

# APINI

## Enterprise project, information and resource management

**Effective management of projects,** work breakdowns, task and resource allocations.

**Maximizing utilization of enterprise staff.**

**Report and indicator based management** through rich, built-in reports (e.g. employee skill summary, project budget utilization and others).

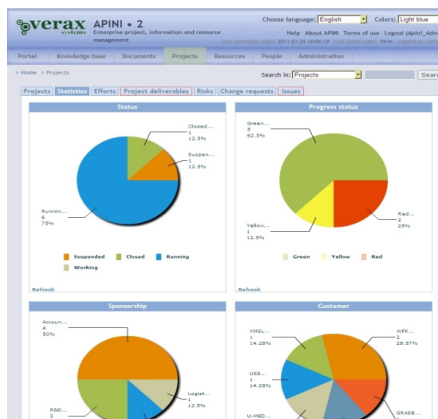
**Improved knowledge retention** in spite of personnel rotation or changing project allocations.

**Shortened initial training times** for new employees or contractors.

Effective process of finding relevant information, **improving overall enterprise efficiency and effectiveness.**

**APINI** is a Web 2.0 system for project management and collaboration. It allows enterprises to shorten delivery times and increase project efficiency as well as improve internal communications and knowledge retention.

**APINI** functionality is grouped into three modules: project controlling & portfolio management, information management and resource management.



**The project management** module helps to control and manage projects executed in the organization. It provides a project portfolio management database and project controlling functionality with key performance indicators. Key features of the PM module include:

- Rich project database with aggregated reports (e.g. number of delayed projects).
- Work breakdown structure tracking with project planning, phases, milestones and tasks.
- Per project, per work-package and per task time tracking (timesheets) with on-line progress control.
- On-line project budget control including efforts and expenses.
- Full integration with resource management planning (e.g. information about resource workload, project assignments, resources becoming available).
- Tracking of project issues, risks, deliverables, business objectives, changes and others.
- Project knowledgebase and document repository.

**The information management** module enables project collaboration and knowledge retention and features:

- Fully configurable portal pages allowing quick access to the most important information in the organization.
- Document library and Wiki-like knowledgebase.
- Efficient distribution of information about documents and articles via e-mail, instant messaging and RSS channels.
- Simple procedure for content approval and publication.
- Support for document versioning, history and access control.
- Support for any document types (Word, Excel, PowerPoint, PDF, OpenOffice and others) with content indexing.
- User-configurable hierarchical structure for articles and documents.
- Simple and efficient, suggestion-driven search mechanism.
- Rich article and document filtering system.

**Resource management** capabilities provide functionality for tracking project allocations, vacation, sick-leaves, travel and other activities essential for project-oriented enterprises:

- Timesheet and task tracking.
- Employee workload analysis.
- Employee calendar tracking (project work, vacation, sick leaves, etc.).
- Position, department, supervisor, responsibilities and authorities database.
- Advanced employee search mechanism (e.g. an engineer with particular skills with no project assignment next month).
- Rich staff statistics reports (e.g. skill breakdown, project breakdown, experience summary and others).
- Easy to use, configurable calendar system with visualization of resource allocation (e.g. conference room reservations).

### Learn more

To learn more about APINI visit us at: [www.veraxsystems.com/en/products/apinikb](http://www.veraxsystems.com/en/products/apinikb)