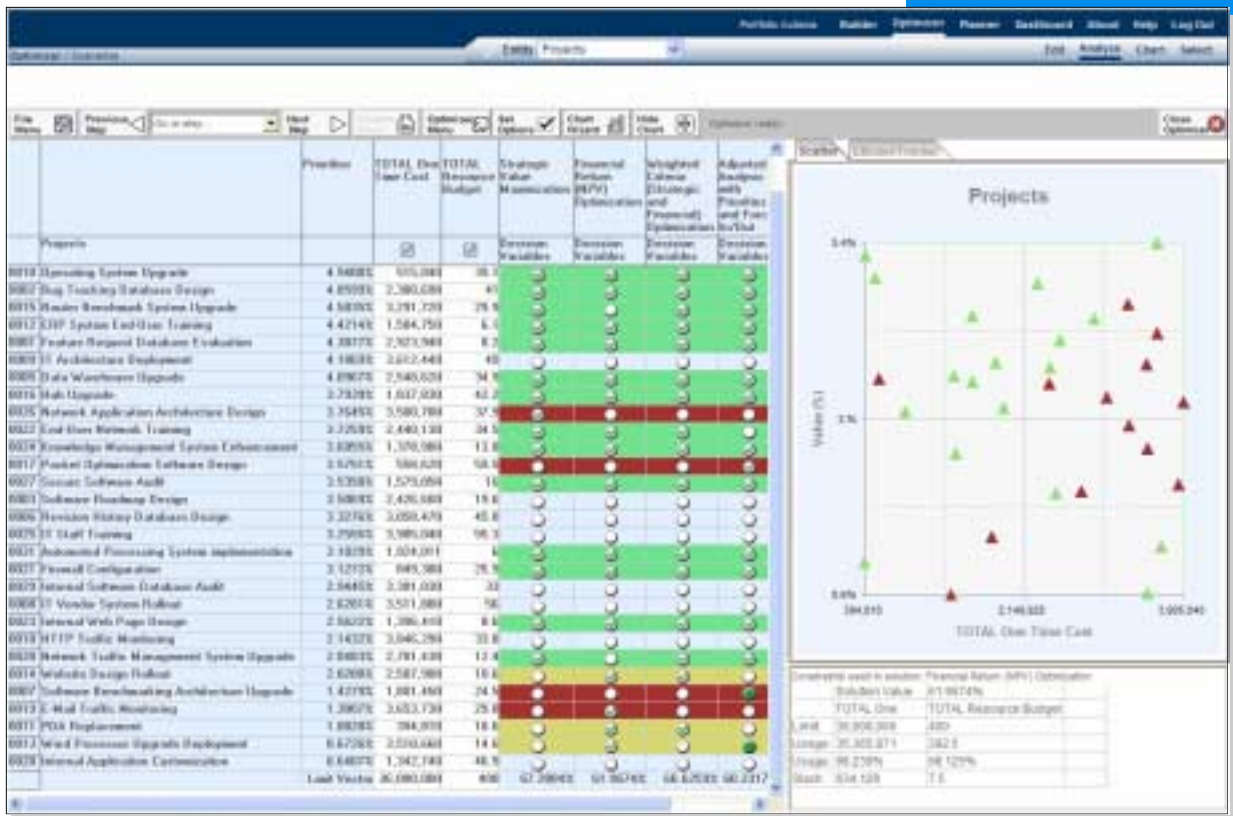


Microsoft Project Portfolio Server Deployment



Project Portfolio Deployment Services

Project Portfolio Management (PPM) software helps organizations strategically create, manage and optimize project, application, product and process portfolios. Although traditionally used in the information technology (IT) industry, portfolio management capabilities are broadly applicable and growing in importance to any company for which work takes the form of individual projects, complex programs or enterprise portfolios. HMS assists organizations in deploying the Microsoft Project Portfolio Server (PPS) system to enable them in managing a complex portfolio environment. Our commitment is to deliver both excellence in project execution and better decision-making in prioritizing and funding the projects that move the organization forward.

The 5-phase approach

Our long experience with PPM deployments tells us that implementations of the Microsoft solution are not done instantly. We believe in a 5-phase approach to all aspects of a PPM system deployment.

1. Envision

The first phase is Envisioning. In this phase we work with management, with executives and with line personnel to identify particular business requirements that will be addressed by the implementation of this system. We work on generating a common vision and a consensus of how to realize this vision. This is also an opportunity to enlist the long term support of senior management in the project and in dedicating the resources that will be required for a successful deployment.

2. Plan

Once having created a vision in which all parties are engaged, we can move to planning the solution. We'll look at what elements have been identified as being required in the system that is envisioned. A schedule, and the elements required to complete the deployment will be created here as well as identifying the team that will realize the vision. Part of the planning phase is also to identify processes and procedures that we wish to maintain and those that will need to be developed as part of the new system.

3. Develop

Here we start work on the actual system that will be deployed. This may involve configuration or customization of your PPM environment or selection of 3rd party tools to complete the configuration. If required a Proof of Concept phase may be required to test some of the assumptions developed or to validate the potential business benefits that were articulated during the Envision phase.

4. Stabilize

Every enterprise system needs time to "settle". The system should be used in a production environment for a period of time to ensure that it is delivering the benefits that were anticipated and that the results that are being produced are those that are required to make better business decisions. The stabilization phase may be relatively short and often occurs as part of a Pilot phase.

5. Deploy

Once we know that the system is ready for organization-wide use, we work through the change-management phase of having users adopt the new system, learn new procedures and processes that have been created to support the new environment and train everyone involved in using the new system to its fullest.

This approach is reiterative. We do it always at the beginning of a new PPM deployment but we also do it all over again for each new phase. Once the initial system has been deployed and the organization wishes to move further with a new deployment, we go through the same process.



Alignment with business requirements

There are many aspects to the Microsoft Project Portfolio Server system that could be considered as part of the deployment. HMS works on determining what aspect of the system's functionality to include in each phase to ensure that the client is receiving the maximum benefit from our work together. Some of the functionality that we work on include:

Portfolio Builder

We work with the Portfolio Builder model to determine the key metrics of the organization. This comes from our work with management during the envisioning and design phase. We'll work on defining and identifying what we want to measure in the system including key costs, benefits, risks, documentation and other factors. We make a wide range of decisions about the Portfolio environment during this time including defining what should be included in each type of portfolio as well as Stage Gate definitions

Portfolio Optimizer

We're committed that our work within an organization leave them empowered to take action. Ultimately, there is no point in deploying a Project Portfolio System unless it leaves the people involved able to take action that delivers some benefit. We'll work with management and line personnel to identify the key business drivers and ensure they're measurable, action oriented and attainable. Then through a workshop format, we'll prioritize those business drivers to provide the basis of our analysis. The Portfolio Optimizer functionality allows us to identify which projects are most likely to provide us with the best benefit and allow us to prioritize the list of possible projects based on what is important to the organization overall.

Portfolio Dashboard

Having a view of our entire portfolio or any part of it is where the theory meets real life in the portfolio system. We will work with the users of the PPS system to determine what dashboard views will best leave them able to take decisions in a timely fashion.

Workflow

The PPS system includes an ability to define workflow and automated workflow steps. We'll assist with integrating this workflow into the Stage Gate structure and to identify what should happen when each step is completed.

Integration with Microsoft Project Server

One of the most powerful aspects of the Microsoft Project Portfolio Server system is its integration with Microsoft Project Server. This integration allows proposed projects in the Portfolio System to automatically create the project definitions in Project Server and then for project progress to come back to the Portfolio system for dashboard analysis. We'll work with you to determine where to integrate these systems.

PPM Deployments are Change Management projects

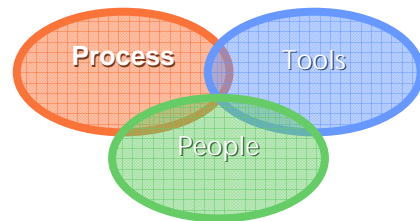
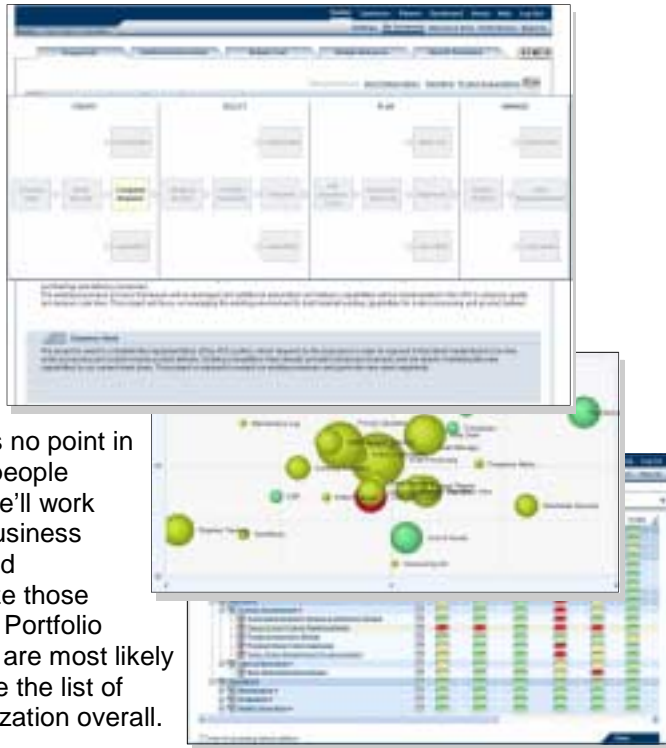
Deploying a Project Portfolio system is not just about the technology. It requires consideration of the people involved, the technology of not only the PPS system but also all supporting technology and the processes involved to produce a given business effect. In the end, the implementation of the PPM system must be about producing a return on investment to the organization.

A phased approach

We at HMS believe in a phased approach to deploying project portfolio management. We'll work with you to determine an achievable schedule and to identify what elements of the solution should be included in each phase. The first phase is usually the most complex as we need to manage the we can create a complex environment while the organization that must support it is changing is fraught with difficulty.

HMS Software represents worldwide experience

HMS has deployed enterprise project systems for some of the world's most prestigious organizations. We are a Microsoft Gold Certified Partner and carries the Microsoft Information Worker Competency. HMS has been named by Microsoft as one of the few First to Market Partner for its work in supporting the most current releases of its project products.



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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 deploying enterprise project management and enterprise timesheet systems. Its commitment is to provide project management solutions to organizations worldwide.

HMS has a long history with Portfolio Project Management. It has been part of our enterprise project management consulting since our first client in 1984.

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 1994, 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 has been recognized by Microsoft as a First to Market Partner. HMS is also a Microsoft Gold Certified partner. Our technical and development staff work with Microsoft prior to release of new versions of their project products so we can ensure that our products are integrated and 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: Alcan, the Atlanta Airport, the Canadian Business Development Bank of Canada, Ericsson, Duke Energy, Ericsson, EXFO, John Deere, Kelly Services, Lockerbie and Hole, Microsoft, Motorola, Organon, Rolls Royce, Standard Life, Stolt Offshore, Toronto Transit Commission, Transcontinental Printing, UPS Logistics and Volvo-Novabus.

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