CONTRACT DELIVERABLE MANAGER

OBJECTIVE

Contract Deliverable Manager provides a collaborative environment for users to access, manage and deliver contract documentation and deliverables (i.e. "Submittals") according to their task assignments

OVERVIEW

Companies can no longer rely on manually collecting project status. Time spent searching for and transforming data and conducting physical meetings with numerous attendees must be avoided and eliminated. **Contract Deliverable Manager** achieves this by making the updating of project task status part of the same **3D**EXPERIENCE® system used to develop and manage the content delivered to fulfill the project task. In effect, project management capabilities are put directly in the context of the tools of users so reporting status is not seen as a burden. Reliance on manual collection of status is reduced or eliminated.

When users can report task status via their normal activities, the concept of "Invisible Governance" is enabled. The alternative to invisible governance is team members communicating status through informal approaches like e-mail, or program managers being forced to manually collect and compile status updates. This is effort intensive and very time consuming. Further, the information is always out-of-date since progress goes on immediately after status is reported. Inefficiency and poor/late data makes effective decisions a matter or intuition rather than data-driven. **Contract Deliverable Manager** eliminates these issues.

Contract Deliverable Manager provides users visibility to their contract and project assignments and allows them to create risks, issues and opportunities. Users collaborate through shared folders and documents for the deliverables to define status, approve and review.

HIGHLIGHTS

PROGRAM & PROJECT PLANNING

Project Access

The **3D**EXPERIENCE platform security model provides a common, consistent approach across all Dassault Systèmes solutions. This applies to project data as access can now be defined not only for individual users, but also as a combination of organizations and collaborative spaces. Access can not only be defined on a project but also on individual objects within projects. For example, a given WBS phase can be made visible for a supplier for review or authoring. The richness of the security model allows scaling from very simple SMB scenarios to OEM/Suppliers extended enterprise access needs.

All project content and deliverables are managed and stored securely within controlled folders and subfolder structures. Within a project, each folder and file maintains additional levels of security. Lifecycle controls establish folder content baselines as a means of measuring project performance and historical references. Team members can establish a single environment for managing and sharing all project information — not just documents. By subscribing to folder and document events, members can become informed immediately as changes and additions occur. Reports provide a consolidated list of project-related content from either the work breakdown structure or from the folder structure.

Work Breakdown Structure

As users are assigned tasks, work can be detailed further with task decomposition or ad-hoc sub-projects. By defining a work breakdown on assigned tasks, users can contribute to the planning phase of the projects ahead of execution.

PROGRAM & PROJECT EXECUTION

My Calendar

The "My Calendar" view helps users to manage their assignments by providing a consolidated summary of Project WBS Tasks, Risks, Issues, Meetings, and Route Tasks. The user assignments can be visualized in daily, weekly and monthly views based on task due date and start date. From these views, the users can directly access assignment properties through the right mouse button and work on their tasks.

Task Deliverables

As tasks are assigned and being worked, task deliverables should be associated and managed in the context of the task. As a deliverable is promoted through its lifecycle, the system automatically updates the task status. After the tasks are completed, project folders store and categorize the deliverables for access controls and increased visibility. To keep task deliverables on schedule, project leaders can configure automatic reminders of upcoming or late tasks that project members will receive in their company email.

Team Collaboration

A project manager can institute standard reviews for project members using routes to circulate tasks, projects, and files. The entire project team can be kept informed of important project information with online discussions. All team members can subscribe, view and comment on the original discussion topic or any of the subsequent responses.

Issue / Risk Management

Issues are real incidents, inquiries, or problems that impact a project negatively, and risks are anything that can potentially impact a project negatively. Issue management provides a context for capturing, tracking and closing issues in the context of a project. Issues are identified, captured, classified, and assigned to project members for resolution. Risk management enables project teams to identify, quantify, analyze, and mitigate project risks. During the analysis process, risks need to be assessed and quantified in two dimensions. These two dimensions are impact and probability with ranges from 1-5. These dimension values help minimize these potential negative impacts by determining each risk priority and clarifying which project risks need mitigation.

Project Meeting Traceability

Project or program managers can capture meeting details to maintain artifacts for historical references. Managers can define meetings, and track who was invited and who actually attended. Agenda topics can be added to meetings with time durations allocated for each topic and associated document attachments for discussion. Issues that need further follow up and recorded decisions are stored as an outcome of the meeting.

Key Benefits:

- Collaborate on contract deliverables with real time reporting on actual status for assigned tasks
- Easily track deliverables through look-ahead and other reports
- Capture, mitigate and report status on project risks, issues, and opportunities
- Track meetings, decisions, and artifact baselines so that traceability is established for historical reference
- Capture and submit weekly time sheets against a project for management approval
- Connect data deliverables to the contracted schedule for up-to-date status, review, and delivery to customers
- Manage assigned deliveries with the connected contract schedule to provide better visibility to managers to support more effective decision making

Weekly Time Tracking

Project users can enter hours worked on a project or a task during the week, and submit them to either the functional manager or project manager for approval or rejection. The Project Team Member role (DPJ) provides time reports by project phase or by project member to track worked hours for assigned tasks. By capturing a user's time throughout the week in a time sheet, the project manager has accurate status information, can project future progress, identify potential risks, and take the necessary actions to readjust the schedule or resources.

PROGRAM & PROJECT INTELLIGENCE

3DDashboard

Users can add feeds on projects and tasks in "3DDashboards" to monitor project related information in context of other sources of information. With the 3DDashboard, users can decide the course of actions to be taken. Tagging services allow users to quickly filter widgets and table content based on already defined tags and to enrich project information with their own tags.

GLOBAL COLLABORATION

Collaboration & Approvals

Users can benefit from a wide range of capabilities for global enterprise collaboration. Those capabilities include the ability to manage and organize shared documents and structured product data. They also enable the creation of digital workspaces for virtual teams to work together. Users can easily raise issues, organize meetings and track decisions while any object lifecycle modifications can be formally approved using routes defined by end-users or, to simplify and facilitate a repeatable approval process and standard route templates.

Microsoft Integration

Users can create and access **3D**EXPERIENCE data from the most popular Microsoft applications: Word®, Excel®, PowerPoint®, Outlook®, Windows Explorer, and Windows Desktop Search. This capability enables enterprise-level collaboration while not disrupting the established productivity of end-users. With product content being managed in **3D**EXPERIENCE rather than on users' PCs, organizations are able to create, manage and review product content more securely.

Using Microsoft Project for Schedule Creation

In addition to the use of schedule templates and manual schedule creation, schedules can be created using Microsoft Project. The schedule data can then be imported into the **3D**EXPERIENCE platform to execute the tasks and their associated deliverables.

Repeated synchronization between the tools is possible, allowing schedule authors to continue to work with MS Project while the project members perform their tasks in the **3D**EXPERIENCE platform. The synchronization can also accommodate a mixed mode of operation in which some tasks within a given project are managed in **3D**EXPERIENCE platform and others in MS Project.

These capabilities allow the **3D**EXPERIENCE platform to consolidate the work of many project schedule authors, each of them contributing schedules and, possibly, status to the work of a program. In addition, a gradual transition of schedule authoring and management can occur from the current state of exclusive use of MS Project, through partial use and ultimately exclusive adoption of the **3D**EXPERIENCE platform for this purpose.

In addition, users can:

- Promote company standards with document templates stored in **3D**EXPERIENCE platform and accessed with Microsoft Office applications
- Populate data from **3D**EXPERIENCE platform into MS Word tables
- Direct searches into the **3D**EXPERIENCE platform database to find product information
- Subscribe to document modification events
- Route documents for review, comment and approval
- Record key decisions with saved email threads

Our **3D**EXPERIENCE® platform powers our brand applications, serving 12 industries, and provides a rich portfolio of industry solution experiences.

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