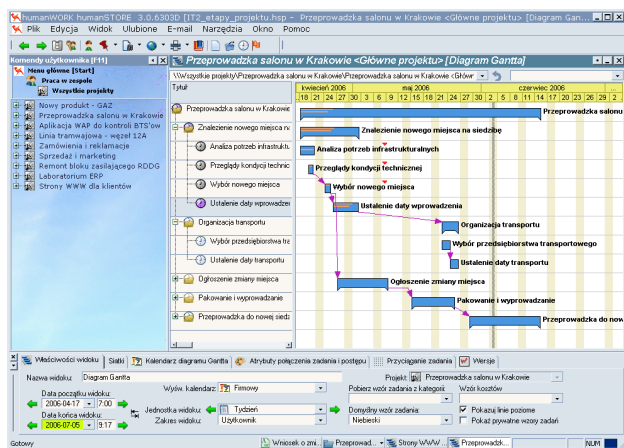
## Planning Tool Kit

### Use the tool set for planning

In HumanWork PROJECT enterprises can be planned with the use of:

- project structure tree
- Gantt diagram
- project document

Those three different ways of presenting the schedule are aided by a complete set of planning tools which guarantee flexibility and freedom of planning.



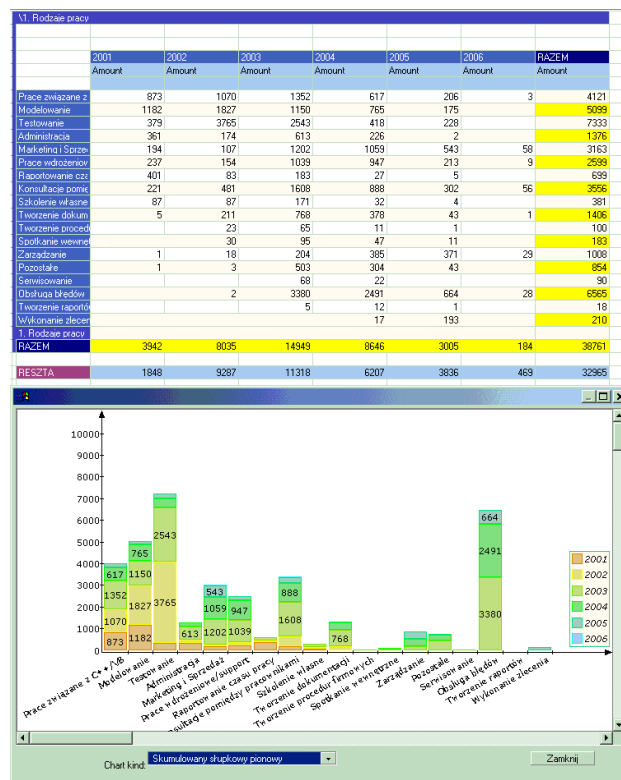
## Project Portfolio Manager

### Manage risk effectively

HumanWork PROJECT enables to manage an unlimited number of projects on the basis of synthetic information derived from project data.

Data can be presented on spreadsheet sortable lists and exported to Excel as well as on OLAP reports, generated on the basis of selected features.

Reports and specifications provide a comprehensive knowledge about project key factors and are a useful tool for project navigation and progress online reports. Owing to that, they can promptly recognise areas of high risks, overdue or budget overdraw enabling to make proper decisions on time.



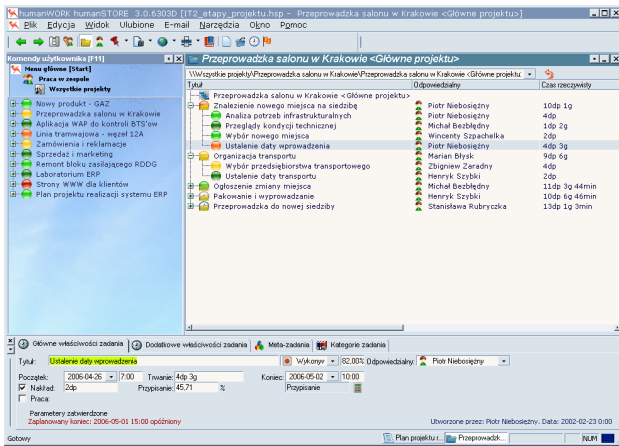
## Project Version Monitor

### Analyse Project Scenarios

HumanWork PROJECT guarantees versioning, which is saving data about project tasks within definite time with consideration to their structure, schedule and assigned costs.

Project versions as time-reference are a useful tool for:

- project budgeting, that is comparing reality to plan (time, effort, cost)
- tracing an increase and changes in the project within fixed time intervals
- comparing alternative project courses (at the planning stage)



## Quality Monitor

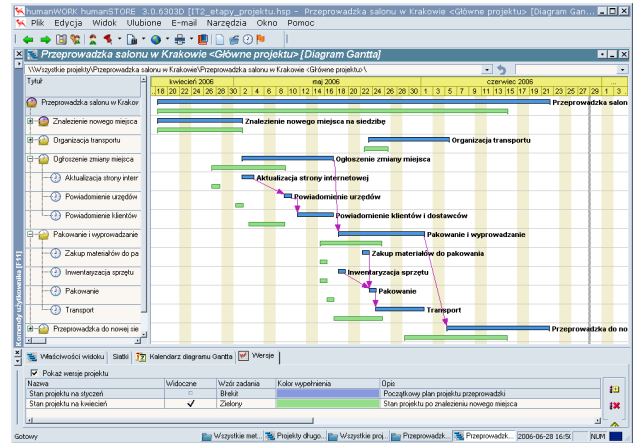
### Assess Risk Quickly

HumanWork PROJECT enables to label tasks with:

- lights – defining the degree of hazard connected with task execution
- marks – defining the task weight and its significance for the entire project

The system also has a mechanism of lights and marks recalculation for the summary tasks basing on their sub-task labels.

Owing to that that, the labels are an effective and visual tool for risk-assessment of realised projects and a quick recognition of high risk areas.



## Project Documentation Repository

### Manage Project Knowledge Database

HumanWork PROJECT guarantees the management of project documentation through:

- creation and modification of any box document structures
- automation of document collection
- storing project documentation of all projects in one database

Owing to an appropriate distribution, the entire project documentation is optimally ordered and easily accessible for all project team members.

## Project Document

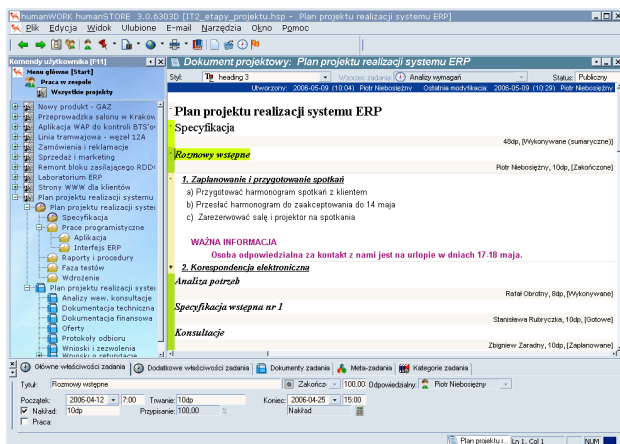
### Combine Theory and Practice

Project document is a unique tool for creating a project basing on its specification. It is useful at the planning stage as well as its realization, monitoring and control.

Fragments of specification can be used as ready components of a created project: tasks along with attached documents. Also vice versa: the project document can collect tasks and documents from a realized project serving as a document summary (report from the course of the project).

The close connection between project and the project document gives an opportunity of linking the conceptual and realization project stages.

Owing to that, not only can the people engaged in the project be informed of the imposed tasks but also of its whole context. Herewith, the supervisors can inspect whether the whole enterprise or its components are being executed according to plan and therefore monitor the progress in an effective way.



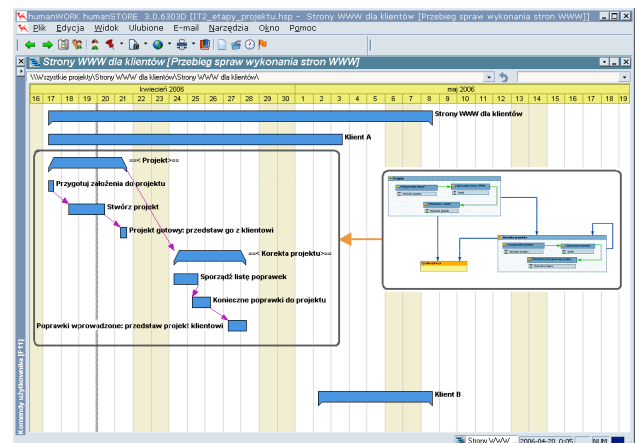
## Project Templates

### Plan easily and flexibly

HumanWork PROJECT enables the automation of project planning and execution through:

- project templates - containing a ready structure of project tasks
- task templates - containing defined documents as a basis for tasks to be generated
- business procedures - run by project tasks, which automatically generate a standard sequences of tasks and documents

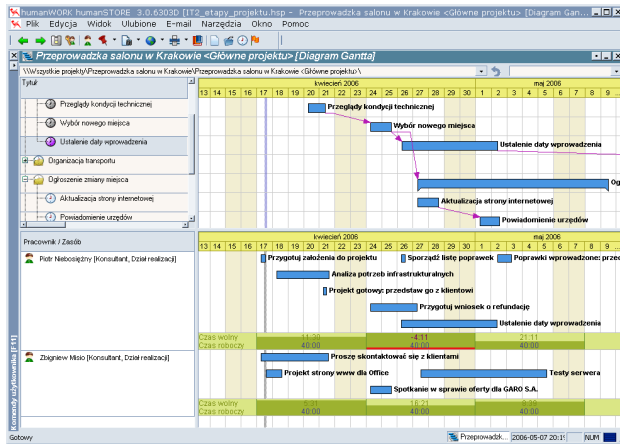
The use of project templates allows for a significant time reduction and gives an opportunity for a free connection of individual planning with ready-to-use templates. Owing to that, each stage of the Project can be planned and realized according to its profile and requirements.



## Team Calendar

### Allocate appropriate people and resources

HumanWork PROJECT helps team managers quickly search and allocate employees and resources. The allocation of people and resources is done parallel with planning and complies in their current availability as well as role, skills and an individual working calendar.



## Extra Components:

**Business Procedure Creator**  
**OLAP Analysis Engine**  
**Teamwork Organizer**  
**Chancellery**



HumanWork is a platform for dedicated applications supporting teamwork, task and document flow, project management as well as the automation of business processes.

**Learn about other HumanWork applications:**

- › **HumanWork BASIC**
- › **HumanWork OFFICE**
- › **HumanWork CRM**
- › **HumanWork CONTACT CENTER**
- › **HumanWork HELP DESK**



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