

PM Feature list

Feature	Description
Project Initialization	
Create Project	Allow to create project by different methods, such as creating from the template, importing from mpp file or creating from scratch.
Define Project Team	Allow to define project sponsors, planners, managers, assistants, team members and approvers and grant appropriate privileges.
Define Project Chapter	Allow to define info such as objectives, stakeholders, assumptions, approaches, high-level scope, high-level schedule and budget ballpark in project charter.
Project Scope Document Mgmt	Support the uploading and easy access of scope-related documents.
Project Library	Support user-define library template for creating a new project library.
	Support auto creation of project library automatically when a new project is created.
	Support linkages of project deliverables to documents in project library so that documents created from a project can be accessed independently from project library.
	Support knowledge mgmt in project library.
Project Planning	
Detailed Project WBS	
WBS Operation	The form of 8thManage WBS is similar to Excel format, in which users can re-arrange the activity sequence, outdent or indent an activity by mouse or shortcuts. The system also supports the import and export of MS project files.
Assign Activity Reps.	Able to assign the responsible person of the activities individually or by bulk replace;
	Allow multiple persons to be responsible for the same activity.
Set Up Deliverables	Allow to define deliverables details of activities/projects, including responsible person, scheduled FD, review and acceptance flow, quality standard etc.
Planning Methods	Support "top-down" and "bottom-up" planning methods; by combination of the two methods, it can better ensure the time restriction as well as the flexibility.
Sub-projects	A project can be inserted as an activity to another project's WBS.
Critical Path	Critical path activities are visually displayed on WBS and 8thManage supports showing real-time critical path on web page and exporting PDF document.
Gantt Chart	Able to show the Gantt Chart in real-time and allow exporting it into PDF.

Resource Plan	
Resource Type	Allow self-defining the resource type such as internal human resources, external human resources, and non-human resources for the projects; allow self-defining the resources properties.
Resource Working Calendar	Allow defining different working calendars; each project and each resource can have different working calendars.
Key Resource Warning	Conflict or overloading of key resources will be alerted.
External Human Resources	Able to manage the external human resources that participate in the projects.
Resource Skills	Able to self-define needed fields to record all the skills of the resources.
Resource Plotter	The system will list the matched resources that meet the requirements based on resource plotter.
Resource Workload Warning	The workload of a resource can be tracked during resource planning process and any overload can be detected and alerted by the system automatically.
Resource Allocation	Support resource tracking and adjustment request on resource allocation according to the resource's usage.
Deliverable Plan & Quality Definition	
Deliverable Review & Acceptance	Allow to define different review and acceptance flow for deliverables.
Minimum Quality Requirement of Deliverables	Support setting the minimum level of quality control for deliverables on Enterprise/Project level.
Minimum Quality Requirement of Milestones	Support setting the minimum level of quality control for milestones on Enterprise/Project level.
Deliverable Completion Methods	Allow to set up metrics to evaluate the quality of the deliverables;
	Support to set up the calculate methods of the completion rate according to the target value and the actual value of the metrics, or according to the review and acceptance status.
Project Budget Plan	
Top-down Budget & Bottom-up Budget	Top-down budget reflects the estimated amount acknowledged by the executives; bottom-up budget reflects the amount estimated by the project team members.
	The system allows to plan the project budget both from top-down or bottom-up ways in order to compare the deviations and provide overrun warnings visually.
Cost Control Rules	Allow to control the project cost in different cost classification levels according to whether the cost control needs to be strict or not.
Cost Classifications	Allow to self-define different cost classifications by enterprise level or by each project.
Reserve Fund	Support managing the reserve fund of the project.
Asset Depreciation	Support managing the asset depreciation of the project.

Dependencies Plan	
Dependency Between Activities	Predecessor reflects the execution sequence between activities; dependency reflects the logics between activities.
	When activities are related by deliverables, dependency can control the quality of deliverable before it is transferred.
Dependency Between Projects	The hypotaxisrelation between projects is reflected by parent & children projects; the logic relation between projects is reflected by dependency (the launch of one project depends on the completion of deliverables of another project), which can provide time and quality management.
Dependency Between Activity and Deliverable	Allow the activity to depend on the deliverables of other activities or projects.
Dependency Between Deliverables	Allow to define the dependencies between deliverables.
Project Approval	
Multi-level Approval	Support multi-level approval function (e.g. allow project manager to approve top-level activities, project approvers to approve whole project plans).
Self-defined Approval Flow	Project approval flow can be pre-defined in the system or confirmed by the project manager when the project is submitted for approval.
Re-approval Restriction	Allow to define there-approval control parameters;when some critical goal was changed, such as the cost, scheduled FD etc., the system will require the project to be re-approved automatically.
Project Execution	
Deliverable Mgmt	
Internal Review	Deliverable's responsible person submits the deliverable for internal review; Reviewer reviews the deliverable.
Acceptance	The accepter can accept or reject the deliverables after receiving the deliverables.
Iteration Mgmt.	Allow to manage the deliverables through iteration methods.
Commitment Mgmt.	Allow the commitment management of the deliverables; the commitment process includes commitment-implementation/re-negotiation/commitment breaking.
Unreasonable Dependencies Mgmt.	The system will automatically check and reflect the unreasonable dependencies between deliverables, or between deliverables and activities or projects.
Deliverable Structure	Allow to define deliverable structure through defining the components of deliverables.
Deliverable Completion Feedback	Allow setting up target value of the metrics to evaluate the deliverables.
	The responsible can update the actual value, and the system will calculate the completion rate according to the target value and the actual value of the metrics, or according to the review and acceptance status.

Resource Utilization	
Timesheet	Team members can use the timesheet to record their actual working hours in each project.
Resource Request & Approval	Support the resource request and approval process.
Resource Usage Record	Able to generate the usage records automatically according to the actual timesheet records, able to calculate the project resource costs automatically.
Resource Tracking	Resource tacking feature supports dynamically tracing the resource usage in a project and detecting any overload and resource conflict.
Commitment Mgmt.	Allow the commitment management of the resource allocations; the commitment process includes commitment-implementation/re-negotiation/commitment breaking.
Cost Mgmt	
Expense	The system supports the expense flow management from request to payment delivery.
Cost Classifications	The project can inherit the cost classifications of enterprise, or adjust the inherited classifications to maintain its own one.
Budget & Actual Cost	Able to track the derivations between the planned budget and the real cost; able to provide warnings according to the pre-set cost warning rules.
Communication Mgmt	
Requests & Responses (Approval, Review, Acceptance)	When the user raises a request, the user being requested (such as the approver) will be able to receive and respond to it to achieve the purpose of interactions.
Notifications	When the plans are modified, or deliverables are reverted etc., the system will send out notifications automatically (the rules can be self-defined by the user).
	The system will also send out notifications to the responsible persons before the due day.
Escalations	Support to escalate to the leaders automatically if the pending requests are not being handled in due time.
Chat & Forum	Provide online chats and forums for instant communications.
Instant Comments & Emails	Allow team members to add comments for the projects, activities, deliverables, issues etc. online or via email at the same time.
	All the communications including the emails will be captured into the system by time sequences.
	Relevant team members will be able to keep track of the historical communication records when needed.
Dependency Mgmt	
Unreasonable Dependency Detection	Auto detection of the unreasonable dependencies and provide alerts.
Dependency without Review or Acceptance	Auto detection of the dependencies without review or acceptance and provide alerts.
Dependency without Commitment	Auto detection of the dependencies without commitment and provide alerts.
Depend-on-me Dependency	Auto detection of the depend-on-me dependencies, in help of the activity responsible persons to know what projects and whom should the current project be transferred to.

Change Request Mgmt	
Change Request	Allow users to record and handle the change request in the system.
Severity & Urgency Queue	Allow to define the severity of the change requests, provide urgency queue function to manage the change requests and to control the access rights.
Audit Trail	Provide audit trail to record all the changes of the change requests.
Self-define Function	Allow privileged user to self-define the basic information page and management flow of the CR.
Purchasing Mgmt	
Purchase Order	Support the entire procurement process, including raising the PO for approval, record the invoices received from the suppliers, payment requests and approval etc.
Received Invoice	
Payment Request	
Team Building	
Project Work Performance Report	Provide various real-time project analysis reports as a reference during the executions, such as workload summary, quality summary, milestone completion status summary etc.
Reality Checks	Provide reality check functions to collect the comments from the project stakeholders and allow to answer the questions anonymously.
Project Monitoring	
Cost Monitoring	
Earned Value	Use the EVM management method recommended by the PMBOK to monitor the project cost
Top-down & Bottom-up Budget Deviations	The system will monitor the deviations between the top-down and bottom-up budgets and by real-time.
Cost Overrun	The system will monitor the cost overrunning the approved budget in real-time automatically.
Budget Re-approval	With pre-set rules, when budget being modified, it will trigger the restriction to re-approve the project.
Progress Monitoring	
Dashboard & Warning	Provide project summary dashboard and the alert functions.
Earned Value	Use the EVM management method recommended by the PMBOK to monitor the project schedule.
Quality Monitoring	
Quality Monitoring	The system will keep track of the project quality dynamically by examining the following: uncommitted deliverables, overdue deliverables, deliverables without review and acceptance, rejected deliverables, deliverables with a high rejection rate, the most overdue deliverable etc.

Resource Monitoring	
Resource Overall Monitoring	The system will automatically monitor the overall resource conditions, including overdue resources, unreasonable allocations, overloaded resources, to-be-hired resources, un-committed resources etc.
Resource Effort Analysis Histogram	The system provides resource effort analysis histogram to analyze the total FTE, resource days or resource hours of the planned, requested, approved or actual resources usage.
Resource Effort Analysis Table	The system provide the analysis report to view and compare the FTE, resource days, resource hours of the total resource usage, the resource constraint and the variances.
Different Resource Reports	The system provides different resource reports to help monitoring the resource in different dimensions, e.g. the resource planning report, resource time & cost report, resource allocation & utilization report etc.
Risks& Issue Monitoring	
Risk Detection	Auto detection of the resource risk, schedule risk, cost risk, management risk etc. and demonstrates the risks in the project dashboard.
Risk Mgmt.	Besides from the auto detection of the risk, the system also allows the user to record and monitor the risks found.
	The system supports to plan actions to deal with, reduce or avoid the risk, and supports the whole follow-up process until the risk is relieved or closed.
Issue Handling	Support to keep track of the whole process of dealing with the issues found; including the issue registration, the impact analysis, the actions, actions follow-ups, issues solved and closed.
Library & Knowledge Classifications Mgmt	
Document Library Mgmt	
Library Template	Support the creation of document library templates and the creation of document libraries based on a particular template
Auto-creation of Project Library	Support creating a new document library automatically when a new project is created. It also supports creating a project document library from template.
Document Version	Provide document version management, able to keep track of all the historical versions.
Access Rights Control	Allow different stakeholders and users to have different access rights; able to grant the rights by library, by specific folders or specific documents.
	Provide check-in and check-out controls to avoid concurrent write into the same version of the document.
	All the view,modification, download, check-out actions etc. will be recorded in the access logs.
Document Searching	Allow to search and view the documents by names, knowledge classifications, key words or full-text;
	Allow to search and track documents of different formats including word, excel, ppt, pdf., etc.
Document Flow	Support user-defined document forms and allows the current user to fill in and submit documents of different types for approval.

Knowledge Classification Mgmt	
Knowledge Classification	Allow the user to self-define knowledge classifications.
Document Searching	Allow the linkage of each document to multiple knowledge areas and provides a knowledge-based search facility
Deliverable Searching	Allow the linkage of each deliverable to multiple knowledge areas and provides a powerful knowledge-based search facility
Configurations and Integrations Mgmt. (SVN/CVS)	
Configurations and Integrations Mgmt.	Built-in function to integrate with SVN/CVS for instant usage.
Risk & Issue Mgmt	
Risk Management	
Existing Risk Analysis	Support the identification of existing risks and the analysis of the confidence level of them before the project start.
Risk Mgmt.	The system allows project team members identify, assess, prioritize and record risks and the formulate actions for managing them. The system also records the probability and influence before and after the action to ensure the effectiveness of the actions.
Risk Detection and Reminding	Auto detection of project resource risks, schedule risks, cost risks and management risks and provides extrapolative forecasts to warn people on the systemic risks.
Issue Mgmt	
Issue Recording	Allow to record issue for different levels and objects, such as dependency, deliverable, activity, sub-project, and project.
Issue Linkage	Allow an issue to be associated with a risk and its resolution actions associated with change requests.
Change Tracking	The system will track the impact changes of the issue.
Actions Tracking	The system will track the actions to solve the issue.
Issue Map & Warnings	Provide an real-time issue map for the monitoring and visibility purposes and a automatic alert function for the actions associated with issues.
Re-forecast & Investment Attention	
Re-forecasting Mgmt.	
Schedule Re-forecasting	8thManage supports schedule re-forecasting based on Schedule Performance Index (SPI), present date and mandatory dependencies.
Resources(Efforts)Re-forecasting	Allow to re-forecast the resources(efforts) according to the re-forecasted schedule and the extra resources requests.
CostRe-forecasting	Allow to re-forecast the cost budget according to the actual cost (AC) and the bottom-up budget cost.

Investment Attention	
Investment Priority, Scale & Performance	Provide real-time analysing reports of the investment priority, scale (requested budget, estimated RD, expected ROI) and performance (schedule, cost, quality, management goal) of the projects.
Investment Priority, Scale & Risk	Provide real-time analysing reports of the investment priority, scale (requested budget, estimated RD, expected ROI) and risks of the projects.
Investment Project Type, Scale & Performance	Provide real-time analysing reports of the investment project type, scale (requested budget, estimated RD, expected ROI) and performance (schedule, cost, quality, management goal) of the projects.
Investment Project Type, Scale & Risk	Provide real-time analysing reports of the investment project type, scale (requested budget, estimated RD, expected ROI) and risks of the projects.
Project Close	
Project Close	Support to complete and close the project in the system.
Deliverable Documents Mgmt.	Allow to move all the attachments of the deliverables into specific project folders in the project library.
Resources Release	Allow to release all the requested resources after closing the project.
Project Documents Mgmt.	Allow to move all the project documents into the project library for better managing and archiving.
Big Data Report (Point-and-click report generator)	
Big Data Report	Support report for internal user, external user, group, client, supplier, project request, project, deliverable, assignment, product, purchase order, received shipmen, delivery note, stock transfer, invoice received, goods received, service ticket, change request, bill-of-material(BOM), and document flow.
	Support to set access privileges, search criteria, group setting, and display columns of statistics and calculated.
	Support the report display in 2D Table, 3D Table, Bar Chart, Pie Chart, and Trend Graph.
	Support the custom fields of internal user, external user, group, client, supplier (not defined in Page Layout), project request, project, activity report, deliverable, product, invoice received, and document flow to display in big data report and its column and display as search criteria. *Custom field types of "Text(2000)", "Date Range", "Time Range", and "Score 1 to 10" do not diaply in big data report or display as search ceritera.

Note1: If you need to use iOS app of 8Manage, you must apply for an account from Apple Inc.(\$299/Year) before we offer iOS app.
Note2: The operation or UI of the same feature in iOS and Andriod may be different, and the fields in the App is not completely the same as that in the website.