APINI
Project Management

Whitepaper

verax systems

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Abstract

The requirement of using project management methods is a necessary condition in order to succeed within the dimensions of time, finance, functionality and quality. Nevertheless, in addition to the management methods, it is crucial to use tools supporting the project management and documenting its progress.
This publication presents APINI project management functionality, which supports planning, executing and controlling projects based on **Prince2** management methods.

Intended audience

This whitepaper is a publication created by Verax Systems' experts and specialists. Its purpose is to highlight the most important issues related to project management in private and government enterprises, using in large degree the **Prince2** management methods and present the key information about the offered product.

1. Introduction

The following sections present APINI functionalities related to the project management in two aspects – managerial as well as technical. The managerial functionalities are designed on the basis of **Prince2** management methods and the technical ones – on the basis of **RUP** (Rational Unified Process) as well as the experience gained by Verax Systems' employees.

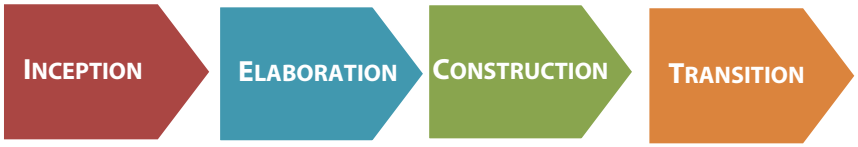

Figure 1: RUP process.

APINI supports all types of executed projects by using solutions of **Prince2** management methods. The major emphasis is laid on aspects related to delivered products.

2. Project Management

An electronic management tool allows for collecting knowledge about projects in progress and completed ones, which gives an organization a source of knowledge to facilitate changes in order to increase project performance and implement new standards. Accurate changes simplify adaptation to an unstable business environment and increase the competitiveness of the enterprise. The APINI system, in addition to the existing knowledge and resources management modules, has been extended with relevant functionalities to support planning and tracking project changes, such as:

- Project Card,
- Phase and Task Management,
- Requirements Management,
- Budget Control,
- Risk Log,
- Configuration Management,
- Project Issues Management,
- Change Log,
- Report Log,
- Lessons Learned Log.

Figure 2: APINI project management.

Project Card

A project card is created at the beginning of the project execution and includes basic information about the enterprise (goal, assumptions, sponsor data, customer and project team structures, and personal contact details of persons taking part in project). The project card also includes the range of work with the exceptions, which simplifies the control and clearly specifies the limits of the executor's responsibility. The project card provides direct and indirect project stakeholders, which facilitates potential risk and customers' identification in the communication plan.

Project card module provides the following information:

- Business goals
- Project name
- Customer
- Project type
- Sponsor
- Assumptions
- Project scope exclusions
- Status
- Project team structures
- Stakeholders
- Primary start date
- Changed start date
- Real start date
- Primary end date
- Changed end date
- Real end date
- Attachments

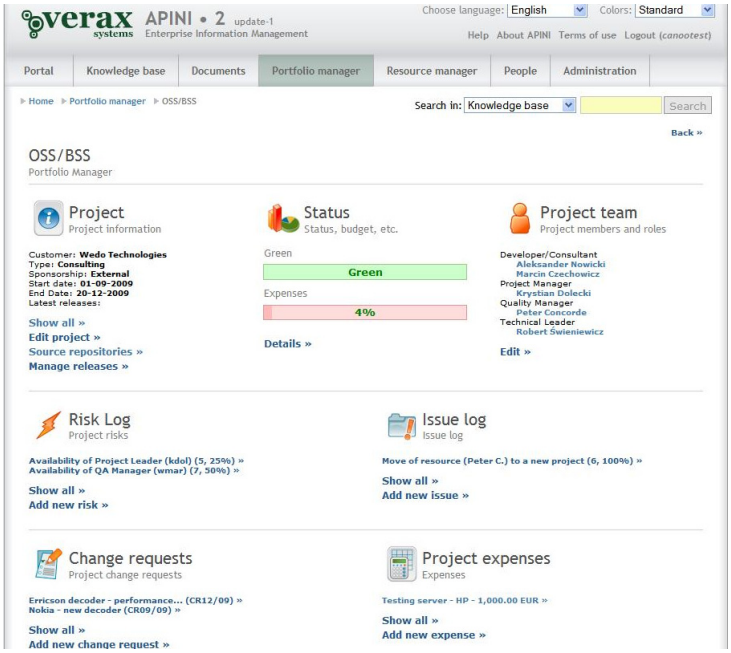

Figure 3: Project card.

Phase and Task Management

Most projects are executed in phases. Within those phases, the staff carries out the tasks assigned by the project manager. The phase and task management module defines and then monitors the project status. The status update is automatic on the basis of information downloaded from APINI work time registration module. The system creates subsequently schedule visualization with the use of a Gantt chart.

The phase and management module provides the following information:

- Phases
  - Name
  - Planned start date
  - Planned end date
  - Planned effort
  - Status
  - Sequence
- Tasks
  - Name
  - Status
  - Previous effort
  - Primary start date
  - Changed start date
  - Real start date
  - Primary end date
  - Changed end date
  - Responsible person
- Products
  - Attachments
  - Links
  - Descriptions
- Attachments

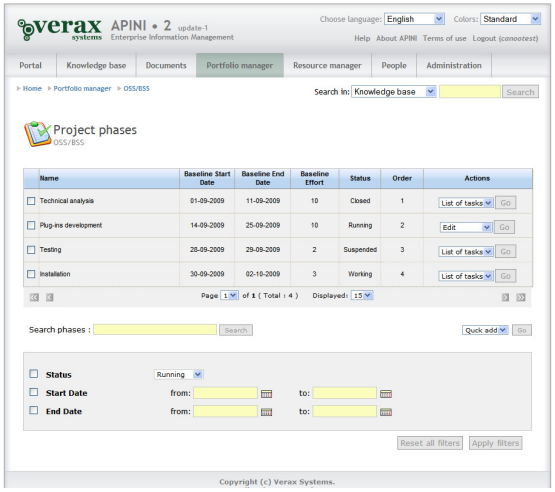

Figure 4: Phases.

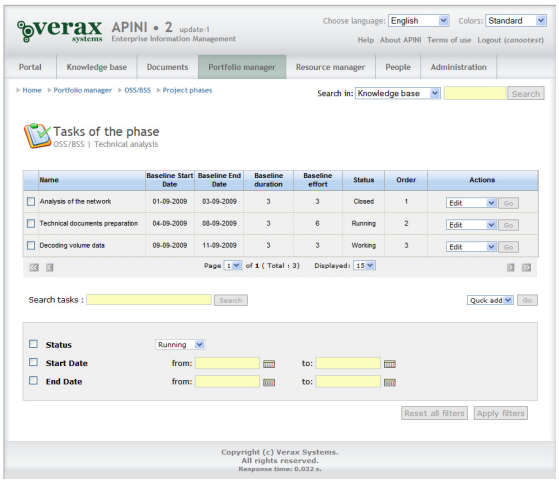

Figure 5: Tasks.

Requirements Management

Requirements management is inseparably connected with the project execution. Fulfilling the requirements is essential to complete the project and gain customer's approval. The requirements may be changed during the project execution as well as added and deleted. Any change in the area of the requirements implies the need to assess its impact on various project aspects, such as risk, cost, etc. Therefore, the requirements repository that provides current amount and status of work on the particular requirements is necessary.

Requirements management module allows providing the following information:

- Requirement identifier,
- Name,
- Description,
- Attachments,
- List of related requirements.

Budget control

Project expenses registration provides the project manager with monitoring and early detection of problems connected with the funds planned in the project budget. Linking the expenses and the tasks enables the project control in financial and time dimensions. The project expenses may be entered in various currencies.

Budget control module provides the following information:

- Expenditures
  - Name and surname
  - Planned cost
  - Real cost
  - Invoice number
  - Task number
  - Business trips
    - Business trip no.
    - Allowance
    - Start
    - End
- Attachments

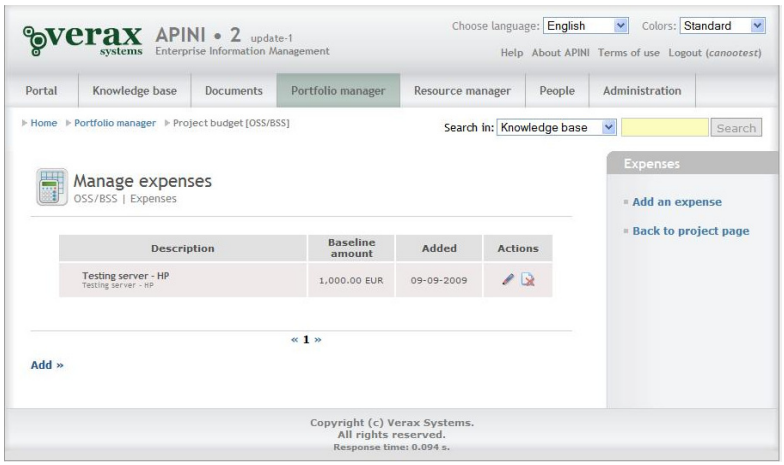

Figure 6: Expenses list.

Risk Log

Risks assessment and planning of operations associated with their potential occurrence are one of the key activities in the project management. The system provides log management, which supports risk analysis on the basis of evaluated impact and probability of the defined risks and planning of preventive and corrective actions.

Risk log provides the following information:

- Identifier
- Description
- Prevention
- Probability
- Impact
- Attachments

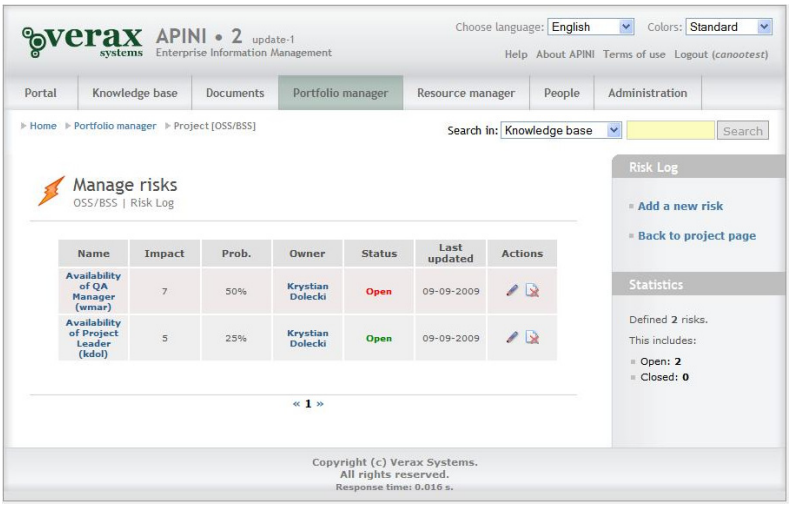

Figure 7: Risks.

Configuration Management

Configuration management enables controlling new product versions created during the project execution. The product is defined as e.g. a source code, stored in the code repository or as new versions of the project documents.

Configuration management provides the following information:

- Code repository
- Products
- Description
  - Version
  - Creation date
  - Modification date
- Attachments

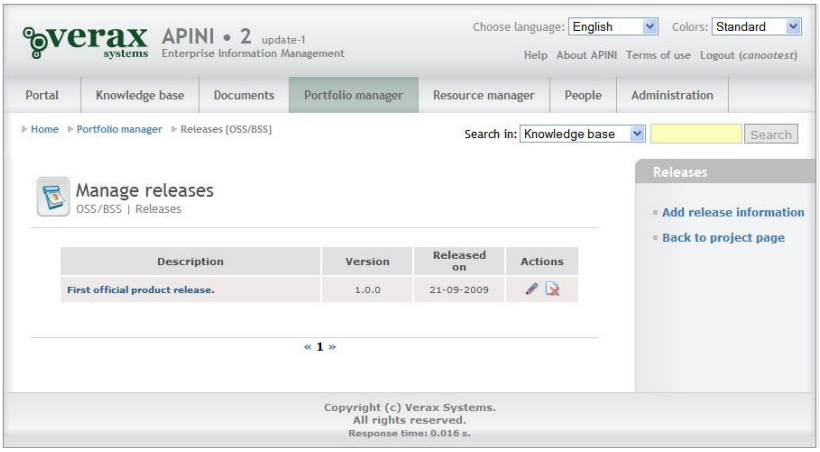

Figure 8: Versions.

Project Issues

Project issues arise in case if any expected or unexpected project risks and emergencies occur. The issues documentation is necessary to identify tasks connected with them, estimate the impact on the project range and duration and create reports on the project status.

Project issues module provides the following information:

- Identifier
- Issue type
- Description
- Cost
- Creation date
- Modification date
- Effort
- Responsible person
- Comment

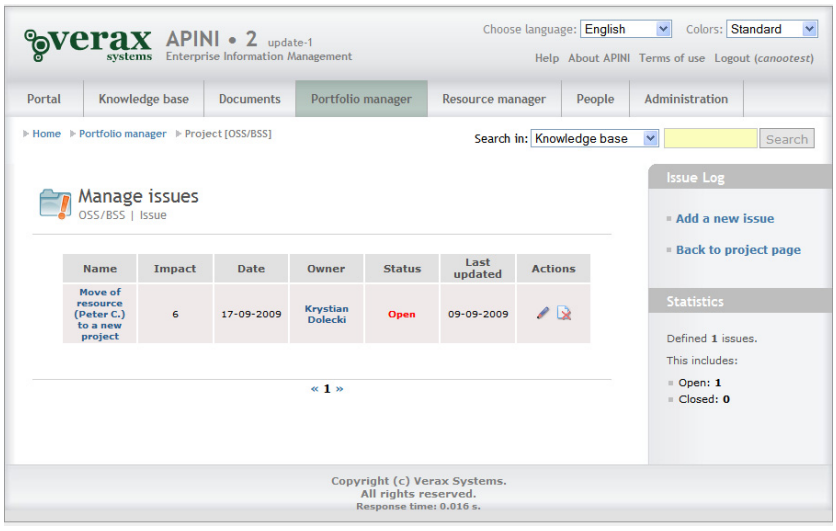

Figure 9: Project issues management.

Change Log

Changes are an inseparable part of the project execution and almost always have an impact on primary planned budget and work range. To control the project, each reported change must be recorded and pass a formal procedure of approval in order to be properly analyzed and possibly implemented.

Within the change log it is possible to provide the following information:

- Identifier
- Description
- Type
- Reporting person
- Reporting date
- Responsible person
- Acceptance date
- Execution date
- Impact
- Change cost
- Attachments
  - Change log implementation project

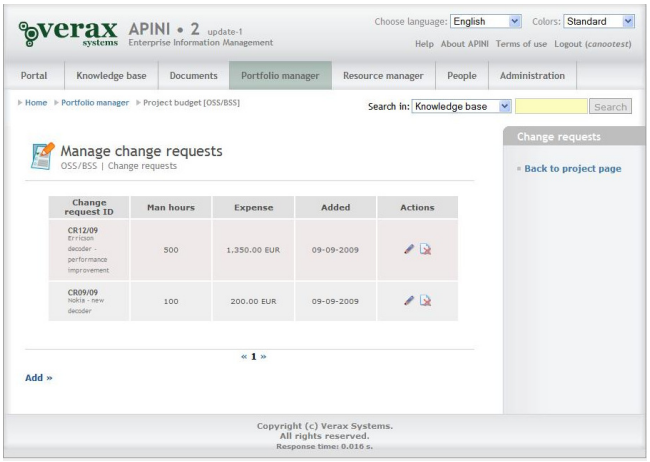

Figure 10: Change log management.

Report Log

Creation, distribution and gathering of the project reports is another crucial issue in the project management. APINI allows the manager to create defined reports ad-hoc as well as collecting external reports in the form of described attachments. Moreover, the report log module provides defining report creation frequency depending on preferences or project type.

Module allows creating and collecting the following reports:

- Reports
  - Current problems and tasks
  - Current resource load
  - Schedule execution
  - Cumulative report
  - Deviations report
  - Risks report
- External reports repository
  - Description
  - Report type
  - Attachments

Lessons Learned Log

Formal collecting of experience gained during project executions is often neglected. As a result, the improvement of performance and quality of successive project execution is not as good as it could be. Moreover, the knowledge is often lost with an employee leaving the company. In order to solve these problems APINI is equipped with the functionality to document experience.

Project experiences may be described by:

- Identifier
- Type (management, technology)
- Description of observation
- Recommendation

3. Summary

APINI functionalities are elaborated and implemented to improve the performance of projects execution on the basis of Verax Systems' experience. Particular modules are linked in a flexible way, which allows to use APINI as a customized system while executing a specific project and enclosing documents created in other tools.

For more information about the product, please visit the "Products and solutions" section on our website www.veraxsystems.com.