Project and Portfolio Management Capability Checklist

A strong Project and Portfolio Management (PPM) solution helps organizations answer questions in five critical areas.

1. **Risk Control and Mitigation**
   - Can we identify which projects are at risk and why?
   - Can we define action that will move "challenged" projects in the right direction?
   - Can we better plan projects to avoid over-committing and under-delivering to stakeholders based on time and budget?

2. **Resource Planning**
   - Do we have the right people with the right skills at the right "cost" working on the right activities at the right time?
   - Which resources are being over-utilized or under-utilized?
   - What resources are needed to meet demands of project pipeline?
   - Is contract staff being used frequently and/or unnecessarily?

3. **Financial Management**
   - Have we adequately identified all associated costs with a project including direct and indirect costs?
   - What action can be taken today to avoid profitability dilution tomorrow?
   - Can project billing and revenue recognition be made easier in spite of multiple types of revenue schedules?
   - How will different scenarios on the same opportunity/project affect the margin?

4. **Operational Improvement**
   - Can the user and administrative time spent in gathering time and expense information be reduced?
   - Can all "off-system" accounting time be shortened to facilitate a more rapid monthend closing process?
   - Can time being spent on value-adding tasks versus overhead and support tasks be identified?

5. **Compliance and Control**
   - Do project stakeholders have the right information to maximize execution?
   - What is the adoption success rate of new corporate programs and projects?
   - How will projects/tasks finish against plan if they continue at their current rate?
   - Can the time spent calculating SPI and CPI be reduced?

The checklist below identifies the basic capabilities in a PPM solution. Use this checklist to rate and further describe those capabilities that are most important to you and your firm.

Capabilities by Project Life Cycle	Internal Priority Rating & Comments	Unanet Capability
Forecasting and Planning		
Handle data and reporting required for both internally and externally funded projects		Yes
Set up projects in the "idea" stage and automatically transfer all data when moved to the "execution" stage		Yes
Set up Work Break Down structure to reflect project activities in varying degrees of detail with easily developed hierarchies		Yes
Identify resource requirements by project or by activity		Yes
Compare resource demand to resource supply and visualize potential options		Yes
Prepare and review resource capacity plans		Yes
Capture data on non-labor requirements		Yes
Set up multiple structures for managing indirect labor costs		Yes
Identify "what if" scenarios based on options in: • Planned and assigned resources • Direct costs • Indirect cost structures • Timing • Value		Yes
Prioritize projects based on completion dates, complexity, and/or value		Yes
Evaluate and select program and projects based on costs / benefits or rewards		Yes
Select best case scenario and prepare proposal / investment documents		Yes
Project Monitoring		
Edit / update WBS while maintaining planned baseline		Yes
Edit / update resource capacity plans while maintaining planned baseline		Yes
Forecast revenue over a specific planning horizon		Yes

Forecast profit margin or investment over a specific planning horizon		Yes
View staff availability and commitments in real time		Yes
Provide bi-directional integration with • AP and AR systems • General Ledger systems • Service Desk systems • Payroll systems		Yes
Process invoices and produce client billing and/or internal cost allocations		Yes
Calculate revenue recognition based on user defined formulas		Yes
Calculate Earned Value		Yes

Day to Day Execution

Day-to-day sharing, collaboration and communication through • Notes and issue tracking • Document sharing • Project alerts • Automated reporting		Yes
Receive and catalog personnel and resource requests via workflow		Yes
Manage and reassign resources as needed		Yes
Capture and validate time and expense entry via workflow and wizards		Yes
Provide approval work flow for validated time and entry expenses		Yes
Provide mobile device support for time and expense entry and approval		Yes

Control and Risk Management

Optimize utilization through real-time monitoring of staff availability		Yes
Optimize labor costs through real-time visibility into mix of internal and external resources		Yes
Send automated alerts when projects hit user-defined thresholds for specific variances		Yes
Manage sub-contractor time and expense		Yes
Standard reporting that identifies project variances from plans in terms of: • Direct costs • Indirect costs • Resource utilization • Time delays • Scope changes		Yes

		Yes
Reporting that identifies: • True and real-time profit margin • Time spent on value-adding tasks • Time spent in administrative and support activities • Over and under-utilized staff and external resources		
Report delivery based on • Automated schedule • Event triggers • Special needs		Yes
Visibility into current and future project pipeline		Yes
Ability to identify issues and risks and monitor mitigation activities		Yes
Other Capabilities		
Social networking tools, issue tracking, threaded discussions, email alerts		Yes
Support and structure to implement best processes and procedures		Yes

For more information and capability checklist detail, please contact us at marketing@unanet.com or (703) 429-1236

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