

 Office 365

Project Pro for Office 365












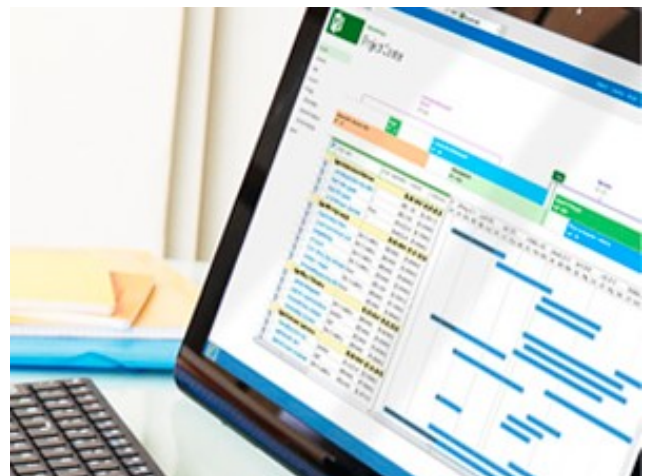
Project Consultancy & Training: 12 day Starter Pack

The options in this document will ensure that your business can achieve a suitably configured working system, with trained staff and online support. Additional consultancy days and training can be included as required.

Planning Workshop: 2 days

During this time, the project management process and reporting requirements of the organization will be defined and documented. Senior decision makers and project managers are required to participate in establishing a detailed system configuration. Information gathered at this stage include:

-  Project Staging
-  Project Categorisations
-  Programme Categorisations
-  Project Actual vs. Planned Schedule
-  Project Actual vs. Scheduled Costs
-  Resource skill sets
-  Task Properties
-  Company working calendars
-  Fields required to configure project reporting and viewing






Planning Workshop continued...



During the workshop, your existing business processes and workflows will be analysed and the elements required for customisation will be identified and documented. All processes that can be mapped will be limited to the workflow/process capability of the product. Any additional processing requirements will be priced separately upon request.

Business Process Mapping

After the initial workshop, a maximum of 40 detailed project management process mappings will be created at the following level:



-  Project
-  Resource
-  Task

The fields defined at this stage will be used in subsequent customisations.

System Installation: 1 day

[Not required for Project Online]

This option includes the following:

-  Installation of SharePoint 2013 Enterprise
-  Installation of Project Server 2013

The client is to provide source files for all the above, the Project Server service packs and Infrastructure Updates also require client updates, in this instance a single client will be updated for testing, the IT department will be responsible for further updating of client machines.

The customer is to provide suitable hardware to support these products as per Microsoft recommendations. We do however suggest a dedicated Project Server computer and databases stored on a separate SQL server. The customer is to provide licensed software for all the products and access to the servers with an account that has Domain Administrator rights.

The installation process will be fully documented, with relevant screenshots.

System Configuration: 5 days



After installation, in addition to the outcome of the workshop, the following items will be configured and tested:

Project Level Fields

Cost KPI traffic lights | Schedule KPI traffic lights | Project Status

Resource Level Fields

Primary Skill | Location

Task Level Fields

Cost KPI traffic lights | Schedule KPI traffic lights | Milestone Type |
Billing Milestone Value

PWA Project Centre, Resource Centre, Project and Views

15 bespoke views to display common sets of project data

Project Workspace

Create a bespoke project workspace template that includes Prince2® process information:

Issue Log | Risk Log | Quality Log | Change Request Log | Lessons Learnt Log

The project workspace begins with the default workspace provided with the product and then has further customer customisations applied to it. There are fields in the default template that cannot be altered, as they are used programmatically in other areas of the product.

EPM Administrator Training: 3 days (Max 3 delegates)

At this stage you will have a configured working live environment.

EPM Project Manager Training: 1 day (Max 6 delegates)

Please provide a suitable training room with computers that are part of the client domain and connected to your system.



Package Options



Item	Duration (days)	Daily Rate	Total (+ vat)
12 day starter package* - Onsite	12		£11,940
11 day starter package - Online	11		£10,945
Additional Basket of Items			
Additional custom fields and views – in blocks of 25 in addition to the 40 covered in the 12 day package	1	£995	£995
SQL Reporting Services training	3	£995	£2985
Business Intelligence training	4	£995	£3980
EPM Administrator training	3	£995	£2985
Business Intelligence – Power View and Power BI – Project Online only	3	£995	£2985
Additional handbooks for EPM Administrator training – per delegate.	Delegates	£95	???
Project Manager training x 2 Training material provided in electronic format for client to print out as required	1	£995	£1990
SharePoint Super User training	2	£995	£1990
SharePoint End User training	1	£995	£995
SharePoint Administrator training Plus manuals at £75 per delegate	4	£995	£3980

*Expenses when on-site are payable separately.

Items excluded in this document:

Integration with a third-party database | Bespoke code development with process or workflows



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 Microsoft Project solutions
 for more than 15 years.