



HMS Software epm Assessment Services

What is your epm readiness?

Deploying Enterprise Project Management (epm) is often much more than a technical challenge. When considering the implementation of an enterprise project management system, one of the first steps should be an assessment of your readiness to move forward. HMS has developed several easy-to-manage assessment programs which may be of interest to you.

Enterprise Project Management Assessment

(3 Days)

HMS consultants will work with your organization to identify the necessary elements and skills you will require to implement and deploy Microsoft Project. The typical agenda for this engagement is:

Day 1: Interviews

An HMS consultant will interview the pertinent players for an epm deployment. This usually includes representatives from the project group or PMO, if one exists, Resource Managers, Executives (and particularly the executive sponsor if one has been identified) and select team members. At this time we will compile an inventory of required skills that already exist in the organization and those that do not as well as scope out the primary areas of focus to effect a rapid return on investment following the deployment of the Microsoft epm system.

Day 2: Scope requirements

During this phase, we will work with your project personnel to scope out requirements for an epm system. Existing project systems are reviewed along with existing reports, analysis and processes. These will be assessed for the adaptability into an epm system.

Day 3: Roadmap

This phase is often accomplished off-site as we compile the information we've collected into a recommended roadmap. This roadmap usually includes preliminary deployment schedules including phases for process development, system evaluation and a phased roll-out of the finalized epm solution. Existing skills and processes which will be adapted are identified here, as are essential skills and processes which may be missing.

Day 3: Presentation

This phase is typically 1/2 day and includes a presentation of our findings. Should you desire, this phase may also include a demonstration of the Microsoft epm system.

Costs for the 3-day Enterprise Project Management Assessment are \$4,500, plus travel and per diem expenses, if applicable.

Microsoft Project Proof of Concept Assistance

(5 Days)

If you have already determined that the Microsoft epm is right for you and you are comfortable with your organization's ability to deploy it, you may be ready to install the system as part of your evaluation or to accomplish a Proof of Concept phase. Using expert partner personnel during this phase can greatly decrease the time and effort required to complete your evaluation. The typical agenda for this engagement is:

Day 1: Kick-off and Installation

HMS personnel will start with a meeting of pertinent personnel to confirm the structure of the Proof of Concept and, in particular to determine what must be proven in the system following its preparation. We will verify or, if required, establish the proper server platform for Microsoft Office Project Server including installing SQL Server and Project Server in a Windows 2003 environment.

Day 2: Installation/Configuration

In some environments, installation will continue on Day 2 and then project personnel will be interviewed to determine the proper configuration of the Proof of Concept system.

Day 3: Configuration of Project Server

We will use the information collected on Day 2 to configure Project Server sufficiently in order to conduct the Proof of Concept.

Day 4: Administrator Training

We will do on-the-job training of the Administrator while completing the configuration and setting up minimal data for the Proof of Concept.

Day 5: Project Manager and Team Member training

We have reserved a small amount of time to brief project managers and team members in how to access the system and how to perform Project Server related functions so that the centralized data can be configured.

Costs for the 5-day MS Project Proof of Concept assistance are \$7,500 plus travel and per diem expenses, if applicable.

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About HMS Software

HMS Software, a division of Heuristic Management Systems Inc., is a wholly Canadian-owned company headquartered in Montreal with additional offices in Toronto, Canada. Since its inception in 1984, HMS has specialized in the automation of project control environments. Its commitment is to provide project management solutions to organizations worldwide.

Founded as a consulting firm, HMS Software has maintained its technical orientation throughout the years. Staff in all areas of the organization, from Marketing to Technical, have in-depth knowledge of project management and the enabling technologies that make our automated solutions possible. HMS's offerings include project management software, training, consulting and technical support.

In 1993, HMS Software launched **TimeControl**[®], a project-oriented timesheet system designed for organizations that need to track project labor hours. TimeControl is now being used by major corporations worldwide.

HMS has been part of the Microsoft Project Solution Provider program since 1995 and is now recognized by Microsoft as a Premier Microsoft Project Solution Provider. Our technical and development staff are given early access to new releases of MS Project so we can ensure that TimeControl is ready to link to the latest version and that our implementation staff is ready to assist you as soon as a new version has been released.

Through its offices in Canada and a network of agents and distributors throughout the world, HMS Software is able to provide technical expertise, high-quality consulting and training and, of course, software to project organizations worldwide.

HMS Software is proud to count among its clients some of the world's major corporations including: Motorola, Bombardier, CAE, Credit Suisse/First Boston Bank, Duke Energy, Ericsson, EXFO, Kelly Services, Mercury Marine, Motorola, Rolls Royce, Standard Life and the Toronto Transit Commission.

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HMS Software can help your organization move rapidly to deploy enterprise project management.

Problem: Your organization is committed to implement enterprise project management but you are not sure you are ready.

Solution: Let HMS assess the existing skills and processes in your organization and identify where you need to do work to achieve a successful enterprise project management deployment.

Problem: You want to conduct an evaluation of Microsoft Office Project and the Microsoft epm solution but you do not yet possess the skills and experience to install and configure Project Server or to train your personnel internally.

Solution: HMS can install Project Server and configure it with the minimal requirements necessary to conduct a proper Proof of Concept. We'll set up the system and help you load a small amount of data to enable you to get started evaluating the system right away. We'll also deliver fast track training so your personnel know how to access the system immediately.