



π Office

Collaboration suit for you business



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If you need an excellent planning tool and if you are tired of searching for the right solution - your search has finished!!! PIOFFICE Project Management is the only suitable solution for you!!! Do your projects: QUICKLY, SIMPLE, VIEWABLE

TOP REASONS TO BUY

- ✓ Plan and Manage projects
- ✓ Real time issue escalation and notification
- ✓ Reduce project overruns
- ✓ Easy of use
- ✓ Ease of installation
- ✓ Ease of deployment
- ✓ Low financial investment
- ✓ Increase productivity
- ✓ View real time project status
- ✓ Track project profitability
- ✓ Improve communication
- ✓ Improve team collaboration
- ✓ Global access with unmatched speed
- ✓ Improve knowledge and information management
- ✓ Excellent document management

What is piOffice?

piOffice is a web based project management software that enables your team members (project leader, project manager and the resources) to work together on their project. As a web based project management tool, piOffice offers quick access to information for all team members 24 hours a day, seven days a week, from any computer with web browser and internet access. Having in mind efficient execution of the projects, our team created effective project management application where the project work is performed with useful organization of the activities and task definition. With its user friendly and unique structure, piOffice offers you quick, easy and simple organization of all your projects.

Features

If you need an advanced organizational planning tool and your goal is fast and efficient execution of all projects, our web based project management software is the right solution for you. Created by a team of experienced project managers, piOffice is intuitive project management software that is simple and easy for use in any environment. It is created with small and medium businesses in mind, but is powerful enough to handle large distributed enterprises. Some advantages are:

- piOffice differentiates between activities and tasks



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The activities define the logic structure of the project, while the task is a specific assignment for particular resource. There are three types of activities: Milestone, Purchase and Executive. Only purchase and executive activities can have tasks, while milestone activities are used as markers. Between the activities there is a dependency, which means that new activity can not start until all related depending activities are not completed.

- piOffice uses the handshake method of negotiation
Handshake is a method of negotiation between the project manager and the resources concerning project activities and tasks, such as projected work hours and deadlines. This method improves planning because the resource can adjust and confirm the time schedule and deadline. This method introduces flexibility to strict project management processes by including real indicators that can not be identified otherwise.
- Budgetings.html
piOffice enables the project manager to plan the project budget. The budget is build from the bottom-up, which means that the project budget is calculated on the basis of the projected expenses for the individual tasks. Also, this application offers you a possibility to make comparative analysis between the planned and realized budget for particular project.
- User friendly tracing of expenses and incomes
piOffice offers forecast of all expenses and incomes, at the project or organizational unit level. It is a virtual project cash flow report for a project or an organization. These information are very useful, especially for the accounting department, because they offer preview of all entered expenses into the project management, and into the accounting. Furthermore, from this information, can benefit the higher management (CEO, CFO), because they offer overview of the potentials of the company and defines the planning of future project frequency. Finally, the project manager can make an analysis of his work, correct eventual mistakes and advance his methods and work in future projects.
- Detailed resource analysis
piOffice enables quick and easy access to resource/employee productivity information. This is especially beneficial to the project planning process as with a few clicks the project manager can compare past performance, present engagements, as well as projected availability of one or more resources, resulting in effective and efficient utilization of resources. Human resource personnel can collect time cards, including holidays and sick leave, and use them to determine compensation. Also important, the HR personnel can assess the future needs of the company, giving them lead time to avoid over- or underemployment situations.
- Foster time efficient communication
piOffice has an automated built-in e-mail and internet messenger system (with optional SMS -- short message system) that can inform team



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members of project developments. The integrated forum offers communication among project team members and records information which otherwise may be lost.

- Offers safe sharing of all documents
Documents can be attached to projects, purchases, offers or contracts. There is no limit in types of documents which can be attached. With this capability all project related documentation can be kept at one location. More different versions of the documents can be stored into the document box and all annex offers and annex contracts can be, also attached here.

Efficiency is confirmed by measurement of the basic objective parameters: completed, remaining, required, planned

FAQ

What is a project?

Project can be defined in terms of its distinctive characteristics. A project is a temporary endeavor undertaken to create a unique product or service. Temporary means that every project has a definite beginning and a definite end. Unique means that the product or service is different in some distinguishing way from all other products or services.

Projects are undertaken at all levels of the organization. They may include a single person or many thousands. Their duration ranges from a few weeks to more than a five years. Projects may involve a single unit of one organization or may cross organizational boundaries, as a joint ventures and partnering.

Project management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements. Project management is achieved through the processes such as: initiating, planning, executing, controlling and closing. The project team manages the work of the projects and the work involves:

Competing demands for: scope, time, cost, risk and quality;

Stakeholders with differing needs and expectations;

Identified requirements.

What is an activity?

The activities define the logical structure of the project. There are three types of activities: Milestone, Purchase and Executive.

The Purchase activity indicates extern execution of the activity. This activity is controlled only by the intern resources.

The Executive activity indicates an activity that will be completed by the intern resources.

Only Purchase and Executive activities have tasks. The activities are mutually



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dependent, which means that a new activity can not start while others depending activities are not completed.

What is a task?

The task is a concrete assignment for particular resource. Only Purchase and Executive activities can have tasks. If the activity is Purchase, the task is a control of the extern execution and if the activity is Executive, the task is a concrete assignment for a particular resource.

What is a milestone?

A Milestone is a type of activity which is used only as a marker in the project. This type of activity can not have tasks.

How does the purchasing management system work?

Whenever an external activity is added to a project, the application generates an automatic request for proposals (RFP). At this point, the project manager can both create the RFP or a simple specification for the purchase and attach it to the activity. The purchasing personnel can continue the purchasing process by creating an RFP, logging offers, selecting the best offer and creating a contract. The value of the contract will define the planned costs for the activity in the project and payment of invoices will define the actual costs of the activity. piOffice allows annexes for the contract that influence only to the total costs of the activity, whereas the planned costs are based solely on the value of the initial contract. The integrated document management tool allows all specifications, RFPs, offers, contracts, annexes, and other documents related to the purchase to be stored within the system.

How does the budgeting system work?

piOffice has an automated bottom-up budgeting system. The calculation of the planned budget for a project is performed at both the task and activity level as the project manager plans the project. At the task level the system calculates the cost based on the planned hours and the cost of the hour. At the activity level the value of the purchasing contract determines the planned cost. Tasks associated with a purchasing activity are not taken into consideration. The incurred costs for a project are based on actual hours for tasks and invoices for purchasing activities.

How does the sales system work?

Your sales staff can access piOffice's sales interface to create offers, contracts, and invoices. As with all contracts your sales staff can enter the terms of payment and use them in combination with the automated alert system for timely invoicing. In addition, the system integrates advanced sales reporting, like planned income and other custom reports. The integrated document management



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tool allows all offers, contracts, and invoices to be stored in the system.

How can we plan our cash flow?

piOffice has a cash flow report for both individual projects and organizational units. The cash flow report is organized by months and is available for both planned and realized cash flow.

How does the resource management system work?

The resource management system is a vital part of piOffice. There are many standard and ad hoc reports from which project managers, higher management, and your human resource department can extract information from. The project manager needs to know if particular resources are available during a specific period in order to plan effectively. In addition, when choosing from many similar resources the project manager needs the one that is most efficient at the task. The human resource staff can track future over- or underemployment in the company, giving them time to react appropriately. The time sheet module is a useful tool for tracking work hours and use of vacation and sick leave time. Additionally, the resource management system, including the time sheet module, can be the pillar of a payment/reward by results system. Higher management can monitor resource utilization by the project and department managers.

What are some of the standard resource management reports?

- Resource availability at the organizational level;
- Individual resource past, present and planned tasks;
- Gantt chart of projected resource availability;
- Resource pool of a project;
- Resource time sheet of approved daily activities.

How does the document management work?

The document management tool in piOffice is assigned to all elements of the project management, purchase management and sales management. You can attach documents to projects, purchasing activities, and/or sales activities. Additionally, piOffice has a general purpose document management section that can be used to store document that are not directly related to any projects. Both document management systems support versioning with time and user of store info. Access to the documents can be restricted based on the user profile/role or the creator of document folder for the general purpose document management system).

What are the communication capabilities in piOffice?

piOffice has discussions at both the project and task level with restricted viewing rights. Users can send e-mail messages to team members from within piOffice. In addition, the e-mail alert system ensures team members are informed about



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project developments in real time. Also the VoIP and phone calls are included directly in the system, and with just a click you can call someone involved in the project or contact your client.

What are the reconfigured roles in piOffice?

The hosted version has three preconfigured roles: resource, project manager, and general manager. However, in the installed versions of the software we can configure roles and access rights to suite your business.

Can you tailor piOffice to fit our needs?

Every module and function of piOffice can be customized to meet the needs of your organisation. Just let us know what you need.

What do I do with my old projects in MS Project?

(coming soon) piOffice makes your switch from MS Project quick and easy. You can import your old projects so that all your relevant information is contained in one application. In addition, if you are using another project management system, please let us know and we'll help you transfer your information.

What platform is using piOffice?

piOffice is a web native application, which means that the only thing you need is a web browser and PDF reader for some of the reports. The server-side is developed in J2EE, so it is truly platform independent. PostgreSQL databases are currently supported, but can be easily replaced with Oracle or DB2.

Client Software Architecture

piOffice is a web-based project management software. This means that you can access your project information from anywhere, anytime, with any browser. One of the benefits of piOffice is that your IT department does not have to install any software on user desktops. piOffice works with the browsers MS Internet Explorer 6.x/7.x and Firefox 2.x.

Server Software Architecture

piOffice is built on the J2EE platform.
The recommended server software includes:
Linux server 2.6.x
JDK 1.4.x
JBoss3.2.x
Tomcat 4.1.x
PostgreSQL 8.x