

# Simple PM

Methodology



Static Planning

**8<sup>th</sup>Manage**



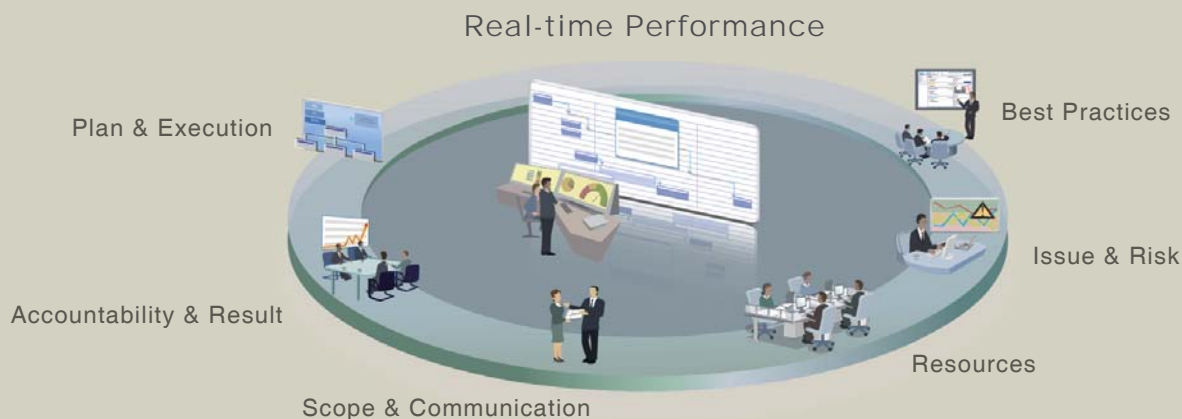
Dynamic Execution



People must learn methodology in order to plan definitely, but they must also understand that the methods that they've learned are static. They need efficient, dynamic information in order to execute effectively. The information generated by the older generation PM platforms is manual-input based and static in nature. Because the information is inefficient and insufficient, it requires experienced managers to mentally map the insufficient and possibly inaccurate, static information to the real-life situations before making judgments. Many organizations don't have a sufficient number of experienced project managers; not only is there a limited supply of experienced project managers, human memory has limited capacity. Project information diminishes, becomes less and less clear and incomplete. Additional complications arise and people become defensive as things start to fall through the cracks. Simple PM is a modern PM platform that will allow project managers and team members to operate with ease and precision; **note the six points below.**

Managing a project is never simple but can **be simpler** if the following exist:

- Project plan and execution are linked
- Accountability and result are clear
- Scope and communication are managed together
- Resource needs and dependencies are clear and explicit
- Issues and risks are automatically tracked and escalated
- Best practices are both encouraged and enforced



Simple PM supports both static planning and dynamic execution. It supports PM methodology and automatically tracks, interprets and reports on project performance. The project manager, relieved from routine data tracking and interpreting, is free to engage in more value-added tasks of project performance optimization. Simple PM is designed to simplify the planning and execution of project management and to assure success.

If you don't have 8thManage, you don't have half of the tools that you need to do your job. You'll be using your limited memory capacity to reconcile the slow, inaccurate human-input information with your sense of the reality. It isn't that you aren't smart and hardworking, but you need adequate tools. You'll become vulnerable when the complexity that you're dealing with escalates but your memory capacity doesn't.

## 8thManage Simple PM Advantages (1)

Simple PM is a tool designed by expert project management practitioners. The designers included carefully considered features to eradicate common pitfalls encountered in everyday operations. Six special features play a vital role in Simple PM. With these special features, project management planning and execution is simplified and success is assured.

- **Project plan and execution are linked**

If plan and execution do not go hand in hand, unnecessary complications, such as the following, will need to be managed manually to maintain a valid plan to guide the team:

- a) Checks will be necessary to ensure that no one forgets to update the changed dates and dependencies of his deliverables
- b) Checks will be necessary to ensure that no one forgets to submit his deliverables for review as required
- c) Checks will be necessary to ensure that no one forgets to review the deliverables that they are supposed to review



When there is only one mishap, it can be tracked down easily. When there are wrong dependencies built on top on wrong dependencies, unnecessary confusion and complication are created. Accountability also becomes an issue when the base-plan that the team is following is no longer valid.

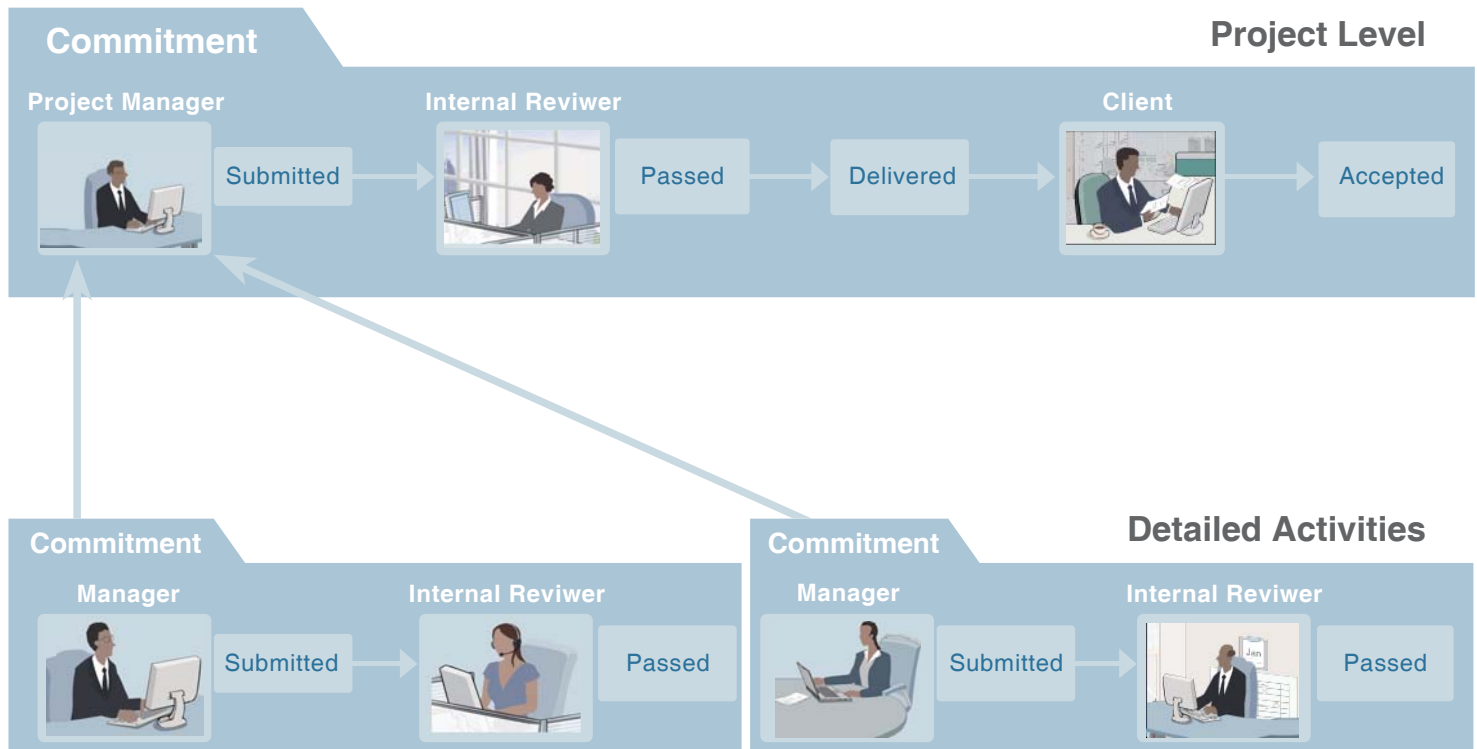
Another symptom of disconnect between plan and execution is “multiple plans”. “Multiple plans” cause unnecessary confusion and accountability becomes an issue. Each team member will follow the version of plan that is closest to their own deliverable status; but that does not help the team to function in an orderly manner.

In Simple PM, plan and execution always go hand in hand. One can always go back to the baseline of the plan or a previous snapshot version. The current plan always reflects the latest status of the project team’s deliverables and accomplishments. In Simple PM, there is always one and only one current plan that everyone can share.

## 8thManage Simple PM Advantages (2)

- **Accountability and result are clear**

Having the name of a person next to a deliverable with a due date in a project plan does not equate to a firm commitment from the person. Accountability and commitment should be clear and explicit. When a commitment and result will affect deliverables from multiple people, then the commitment and result must be visible to all the people concerned.



Simple PM helps to structure work in a natural manner where proper accountability and commitment will be enforced. When someone changes his commitment, Simple PM will notify the affected parties. Simple PM also provides dashboard notification to warn people of possible over-commitment. Simple PM helps people to understand the risks for a vague commitment (where one does not really know what one is committing to or the degree of difficulty of the effort) and of over-commitment. These occurrences do not help the individuals or the project as a whole.

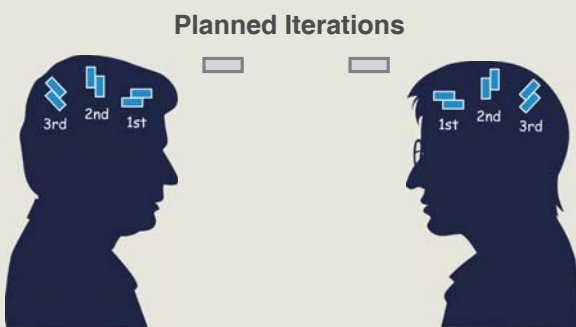
Clear results (whether a deliverable is accepted or not) is very important for enforcing proper accountability. Poor end results are often caused by the unclear measure of immediate results. Simple PM provides the following to facilitate result management:

- Setting policies for review and acceptance
- Real-time alerts for review and acceptance results
- Real-time dashboards and periodical email of reports
- Accountability and results can be made clear to all stakeholders by using the above features in Simple PM

### • Scope and communication are managed together

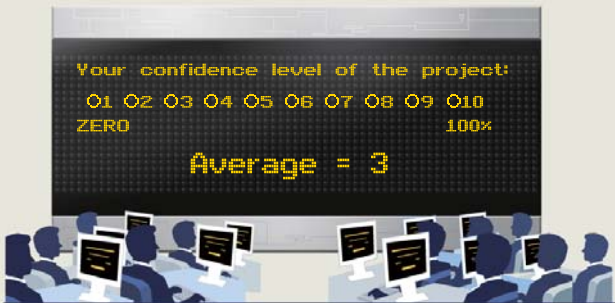
Because of human limitations, it is often difficult to communicate requirements in a single exchange (as stated on the left). Simple PM fosters an iterative approach to delivery and acceptance of requirements. By using Simple PM to plan requirement deliverables, people are encouraged to start early and plan multiple iterations of exchanges. This allows more time to deal with mental transfer of requirements and the planned multiple iterations will encourage discipline.

#### Human Limitations



- Users generally don't fully know or can't make up their minds on exactly what they want.
- Users generally can't clearly articulate what they know.
- The analysts/designers generally can't fully understand the users.
- The implications of some details only become clear during development.
- There is human limitation in mastering all the complexities in a short period of time.

#### Simple PM



- Centralized scope management.
- Reality checks to detect scope communication problems.
- Automatic tracking of requirements reviews and acceptance.
- Automatic tracking of dependencies and changes.
- Automatic detection of scope instability.

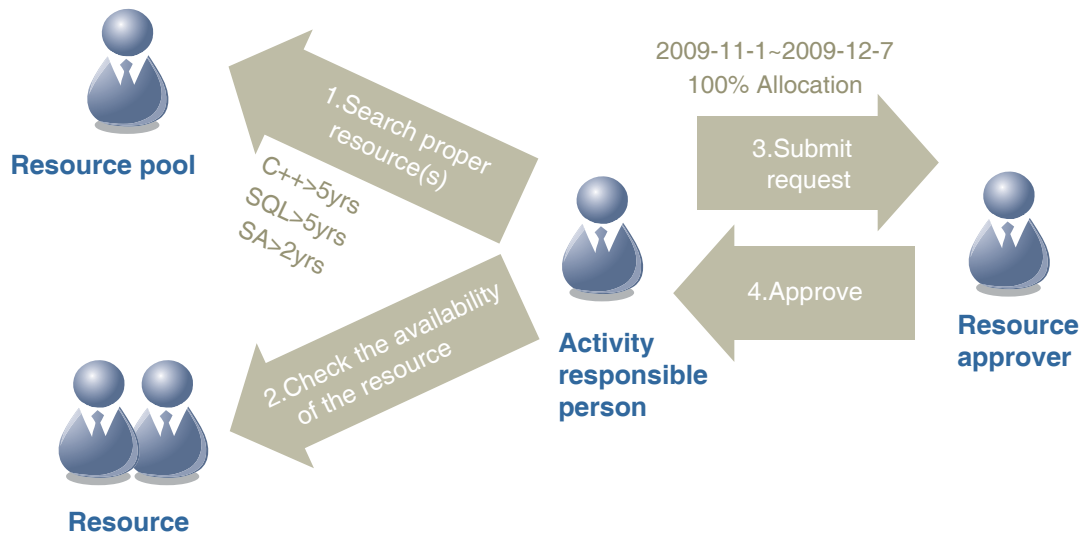
Simple PM also provides Realty Check (which is an on-demand real-time questionnaire service) to detect human communication disconnects as stated on the left. The awareness of such disconnect will help both sides find ways to improve.

Human communication is a complex and imperfect process. Simple PM compensates such inadequacy by encouraging early dialogue; injecting discipline; and detecting problems at the earliest possible time so that the participants involved will have time to express themselves properly.

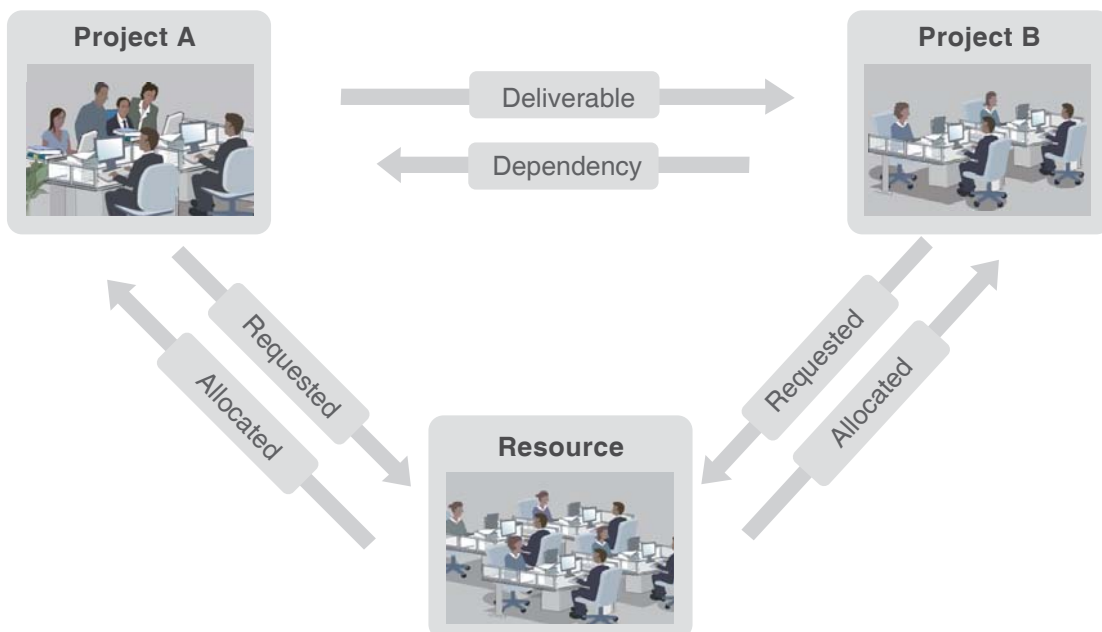
- **Resource needs and dependencies are clear and explicit**

Simple PM helps project team members to manage this complexity by:

- a) Making the resource and deliverable dependencies as explicit as possible
- b) Automatically tracking indirect dependencies
- c) Automatically detecting bad dependencies and warning people as needed (i.e., a deliverable being late that will cause other deliverables to be late)



Resource sharing and dependencies can increase the complexity of managing a project tremendously. For economical reasons and because of the scarcity of expertise, resources are often shared. Work breakdowns make dependency issues unavoidable in almost any project.



## 8thManage Simple PM Advantages (5)

- **Issues and risks are automatically tracked and escalated**

Issues and risks can complicate a project. If not managed well, they can even halt a project. Simple PM provides a framework to manage project issues and risks in an orderly manner to reduce complexity.

**Probability**

1-Highly Likely		1			2
2-High	1		1	1	1
3-Likely	1	1	1	1	1
4-Unlikely			1		
5-Remote					
	5-Yield	4-Low Impact	3-Moderate	2-Major Impact	1-Unacceptable

**Probability**

Managing issues and risks by itself is complex.

An issue can be one of the following:

1. a non-issue (e.g., just somebody's misunderstanding)
2. a defect report
3. a change request
4. a needed action
5. a risk

An issue can also be associated with a resource, a deliverable, a lower level activity, a higher level activity or a project.

A risk can have:

- Negative impact
- Positive impact

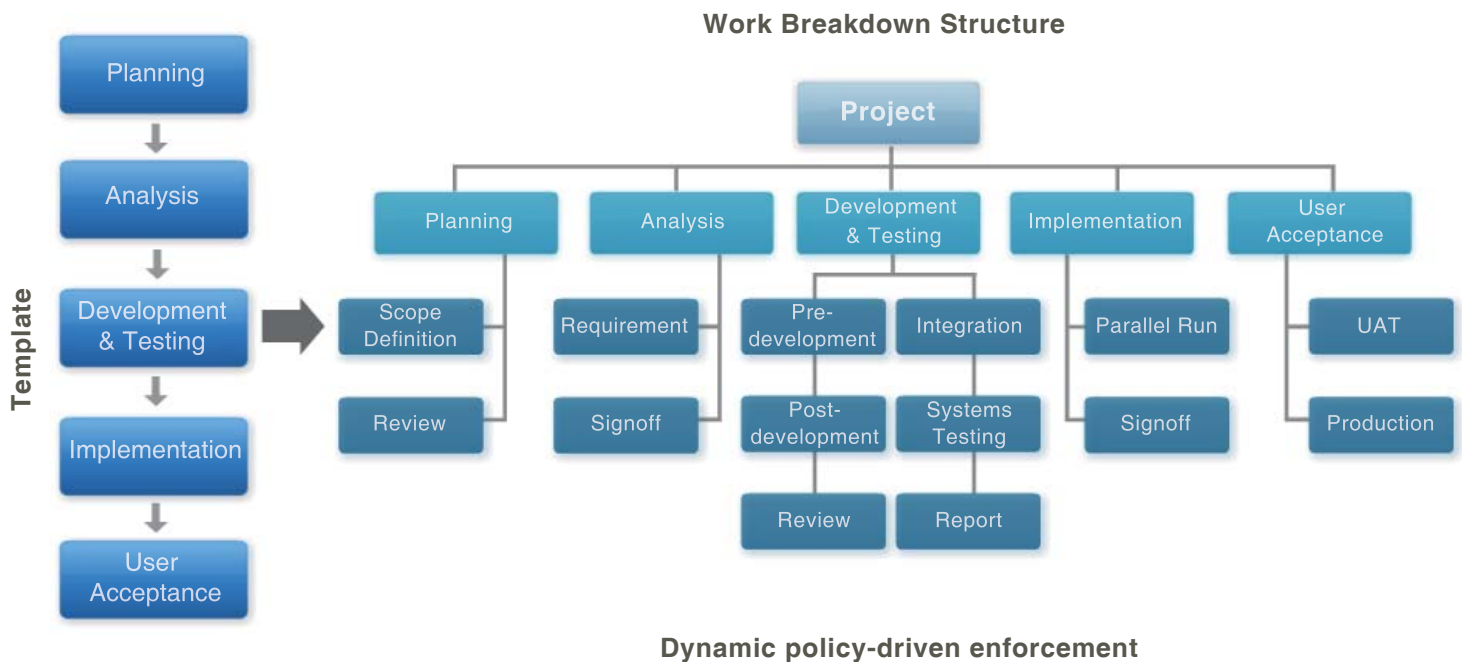
A risk can have different levels of probability (remote to highly likely), a different priority (yield to unacceptable) and different types of methods (avoid, transfer, mitigate, accept) to manage it.

The aggregated view of issues and their resolutions is also needed in order to manage issues in an orderly manner.

- **Best practices are both encouraged and enforced**

Traditionally, standards and best practices are documented on papers. Because different people interpret them differently, or misunderstand them, standards and best practices are often empty statements for political purposes. They are often disregarded, not followed to improve project results.

Simple PM provides a Project Template facility to allow the defining of best practices, and the Policy facility to encourage and enforce best practices during execution.



Due to the fact that a static view and a dynamic view are often different, during project execution, people often find certain needed controls lacking and certain procedures unnecessarily clumsy; consequently adjustment to the policies is needed. Simple PM allows the governance body to adjust the policies to enable project execution to continue.

Without the integration of the static and dynamic views, standards and best practices often look good on paper but are not practical. The traditional way of solving the problems is by adding policies and making the standard and best practices document thick and impossible to read, and impossible to carry out such instructions during execution. Simple PM solves this problem by beautifully reducing complexity, allowing people to see both static and dynamic views and to make adjustments incrementally.



# 8thManage Simple PM Feature List

**Simple PM is a project management tool that simplifies project planning & execution. It includes the following features:**

- Activity Planning
- Execution Management
- Resource & Cost Management
- Issue & Risk Management
- Real-time Tracking
  - Resources, Costs and Deliverables
  - Issues and risks
- Communication Management
- Advanced Project Dashboards
- Configurable Personal Workbench
- Methodology Templates and KPIs
- Automatic Alerts on New, Changed, Due-soon and Overdue Items



Activity Planning



Activity Execution



Resource & Cost Management



Issue & Risk Management



Communication Management



Scope & Time Management

◆ Requirements Analysis Report

◆ Final Design Report

◆ Construction Material

◆ System Testing Report

◆ Final Acceptance Report

◆ System Development Report

Schedule	Cost	Quality & Control
●	●	●

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